University of San Francisco School of Law

CIVIL/CRIMINAL LAW EXTERNSHIP PROGRAM APPLICATION PACKET – Spring 2014/Summer 2014

Spring 2014 Externships: Applications due Monday, December 2, 2013

Summer 2014 Externships: Applications due Thursday, April 10, 2014

CIVIL/CRIMINAL LAW EXTERNSHIP APPLICATION CHECKLIST:

- Review carefully the "Policies, Requirements and Procedures" in this packet.

- Secure your externship first (review section on "Eligible Employers and Fieldwork Experience") and seek assistance from the Office of Career Planning as necessary during this process.

- Confirm that your employer is included in the attached *List of Prior Externships*. If not, your supervisor will need to complete the *Request for Approval of Agency for Civil/Criminal Law Externship Program.*

- Complete the Application, which consists of the following documents (all contained in this packet):

  __*Student Application for Civil/Criminal Law Externship*
  __*Class Attendance Confirmation*
  __*Extern Supervisor and Extern Agreement*
  __*Statement of Educational Goals for the Civil/Criminal Law Externship*
  __*Petition for Repeat Civil/Criminal Law Externship* (required if you have worked or volunteered for this employer before)
  __*Request for Approval of Agency for Civil/Criminal Law Externship Program* (if necessary, see above)
  __*Current resume*

  Note: Your supervising attorney **must review and sign** the *Extern Supervisor and Extern Agreement*, and the *Statement of Educational Goals*. All supervising attorneys must have been admitted to the Bar for at least two years from the date she/he signs the form and be in good standing with the Bar.

- If you have worked or volunteered for this employer before, complete the *Petition for Repeat Civil/Criminal Law Externship* (see p. 7 for more information).

APPLICATION FORMS ON LAW SCHOOL WEBSITE: You may download forms to type into from http://www.usfca.edu/law/externships/civil/.

NOTE: American Bar Association (ABA) standards prohibit students from receiving academic credit if they are compensated for their work.

AFTER APPLICATION HAS BEEN SUBMITTED: If your externship application is approved, you will receive an email notification from the Externship Programs Office with a CRN registration code that will allow you to register for the externship units.

EXTERNSHIP PROGRAMS OFFICE:
Kendrick Hall, Room 235
Phone: (415) 422-4467
Fax: (415) 422-4470
Email: externships@usfca.edu
Website: http://www.usfca.edu/law/clinicsexternships/

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POLICIES, REQUIREMENTS AND PROCEDURES

INTRODUCTION

The Civil/Criminal Law Externship Program provides upper-division law students who meet certain requirements to receive academic credit for unpaid externships[1] they secure with established law firms or corporate legal departments; non-profit organizations or the legal department of government agencies or offices. Thus, the Program provides students the opportunity to include practical, hands-on experience as part of their school education. The policies and requirements are intended to ensure a high-quality experience for students working under the supervision of experienced practitioners.

PARTICIPANTS ARE REQUIRED TO ATTEND ALL CORRESPONDING EXTERNSHIP CLASS SESSIONS, SUBMIT EVALUATIONS AND WEEKLY TIMESHEETS, AND COMPLETE OTHER ASSIGNMENTS.

DEADLINES

After having secured an externship offer from an eligible employer, students must submit completed applications to the Externship Programs Office for processing and approval by the deadlines listed below and on the cover of this packet. Adhering to these deadlines will allow enough time for all applications to be reviewed for approval in time for the Law School's registration deadlines.

Spring 2014 Externships: Applications due Monday, December 2, 2013

Summer 2014 Externships: Applications due Thursday, April 10, 2014

Applications submitted after the deadlines above are not guaranteed approval and are subject to the discretion of the Director and Assistant Professor for the Externship Programs.

Since most externship applications are submitted and/or approved after the initial class registration period closes, it is recommended that you register for classes as if you are not taking an externship. Once you have been notified by the Externship Programs Office that your externship has been approved, you will drop your previously registered classes and add the externship units and corresponding class. This process can be done during the add/drop period.

Approved & Pending Applications

All students who have been approved for externships, and students whose applications are pending approval, must attend the first externship class session. Failure to attend the first class will result in disqualification from the Externship Program that semester. Please review the Registrar's Course Schedule for class dates and times.

STUDENT ACADEMIC ELIGIBILITY REQUIREMENTS

Please review the requirements below to determine whether you are eligible to apply for academic credit for a civil or criminal law externship. **These academic eligibility requirements are strictly enforced without exception.**

[1] "Externship" is synonymous with "internship." To distinguish itself from USF's In-House Law Clinics, the Externship Programs Office uses the term "externship" to identify learning opportunities for students that occur outside the classroom. Students earn academic credit for these opportunities. Employers/supervisors sometimes use the term "internship" to identify these opportunities because these students will be working within their organizations.

When Can You Participate in the Civil/Criminal Law Externship Program?

Subject to minimum GPA and other academic requirements, students are eligible to participate in the Civil/Criminal Law Externship Program during the following semesters:

Part-time (3 or 4 units) and Half-time Externships (6 units):

- **Full-time students:** during their second and third years of law school (*i.e.*, starting the summer following the first year of courses, but see p. 8 for summer externships)
- **Part-time students:** during their third and fourth years (*i.e.*, starting the summer following the spring semester of their second year)
- **Part-time students who convert to full-time status after their first year:** starting in the spring semester of their second year

Full-time Externships (11 or 13 units):

- **Full-time students:** during their last three semesters of law school
- **Part-time students:** during their third and fourth years (*i.e.*, starting the summer following the spring semester of their second year)
- **Part-time students who convert to full-time status after their first year:** during their last three semesters of law school

Note re International Students: Before submitting an Externship Application, students with visas are advised to consult with the Office of International Student and Scholar Services (ISSS) regarding any off-campus work authorizations that may be required. (415) 422-2654.
See http://www.usfca.edu/isss/employmentoffcampus/.

Note re JD-MBA Program Students: Students are not allowed to take any law courses during their fall or spring semester. Also, their 12 crossover units from MBA program are classified as non-classroom (per ABA), so they must remain vigilant of the out-of-classroom unit policy.

Do You Meet the Minimum GPA Requirements?

Applicants for Civil/Criminal Law Externships must be in good academic standing at the time they apply for and at the time they start the externship, and meet certain GPA requirements as follows:

No. of Academic Units	Minimum GPA
Full-time externship (13 or 11 units)	Above 2.70 and good academic standing
Half-time (6 units)	Above 2.50 and good academic standing
Part-time (3 or 4 units)	2L (summer and fall): Above 2.50 and good academic standing
	2L (spring) and 3L students (summer, fall, and spring): at least 2.30 and good academic standing

ACADEMIC UNITS AND REQUIRED FIELDWORK HOURS

Units and Hours

Below are the possible number of units that students may register for and their corresponding fieldwork hours. **Please note that because the summer session is much shorter than the fall/spring semesters, only the 3 and 4-unit options are available in the summer.** During the fall/spring semesters, students must begin their fieldwork by the beginning of the third week of classes and complete the required hours during that semester.

Summer sessions are approximately 7 weeks long, and fall/spring semesters are usually 14-15 weeks long. Please refer to the Registrar's Academic Schedule for specific semester start and end dates, and consult with your attorney fieldwork supervisor to determine your weekly schedule.

Full-time externship	**13 units** = 576 hours → 40+ hours/week *(unavailable during summer session)*
Full-time externship	**11 units** = 480 hours → 35+ hours/week *(unavailable during summer session)*
Half-time	**6 units** = 288 hours → 21+ hours/week *(unavailable during summer session)*
Part-time	**4 units** = 192 hours → 14+ hours/week during fall/spring **or** 30+ hours/week during summer
Part-time	**3 units** = 144 hours → 11+ hours a week during fall/spring **or** 22+ hours/week during summer

The hours should be spread out relatively evenly over the entire semester. Front-end loading of hours is not permitted. In addition, working a significantly higher number of hours beyond what is required to receive credit is discouraged; the ABA states that credit shall be "commensurate with the time and effort required." The Law School also wants to ensure that students have enough time to do well in their other classes and school commitments. Course credit must be arranged at the outset of your work for the agency/office/firm, as students may not receive credit for work already performed. The required fieldwork hours exclude time spent during and completing assignments for the corresponding classes.

Law School Policies re Non-Classroom Units

1. Maximum Number of Non-Classroom Units Allowed Overall:

Students entering prior to Fall 2011: to obtain the Juris Doctor degree, students must complete 86 course units including at least 65 units in regularly scheduled law school classroom courses. Non-classroom units include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin,* the *Maritime Law Journal,* and the *USF Law Review.* Please note that any activity listed under "Special Programs" in the Registrar's Course Schedule is non-classroom credit.

Students entering Fall 2011 and thereafter: to obtain the Juris Doctor degree, students must complete 84 course units including at least 65 units in regularly scheduled law school classroom courses. Non-classroom units include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin,* the *Maritime Law Journal,* and the *USF Law Review.* Please note that any activity listed under "Special Programs" in the Registrar's Course Schedule is non-classroom credit.

2. Limitation on Types of Non-Classroom Units Allowed in One Semester:

Although you may take advantage of all of these programs during the course of your law school education, you can take only one in-house clinic, civil/criminal law or judicial externship, or Street Law, in any given semester.

3. Concurrent Enrollment in Other Classes for Full-Time Externs:

Full-time civil/criminal externs who are full-time students may enroll in units in addition to the externship for a maximum total of 16 units for the semester, subject to the policies above.

MANDATORY CLASS ATTENDANCE AND WEEKLY TIMESHEETS/EVALUATIONS

Students enrolled in an externship must attend all corresponding class meetings. Students who fail to attend the first class will result in disqualification from the Externship Program that semester. Failure to attend subsequent classes and complete assignments on time risk receiving a grade of Credit-Unsatisfactory or No-Credit. The corresponding course does not constitute a separate unit. Please note that fieldwork at the

externship is not an acceptable reason to miss classes. Students must notify their supervisors about the classes and plan accordingly. Weekly timesheets and assignments must be prepared and submitted in compliance with the schedule provided in the syllabus.

GRADING

Grading for the Civil/Criminal Law Externship Program is awarded on a Credit (CR)/ Credit-Unsatisfactory (CU)/ No Credit (NC) basis.

ELIGIBLE EMPLOYERS AND FIELDWORK EXPERIENCE

Number of Units Allowed Depending on Type of Employer

Full-time (13 or 11 units), half-time (6 units), and part-time (3 or 4 units) externships are permitted in an established law firm, corporate legal department, non-profit organization, or a legal department of a government agency or office. *Please note that during the summer session, only the 3 and 4-unit options are available.*

Location of Externships

All externships during the fall/spring semesters **must** be in the San Francisco Bay Area, which includes the counties of San Francisco, Marin, Alameda, Contra Costa, San Mateo and Santa Clara. During the summer session *only*, students may apply to receive credit for externships outside these areas. In all cases, please make sure that the employer and externship meet the criteria below.

Supervisor Eligibility

The externship must offer students substantial professional experience in a variety of tasks similar to those which a practicing attorney would perform with the agency or office.[2] Participating in an externship should give students a broader perspective of the legal system and law practice.

- The office or agency where the externship takes place must assign a supervising attorney to oversee the student's fieldwork and provide the Law School with evaluation reports; and
- All supervising attorneys must have been admitted to a state Bar for at least two years and be in good standing with the Bar.

Previously Approved Employers

Attached to this packet is a list of pre-approved externship employers titled "List of Prior Externships". Details regarding externship duties will be entered, as information comes in from employers, on www.USFLawLink.com. (Go to the Internship/Job Listings toolbar and conduct a search by selecting the Position Type field "Civil Law Externship" or "Criminal Law Externship.")

Student Evaluations of Prior Externships

Student evaluations of past externships are on www.USFLawLink.com. Please follow the below instructions to view these student evaluations:

- Once logged in, click on the "Resources" tab.
- Once on the Resources page, search using the "Type" field for the externship you are interested in (*i.e.* Student Externship Evaluation – Criminal Law, Student Externship Evaluation – Civil Law).

[2] Bar Certification: Some externships may provide students with an opportunity to make court appearances under attorney supervision. To be able to do this, students must apply for Certification under the Practical Training of Law Students Program of the State Bar of California. Complete and submit the application as soon as possible, as processing by the State Bar may take several weeks. Applications are available in the Registrar's Office and on the State Bar of California's website: www.calbar.ca.gov. Keyword search "Practical Training of Law Students Program."

Please note that if you have a particular legal employer or court in mind, you may type in the name of the legal employer or court in the "Keywords" search field.

Employers Not Previously Approved
If you seek credit for an externship at a legal employer that is not on the attached *List of Prior Externships*, that employer must complete a *Request for Approval of Agency for Civil/Criminal Law Externship Program*, which is attached to this packet.

"Approved" Status of Employers/Site Visits
The Director and Assistant Professor for the Externship Programs will conduct periodic site visits of certain externships in compliance with ABA Standards. The Director will meet with supervisors to discuss the employer's externship program (as well as the student's performance) to evaluate the employer's suitability for future externships. Depending on these visits and communications, please note that the Law School has full discretion to disapprove or inactivate an employer from participating in the Programs for any period of time.

Ineligible Externships
The following internship experiences are not eligible for academic credit:

- A student may not simultaneously receive academic credit and be employed, *i.e.*, compensated, by the same agency/office/firm.[3]
- A student may not receive academic credit for work previously performed or completed during a prior semester. Academic credit must be arranged at the outset of the student's work for the agency/office/firm.
- A student may not earn credit for work performed at a family or relative's (including spouse's/domestic partner's) office/agency/firm.
- A student may earn credit for a repeat internship/position if the experience provides an opportunity for significant educational development. See below for further explanation.
-

Fieldwork for Employers Where You Have Previously Volunteered or Worked
A student seeking course credit for an externship with the same agency, office or firm at which a student has previously worked (whether volunteer, paid, work-study or in a previous externship) for substantial periods of time must obtain approval from the Director and Assistant Professor for the Externship Programs.

A student may be allowed a part-time (3 or 4 units) or half-time (6 units) externship with an agency/office/firm where she/he has previously worked or interned by completing the *Petition for Repeat Civil/Criminal Law Externship* to demonstrate that the experience provides an opportunity for significant educational development. This standard may be met if a student demonstrates: 1) that the repeat externship provides new educational benefits distinct from what was learned from the work previously undertaken; and/or 2) that she/he will continue to hone legal skills learned from the work previously undertaken.

APPLICATION PROCESS

1) Before attempting to secure an externship with an eligible employer, please verify that you satisfy the academic criteria, meet the requisite minimum GPA requirements, and are not subject to any enrollment limitations.
2) Secure your externship using the assistance of the Office of Career Planning (see next page). If this employer is not listed on the attached *List of Prior Externships*, have your supervising attorney complete the *Request for Approval of Agency/Firm for Civil/Criminal Law Externship Program* form.

[3] ABA Standards prohibit students from receiving course credit for compensated work. This does not include reimbursement of reasonable out-of-pocket expenses related to the externship.

3) Complete the following forms:
   - *Student Application for Civil/Criminal Law Externship Program*
   - *Class Attendance Confirmation*
   - *Extern Supervisor and Extern Agreement* (must be reviewed and signed by supervisor)
   - *Statement of Educational Goals* (must be reviewed and signed by supervisor)
   - *Petition for Repeat Civil/Criminal Law Externship* (required if you have worked/volunteered for the agency/office before)
   - Attach current resume
4) If appropriate for the externship, fill out and submit an application to the State Bar to become a "Certified Law Student." (See p. 6, footnote 2.)
5) Submit your completed application packet to the Externship Programs Office by the appropriate deadline listed on the cover of this packet.

CREDIT FOR SUMMER EXTERN WORK

Students are often interested in obtaining externship credit for work they perform over the summer. While this is possible, please consider the following prior to registering:

1) Summer externships are treated like any other summer school course. You must register for the externship at the beginning of the summer and you must pay for tuition for each unit. *The unit options during the summer session are 3 and 4 units.*
2) *Please see Financial Aid Office for more details about submitting your Intent to Enroll.*
3) The last day to register for summer school is usually in May. See Registrar's Course Schedule for official date.
4) Full-time students must still pay tuition for subsequent semesters at the School of Law. Thus, if you are a full-time student, it may not make financial sense for you to get course credit for summer work. Instead, you might consider performing the work on a volunteer basis. You will still obtain valuable experience while avoiding an increase to your overall costs/debt burden.
5) All the aforementioned rules about student eligibility, academic standing, course credit, hours of work required, pre-requisites and co-requisites still apply.

ASSISTANCE FROM THE OFFICE OF CAREER PLANNING

Students are responsible for making the initial contact with the agency/office/firm and securing the externship. The search for an externship is similar to any other job search process, and the attached *List of Prior Externships* serves as a helpful starting point. During this search, students are strongly advised to meet with a Career Planning Director to discuss practice area interests and employers and review submission materials, including cover letters, resumes, references, and writing sample format. Located in Room 230, the Office of Career Planning can be reached at (415) 422-6757 or at lawcareer@usfca.edu.

CIVIL AND CRIMINAL LAW EXTERNSHIP CLASS DATES (TENTATIVE)[4]

Civil Externship Class

Spring 2014. 1:30 PM – 3:20 PM, in KN 102, on 1/10, 2/21, and 3/14.
Summer 2014. See Registrar's Course Schedule.

Criminal Externship Class

Spring 2014. 4:30 PM – 5:50 PM, in Moot Courtroom, on 1/13, 2/3, 2/24, 3/17, and 4/7.
Summer 2014. See Registrar's Course Schedule.

[4] Please confirm class dates, times, and location in the Registrar's Course Schedule.

Semester/Year for which you are requesting credit: _____

STUDENT APPLICATION FOR CIVIL/CRIMINAL LAW EXTERNSHIP

After having secured an externship with an eligible employer, the student must submit the following materials together to the Externship Programs Office by the deadline listed on the front cover of the application packet:

1) This *Application* form
2) *Class Attendance Confirmation* (student must sign)
3) *Extern Supervisor and Extern Agreement* (student and supervising attorney must sign)
4) *Statement of Educational Goals for Civil/Criminal Law Externship* (student and supervising attorney must sign)
5) Current resume

No. of Units Requested (3, 4, 6, 11 or 13)[1]: _____ **Total Minimum Required Hours**[2]: _____

1. STUDENT INFORMATION: (Please print/type)

Student Name: _____

Address: _____

City & Zip Code: _____

Phone: _____ Email: _____

Student ID #: _____ FT or PT Student: _____

Month/Year of Graduation: _____ Semester/Year You Started Law School: _____

Current Cumulative GPA: _____ Currently on probation? _____

2. SUPERVISING ATTORNEY AND AGENCY / OFFICE INFORMATION:

(circle) Mr./Ms. First Name: _____ Last Name: _____

Title: _____ Direct Phone: _____

Email: _____

State of Bar Admission: _____ Month/Year of Bar Admission:[3] _____

Agency/Office: _____

Address: _____ City & Zip Code: _____

Phone: _____ Fax: _____

Website: _____

STUDENT APPLICATION FOR CIVIL/CRIMINAL LAW EXTERNSHIP

[1] During the summer session, only the 3 and 4-unit options are available.
[2] 13 units = 576 hours; 11 units = 480 hours; 6 units = 288 hours; 4 units = 192 hours; 3 units = 144 hours.
[3] Supervising attorneys must have been admitted to a state Bar for at least two (2) years and be in good standing.

3. Have you previously worked for this office or agency (volunteer, paid, or credit)?

Yes___ No____ *If yes, you must complete a "Petition for Repeat Civil/Criminal Law Externship"* form.

4. Number of part-time civil/criminal/judicial externship units (3 or 4 units) received to date: _____

Where: _____ When (semester): _____

Where: _____ When (semester): _____

5. Number of half-time civil/criminal/judicial units (6 units) received to date: _____

Where_____ When (semester): _____

Where_____ When (semester): _____

6. Number of full-time civil/criminal/judicial units (13 or 11 units) received to date: _____

Where_____ When (semester): _____

Where_____ When (semester): _____

7. Number of other non-classroom units received to date: _____
(Includes Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, the *USF Law Review*, directed research, and any other activity typically listed under "Special Programs" in the Registrar's Course Schedule.)

8. Do you intend to enroll in any in-house clinic, other externship course, or Street Law this semester?

Yes_____ No_____

IMPORTANT:
REQUIREMENTS OF AND LIMITATIONS ON THE LAW SCHOOL EXTERNSHIP PROGRAMS

It is the student's responsibility to ensure that her/his externship schedule does not conflict with her/his regular academic schedule. Changes will not be made in individual academic schedules to accommodate a student's externship. **The student must attend all corresponding externship class meetings.** Students may not enroll in more than one in-house clinic, civil or criminal law externship, judicial externship, or Street Law course, during the same semester.

Students entering prior to Fall 2011: To obtain the Juris Doctor degree, students must complete 86 course units including at least 65 units in regularly scheduled law school classroom courses. Non-classroom units include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, and the *USF Law Review*. Please note that any activity listed under "Special Programs" in the Registrar's Class Schedule is non-classroom credit.

Students entering Fall 2011 and thereafter: To obtain the Juris Doctor degree, students must complete 84 course units including at least 65 units in regularly scheduled law school classroom courses. Non-classroom units include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, and the *USF Law Review*. Please note that any activity listed under "Special Programs" in the Registrar's Class Schedule is non-classroom credit.

I certify that I have read the above and the Policies, Procedures, and Requirements in the Civil/Criminal Law Externship Application Packet**. I understand that I am required to attend all corresponding class meetings, submit evaluations and weekly timesheets, and complete other assignments as directed.**

_____ _____
Student's Signature **Date**

CLASS ATTENDANCE CONFIRMATION

I certify the following:

(1) I will attend the first class meeting/orientation.

(2) I understand that failure to attend the first class/orientation will result in my being removed from the Externship Program and not receiving credit for the semester.

(3) I understand that there is only one scheduled date for the first class and that there are absolutely no make-up sessions or exceptions.

(4) I have reviewed the Registrar's Course Schedule to confirm class date and time.

_____ _____

Student's Signature **Date**

CLASS ATTENDANCE CONFIRMATION

I certify the following:

(1) I will attend all subsequent classes.

(2) I understand that if I fail to attend subsequent classes and complete assignments on time I may receive a grade of Credit-Unsatisfactory or No-Credit.

(3) I have reviewed the Registrar's Course Schedule to confirm class dates and times.

_____ _____

Student's Signature **Date**

BACE | Bay Area Consortium on Externships

EXTERNSHIP SUPERVISOR AND EXTERN AGREEMENT

Extern:_____Semester/Year:_____

Supervisor(s):_____

Externship Placement:_____

No. of law student interns (total) under your supervision: _____

No. of externs (interns for credit) under your supervision: _____

Thank you for your support, supervision, and mentoring of a law student. The following are the minimal standards expected of extern supervisors and externs who will receive academic credit.

Supervisor's Agreement:
Please initial each standard and add any comments to the bottom of this form.

_____ **Supervision:** Externs are assigned a supervising attorney who will actively participate in directing, monitoring, and mentoring them throughout the semester.

_____**Assignments:** Externs are informed of the system for assigning work projects and given clear deadlines, and will receive on-going guidance for managing the workload.

_____**Feedback:** Externs are provided specific, individualized, and timely feedback on each assignment. Periodic written evaluations will be completed for externs.

_____**Diversity of Tasks:** Externs are assigned work that is similar to that of a law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills.

_____**Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate professional activities**.**

_____**Opportunities for Reflection:** Externs will meet with their supervisor, other attorneys and staff to discuss their observations, experiences, and other issues relevant to the profession.

_____**Logistics:** The extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

_____**No Compensation.** I understand that ABA Rules prohibit students from receiving compensation during an externship for academic credit, except for reimbursement of reasonable out-of-pocket expenses related to the externship.

_____**Fee-Generating Matters**: Where the extern is assigned work on fee-generating matters, the extern's time will not be billed, and the work assigned is in furtherance of the extern's legal education.

_____**Bar Admission/Status.** I certify that my first bar admission was to the *(state)* _____ Bar in *(month/year)* _____ and that I am currently an active member with the *(state)* _____ Bar.

Extern's Agreement:
I have discussed the above standards with my supervisor. I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

My supervisor and I agree that the start and end dates of my externship are:[4]

Start Date: _____ End Date: _____

Number of units of credit I seek for this externship: _____. I understand that to receive credit I must on average work ____ hours per week.

During this semester, I have the following classes and academic commitments (**required**):

Name of Class:	Day/Time:
Civil Externship Class	Spring 2014: 1:30 PM - 3:20 PM, in KN 102, on 1/10, 2/21, and 3/14. Summer 2014: See Registrar's Course Schedule.
Criminal Externship Class	Spring 2014: 4:30 PM - 5:50 PM, in Moot Courtroom, on 1/13, 2/3, 2/24, 3/17, and 4/7. Summer 2014: See Registrar's Course Schedule.
_____	_____
_____	_____
_____	_____

We have reviewed this document and agree to act in accordance with these expectations. We are aware that we may contact the instructor/director of the Law School's Externship Programs with any questions or issues that arise during the externship.

Student Signature: _____ Date:_____

Supervising Attorney Signature: _____ Date: _____

Submit to: Director and Assistant Professor of Externship Programs, USF School of Law, 2130 Fulton Street, San Francisco, CA 94117; fax to (415) 422-4470; or email to externships@usfca.edu.

This form was developed and adopted for use by the Bay Area Consortium on Externships (BACE). Participating schools: Golden Gate, Santa Clara, Stanford, UC Berkeley, UC Hastings, University of the Pacific/McGeorge, University of San Francisco School of Law.

[4] **Spring 2014 Semester: 1/6/14- 4/23/14. Summer 2014 Semester: 6/2/14-7/17/14.**

University of San Francisco School of Law

Semester/Year: _____
(For the semester you are requesting credit)

STATEMENT OF EDUCATIONAL GOALS FOR CIVIL/CRIMINAL LAW EXTERNSHIP

Student's Name: _____

Agency/Firm: _____

The Civil/Criminal Law Externship Program is designed to provide a practical academic experience for law students. In allowing academic credit for externships, the School of Law is entrusting your supervising attorney with a portion of your legal education. We want to work in partnership with you and your supervisor to monitor and review your educational experience in your externship. As part of your Application for the Civil/Criminal Law Externship, please **fully** respond to the following and **attach a copy of your current résumé**. Responses **must be typed**, not handwritten. Attach additional pages as needed.

1. How will the externship relate to and advance your plans for your legal education?

2. Describe your anticipated specific responsibilities at this externship.

3. Describe your specific goals and objectives for this externship.

4. For full-time externs, specify the reasons you would like to extern full time versus part time or half time.

_____ _____
Student's Signature Date

I have reviewed and discussed the above with the student.

_____ _____
Supervising Attorney's Signature Date

University of San Francisco School of Law

Semester/Year: _____
(For the semester you are requesting credit)

PETITION FOR REPEAT CIVIL/CRIMINAL LAW EXTERNSHIP

Student's Name: _____

Agency/Firm: _____

Pursuant to Law School academic policy, credit may be given for an externship with the same agency or firm with which the student has previously worked (whether volunteer, paid, or in a previous externship) for substantial periods of time if the student can demonstrate that the externship provides an opportunity for significant educational development. This standard may be met if a student demonstrates: 1) that the repeat externship provides new educational benefits distinct from what was learned from the work previously undertaken; and/or 2) that she/he will continue to hone legal skills learned from the work previously undertaken. The Director and Assistant Professor for the Externship Programs will consider these *Petitions* for approval, for 3, 4 or 6 units only, upon satisfactory responses to the questions below. Students are advised to submit the *Petition* well in advance of the start of the desired externship. Responses **must be typed**, not handwritten. Attach additional pages as needed. **Attach a copy of your current resume**.

Please make sure that you otherwise meet the academic and GPA requirements for the Program.

1. Describe your previous work undertaken at the agency/firm (include date(s) of previous work).

2. Describe your new duties for the prospective externship.

3. Explain how the prospective externship provides an opportunity for significant educational development. Does it provide new educational benefits distinct from what was learned from the work previously undertaken? Will you continue to hone legal skills learned from the work previously undertaken?

_____ _____
Student's Signature Date

_____
Print Name

Revised November 2013

University of San Francisco School of Law

REQUEST FOR APPROVAL OF AGENCY FOR CIVIL/CRIMINAL LAW EXTERNSHIP PROGRAM

1. AGENCY / OFFICE INFORMATION:

Agency/Office: _____

Street Address: _____ Phone: _____

City: _____ Zip code: _____ Fax: _____

Website: _____

2. SUPERVISING ATTORNEY:

(circle) Mr./Ms.: First Name: _____ Last name: _____

Title: _____ Direct phone: _____

Email: _____

State of Bar Admission: _____ Month/Year of Bar Admission: _____

3. Minimum hour commitment. Students must complete a certain number of fieldwork hours over the course of 13-15 weeks during the fall/spring semesters, for a total of 144 or 192 or 288 or 480 or 576 hours per semester. During the summer session of seven (7) weeks, students must complete 144 or 192 hours. What is your minimum hourly commitment per week?

(Check one) *10-12 hours/week____ 13-15 hours/week____ 20-22 hours/week____*
34-36 hours/week_____39-41 hours/week_____

4. Number of students you can accommodate each semester: _____

5. Certification under the Practical Training of Law Students Program of the State Bar of California is:
Required_____ Preferred_____ Not Necessary_____

6. Please answer the following questions regarding the externship. *Please print your responses on Agency/Firm letterhead and attach.*

   A. Describe the work done in the legal agency/office. Be specific as to the nature of your legal work and clients served. Include the number of attorneys working in your office.

   B. Describe the educational objectives of the externship.

   C. Describe the work the students will be doing. Be specific about the professional skills a student might gain by working with you. Describe how the student and supervising attorney will work together.

   D. Describe how the supervision and work assignments will meet the School of Law's supervision requirements outlined in the "Supervising Attorney's Agreement" form.

   E. List any course prerequisites, concurrent courses, and specific application procedures and deadlines as warranted for this externship.

   F. Attach the résumé(s) or summary of professional/educational experience of the supervising attorney(s).

REQUEST FOR APPROVAL OF AGENCY FOR
CIVIL/CRIMINAL LAW EXTERNSHIP PROGRAM, p. 2 of 2

7. In compliance with ABA Standards, please note that site visits will be conducted periodically to ensure that the employer is providing an appropriate level and quality of skills training in a professional environment. Depending on these visits and communications, the law school has full discretion to disapprove or inactivate an employer from participating in the Programs for any period of time.

8. Because students pay tuition for each unit, law schools and the ABA expect higher standards of teaching and oversight from an externship supervisor than from the supervisor in a volunteer internship. Accordingly, please review the supervisor's obligations listed in the *Extern Supervisor and Extern Agreement.*

I have read the School of Law's policies, requirements and procedures for externships, including its *Extern Supervisor and Extern Agreement,* and I am willing to comply with them. I also certify that I am in good standing with the Bar.

_____ _____
Signature of Supervising Attorney **Date**

_____ _____
Director & Assistant Professor, Date Reviewed
Externship Programs

Approved____ Disapproved____

Externship Programs
Kendrick Hall, Room 235
Tel. 415-422-4467
Fax. 415-422-4470
externships@usfca.edu

LIST OF PRIOR EXTERNSHIPS
Civil/Criminal Law Externship Program

Below are pre-approved employers. Supervising attorney information is included where updated information has been provided. Details regarding externship duties as provided by the employers also are on www.USFLawLink.com. Under the "Internship/Job Listings" toolbar, conduct a search under "Position type" by "Civil Law Externship" or "Criminal Law Externship." **Note: Employers in boldface type recently have expressed a particular interest in hosting a USF student as an extern.**

If a student wishes to earn credit with a Bay Area agency/office not listed, the new employer must complete the *Request for Approval of Agency* form, which is included in the Application Packet.

Student evaluations of past externships are on www.USFLawLink.com. Please follow the following instructions to view these student evaluations:

- Once logged in, click on the "Resources" tab.
- Once on the Resources page, search using the "Type" field for the externship you are interested in (*i.e.* Student Externship Evaluation – Criminal Law, Student Externship Evaluation – Civil Law).

Please note that if you have a particular legal employer or court in mind, you may type in the name of the legal employer or court in the "Keywords" search field.

"Approved" Status of Employers or Supervisors/Site Visits
Throughout the year, periodic externship site visits will be conducted to ensure that 1) the student is performing as expected, and 2) the student is acquiring an appropriate amount and quality of skills in a professional working environment, in compliance with ABA Standards. ***Depending on these visits and communications, please note that the Law School has full discretion to disapprove or inactivate an employer from participating in the Programs for any period of time.***

CIVIL EXTERNSHIPS – GOVERNMENT AGENCY

Agency	Practice Area	Supervising Attorney	Supervising Attorney Email	Website
Bay Area Rapid Transit (BART)	Municipal & State/Patent/Property/ Employment/Administrative	Byron Toma	btoma@BART.gov	www.BART.gov
California Department of Insurance	Insurance	Jennifer Chambers	chambersj@insurance.ca.gov	www.insurance.ca.gov
California Institute for Regenerative Medicine	Policy	Scott Tocher	stocher@cirm.ca.gov	www.cirm.ca.gov
California Public Utilities Commission - Legal Division	Supplier Diversity/Water Distribution/First Amendment Issues/Energy Issues/Smart Grid Issues	Amy Yip-Kikugawa	ayk@cpuc.ca.gov	http://www.cpuc.ca.gov/puc/
Community Development Agency of Marin	Energy	Dawn Weisz		co.marin.ca.us

Department of Veterans Affairs, Office of General Counsel, SES Regional Counsel, San Francisco Region	Medical Malpractice/Employment/ Litigation	Suzanne C. Will	Suzanne.will@va.gov	www.va.gov
East Bay Municipal Utility District	Litigation/Administrative Proceedings/Environmental/ Construction/Regulatory	Derek McDonald	dmcdonal@ebmud.com	www.ebmud.com
Fair Employment and Housing Commission	Housing & Employment Discrimination	Ann Noel	ann.noel@fehc.ca.gov	http://www.fehc.ca.gov/
Federal Highway Administration, Western Legal Services Division	Environmental Law	Mystery Bridgers	Mystery.bridgers@dot.gov	www.fhwa.dot.gov
Judicial Council of CA., Center for Families, Children and the Courts	Juvenile Dependency/Domestic Violence	Christine Cleary		
Judicial Council of CA. Administrative Office of the Courts	Labor & Employment	Scott Gardner Adam Smyer	scott.gardner@jud.ca.gov adam.smyer@jud.ca.gov	www.courtinfo.ca.gov
Oakland School District – Office of the General Counsel	Labor & Employment Law/ Contracts/Constitutional/Litigation	Jacqueline Minor	Jacqueline.Minor@ousd.k12.ca.us	www.ousd.k12.ca.us
Oakland City Attorney's Office	Various units, see website			http://www.oaklandcityattorney.org/AboutUs/job_ops.html
Office of the City Attorney, City of San Pablo	Municipal	Brian Libow	BrianL@ci.san-pablo.ca.us	www.ci.san-pablo.ca.us
Office of the General Counsel at Peralta Community College	Education Law/Public Law	Thuy Thi Nguyen	ttnguyen@peralta.edu	http://www.peralta.cc.ca.us
Office of the Governor	Government Law/Judicial Appointments	Julie Henderson	julie.henderson@gov.ca.gov	www.gov.ca.gov
Peralta Community College District		Thuy Thi Nguyen	ttnguyen@peralta.edu	http://web.peralta.edu/
Redwood City Attorney's Office	Various units, see website	Michael Leon Guerrero	mleonguerrero@redwoodcity.org	http://www.redwoodcity.org/attorneys/
San Francisco City Attorney's Office	Various units, see website	Laurel Turner, Intern Coordinator	Laurel.Turner@sfgov.org	http://www.sfmayor.org/ftp/archive/mayornewsom/mayors-office-departments/internship-programs/index.html

San Francisco City Attorney's Office	Various units, see website	Virginia Dario Elizando	virginia.dario.elizando@sfgov.org	sfgov.org
San Francisco City Attorney's Office, Children and Family Services Division	Family	Kimiko Burton	kimiko.burton@sfgov.org	sfgov.org
San Francisco Department on the Status of Women	Policy	Ann Lehman	Ann.lehman@sfgov.org	Sfgov.org
San Mateo County Counsel	Torts/Tax/Bankruptcy/ Employment Discrimination/ Dependency/Involuntary Commitment/Judicial Ethics	David Silberman	dsilberman@co.sanmateo.ca.us	www.co.sanmateo.ca.us/portal/site/countycounsel
Transportation Security Administration		Eileen Calaguas	Eileen.Calaguas@dhs.gov	www.dhs.gov
Office of the Attorney General, State of California	Employment	Raymond Hamilton	raymond.hamilton@doj.ca.gov	www.doj.ca.gov
Office of the Attorney General, State of California	Health, Education & Welfare	Beverley Meyers	beverley.meyers@doj.ca.gov	oag.ca.gov
Office of the Attorney General, State of California	Natural Resources	Matthew Bullock	matthew.bullock@doj.ca.gov	www.doj.ca.gov
U.S. Attorney's Office, Civil Division	Civil Rights	Annie Reding	annie.reding@usdoj.gov	www.justice.gov/usao
U.S. Coast Guard, Legal Service Command	Military Justice/Employment/ Ethics/Administrative	Maya Nair	maya.a.nair@uscg.mil	www.uscg.mil
U.S. Coast Guard TRACEN	Various units	Anita Scott	Anita.scott@uscg.mil	www.uscg.mil
U.S. Department of Agriculture	Water/Environmental/Employment Law	John Eichhorst	John.Eichhorst@ogc.usda.gov	www.usda.gov
U.S. Department of Justice	FTCA/FOIA/Immigration/ Employment/Litigation/Civil	Ila Deiss	ila.deiss@usdoj.gov	http://www.justice.gov/06employment/06-3.html
U.S. Department of Justice, Environmental and Natural Resource Division	Environmental	Deborah Gitin	deborah.gitin@usdoj.gov	http://www.oalj.dol.gov

U.S. Department of Justice, Office of Immigration Litigation	Civil Immigration Litigation	Terri Leon-Benner	terri.leon-benner@usdoj.gov	http://www.justice.gov/civil/oil/oil_home.html
U.S. Department of Justice, Torts Branch	Maritime/Admiralty Law	R. Michael Underhill	mike.underhill@usdoj.gov	usdoj.gov
U.S. Department of Labor, Employee Benefits Security Administration	ERISA/Employment	Kimiyo Dowell	dowell.kimiyo@dol.gov	www.dol.gov
U.S. Department of Labor, Office of the Solicitor	Employment	Benjamin Botts	Botts.benjamin.r@dol.gov	www.dol.gov /sol
U.S. Postal Service, Law Department – Pacific Area	Labor and Employment/ Commercial/Economic Regulation/Finance/Real Estate/Consumer Protection	Sara Snyder	sara.snyder@usps.gov	about.usps.com/who-we-are/legal/welcome.htm
U.S. Securities and Exchange Commission	Securities	Monique Winkler	WinklerM@sec.gov	sec.gov
Wisconsin Department of Justice	Various units	JoAnne Kloppenburg	kloppenburgjf@doj.state.wi.us	www.doj.state.wi.us

CIVIL EXTERNSHIPS – NON-PROFIT AGENCY

AIDS Legal Referral Panel	Housing/Benefits & Insurance/ Employment Discrimination/ Bankruptcy/Estate Planning	Sara Malan	sara@alrp.org	www.alrp.org
The Alliance for Children's Rights	Family/Juvenile	Angie Schwartz	a.schwartz@kids-alliance.org	kids-alliance.org/
Alliance for Justice	Tax Law/Election Law	Melissa Mikesell	melissa@afj.org	www.afj.org
American Civil Liberties Union Immigrants' Rights Project	Immigration	Katherine Desormeau	kdesormeau@aclu.org	http://www.aclu.org/
American Civil Liberties Union of Northern California (San Francisco)	Civil Liberties/Constitutional Law	Natasha Minsker	nminsker@aclunc.org	www.aclunc.org
Asian Americans Advancing Justice	Housing Rights/Workers' Rights/Immigrants' Rights/Voting Rights	Winifred Kao	winifredk@advancingjustice-alc.org	www.advancingjustice-alc.org
Asian Law Alliance	Civil Rights/ Employee Benefits/ERISA/Labor & Employment/Housing/ Homelessness/Immigration	Richard Konda	alalliance@aol.com	http://www.asianlawalliance.org/
Asylum Access	Asylum Law/International Law	Emily Arnold-Fernandez	Emily@asylumaccess.org	www.asylumaccess.org
Bay Area Legal Aid (Oakland)	Public Benefits	Genevieve Richardson	grichardson@baylegal.org	baylegal.org

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Fax. 415-422-4470
externships@usfca.edu

Bay Area Legal Aid (San Francisco)	Family/Employment	Arnold Ellis		baylegal.org
California Lawyers for the Arts	Intellectual Property	Robert Pimm	Bob.pimm@calawyersforthearts.org	www.calawyersforthearts.org
California Rural Legal Assistance	Education/Public Benefits/Labor	Cynthia Rice	crice@crla.org	www.crla.org
Center for Biological Diversity	Environmental/Administrative	Miyoko Sakashita	miyoko@biologicaldiveristy.org	www.biologicaldiversity.org
Center for Food Safety	Food Safety	Paige Tomaselli	ptomaselli@icta.org	www.icta.org
The Center For Justice & Accountability	International Trade & Law	Pamela Merchant	pmerchant@cja.org	cja.org
Center for Resource Solutions	Intellectual Property/Employment	Robin Quarrier	robin@resource-solutions.org	www.resource-solutions.org
Centro Legal De La Raza	Tenants' Rights/Workers' Rights/Consumer Rights/Personal Injury	Patricia Salazar	patriciasalazar@centrolegal.org	www.centrolegal.org
Community Overcoming Relationship Abuse	Family/Juvenile	Jessica Dayton	jessicad@corasupport.org	corasupport.org
Disability Rights California	Disability Rights	Jung Pham	Jung.pham@disabilityrightsca.org	www.disabilityrightsca.org
Earthjustice	Environmental	Irene Gutierrez	igutierrez@earthjustice.org	http://www.earthjustice.org/
East Bay Sanctuary Covenant	Asylum	Kusia Maria Hreschyshyn	kusia@kusia.net	http://www.eastbaysanctuary.org/
Electronic Frontier Foundation	Civil Liberties/Intellectual Property	Matt Zimmerman	mattz@eff.org	www.eff.org
Environmental Law Foundation	Environmental	Jennifer Maier	jmaier@envirolaw.org	www.envirolaw.org
Equal Justice Society	Civil Rights			http://equaljusticesociety.org
Equal Rights Advocates	Civil Rights/Labor & Employment		lawclerkapplicants@equalrights.org	equalrights.org
Eviction Defense Collaborative	Landlord/Tenant	Ming Chung	**mchung@evictiondefense.org**	www. evictiondefense.org
Family Violence Law Center	Child Advocacy	Kristie Whitehorse	kwhitehorse@fvlc.org	www.fvlc.org
Financial Industry Regulatory Authority	Securities Regulation	Mark Graves	Mark.graves@finra.org	www.finra.org
First Amendment Project	First Amendment Law/Freedom of Information Act/California Public Records Act/Right of Publicity/ Lanham Act/Trade Secrets/Civil Procedure/California Business Code	David Greene	dgreene@thefirstamendment.org	http://thefirstamendment.org

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externships@usfca.edu

First District Appellate Project	Appellate	Kathryn Seligman	kseligman@fdap.org	http://fdap.org/
FLF Access Center	Family Law	Judy Louie	julouie@sftc.org	www.sftc.org
The Greenlining Institute	Civil Rights	Thalia Gonzalez	thaliag@greenlining.org	http://www.greenlining.org/
Homeless Advocacy Project	Housing	Theodore Janowsky	tjanowsky@sfbar.org	homelessadvocacyproject.org
Immigration Center for Women & Children	Immigration	Susan Bowyer	susan@icwclaw.org	www.icwclaw.org
International Institute of Bay Area	Immigration	Caroline Donohue	cdonohue@iibayarea.org	www.iibayarea.org
J. Gladstone Institutes	Intellectual Property	Joan Bruland	jbruland@gladstone.ucsf.edu	www.gladstone.ucsf.edu/gladstone/site/gweb1/
Justice & Diversity Center of the Bar Association of San Francisco	Housing/Eviction Defense/Family Law/ Homelessness /Consumer	Marie Appel	mappel@sfbar.org	www.sfbar.org/jdc
Justice Now	Public Policy/Civil Lawsuits/Family	Cynthia Chandler	cynthia@jnow.org	www.jnow.org
La Raza Centro Legal (San Francisco)	Labor & Employment/Immigration			techforpeople.net/~lrcl/article.php/intern_volunteer
Lawyers' Committee for Civil Rights	Civil Rights	Paul Chavez	pchavez@lccr.com	http://lccr.com/
Legal Assistance for Seniors	Elder Law	Kirsten Voyles	kvoyles@lashicap.org	lashicap.org
Legal Services for Children	Guardianship/Emancipation/ Education/Immigration/ Dependency	Hayley Upshaw	Hayley@lsc-sf.org	http://www.lsc-sf.org/web/index.html
Legal Services for Prisoners with Children	Juvenile Dependency/Probate/Family	Karen Shain	karen@prisonerswithchildren.org	prisonerswithchildren.org
National Center for Lesbian Rights	Family/Immigration/Employment/ Civil Rights	Shin-Ming Wong	mingw65@yahoo.com	http://www.nclrights.org
National Center for Youth Law	Family & Juvenile/Healthcare/ General Litigation			http://www.youthlaw.org/about_ncyl/jobs_volunteering/
National Employment Lawyers Association & Employee Rights Advocacy Institute for Law	Employment	Rebecca Hamburg	rhamburg@nelahq.org	www.nela.org
National Heritage Institute	Environmental	Richard Roos-Collins	rrcollins@n-h-i.org	www.n-h-i.org
Operating Engineers Local Union No. 3	Labor & Employment	Jolsna John	jjohn@oe3.org	www.oe3.org
Public Advocates	Housing/Education/Transportation/ Climate Justice/Civil Rights	Samuel Tepperman-Gelfant	stepperman-gelfant@publicadvocates.org	www.publicadvocates.org/

Sierra Club	Environmental	Kristin Henry	kristin.henry@sierraclub.org	http://www.sierraclub.org/
Tenants Together	Housing	Leah Simon-Weisberg	leah@tenantstogether.org	www.tenantstogether.org
UCSF Office of Sponsored Research, Contracts & Grants	Transactional Law/Contracts/ Intellectual Property/Policy	Gigi Capuyan		www.ucsf.edu
United States Coast Guard	Various units	Maya Nair	Maya.a.nair@uscg.mil	www.uscg.mil
Wild Equity Institute	Environmental Justice	Brent Plater	bplate@wildequity.org	wildequity.org

CIVIL EXTERNSHIPS – PRIVATE AGENCY

Alexander, Berkey, Williams & Weathers LLP	Federal Indian Law/Environmental Law	Curtis Berkey	cberkey@abwwlaw.com	abwwlaw.com
Anna Dubrovsky Law Group	Civil Litigation/Wrongful Death/ Mass Tort Litigation/Products Liability Claims	Anna Dubrovsky	anna@dubrovskylawyers.com	http://www.dubrovskylawyers.com/
Andrus Anderson LLP	Personal Injury/Mass Torts/ Wage & Hour Violations/Antitrust/ Consumer Class Actions	Lori Andrus	lori@andrusanderson.com	www.andrusanderson.com
Arns Law Firm	Personal Injury	Bob Arns	rsa@arnslaw.com	http://www.arnslaw.com/
The Austin Law Group	Entertainment/Business/Art/Sports Law/Music/Architecture and Land Use	Alex Austin	Austin@austinlawgroup.com	http://www.theaustinlawgroup.com/
Baker & Mckenzie LLP	Global Migration	Matthew Schulz	matthew.schulz@bakermckenzie.com	www.bakermckenzie.com
Bingham McCutchen	Corporate/Transactional	James Rockett	james.rockett@bingham.com	bingham.com
Bracamontes & Vlasak	Civil Rights/Housing & Homelessness	Ryan Vlasak	rvlasak@bvlawsf.com	www.bvlawsf.com
Bradshaw & Associates	Construction/Family/ Juvenile/Real Property			http://www.bradshawassociates.com
Brandi Law Firm	Personal Injury/Product Liability	Thomas Brandi	tjb@brandilaw.com	brandilaw.com
Brodsky Micklow Bull & Weiss LLP	Maritime	Edward Bull	ebull@bmbwlawfirm.com	www.banningmicklow.com
Brownstein-Thomas LLP	Employment	Mark Thomas	mark@brownsteinthomas.com	www.brownsteinthomas.com
Bushnell, Caplan, Fielding & Maier LLP	Civil Rights/Labor & Employment/ Negligence & Personal Injury	Roderick Bushnell	rbushnell@sprynet.com	bcmlaw.com

Cabello & Lezin, L.L.P	Family Law	Connie Cabello	connie@cabellolezin.com	www.cabellolezin.com
Carroll Burdick & McDonough LLP	Appellate/Products Liability	Gretchen Ramos		www.cbmlaw.com
The Cartwright Law Firm Inc.	Consumer/Litigation/Negligence & Personal Injury/Products Liability	Robert Cartwright, Jr.	rob@cartwrightlaw.com	www.cartwrightlaw.com
Cooper White and Cooper	Corporate & Commercial Law/ Alternative Dispute Resolution/ Professional Responsibility/ Malpractice	Mark Tuft	mtuft@cwclaw.com	cwclaw.com
Counsyl, Inc.	Health Care/Environmental/ Insurance/Tax	Anusha Srinivasan		www.counsyl.com
Cox Wootton Griffin Hansen & Poulos	Maritime/Employment/ Construction/Property	Marc Cefalu	mcefalu@cwghp.com	http://www.cwghp.com/index.html
Creative Industry Law Group	Intellectual Property/Business/ Contracts & Mediation	Lizbeth Hasse	lhasse@creativelawgroup.com	www.creativelawgroup.com
Devito Law Group	Employment & Labor/General Practice Firm	Gina DeVito	devitolaw@mindspring.com	devitolaw.com
Dolan Law Firm	Civil Rights/ Negligence & Personal Injury/Labor & Employment	Daniel Tavares	daniel.tavares@cbdlaw.com	http://www.cbdlaw.com/
Duckworth, Peters, and Lebowitz, LLP	Civil Rights/Labor & Employment	Mark Peters	mark@dplsf.com	dplsf.com
Emard Danoff Port Tamulski & Paetzold	Maritime	James Tamulski	jtamulski@edptlaw.com	http://www.edptlaw.com/
Forman & Associates	Indian Tribes, Tribal Organizations	George Forman	george@gformanlaw.com	www.gformanlaw.com
Fox Rothschild LLP	Labor & Employment	Phillip Shinn	pshinn@foxrothschild.com	www.foxrothschild.com
Furst & Pendergast	Family/Criminal Defense/ Dependency/Juvenile Delinquency	Peter Furst	fnp@pafmap.com	http://www.pafmap.com/
Gagnier Margossian LLP	IP/Corporate/Entertainment/ Internet/E-Commerce/Privacy	Christina Gagnier	gagnier@gamallp.com	http://www.gamallp.com/
Gargalicana / Graceffa LLP	Real Property	Debra Graceffa		gandgllp.com
Geron Corporation	Intellectual Property - Patent	David J. Earp		www.geron.com
Gibson Robb & Lindh	Maritime	Stanley Gibson	sgibson@gibsonrobb.com	http://www.gibsonrobb.com/
Goldstein, Borgen, Dardarian, & Ho	Employment/Civil Rights/Disability Rights/Environmental	Laura Ho	lho@gdblegal.com	*gbdhlegal.com/*
Goldstein, Gellman, Melbostad, Harris & McSparran LLP	Insurance/Personal Injury	Lee Harris	LHarris@g3mh.com	www.g3mh.com
Goodman Law Center	General Practice	Mark Goodman	gman12@gmail.com	www.GoodmanLawNevada.com
Gracenote, Inc.	Corporate Law/Employee Benefits/ERISA/Labor & Employment/Intellectual Property	Yasmin Zarabi	yzarabi@gracenote.com	gracenote.com

Haight, Brown & Bonesteel LLP	Personal Injury/Product Liability/Construction/Malpractice	David Evans	devans@hbblaw.com	www.hbblaw.com
Higa & Gipson	Business Law & Aviation Law	Ronnie Gipson	Gipson@higagipsonllp.com	www.higagipsonllp.com
Hildebrand McLeod & Nelson	Employment/Personal Injury/Malpractice	Anthony Petru	petru@hmnlaw.com	www.hmnlaw.com
IBM Almaden Research Center	In-house Counsel	Pete Tennent	ptennent@us.ibm.com	Almaden.ibm.com
Idell & Seitel, LLP	Intellectual Property/Entertainment Law/Sports Law/Internet/New Media	Owen Seitel	oseitel@idellseitel.com	www.idellseitel.com
Intellectual Property Law Group	Patents/Corporate/Trademark	Juneko Jackson	info@iplg.com	http://www.iplg.com/
Kaplan & MacLellan	Real Property/Business/Disability Law/Employment Law/	Benjamin Kaplan	bekaplan@sbcglobal.net	N/A
Kaye Moser Hierbaum, LLP	Family	Barbara Moser	bwmoser@kayemoser.com	http://kayemoser.com/
Keesal Young & Logan	Maritime & Admiralty Law	John Giffin	john.giffin@kyl.com	kyl.com
Keller Grover LLP	Employment Law/ Consumer/Antitrust	Robert Spencer	rspencer@kellergrover.com	kellergrover.com
Law Office of Arthur Rugama	Tax/Bankruptcy/Landlord/ Tenant/Personal Injury/Credit Card Collection/Corporations	Arthur Rugama	lexhelp@pacbell.net	N/A
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