

NY PRO BONO REQUIREMENT:

Law School Pro Bono Programs distribute these FAQs as a quick-reference guide only. You should not rely on them as an authoritative interpretation of the Court rules. Additional information may be found online. Please be aware that the ultimate decision about whether the Pro Bono Requirement is satisfied will be made by the Character and Fitness Committee of the Appellate Division Department to which your application to the New York Bar is submitted. Additional questions may be sent to ProBonoRule@nycourts.gov.

Why is pro bono work important?

Pro bono work refers to legal work provided for free or at a reduced cost to those in need of legal assistance. In recent years' providers of low-cost or free legal services have had to turn away increasing numbers of otherwise eligible clients because of the overwhelming need for legal assistance. The inability of so many low-income people to obtain legal advice and access to the court system threatens guarantees of basic rights and security of fundamental needs.

What is the pro bono requirement?

The NY State Bar Admissions requires that applicants seeking to be admitted to the New York State bar will need to demonstrate that they have completed 50 hours of qualifying pro bono work prior to submitting their applications for admission. **Completing this requirement is the responsibility of the student, but the Law School offers some assistance in locating placements.**

Does this apply to me? You must fulfill this pro bono requirement if you are applying for admission to the New York State bar.

What work qualifies? Work must be: Legal work (not non-legal community service), Supervised by an attorney, generally speaking, on behalf of low-income people who cannot otherwise afford representation, OR work at a government agency or court

I received a public interest fellowship from the school. Does my work still count?

USUALLY. If your public interest work otherwise counts, receipt of a grant or stipend from the school does not disqualify the work.

Does a judicial externship satisfy the requirement? Yes.

I did some pro bono work at my firm last summer. Does that count?

POSSIBLY. Pro bono work may count if the firm did not pay you a *bonus or separate compensation* for the work, and the work otherwise met the requirements listed above (e.g., supervised by an attorney, for low-income individuals, etc.).

I'm doing research for a professor. Does that count?

SOMETIMES. If it is legal research for low-income individuals on a pro bono project by the professor. (If it was part of an academic research project that did not service clients, it most likely will not count.)

When do I have to complete the requirement?

Work must be completed: After you started law school *but* before you apply for admission to the bar

I did volunteer work before law school. Does that count?

NO. You can only count hours completed *after* you began law school.

Do I have to complete the requirement before I graduate?

NO. You can complete the requirement after you graduate, so long as you complete it before applying for admission to the bar. However, we strongly encourage you to complete your hours while in law school, as it can be more challenging to find available projects immediately after the bar exam.

Do I have to complete the work in New York?

NO. Work in other states or even foreign countries may satisfy the requirement, so long as it meets the other requirements (e.g., serves low-income individuals) and is supervised by an attorney.

I worked at two different places. Can I combine the hours to satisfy the requirement?

YES. So long as the work at each location would count toward the requirement, you can combine the hours, BUT you must submit a separate affidavit for each place you have worked that you are counting toward the requirement.

Where can I find opportunities to do pro bono work?

Review the opportunities in this guide and reach out directly to organizations to sign up as a volunteer. Each organization listed below will have specific requirements and a formalized way to sign up. Many of the organizations below have projects specifically designed for students and graduates wanting to complete their 50 hours of service. Additionally, most clinical opportunities and internships/externships with non-profit legal services providers, government agencies and courts will qualify for pro bono work if they are legal work supervised by an attorney.

I have reached out to numerous organizations to volunteer and have not heard back. What should I do now? Reach out to **Susan Feathers** (sjf151@law.rutgers.edu - Assistant Dean of Pro Bono and Public Interest programs) to discuss your interests and availability. She can follow up with organizations to find opportunities if you have not heard back from any organization.

How can I better my chances of finding an opportunity?

When you reach out to any organization, make sure to include your resume, a description of your interests, and your availability. Flexibility is important, as it is often a challenge for organizations to place volunteers who have very limited availability. They also want volunteers who are eager to work with their clients and attorneys, so showing enthusiasm for the work is very helpful. Also, don't wait until the last minute to seek out an opportunity! The earlier in your law school career that you seek out an opportunity, the better.

I'm done with my hours. Now how and where do I report all this?

You demonstrate compliance with the requirement by: *1) Submitting affidavits for your work 2) Signed by the attorney who supervised you 3) For a total of 50 hours*

What records do I keep?

With your application for admission to the bar, which you will submit to the appropriate Appellate Division of the New York State Supreme Court, you must include an "Affidavit of Compliance" for each institution at which you performed qualifying pro bono work.

Where do I get this form?

The Affidavit of Compliance is available here: <http://www.nycourts.gov/attorneys/probono/baradmissionreqs.shtml>

Do I turn this in at the law school? No. This is a requirement of the New York State courts, not a requirement of New York Law School, so New York Law School does not collect or maintain this documentation. You must submit your documentation along with your application for admission.

I am filling out my affidavit and was wondering if I should have the current lawyer at the office where I worked sign it, or the lawyer that was there when I interned. *The form affidavit provides for the attorney who supervised the work to sign the affidavit.*

I still have questions. Where do I get more information? The rule itself can be accessed [here](#). The Court has also posted an extensive set of FAQs, and they can be found [here](#).

I. SUMMER 2017 INTERNSHIPS

DEPARTMENT OF JUSTICE, CIVIL RIGHTS DIVISION, SPECIAL LITIGATION SECTION - WASHINGTON D.C.

About: The Civil Rights Division of the Department of Justice, created by the enactment of the Civil Rights Act of 1957, works to uphold the civil and constitutional rights of all Americans, particularly some of the most vulnerable members of our society. The Special Litigation Section is one of several sections in the Civil Rights Division. We work to protect civil rights in the following areas:

1. The rights of people who interact with state or local police or sheriffs' departments;
2. The rights of individuals with disabilities to receive services in their communities, rather than in institutions;
3. The rights of people in state or local institutions, including: jails, prisons, juvenile detention facilities, and health care facilities for persons with disabilities;
4. The rights of youth involved in the juvenile justice system;
5. The rights of people to have safe access to reproductive health care clinics; and
6. The rights of people to practice their religion while confined to state and local institutions.

We can also act on behalf of people at risk of harm in these areas. In each of these areas, we enforce civil rights statutes through investigations, negotiations, litigation, and monitoring and enforcing compliance. Most of our work involves patterns or practices of unlawful conduct. For example, our investigations have included police misconduct investigations into the Baltimore Police Department and the Chicago Police Department, an investigation into Louisiana's system of care for people with severe mental illness, and an investigation into sexual abuse of women prisoners in Alabama.

We can also file Statements of Interest on behalf of the United States in private litigation that involves legal issues in the areas above.

The Special Litigation Section's website, <http://www.justice.gov/crt/about/spl/> provides additional information about the Section's work.

Job Description: Interns assist attorneys in conducting preliminary inquiries, investigating, litigating, or monitoring compliance with consent decrees. Assignments for interns may include conducting legal and factual research,

interviewing witnesses, making presentations, participating in case strategy sessions, and drafting memoranda, motions, or reports. Spanish language proficiency is desirable but not required; students indicating proficiency may be tested.

Attorney mentors work with each intern to ensure that the internship is a productive and rewarding experience. Mentors review interns' work, provide feedback on assignments, give advice, and sponsor opportunities to network with Special Litigation staff.

For the Summer, we prefer that the student work full-time for a duration of at least ten weeks. For the Fall and Spring Semesters, we prefer candidates who can work at least 15 hours per week.

Application Instructions: [APPLY HERE](#)

Contact Information:

Intern Coordinators

crt.volunteervacancies-SPL@usdoj.gov

OUTTEN & GOLDEN LLP NY LAW CLERK POSITION

Outten & Golden LLP ("O&G") is seeking law clerks for Summer 2017 at its New York Office.

Summer law clerks work full time (approximately forty hours per week)

O&G represent employees in mediations, arbitrations and lawsuits alleging discrimination and harassment based on sex, race, disability, religion or age as well as retaliation, whistleblower, and family/medical leave claims.

Qualifications: Completion of two years of law school; demonstrated interest in employment or civil rights law; and strong writing and research skills. O&G is an equal opportunity employer and committed to diversity among lawyers and staff.

Compensation: \$25/hour. **Law clerk positions are overtime eligible.**

To Apply: Send cover letter, resume, unofficial transcript and a brief 5-7 page legal memorandum as one PDF file in an email addressed to: Law Clerk Committee LawClerkRecruit@outtengolden.com Outten & Golden LLP 685 Third Ave., 25th Floor, New York, NY 10017

Email Subject: 2017 Summer Clerkship

Visit: www.outtengolden.com.

II. POST-GRADUATE FELLOWSHIPS

Postgraduate Public Interest Fellowships: Background Information and Tips

Postgraduate public interest fellowships enable recent graduates to secure entry-level positions with nonprofit organizations, government entities, and educational institutions. A small number of law firms offer public interest fellowships as well.

Fellowship Background Information

What distinguishes fellowships from permanent positions? Typically, fellowships are term-limited opportunities (one to two years) designed to give a recent law graduate or junior attorney experience in public interest practice.

How are fellowships funded? Broadly speaking, fellowships are funded in one of two ways:

1. An **organization-based fellowship** is funded by the organization for which the fellow is working. The American Civil Liberties Union, for instance, hosts several fellows working on various issues. To the extent that the organization employing the fellow is also funding the fellowship, this is similar to a staff attorney job where the employer is paying the employee's salary. Most research/academic fellowships are also funded in this manner. Contrast this with...
2. A **project-based fellowship** is funded by a third-party organization, allowing the fellow to work – usually on a specific project – with a host organization. For example, a graduating law student may wish to establish a project assisting homeless veterans. A legal services organization may desire to host the student to set up and run this project, but may not have the funding to do so. With the legal services organization's cooperation, the law student would apply to a fellowship funding organization to fund the project. There are several such funding organizations. In the public interest legal arena, **Equal Justice Works** and the **Skadden Fellowship Foundation** are the largest funders and among the most sought-after fellowships.

What are the benefits of a fellowship? Foremost, fellows are able to use their legal skills to effect positive change for disadvantaged populations and/or society in general. They generally receive top-rate training and supervision. Also, many organizations use fellowships as a point of entry to continued employment. And because application processes are so competitive, a fellowship is an impressive credential. So even if continued employment with a host organization does not materialize, a fellow has a strong professional foundation on which to build.

How do I apply for fellowships? Where are the resources?

The Public Interest Program provides individualized counseling to students and graduates pursuing post-graduate fellowships. In addition, the program publishes a guide on a vast array of fellowships

See: <https://law.rutgers.edu/sites/law/files/attachments/Post-Graduate%20Fellowship%20Guide%202016.pdf>

Are Rutgers law students and graduates competitive for fellowships?

YES! Rutgers Newark students and alumni have secured highly competitive and prestigious fellowships of all types – i.e. project based, organizational, governmental and clinical. Fellowships have become increasingly competitive, and in many instances, our graduates are more competitive after having completed a clerkship. The following are among the organizations where Rutgers graduates are currently serving as fellows:

- American Civil Liberties Union Fellowship: **Portia Allen Kyle**
- Department of Justice Honors Program
- Department of Justice
- Georgetown Barrett Prettyman Fellowship: **Gwyneth O'Neill, '14**
- Georgetown Voting Right Fellowship: **Yael Bromberg**
- Equal Justice Works Fellowship:
 - ✓ **Elizabeth Ehret, '15** – Whitman Walker Clinic
 - ✓ **Elizabeth Zambran** -- Immigrant Justice
- Immigrant Justice Corps - **Samuel Dillon, '15**
- Maida Post-Graduate Public Interest Fellowship – **Alexi Velez, '15**

RECENTLY POSTED FELLOWSHIPS

Bay Area Legal Aid: Project Link

San Francisco, CA

www.baylegal.org/get-involved/employment-opportunities/

About Project Link: Although low-income families face two to three legal issues each year, many go unidentified and only 20% are addressed with the help of a lawyer. Project Legal Link partners with trusted education, employment, housing, and health providers to help those in need to access and navigate the legal system. To do this, Legal Link builds upon the trusted relationships between clients and their caseworkers and uses design and technology to increase impact.

Project Legal Link started as an independent venture and became part of Bay Area Legal Aid to unite efforts in 2016. See more at www.projectlegallink.org.

Legal Fellow Position: This is a full-time position that will support both the legal service delivery and the program development components of Legal Link. On the legal services side, the fellow will work alongside attorneys to consult directly with clients and caseworkers about the legal issues they face, including family law, immigration, tickets, housing, and consumer law. On the program side, the fellow will research key issues, develop materials, draft communications with stakeholders, develop and assist with trainings, assist with R+D efforts, and help develop tech tools to support this work.

This is an exciting opportunity to work with a new, innovative legal project. The fellow will learn about a wide range of legal areas and be introduced to many Bay Area non-profit legal providers.

Requirements: This fellowship requires a J.D. and a background or interest in direct legal services. The fellow should be passionate about getting low-income clients to legal help, able to clearly describe legal concepts for non-legal audiences,

and be interested in thinking creatively and working in non-traditional settings. This is a particularly interesting fit for someone with a design, tech, social service, or community organizing background.

Application Instructions: Please submit a resume, cover letter, and list of three references to Sacha Steinberger at ssteinberger@baylegal.org.

ACLU Center for Democracy: National Security Project Fellowship

The National Security Project is part of the ACLU's Center for Democracy, which works to strengthen democratic institutions and values, and advocates for government transparency and accountability, and to reinforce the United States' commitment to human rights and the rule of law. The Center for Democracy includes, in addition to the National Security Project, the Human Rights Program, the Project on Speech, Privacy, and Technology, the Immigrants' Rights Project, and the Voting Rights Project.

The National Security Project is dedicated to ensuring that U.S. national security policies and practices are consistent with the Constitution, civil liberties, and human rights. The Project seeks to ensure that our nation's core democratic values are the foundation of its strength and security, and that our government's response to national security concerns comport with those values. Through litigation and advocacy strategies, the Project responds to specific government measures, and strives also to educate the public and shape the law so that the courts, Congress, and citizenry can serve as an enduring check against abuse. The Project's litigation and advocacy focuses on issues including: government surveillance, targeted killing, unlawful detention, accountability for torture, discrimination, censorship, and secrecy.

The National Security Fellow functions as an integral part of the ACLU's National Security Project. The Fellow's responsibilities will include but are not limited to the following:

- Conduct legal research and analysis and develop theories to support new litigation projects;
- Draft legal memoranda, pleadings, affidavits, motions, and briefs;
- Interview witnesses and potential clients;
- Participate in discovery and trial practice;
- Draft and edit public education and non-litigation advocacy materials;
- Provide support to ACLU affiliates;
- Help manage summer legal internship program and supervise student interns;
- Engage in public speaking and attend meetings and/or conferences as needed.

The Fellow is selected from third-year law students or recent graduates and will serve for a two-year period starting November 2017.

Qualifications:

- J.D.;
- Excellent research, writing, and verbal communication skills;
- A demonstrated ability to conduct complex legal analysis and fact-finding;

- Excellent interpersonal skills and a proven ability to work independently as well as within a team;
- The initiative to see projects through to completion and be self-starters;
- A demonstrated commitment to public interest law;
- Commitment to the mission and goals of the ACLU.

Knowledge of and interest in civil liberties issues related to national security is preferred, but not required.

Applicants should send a cover letter, resume, two letters of recommendation and at least one legal writing sample (preferably unedited by anyone other than the applicant) via email to hrjobsNSP@aclu.org - reference [NSP-06] in subject line. Applications will be considered on a rolling basis and be accepted until the position is filled.

POVERTY AND RACE RESEARCH ACTION COUNCIL

<http://www.prrac.org>

The Poverty & Race Research Action Council is seeking a recent or emerging law school graduate who is committed to civil rights and who is interested in engaging in federal, state, and local policy advocacy, detailed regulatory analysis, and public education and field outreach. This position will primarily involve fair housing, community development, and environmental justice work, and may also entail some education work as needed.

The Poverty & Race Research Action Council (PRRAC) is a non-profit civil rights law and policy organization based in Washington, D.C. Founded in 1989 by major national civil rights and poverty law organizations, PRRAC's primary mission is to help connect advocates with social scientists working on race and poverty issues, and to develop innovative approaches to structural inequality issues. In addition to national-level law and policy research and advocacy, we engage in local technical assistance and advocacy support in several areas throughout the country.

Now, PRRAC's work is focused in the areas of housing, education, and environmental health, with an emphasis on the continuing consequences of historical patterns of housing segregation and development. Our housing work includes research and advocacy on the racial impacts of housing policy, and development of effective desegregation strategies. Our education work focuses on the racial impacts of federal education policy, with attention to the impact of poverty concentration and racial isolation on school outcomes for low income children (see www.school-diversity.org). Our health-related work addresses social and environmental determinants of health, with a focus on environmental justice.

The ideal candidate for the Law & Policy Fellow position would have excellent research and writing skills, a strong interest in policy analysis and formation, and a demonstrated commitment to civil rights and poverty alleviation. Prior work with low income communities of color, and some background in housing law and policy, poverty law, environmental justice, or other areas of civil rights law is preferred. A law degree at the time of employment is required. The position would be primarily supervised by PRRAC's Director of Housing Policy, Megan Haberle, and Executive Director, Philip Tegeler.

The Fellow will receive a salary of \$55,000/year, with standard benefits.

To apply, please send a resume, brief statement of interest, three references, and two writing samples to mhaberle@prrac.org.

Application Deadline: 08/31/2017

SOUTHERN ENVIRONMENTAL LAW CENTER (SELC)

<https://www.southernenvironment.org/>

The Southern Environmental Law Center is accepting applications for an associate attorney position in its North Carolina office in Asheville. Start date is late summer or early fall 2017. This is an excellent opportunity to be part of an organization that is successfully addressing some of the most important and challenging environmental issues in the Southeast and the nation. Associates gain valuable experience and knowledge working with more senior attorneys on litigation and legal advocacy in state and federal courts and before regulatory agencies. The term for this associate position is two years with the option for a third year.

SELC is celebrating its 30th anniversary this year. With nine offices across the region (Charlottesville, VA; Chapel Hill, NC; Atlanta, GA; Charleston, SC; Washington, DC; Birmingham, AL; Nashville, TN; Asheville, NC; and Richmond, VA), SELC is widely recognized as the Southeast's foremost environmental organization and regional leader. SELC works on a full range of environmental issues to protect the South's natural resources and the health and well-being of its people. Although its regional focus is the Southeast, much of its work is national in scope and impact.

SELC works in Congress and state legislatures to inform environmental laws; in regulatory agencies to implement environmental laws and policies; and in the courts to enforce the law, stop the worst abuses, and set important precedents. The organization works collaboratively with more than 100 national, state, and local groups to enhance their efficacy and achieve common conservation goals. It currently has a staff of 130, with 68 attorneys, including some of the nation's leading experts in their respective fields. Additional information is available at www.southernenvironment.org.

SELC prides itself on collegiality, teamwork, and mutual respect among its staff and board. We seek to bring these same values to our work in partnership with organizations, communities, and people of all backgrounds that share our mission to protect the environment of the South. The South has a rich natural diversity and an equally rich cultural diversity. To better fulfill its mission, SELC is committed to broadening the diversity of its staff. We believe this will strengthen our organization and our effectiveness in responding to the many environmental challenges affecting the South and its people.

Qualifications and Compensation: This entry-level position is open to recent law graduates and practicing attorneys. A strong academic background and commitment to SELC's mission are required. Litigation experience or background in environmental law preferred. The successful applicant will support the work of the Asheville office and the regional mountain forest program. Salary is \$64,000 – 70,000 depending on experience and includes an excellent benefits package. Interested persons should apply now.

Salary: \$56k - \$70k/year

To Apply: If you have these qualifications and are seeking one of the most interesting, challenging, and rewarding environmental advocacy positions available, please send your letter of interest, résumé, law school transcript (with date of birth and social security number redacted), and a list of at least three references to Laura LaFleur, at WNCJobs@selcnc.org.

PLEASE INCLUDE "WNC ASSOCIATE ATTORNEY APPLICATION" IN THE SUBJECT LINE. Hard copy submissions can be sent to the Southern Environmental Law Center, 48 Patton Ave, Suite 304, Asheville, NC 28801-3321.