

ESTABLISHED AGENCY LIST AND PROFILES

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AGENCY PROFILES

I. LITIGATION

A. CIVIL

1. UNITED STATES ATTORNEY'S OFFICE, CIVIL DIVISION
300 North Los Angeles, Suite 7516
Los Angeles, CA 90012
Julie Zatz, Supervising Attorney
julie.zatz@usa.doj.gov
Phone: (213) 894-7349
<http://www.justice.gov/usao/cac/employment/lawstudents.html>
Deadlines:
Fall: March 15, 2011
Spring: September 15, 2011

This office represents the United States government in civil matters. Externs will be exposed to tort claims (such as complex medical malpractice and air crash cases), as well as civil fraud, breach of contract, judicial review of administrative findings and injunctive proceedings. Students may also work on civil penalty and injunctive relief actions to enforce the federal environmental laws.

Students will get experience in the full range of motion practice in helping prepare or oppose motions, and may assist in the drafting of discovery matters. They may also draft papers on legal issues concerning questions of constitutional law.

Prerequisite: Evidence and Constitutional Law preferred. Please include a writing sample and an official copy of transcript. *Externs must be United States citizens.*

B. CRIMINAL

2. FEDERAL PUBLIC DEFENDER
321 East Second Street
Los Angeles, CA 90012
ATTN: Guy Iversen, Deputy Federal Public Defender
Guy-Iversen@fd.org
Phone: (213) 894-2854 Fax: (213) 894-0081

This office represents indigent criminal defendants during trial and appellate procedures.

Externs will be assigned research and writing assignments, including research memoranda and drafting of motions and briefs. Students will be assigned to at least one case at the beginning of the semester that they will follow through the entire process, sitting in on client and witness interviews, hearings, and trial. Other projects will be assigned on an individual project basis, with the goal of maximizing variation in topics and the number of attorneys for whom students work. Please include a writing sample with application.

3. LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE
Major Crimes Division
210 W. Temple St., Ste. 1800
Los Angeles, CA 90012
John Lewin, Deputy District Attorney
jlewin@da.lacounty.gov
Phone: 213-974-3800 Fax: 213-620-1257

This division handles all high profile criminal matters as well as complex murder cases. The student will perform legal research and write memoranda regarding criminal procedure and evidence, draft motions on a variety of evidence related issues, and, if certified, present testimony at preliminary hearings. The student will also have the opportunity to be present during interviews with witnesses and victims. Students may tour the sheriff's crime lab, the coroner's office and the county jail, if they wish. Free parking will be offered.

Course work in criminal law, criminal procedure and evidence is preferred.

4. UNITED STATES ATTORNEYS OFFICE
Criminal Division
U.S. Courthouse, Suite 1500
312 North Spring Street
Los Angeles, CA 90012
Mark Williams, Assistant U.S. Attorney
mwilliams@usdoj.gov
Phone: (213) 894-4493 Fax: (213) 894-3713
<http://www.justice.gov/usao/cac/employment/lawstudents.html>
Deadlines:

Fall: March 15, 2011
Spring: September 15, 2011

The student will provide legal research and other assistance to various attorneys in all phases of criminal prosecution, including pre-trial investigation, trial work and appellate work. Students will be encouraged to attend as many courtroom proceedings as possible (but will not conduct any proceedings.)

The externship frequently includes lectures by senior attorneys, judges, magistrates and federal agents. There are also periodic tours of the court of appeals, the federal correctional facilities, or other relevant locations.

Please include a writing sample. Course work in criminal law, criminal procedure and evidence is preferred, but not required.

5. UNITED STATES ATTORNEYS OFFICE
Criminal Division – Northern District
11th Floor, Federal Bldg.
450 Golden Gate Ave., Box 36055
San Francisco, CA 94102
Acadia Senese, Law Clerk Coordinator
Acadia.Senese@usdoj.gov
(415) 436-6488 FAX: (415) 436.7234

Please contact this office for more details about their programs.

C. EMPLOYMENT

6. UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
Derek Li, Supervising Trial Attorney
derek.li@eEOC.gov
Phone: (213) 894-1080
<http://www.eEOC.gov/>

The EEOC is charged with the interpretation, administration and enforcement of Title VII and its mission is to eliminate illegal discrimination in the workplace.

The extern will be performing the same tasks and work as trial attorneys including legal research, drafting motions and oppositions papers, interviewing witnesses, and trial preparation. The extern may have the opportunity to interview clients and charging parties as well as attend hearings and depositions.

Course work in civil rights, employment discrimination and labor law preferred.

D. ENVIRONMENTAL

7. CALIFORNIA ATTORNEY GENERAL
Environment Section
300 South Spring Street, Suite 500
Los Angeles, CA 90013
Ann Rushton, Deputy Attorney General
Phone: (213) 897-2608 Fax: (213) 897-2802

This office does a wide range of environmental work, including litigation and participation in administrative proceedings.

Students' work will include legal research, writing memoranda, drafting legal documents, fact-gathering, attending judicial and administrative hearings. Issues may include toxic waste, land use planning, Clean Air Act, CEQA, NEPA, etc. Applicants should have some familiarity with the environmental law field and a demonstrated interest in the area. Include a writing sample with the application.

8. CALIFORNIA ATTORNEY GENERAL
Natural Resources Section
300 South Spring Street, Suite 500
Los Angeles, CA 90013
Richard Magasin, Supervising Deputy Attorney General
Phone: (213) 897-2609 Fax: (213) 897-2802

The Natural Resources Section represents various state agencies in all aspects of civil litigation and appellate work, particularly in environmental law areas. Externs will assist staff attorneys in all aspects of civil litigation, doing legal research and writing memoranda on a variety of topics, including environmental law, contracts, and bankruptcy. Students may accompany attorneys to court, depositions and meetings with clients.

Prerequisites: Contracts, Evidence, Torts, Constitutional Law, Real Property. Include a writing sample with application.

9. NATURAL RESOURCES DEFENSE COUNCIL
1314 2nd Street
Santa Monica, CA 90401
ATTN: Molly Greenwood, Administration Assistant
mgreenwood@nrdc.org
Phone: (310) 434-2300 Fax: (310) 434-2399 www.nrdc.org

This agency specializes in environmental litigation and advocacy. Their primary areas of focus are the protection of children's health, water quality, air, energy and transportation, urban livability, and the preservation of unique habitats.

The extern may be involved in the following activities: legal research; drafting motions; assisting in discovery and depositions, attending hearings; preparing comments on proposed regulations and permit applications; assisting in staff strategy conferences. Please include a writing sample with application. Environmental and/or Administrative Law courses helpful, but not essential.

E. LABOR

10. DIRECTORS GUILD OF AMERICA, INC.
7920 Sunset Boulevard
Los Angeles, CA 90046-0907
David Dreyfus, Associate General Counsel
Phone: (310) 289-2000 Fax: (310) 289-2029 www.dga.org

The Guild is a labor organization representing, among others, directors, assistant directors, unit production managers, associate directors, and stage managers employed in the production of theatrical motion pictures and television programs. The extern works primarily with arbitration matters: investigation of facts, including interviews, legal research, preparation of memoranda, preparation of arbitration claims, and drafting of arbitration briefs. Please include a writing sample.

F. REGULATORY

11. Federal Trade Commission
10877 Wilshire Blvd., Ste. 700
Los Angeles, CA 90024
ATTN: Christian Tusan
ctusan@ftc.gov
Phone: (310) 824-4300 Fax: (310) 824-4380
www.ftc.gov

The FTC deals with issues that touch the economic life of every American. It is the only federal agency with both consumer protection and competition jurisdiction in broad sectors of the economy. The FTC pursues vigorous and effective law enforcement; advances consumers' interests by sharing its expertise with federal and state legislatures and U.S. and international government agencies; develops policy and research tools through hearings, workshops, and conferences; and creates practical and plain-language educational programs for consumers and businesses in a global marketplace with constantly changing technologies.

G. PUBLIC INTEREST

12. ACLU of Southern California
1313 W. 8th St.
Los Angeles, CA 90017
ATTN: Christian Lebano
Internship Application ACLU Foundation of Southern California
legalinternship@aclu.org
Phone: (213) 977-9500 Fax: (213) 250-3919
www.aclu-sc.org

The ACLU is a non-profit organization whose Los Angeles Office engages in civil rights/liberties litigation. ACLU externs and law clerks gain hands-on experience in the full range of civil liberties and constitutional rights cases. Students are involved in research and preparation of legal memoranda, fact investigations, clients and witness interviews, discovery, pre-trial motions, handling of expert witnesses, as well as accompanying lawyers at court appearances. The ACLU externship will be an ideal placement for students who wish to gain practical experience in the field.

Prerequisites: Constitutional Law and Trial Advocacy are very helpful.

13. ASIAN LAW CAUCUS
55 Columbus Ave.
San Francisco, CA 94111
Attn: Mariam Hosseini
mariamh@asianlawcaucus.org
(415) 896-1701 FAX (415) 896-1702
<http://www.asianlawcaucus.org/about/work-for-alc/>
Deadlines:

Rolling basis through May

The Asian Law Caucus is the nation's oldest legal and civil rights organization serving low-income Asian Pacific American communities through a three-pronged strategy of community organizing, direct legal services, and strategic impact litigation. Program areas include: employment and labor, housing advocacy and community development, immigrant's rights, juvenile justice and education, national security and civil rights.

Assignments include conducting client intake interviews, drafting declarations, researching and drafting court filings such as briefs and motions, attending hearings, developing know your rights materials, and drafting letters in support of or opposing pending bills in Sacramento and Washington, D.C.

Please **E-MAIL ONLY** a cover letter, a resume, a writing sample, and 2-3 references to:

Law Clerk Applications Committee, Asian Law Caucus
E-mail: lawclerk@asianlawcaucus.org

14. ASIAN PACIFIC AMERICAN LEGAL CENTER
1145 Wilshire Blvd, #200
Los Angeles, CA 90017
ATTN: Betty Song
bsong@apalc.org
Phone: (213) 977-7500 Fax: (213) 977-7595
<http://www.apalc.org/>
Deadline: Applications are accepted until positions listed on website are filled

Externs at APALC will be involved in both civil rights litigation and community education involving issues affecting Asian Pacific Americans – primarily employment issues such as worker exploitation and workers' rights more generally. Students will assist with case development and impact litigation as well as the creation and evaluation of materials, public speaking, media work, and community organizing.

Prerequisites: Bilingual skills preferred but not required. Civil Rights, economic development, or Asian American jurisprudence coursework desirable.

To apply: Please download and fill out the intern application available online and send it along with a cover letter, resume and an optional writing sample (3-5 pages) to:

Volunteer Coordinator
Email: volunteer@apalc.org

15. BRENNAN CENTER FOR JUSTICE AT NYU SCHOOL OF LAW
Attn: Externship Program
brennancenterjobs@nyu.edu
161 Avenue of the Americas, 12th Floor
New York, NY 10013
Phone: (646) 292-8310 FAX: (212) 463-7308
www.brennancenter.org
Deadline:

Fall: September 15, 2011
Spring: November 15, 2011

The Brennan Center for Justice brings impact litigation, advises law-makers on the constitutionality of bills, drafts legislation and regulations, and produces public education materials on a number of topics. We have two programs: Democracy and Justice. Under the Democracy Program, we work on election administration, voting technology, voter registration, expanding the franchise, redistricting, campaign finance reform and judicial selection, among other topics. Under the Justice Program, we work on habeas corpus, abuse of executive power, access to counsel, and the rights of prisoners and ex-prisoners, among other topics.

We seek interns to work alongside staff in our New York office on the Brennan Center's policy advocacy, research, and litigation initiatives. Activities may include legal and policy analysis; legislative drafting at federal, state, and local levels; administrative and legislative advocacy; public education and scholarship; and litigation in trial and appellate courts. Please check the website for updated information.

Interested students should send (1) a cover letter explaining which particular program or programs they are interested in joining, (2) a current law school transcript, (3) a legal writing sample, (4) a current resume, and (5) contact information for three references. These items should be sent by e-mail to brennancenterjobs@nyu.edu with Legal Internship in the subject line. We accept and evaluate applications on a rolling basis. We encourage students with a strong interest in joining us to apply early. **Opportunities are available in both New York and Washington offices.**

16. LAWYERS COMMITTEE FOR CIVIL RIGHTS
131 Steuart St., #400
San Francisco, CA 94105
ATTN: Kendra Fox-Davis
kfoxdavis@lccr.com
Phone: 415-543-9444 Fax: 415-543-0296
http://www.lccr.com/about_jobs.shtml#lawclerks

Under the supervision of an attorney, the law clerk will prepare legal memoranda, conduct legal research, perform other litigation and non-litigation related legal assignments, and conduct client interviews. Clerks also participate in legal staff meetings.

Law clerks work in all of our issue areas (race, immigration, poverty). If you have a particular interest in homelessness/poverty issues or our African-American Agenda, please indicate this in your cover letter - there may be an opportunity to work with staff on special projects in these areas

Send a cover letter, resume, writing sample and three references to the attention of Silvia Contreras. Prior public interest experience preferred. If applicable, please indicate if you are fluent in a foreign language (particularly Spanish, Mandarin, or Cantonese). Applicants are encouraged to submit their materials as early as possible as decisions are made on a rolling basis.

17. MALDEF (Mexican American Legal Defense & Education Fund)
634 South Spring Street, 11th Floor
Los Angeles, CA 90014
Cynthia Valenzuela, Director of Litigation
Phone: (213) 629-2512, ext. 134 Fax: (213) 629-0266
<http://maldef.org/about/jobs/>

Founded in 1968, the Mexican American Legal Defense and Educational Fund (MALDEF) is the nation's leading, non-profit Latino civil rights organization. MALDEF is dedicated to protecting and promoting the civil rights of the more than 40 million Latinos living across the United States through advocacy, community education, and litigation. MALDEF currently focuses its efforts in the following program areas: education, employment, immigrants' rights, political access, and public resources equity. Legal interns conduct client intake interviews, perform legal research and draft legal memoranda, attend depositions and court hearings, assess legislation and public policy initiatives, and provide litigation support to the Regional Counsel and staff attorneys.

Applicants for internships during the school year are considered on a rolling basis. A limited number of positions are available. Applicants are encouraged to apply early. Send your resume, cover letter, and 3 to 5 page writing sample to: jobs@maldef.org

18. NAACP LEGAL DEFENSE & EDUCATIONAL FUND, INC.
Leslie Proll, lproll@naacpldf.org (Washington, DC)
(202) 682-1300
Offices in Washington D.C. and New York
Please see Wendy Haro for updated information

Externs at the NAACP will work on major civil rights litigation issues on behalf of African-Americans and other minorities in areas such as employment and housing discrimination, voting rights and capital punishment. Students will assist with case development and trial preparation.

Prerequisites: Civil Rights Law and Clinical courses preferred. Please include a writing sample with resume.

H. OTHER

19. U.S. ATTORNEY'S OFFICE, TAX DIVISION
300 N. Los Angeles St.
Los Angeles, CA 90012
Sandra Brown, Assistant U.S. Attorney, Chief Tax Division
sbrown@usa.doj.gov
Phone: 213-894-6607 Fax: 894-0115
<http://www.justice.gov/usao/cac/employment/lawstudents.html>
Deadlines:

Fall: March 15, 2011
Spring: September 15, 2011

Attorneys in the Tax Division of the United States Department of Justice represent the United States in civil, criminal, and appellate tax matters. Civil attorneys handle tax disputes in federal district courts, bankruptcy courts, the United States Court of Federal Claims, the United States Courts of Appeal, and, on occasion, state courts. Our criminal prosecutors participate in nearly all decisions to charge federal tax crimes throughout the United States and, together with attorneys in United States Attorneys' Offices, prosecute those charges. By litigating these cases, our lawyers play an essential role in developing federal tax law and in assuring the American public that everyone pays the tax they owe in accordance with the law.

To be eligible for the externship program, the student must be (1) in the top 50% of the class, (2) a U.S. citizen, (3) able to pass an extensive background check, and (4) if subject to Selective Service requirements, must be registered with the Selective Service.

20. U.S. ATTORNEY'S OFFICE, APPEALS
Northern District of California
450 Golden Gate Ave., 11th Floor
San Francisco, CA 94102
ATTN: Barbara Valliere, Chief Appellate
barbara.valliere@usdoj.gov

Please contact this office for more details about their programs.

II. SECURITIES

21. NEW YORK STOCK EXCHANGE
Division of Enforcement
14 Wall Street, 14th Floor
New York, NY 10005
Lara Posner
Lposner@nyse.com
212-656-2634

NYSE Enforcement investigates and prosecutes trading and other rule violations, and applicable federal laws or regulations that occur on or through the systems and facilities. Enforcement cases stem from a variety of sources, including investor complaints, examinations of member organizations, referrals from the U.S. Securities and Exchange Commission, as well as internal referrals from our markets and divisions.

III. INTERNATIONAL LAW

To apply for all international placements, students must have taken at least one international law course and obtain the permission of an international law faculty member. Please see Wendy Haro for more information and a complete list of offerings. Because many international agencies will only accept students in their final year of law school, it may be permissible to extern at these placements in the final semester of study, unlike other externships.

22. DEPARTMENT OF DEFENSE
Office of Deputy General Counsel (IA&I)
The Pentagon, Room 3E963
Washington, D.C. 20301-1600
James Burger, Deputy General Counsel
Phone: (703) 695-2604 Fax: (703) 614-9789

The Office of the Assistant General Counsel for International Affairs & Intelligence OAGC (IA & I) is a part of the Office of General Counsel, Department of Defense. The Office of General Counsel is headed by the chief legal officer for the Department of Defense. OAGC (IA & I) deals with matters as diverse as foreign base negotiations, law of armed conflict, security and humanitarian assistance, arms control and disarmament, and technology transfer. The office is headed by an Assistant General Counsel, who has the rank of a Deputy Assistant Secretary of Defense. The extern will be involved in significant work, and every effort will be made to integrate the intern fully into the professional life of the office. Duties will include legal research, drafting memoranda, attending departmental and inter-agency meetings, and dealing with senior national security officials of the U.S. Government, as required. A security clearance is necessary. Please contact Professor Richard Steinberg for more details. *Externs must be U.S. citizens.*

Prerequisites: International Law and Constitutional Law.

23. U.N. HIGH COMMISSIONER FOR HUMAN RIGHTS
Palais Wilson
52 rue de Paquis
Geneva, Switzerland CH-1201
Laura Stryker, lstryker@ohchr.org
Phone: 41.022.928.9153
<http://www.ohchr.org/EN/AboutUs/Pages/InternshipProgramme.aspx>
Deadlines: There are two selections a year: *the first deadline is End of May to apply for the period starting from July. The second deadline is End of October for the period starting from January.*

The High Commissioner for Human Rights is the principal human rights official of the United Nations. The High Commissioner heads OHCHR and spearheads the United Nations' human rights efforts. We offer leadership, work objectively, educate and take action to empower individuals and assist States in upholding human rights. We are a part of the United Nations Secretariat with our headquarters in Geneva. Please see Professor David Kaye for more information about this program.

24. U.N. HIGH COMMISSIONER FOR REFUGEES
rue de Montbrillant 94
202 Genève, Switzerland
Andrew Painter, painter@unhcr.org
Phone: 41.22.739.8187
Fax: 41.22.739.7329
<http://www.unhcr.org/admin/3b8a31f94.html>

UNHCR's primary purpose is to safeguard the rights and well-being of refugees. In its efforts to achieve this objective, UNHCR strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, and to return home voluntarily. By assisting refugees to return to their own country or to settle permanently in another country, UNHCR also seeks lasting solutions to their plight.

25. U.N. INTERNATIONAL CRIMINAL TRIBUNAL FOR THE
FORMER YUGOSLAVIA (ICTY)
P.O. Box 13888
2501 EW The Hague
Netherlands
internshipoffice@icty.org
<http://www.un.org/icty/>

The ICTY prosecutes serious violations of international humanitarian law committed in the territory of the former Yugoslavia with the objectives of bringing to justice persons responsible for those violations, rendering justice to the victims, deterring future crimes and contributing to the restoration of peace by promoting reconciliation.

The extern would work for the Office of the Prosecutor (OTP). Duties of externs with the OTP include, but are not limited to, assisting in basic case work; assisting trial attorneys with the preparation of examinations in chief and cross examinations, assisting in the proofing of witnesses and assisting in the preparation of opening addresses; assisting legal officers with the drafting of parts of motions, pre-trial, closing and appeals briefs; assisting legal officers in the classification and preparation of evidence for trial; assisting in the preparation of various documents such as books of authorities and the like; undertaking general research on comparative and international criminal law issues; preparing agenda or draft discussion papers for legal meetings and drafting the corresponding minutes; drafting legal correspondence; and performing other tasks directly related to the work performed by legal officers within the OTP. Depending on the needs of the office, Legal Interns may be assigned to work various sections of the OTP including, for example Prosecutions, Investigations, Appeals, etc. The Tribunals only accept students in the final year of law school.

Applications for July to December 2011 must be received no later than 15 March 2011. Please see Wendy Haro for information and forms to apply for this unique placement.

26. U.S. DEPARTMENT OF STATE
U.S. EMBASSY, THE HAGUE
Lange Voorhout 102
Den Hague, 2514 EJ
Denise Manning, Legal Counselor
Phone: 31-70-310-2378 Fax: 31-70-361-7416

The U.S. Embassy at The Hague represents U.S. interests with regard to the many international courts and institutions in The Hague including the U.S.-Iran Claims Tribunal, the International Court of Justice, the International Criminal Court, etc.

The selected extern will provide legal research and analysis for on-going cases and/or issues before the U.S. Government when giving assistance to the various tribunals. The extern will attend trial proceedings and diplomatic briefings and provide reporting and analysis on those proceedings. The extern will also participate in the general responsibilities undertaken by Embassy staff, including assisting with high-level visits. A background in international law, criminal or arbitration course work preferred.

Please contact Professor David Kaye for more information.