

# ***SCHEDULE CHANGES AND ADDITIONS***

## **I. ON-CAMPUS INTERVIEWS**

The following employers, listed by interview date, will be interviewing at Suffolk. Check Symplicity for address and contact information. You must bid and submit all required materials online through Symplicity ***by 10:00am*** on the indicated due date for these organizations.

Symplicity site: <https://law-suffolk-csm.symplicity.com/students> (OCI tab)

### **ADDITIONS:**

#### **Hamilton Brook Smith Reynolds P.C. (Concord, MA)**

Session: OCI2 – ADD - Fall 2009 (bidding due by 10:00am on 8/31/09)

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit resume and transcript; bring a writing sample to the interview*

Hiring Criteria: IP practice; technical background and advanced degree (other than JD) required

Interview Date: 2009-09-11

#### **IRS, Office of Chief Counsel (Washington, DC)**

Additional Locations: hiring for offices nationwide

Session: OCI5 – Fall 2009 (bidding due by 10:00am on 9/9/09)

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit resume and transcript; bring a writing sample as well as completed Forms 6524 and OF-306 (can be downloaded from <http://jobs.irs.gov/mn-attorney-html>) to the interview*

Hiring Criteria: prefer: top 20% of class, law journal, moot court; hiring for their Chief Counsel Honors Program and their Summer Legal Intern Program nationwide

Interview Date: 2009-10-01

#### **U.S. Dept. of Labor, Employee Benefits Security Admin. (Boston, MA)**

Session: OCI8 – Fall 2009 (bidding due by 10:00am on 9/30/09)

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit resume and transcript*

Interview Date: 2009-10-20

### **NOTES:**

- ▶ **Health Law Advocates – Boston, MA** is hiring for spring and summer internship positions only. (Session: OCI1)

- ▶ **Choate, Hall & Stewart – Boston, MA** has canceled their interviews and will reevaluate their Summer Associate Program needs early next year. (Session: OCI1)
- ▶ **Lando & Anastasi – Cambridge, MA** has cancelled their interviews for September 1<sup>st</sup> at Suffolk. (Session: OCI1)
- ▶ **NH Public Defender – Concord, NH** has changed their interview date to September 9<sup>th</sup> at Suffolk (from September 14<sup>th</sup>). They are now part of the OCI2 Session.
- ▶ **Burns & Levinson – Boston, MA** has canceled their interviews and will not have a summer program during 2010. (Session: OCI2)
- ▶ **Cooley Manion Jones – Boston, MA** has changed their interview date from September 9<sup>th</sup> to September 8<sup>th</sup>. (Session: OCI2)
- ▶ **Berluti & Mclaughlin – Boston, MA** has changed their interview date from September 11<sup>th</sup> to September 24<sup>th</sup>. (Session: OCI2)

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## II. OFF-CAMPUS RECRUITMENT PROGRAMS

The following employers are interviewing at the NH Legal Job Fair on Thursday, September 10, 2009. Since these interviews are being held out-of-state, you will have to find transportation to them at your own expense. Check Symplicity for address and contact information. You must bid and submit all required materials online through Symplicity **by 10:00am** on the indicated due date for these organizations.

Symlicity site: <https://law-suffolk-csm.symplicity.com/students> (OCI tab)

### **NOTES:**

- ▶ **The McLane Law Firm – Manchester, NH** is accepting application materials from 3LD/4LE students. (Session: NH)

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### III. COLLECTION ONLY

The following employers have requested that the Career Development Office collect and send resumes to them; they will contact students directly regarding interviews. The list is arranged by session and state. Check Symplicity for address and contact information. You must bid and submit all required materials online through Symplicity **by 10:00am** on the indicated due date for these organizations.

Symplicity site: <https://law-suffolk-csm.symplicity.com/students> (OCI tab)

#### **ADDITIONS:**

##### **Wolf Greenfield (Boston, MA)**

Session: COLLECTION1 – Fall 2009 (bidding due by 10:00am on 8/24/09)

Years: 2LD/3LE

Materials Requested with Resume: *submit resume and transcript*

Hiring Criteria: science or engineering background or demonstrated interest in IP required; top 20% of class, and advanced degree or industrial experience preferred; excellent research and writing skills required

\*Collection Only\*

##### **Butzel Long (Detroit, MI)**

Session: COLLECTION2 – Fall 2009 (bidding due by 10:00am on 9/8/09)

Years: 2LD/3LE

Materials Requested with Resume: *submit resume and transcript*

\*Collection Only\*

##### **Alabama Disabilities Advocacy Program (Tuscaloosa, AL)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume, transcript and writing sample*

Hiring Criteria: hiring for summer 2010 at \$320 per week; ADAP is Alabama's federally funded legal advocacy organization on behalf of persons with disabilities

\*Collection Only\*

##### **The Alliance for Children's Rights (Los Angeles, CA)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE

Materials Requested with Resume: *submit a cover letter and resume*

Hiring Criteria: hiring for summer internship/externship position

\*Collection Only\*

**Children's Law Center of Los Angeles (Monterey Park, CA)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume and transcript*

Hiring Criteria: hiring for 2010 summer law clerk position; students are assigned to work with one or two attorneys who carry a caseload of approximately 150 cases each; the law clerk will assist the attorney with trial preparation, witness interviews, research and preparation of motions, custody orders, guardianship papers, subpoenas and restraining orders

\*Collection Only\*

**AIDS Legal Referral Panel (San Francisco, CA)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume and writing sample*

Hiring Criteria: hiring for summer 2010; if funding is available, pay is \$14.00 per hour as an intern or, if during the year as an extern, for course credit

\*Collection Only\*

**HomeBase, The Center for Common Concerns (San Francisco, CA)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter and resume*

Hiring Criteria: hiring for summer positions; a non-profit law firm advancing solutions to homelessness

\*Collection Only\*

**Colorado Public Defender (Denver, CO)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume, and references*

Hiring Criteria: hiring for entry level attorneys to handle misdemeanor and traffic cases in county court or juvenile delinquency cases; the CO Public Defender is dedicated to securing the finest legal representation for the indigent criminally accused; salary is \$4,083 per month

\*Collection Only\*

**State of Connecticut, Elections Enforcement Commission (Hartford, CT)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit resume and writing sample*

Hiring Criteria: actively seeking qualified law clerks to participate in their internship program; the program is designed to allow students to work with staff to design a field practicum level program that will not only meet individual needs, but provide an opportunity to enhance academic, professional, and career development skills while achieving their program and project goals; interns will have the opportunity to complete numerous projects, including but not limited to: conducting research of current and proposed legislation, assist in preparing the department's legislative package, preparing press releases, monitoring media about the Program, and assisting in the development of their legal research database; proper supervision and personalized intern projects provide opportunities for individual interns to gain in-depth knowledge and training in

areas that they find personally interesting

\*Collection Only\*

**American Civil Liberties Union Washington Legislative Office(Washington, DC)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume and transcript*

Hiring Criteria: legal legislative internships at the ACLU Washington Legislative Office provide students with an opportunity for active work and lobbying support in a specific civil liberties area

\*Collection Only\*

**Legal Services of Greater Miami, Inc. (Miami, FL)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit cover letter and resume*

Hiring Criteria: hiring for summer and attorney positions

\*Collection Only\*

**Louisiana Capital Assistance Center (New Orleans, LA)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume and writing sample*

Hiring Criteria: seek a legal intern at trial level, anti-death penalty office doing casework in LA, as well as MI and TX

\*Collection Only\*

**Office of the Public Defender, Maryland (Baltimore, MD)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume and OPD website application*

Hiring Criteria: hiring for volunteer law clerk position

\*Collection Only\*

**Cambridge Consumers' Council (Cambridge, MA)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit resume*

Hiring Criteria: hiring for summer Investigator/Mediator position; this position is designed to investigate and mediate consumer complaints for the cities of Cambridge and Somerville; the Investigator/Mediator will be expected to respond to inquiries and provide appropriate resources and referral agencies; should become familiar with the Massachusetts' Consumer Protection Act (M.G.L. Chapter 93 a), however, no prior knowledge is required, but is desirable; finally, the Investigator/Mediator will assist the Complaint Manager in researching current consumer issues; grant funded at \$15.00 per hour

\*Collection Only\*

**Farmworker Legal Services of Michigan (Bangor, MI)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume and references; describe Spanish proficiency in cover letter*

Hiring Criteria: hiring for four summer positions at \$2,000 per month; a nonprofit, public interest legal aid office that provides free civil legal services to indigent migrant and seasonal farmworkers throughout the state of Michigan; interns will do client outreach at labor camps, work with clients on cases, and support attorneys with advocacy projects

\*Collection Only\*

**Nassau County District Attorney's Office (Mineola, NY)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 3LD/4LE

Materials Requested with Resume: *submit cover letter/statement of interest, resume, transcript and references*

Hiring Criteria: hiring for Assistant D.A., post-graduate position at \$50,000

\*Collection Only\*

**United States Attorney's Office, Western District of New York (Rochester, NY)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume, transcript, references and volunteer statement*

Hiring Criteria: hiring for summer positions; students will do legal research, and assist in brief writing and trial preparation in both criminal and civil cases

\*Collection Only\*

**American Gateways (Austin, TX)**

Session: COLLECTION3 - Fall 2009 (bidding due by 10:00am on 9/21/09)

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume, transcript, references and writing sample*

Hiring Criteria: hiring for summer 2010; specializing in asylum, visa and family based immigration

\*Collection Only\*

**K&L Gates (Boston, MA)**

Session: COLLECTION4 - Fall 2009 (bidding due by 10:00am on 11/20/09)

Years: 2LD/3LE

Materials Requested with Resume: *submit resume and transcript*

Hiring Criteria: top 25% of class required; law journal and/or moot court preferred; seek demonstrated initiative, strong interest in the firm's practice areas, and superior academic and writing skills

\*Collection Only\*

**Maryland Attorney General (Baltimore, MD)**

Session: COLLECTION5 - Fall 2009 (bidding due by 10:00am on 12/2/09)

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit cover letter indicating interest in a particular area of law, resume, and writing sample*

Hiring Criteria: hiring for their Associate Program and unpaid summer law clerk program

\*Collection Only\*

**NorthStar Realty Finance Corp. (New York, NY)**

Session: COLLECTION5 - Fall 2009 (bidding due by 10:00am on 12/2/09)

Years: 2LD/3LE

Materials Requested with Resume: *submit resume*

Hiring Criteria: hiring for a summer position with NorthStar Realty Finance Corp., an internally managed REIT that primarily originates and invests in commercial real estate debt, real estate securities and net lease properties; NorthStar manages approximately \$6.7 billion of commercial real estate assets and is listed on the New York Stock Exchange under the ticker "NRF"; the internship would be for 8-10 weeks during June, July and the beginning of August (specific dates are TBD) and would pay \$1,500 per week; the intern would interact with the General Counsel and others in the legal department, as well as business people within the organization; the intern would be provided opportunities to draft and review documents, attend meetings and conference calls, and interact with the Company's outside attorneys, which include Sullivan & Cromwell, Paul Hastings, Sidely Austin, Clifford Chance and Bryan Cave

\*Collection Only\*

**Asquith & Mahoney, LLP (Providence, RI)**

Session: COLLECTION5 - Fall 2009 (bidding due by 10:00am on 12/2/09)

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit cover letter and resume*

Hiring Criteria: hiring a law clerk/intern to begin as soon as possible; small, downtown Providence law firm concentrating in civil litigation; other areas of concentration include estate planning and probate, employment matters, workers' compensation litigation, corporate/business practice for small business, and arbitration/mediation services in various areas of the law; they seek an energetic, self-motivated student who will be assigned cases in various areas of law; the attorneys at Asquith & Mahoney, LLP are a collegial group who work closely with one another and expect the same from the law clerk/intern

\*Collection Only\*

**NOTES:**

- ▶ **Deloitte – Boston, MA** has forwarded a position description for the Tax Intern position for which they are hiring. You can view the document here: <http://www.law.suffolk.edu/offices/career/handouts/documents/DeloitteTaxInternship.pdf>. Note: an accounting background is required. As indicated in the position description, Deloitte requires all applicants to apply with a resume through Symplicity, AS WELL AS, complete a profile and attach a resume through Deloitte's website - you must apply both ways to be considered for an interview. (Session: COLLECTION3)

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## IV. SEND DIRECT

The following organizations have requested that students contact them directly. The list is arranged by city and state. If an organization has an application deadline, it will be listed. You *will not* apply online through Symplicity for these organizations; all requested materials should be mailed directly to the employer. Check Symplicity for address and contact information. NOTE: Symplicity may indicate these employers as having a resume collection, but all materials should be sent directly to the employer and not to the CDO.

Symplicity site: <https://law-suffolk-csm.symplicity.com/students> (OCI tab)

\*Use Symplicity to get contact and application information. You will not apply online.\*

### ADDITIONS:

#### **National Housing Law Project (Oakland, CA)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE

Materials Requested with Resume: *send cover letter, resume, transcript, referneces and writing sample by 1/11/10*

Hiring Criteria: seek students for internships and field placements; recent significant student work projects have included researching the impact of proposed housing legislation and regulations, drafting amendments to federal housing legislation, summarizing briefs in preparation for oral arguments, providing research assistance in drafting pleadings and motions, drafting portions of advocacy guides used by housing advocates across the country, and researching and writing articles for NHLP's monthly Housing Law Bulletin

\*Send Direct\*

#### **San Diego County Office of the Public Defender (San Diego, CA)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE

Materials Requested with Resume: *send cover letter, resume, and transcript by 3/5/10*

Hiring Criteria: hiring for summer position; this is a three month program beginning in early June and running through August; the program is designed to give students exposure to the work environment of a public defender's office, including courtroom appearances and legal research; it is recommended but not required that all summer interns be certified by CA State Bar; students may be certified by the bar if they have taken Evidence and Civil Procedure classes; all summer interns are expected to work up to 40 hours per week; unpaid positions

\*Send Direct\*

#### **Lawyers' Committee for Civil Rights of the San Francisco Bay Area (San Francisco, CA)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *send cover letter, resume, 3 references and writing sample*

Hiring Criteria: hiring for summer position; advocates for the legal rights of people of color, the poor, immigrants, and refugees through impact litigation, policy advocacy, and direct services

\*Send Direct\*

**Colorado Legal Services (Denver, CO)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *send cover letter, resume, references and website application by 2/26/10*

Hiring Criteria: hiring for summer position; outside funding is ideal

\*Send Direct\*

**National Women's Law Center (Washington, DC)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *send cover letter, resume, and transcript by 9/1/09*

Hiring Criteria: hiring for fall and summer legal internships in all their program areas; unpaid unless funding is from an outside source

\*Send Direct\*

**U.S. EPA New England (Boston, MA)**

Session: SEND DIRECT – Fall 2009

Years: 3LD/4LE

Materials Requested with Resume: *send a resume, transcript, personal essay (separate from any cover letter or no more than 300 words that provides a concrete example of how you overcame a challenge or challenges to achieve a goal or describes aspects of your experience or background that you believe are relevant but which might not be evident from the balance of your submission), and the names, addresses and telephone numbers of three references by 10/19/09*

Hiring Criteria: hiring for their 2010 Honors Attorney Fellowship

\*Send Direct\*

**Brennan Center for Justice at NYU School of Law (New York, NY)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *send cover letter, resume, transcript, references and writing sample by 2/15/10*

Hiring Criteria: hiring for summer position

\*Send Direct\*

**Oneida County Public Defender, Criminal Division (Utica, NY)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *send resume, a Certificate of Good Standing, three references and a writing sample; applications can be downloaded from their website*

Hiring Criteria: hiring for Assistant Public Defender positions at a salary of \$43,895 and summer positions

\*Send Direct\*

**Disability Rights Oregon (Portland, OR)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE

Materials Requested with Resume: *send cover letter, resume, and five-page writing sample by 3/1/10*

Hiring Criteria: DRO represents and protects the rights of people with disabilities; it is a non-profit public interest law firm; summer clerks provide direct representation to clients under attorney supervision, research projects as needed, systemic and/or litigation support on larger issues

\*Send Direct\*

**Community Legal Services, Inc. (Philadelphia, PA)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE

Materials Requested with Resume: *send cover letter (describe your language skills), resume and transcript by 12/31/09*

Hiring Criteria: summer position doing legal research at the direction of a lawyer in various cases; position will also entail writing documents including memoranda of law and other legal documents; in addition there will be client contact, both over the phone and in person, and contact with opposing parties, usually government agencies; all tasks will be done in a professional manner consistent with the rules of professional responsibility for lawyers and legal workers

\*Send Direct\*

**Juvenile Law Center (Philadelphia, PA)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE

Materials Requested with Resume: *send cover letter, resume, 10-page writing sample and list of references*

Hiring Criteria: hiring for 3-4 unpaid summer positions

\*Send Direct\*

**Federal Public Defender, Middle District of TN (Nashville, TN)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE

Materials Requested with Resume: *send cover letter, resume, transcript and writing sample by 3/1/10*

Hiring Criteria: represent indigent defendants charged with federal criminal offenses, and death row inmates seeking federal habeas corpus relief

\*Send Direct\*

**Tennessee Office of the Post-Conviction Defender (Nashville, TN)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *send cover letter, resume, transcript, references and writing sample*

Hiring Criteria: hiring for summer position; the office represents death-sentenced (capital case), indigent inmates in state post-conviction proceedings statewide

\*Send Direct\*

**Disability Law Center (Salt Lake City, UT)**

Session: SEND DIRECT - Fall 2009

Years: 2LD/3LE

Materials Requested with Resume: *send cover letter, resume, and references by 3/1/10*

Hiring Criteria: law clerk assists in investigating and problem solving a wide variety of disability related issues; salary is \$11.00 per hour

\*Send Direct\*

**Washington State Attorney General's Office (Seattle, WA)**

Session: SEND DIRECT – Fall 2009

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *send letter of interest, AGO application form, Conflict Screening Questionnaire, resume, transcript and one letter of recommendation by 9/18/09 (see <http://www.atg.wa.gov/Careers/AttorneysClerks.aspx>)*

Hiring Criteria: qualified applicants are individuals who excel academically as demonstrated by law school grades and class standing, and who demonstrate a high degree of competence based on prior experiences; the AGO seeks applicants who are committed to public service as demonstrated by an applicant's background, talents, attitude, and enthusiasm for public law practice; they also seek applicants with a diverse background in education, previous work experience, law school activities, extracurricular activities, community service and areas of interest that enhance their office

\*Send Direct\*

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## V. NATIONAL RECRUITMENT PROGRAM

The following employers, listed by interview date, are interviewing in the Boston area as part of the Massachusetts Law School Consortium's National Recruitment Program. Check Symplicity for address and contact information. You must bid and submit all required materials online through Symplicity **by 10:00am** on the indicated due date for these organizations.

NOTE: This program uses a different Symplicity site:  
<https://law-massconsortia-csm.symplicity.com/students>. If you need login information for this site, contact the CDO.

### **NOTES:**

- ▶ **Skelton Taintor & Abbott – Auburn, ME** has changed their interview date from September 25<sup>th</sup> to September 29<sup>th</sup> at Suffolk has cancelled their interviews for September 29<sup>th</sup> at Suffolk. They will contact a few students directly about interviewing at their office. (Session: NRP2)
- ▶ **Orr & Reno – Concord, NH** have cancelled their interviews which were originally scheduled for September 16th at Suffolk. They have deferred all their hiring decisions until after the new year. (Session: NRP2)