

6. Please fill in specific job descriptions for all internships below along with minimum time frame (e.g. 4, 6, 9 or 12 months). You may use the form to list all internships you wish to offer.

Name of Internship (e.g. Family Law Project)	Job Description	Number of Months
1. Consumer Bankruptcy	Interview and counsel clients facing bankruptcy and with consumer debt problems. Draft petitions and review petitions drafted by pro bono attorneys. Assist with filing and follow-up on cases.	6, 12
2. Life Planning	Work with Cancer Advocacy Project and Elderlaw Project on client interviewing and counseling, outreach and education, drafting wills, health care proxies and advance directives, assist with recruitment and mentoring of pro bono attorneys.	6,12
3. Immigrant Detention	Work with the new NYC Know Your Rights Project. This is a collaboration of CBJC, The Legal Aid Society and the NYC Chapter of the American Immigration Lawyers' Assoc. Interview and counsel detained immigrants, match cases needing extended representation with pro bono attorneys, possible representation at bond and other hearings. Spanish and interest in criminal law helpful.	12
4. Immigrant Women and Children – VAWA	Work on immigration petitions filed under the Violence Against Women Act for survivors of domestic violence who are eligible for special immigration relief. Outreach, screen cases, train and mentor volunteer attorneys as well as maintain a caseload. The Fellow should have an interest in working with survivors of domestic violence and will gain a basic knowledge of immigration law. Spanish fluency is desirable but not required.	12
5. Refugee Assistance	Assist in the work of the project including interviewing and counseling clients for possible representation by the project.	12
6. Legal Clinic for the Homeless	Interviewing and counseling homeless women with children living in NYC shelters, public benefits advocacy, representing clients at fair hearings.	6, 12
7. Veteran's Advocacy	Conduct initial intake interviews with clients over the phone, assess their legal needs, and refer them to Project. Give presentations at veterans' centers, conduct outreach in the community, and help to	6,12

	coordinate and staff legal clinics for low-income veterans. Provide legal representation and referrals for veterans on issues which could lead to homelessness such as lack of income and housing.	
8. Neighborhood Entrepreneur	NELP provides micro-entrepreneurs with the legal services relating to business structure, tax law, commercial lease negotiations, employment contracts, and trademark and copyright. Conduct initial intake interviews, assess legal needs, and refer them to Project. Give presentations at community centers and help to coordinate and staff legal clinics for entrepreneurs. When admitted, an extern could also take on transactional casework as described above. This position would give a new attorney extensive interaction with clients and other attorneys while providing unique exposure to transactional law in a legal services context.	6,12

7. Any other perks of working in your program? (e.g. great coffee, the most compelling clients, fun colleagues etc.)

The City Bar Justice Center projects are staffed by experts in their legal field. The office is centrally located in midtown Manhattan and housed in an historic building. The staff is diverse, collegial and committed to pro bono and public interest law. We have great coffee and access to the resources of the City Bar Association.

8. Is there any other information you would like us to have regarding potential fellowships in your organization?

The mission of the City Bar Justice Center is to increase access to justice by leveraging the resources of the NYC legal community. We are part of the Association of the Bar of the City of New York Fund, Inc., the public service affiliate of the City Bar.

Please return by April 1, 2009 to ekocienda@nycbar.org or by fax at (212) 398-6634