

Legal Services

Site # **Court Appointed Special Advocates (CASA)**
405.3

Best to contact by:
email

Placement
2

A

1615 E. 17th Street, Suite 100
Santa Ana CA 92705
www.casaoc.org

Quarters	Hours
2	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

Mr. Matthew Wadlinger
Director of Community Outreach
volunteers@casaoc.org
714 619-5155 FAX 714 619-5152

Alternate Contact Supervisor: Elizabeth Davis edavis@casaoc.org should be main?

About the Organization:

CASA is a non-profit organization dedicated to providing quality mentoring and advocacy services to abused and neglected children in Orange County. CASA provides training, supervision and on-going support to volunteers who work with children in the foster care system. Each volunteer is matched one-on-one with a child and acts as his/her mentor and advocate.

About the Field Study Placement

Field Study students work with case supervisors to analyze legal files and determine a child's needs and help with the matching process of a child to a volunteer. Interns observe the court process to help identify the case advocacy needs and monitor cases not yet assigned to a CASA volunteer. Other responsibilities include planning and staffing special events for CASAs and their children, assisting volunteers by updating and evaluating the resource library, and mining legal files to assist the Family Connections Program. Field Study Students also spend time working on gathering information and updating the child waitlist in order to keep the court apprised of progress of matching and to improve CASA/child workers. Students receive at least one hour of supervision per week, typically by a Master's level staff member.

Requirements

Computer skills. Some knowledge of the foster care or legal system is recommended, but not required. Potential interns are advised that court files can contain disturbing information about children and families. Two quarter commitment required.

How to apply for a placement

Please contact the Director of Outreach at volunteers@casaoc.org with your resume and cover letter explaining why you have an interest in interning at CASA-OC.

P.O. Box 41505
Long Beach CA 90853
www.freedomwritersfoundation.org

Sue Ellen Alpizar
Senior Director
sueellen@freedomwritersfoundation.org
310-701-1920 FAX
Alternate Contact Sue Ellen Alpizar, 562-475-4932

Quarters	Hours
2	10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Freedom Writers Foundation's mission is to change the educational system one classroom at a time by providing educators with transformative tools to engage, enlighten and empower at-risk students to reach their full potential. We seek to meet the needs of students who struggle academically and may be impacted by barriers such as gang involvement, homelessness, social isolation, bigotry or illness through The Freedom Writers Institute. Our vision is to improve the quality of life in our community by equipping teachers with the tools they need to reach and empower their students, increasing teacher retention and fulfillment, lowering student dropout rates, creating classrooms with an atmosphere of cultural inclusion and acceptance, providing a scholarship program for students at Wilson High School, providing certification trainings and workshops for the Freedom Writers' speaking engagements and informing the community about the foundation's work as well as the work of teachers across the nation via a monthly newsletter.

About the Field Study Placement

Work location is in Long Beach. Students will be assigned to a project based on their interest and skills and the needs to the organization. Current organizational needs include updating data, assisting with video film production, researching educational programs, using social networking to engage individuals toward our mission and vision, event programming and staffing, public relations, and gathering data and information on legal aspects of specific education initiatives to develop recommendations for general counsel.

Requirements

Computer proficiency, excellent work ethic, ability to keep commitments and excellent customer service attitude. To work on legal issues, pre-law a plus.

How to apply for a placement

Email your resume, statement of your objectives for field study, and a paragraph on why you would like to work with the Freedom Writers Foundation.

510 W. 6th Street, Suite 200
Los Angeles CA 90014

Quarters Hours
1-2 10-20

Ms. Vera Weisz

- Weekdays
- Week nights
- Weekend days
- Weekend nights

immigrationcourtwatchprogram@gmail.com
213-347-0025 FAX 213-623-2899
Alternate Contact vera@wilawgroup.com

About the Organization:

The Immigration Court Watch Program (ICWP) provides law students, paralegals, attorneys, and undergraduate students, and community volunteers with the opportunity to protect the due process rights of individuals currently in immigration proceedings by observing immigration court hearings and documenting any irregularities or abuses they observe. A similar program in New York collected data that was used to generate the National Lawyers Guild's report, "Fundamental Fairness: A Report on the Due Process Crisis in New York City Immigration Courts." Volunteers undergo a brief training (approximately 90 minutes in length), during which they are introduced to the basics of immigration court practice and procedure. They learn the difference between master calendar, individual merits, and bond hearings, as well as detained and non-detained cases. They also learn to recognize disputes over the admission of evidence, record the demeanor and behavior of the parties, and document in detail their observations.

About the Field Study Placement

ICWP volunteers observe proceedings at the Los Angeles Immigration Court at 606 South Olive Street, Los Angeles, CA 90014; the Federal Building at 300 North Los Angeles Street, Los Angeles, CA 90012; and the Adelanto Immigration Court at 10250 Rancho Road, Adelanto, CA 92301. Field study students observe the proceedings of detained individuals appearing before the Immigration Courts. Interns have the opportunity to become deeply familiar with Immigration Court practice and to contribute to the vital work of ensuring transparency in our Immigration Courts. Students spend their time "court watching" and inputting their observation questionnaires into the Court Watch database as well as providing administrative support to the program. Student responsibilities will likely grow and change as the program progresses, and may include collaboration on a report analyzing the observations of our observers. Students are welcome and encouraged to attend NLG-Los Angeles Immigration Committee meetings. Students will be expected to work independently during their observation sessions, but licensed attorney will supervise their written work and will always be available to answer questions or provide assistance.

Requirements

Interest and/or familiarity with immigration law and policy and due process rights. Computer skills (e-mail, database entry). Good judgment and discretion.

How to apply for a placement

Send a cover letter and resume to Sabrina Damast at laimmigrationcourtwatchprogram@gmail.com.

Site # **Knowles & Vacca, Inc. (KVinc)**

418.7 Investigators

Best to contact by:
any

Placement
3

A

2333 N. Broadway, Suite 260

Santa Ana CA 92706

n/a

Ms. Kristen Knowles

not provided

714 560-9400 FAX 714 560-9411

Alternate Contact Michelle Vacca

Quarters Hours

1 10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

KVinc is a group of licensed private investigators, providing a wide range of services. KVinc provides information in civil, federal, and criminal court cases; conducts investigations for private citizens and businesses; conducts background, asset, and pre-employment searches; prepares and serves summons and subpoenas; and provides complete trial support for attorneys. In addition, KVinc also conducts worker's compensation investigations for insurance companies and employers.

About the Field Study Placement

Field study students will aid investigators in the development of their cases; work may deal with civil, federal, or criminal court cases, and may include private investigative matters. Students will learn to prepare and serve subpoenas, conduct court research, and coordinate case organization for trial support. Students will work directly with one or more investigators and will receive on-the-job training; depending on per case need, students may be asked to conduct research on various issues.

Requirements

Some knowledge of the court system; computer (word-processing or windows) and bilingual skills beneficial. Students must be reliable and diligent; must have good judgment and common sense; and must be comfortable working alone as well as in a group.

How to apply for a placement

Call to schedule an interview. A copy of your resume and class list must be received at least 2 days prior to scheduled interview. No application or background check fees required.

1551 North Tustin Avenue, Suite 750
Santa Ana CA 92705
adcohen.com

Ms. Adrienne Cohen
Principal Attorney
adc@adcohen.com
714 954-0790 FAX 714 954-0791
Alternate Contact Meliisa Howard, mlh@adcohen.com.

Quarters Hours
1-2 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

The Law Offices of Adrienne D. Cohen is an insurance defense firm that specializes in insurance coverage and defense, including construction defect litigation, writs and appeals and personal injury. We represent a wide range of clients, including contractors, property owners and insurance agencies.

About the Field Study Placement

The students responsibilities and tasks will include review and analysis of documents, assisting with drafting memoranda and correspondence and various tasks set by attorneys or other legal staff. Students will be supervised by paralegal and support staff and will come into direct contact with attorneys who will review all substantive work. Specific projects may include the review of documents in preparation for discovery or the analysis of discovery documents in preparation for mediation or trial. Students will attend weekly meetings and have the opportunity to observe mediations and court hearings.

This is an exciting opportunity for any students interested in a legal or paralegal career. The office is an energetic and dynamic place to learn. Training will include an initial review of responsibilities, as well as case by case introduction and explanation of projects and an evaluation of completed work.

Requirements

Basic writing and computer skills, English proficiency.

How to apply for a placement

Email resume and cover letter.

34 Executive Park Suite 210

Irvine CA 92614

n/a

Mr. Jack Earley

Attorney

jackearley@sbcglobal.net

949 476-8900 FAX 949 476-8911

Alternate Contact

Quarters Hours

1 10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Law Offices of Jack M. Earley is a criminal defense firm that handles all criminal defense cases ranging from DUI to death penalty in state and federal courts. Approximately six to eight cases per year go to trial. The attorney and staff work closely with the District Attorneys Office, investigators, experts and probation/parole officers.

About the Field Study Placement

Under the supervision of the attorney and paralegal, field study students receive hands-on training in a wide array of tasks, including but not limited to reviewing and summarizing evidence, preparing trial binders, talking with clients, preparing correspondence and simple court documents, listening to audio-taped client and witness interviews, comparing interviews and transcripts, and obtaining evidence from the court. In most cases, interns will work on one to two cases in order to obtain a more in-depth understanding of the criminal process, forms, and preparation needed in a criminal defense.

Requirements

Advanced knowledge and skill using Microsoft Word and Outlook. Basic knowledge of Microsoft Excel. Type 40 WPM. Strong attention to detail and ability to multi-task. Students must have reliable transportation to drive to courts and file documents.

How to apply for a placement

Submit resume and cover letter via email.

Site # **Law Offices of Jules Miller**
483

Best to contact by:
Email

Placement
1

A

1502 N. Broadway
Santa Ana CA 92706
www.julesmillerlaw.com

Quarters Hours
1-2 10-20

Mr. Jules Miller
Owner
julesmillerlaw@att.net
9497527379 FAX 714 972-9886
Alternate Contact Ed Rubinstein, EdR4law@sbcglobal.net

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

The Law Office of Jules Miller represents clients in legal matters regarding employment law, business law, and military rights.

About the Field Study Placement

Students will do research, investigation, client contact, document preparation, and general office work. Students may provide assistance with litigation and assistance with claims to Department of Veterans Affairs.

Students will receive orientation to litigation procedures. This will include taking students to court hearings and explaining what happens. Students will be able to understand how a private law office operates.

Requirements

Ability to demonstrate professionalism. Good communication skills.

How to apply for a placement

Send an email with a resume.

600 West Santa Ana Blvd., #600
Santa Ana CA 92701
www.ocgov.com

Ms. Amanda Nguyen
Paralegal
Amanda.Nguyen@altdef.ocgov.com
(714) 568-4101 FAX n/a
Alternate Contact n/a

Quarters Hours
1-2 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

The role of the Alternate Defender's Office is to provide quality representation to clients in an efficient and cost-effective manner. People who cannot afford to hire a lawyer have the right to a court-appointed lawyer, which in most cases is the Public Defender with a deputy public defender handling the case. The Alternate Defender is the office that handles cases of the Public Defender is unavailable for appointment (typically if there is a legal conflict of interest). This internship is not for the light-hearted, but for students who are intelligent, philanthropic and compassionate.

About the Field Study Placement

Interns will work with trial attorneys, investigators, paralegals, and secretaries. Areas of law include the defense of all felonies with emphasis on serious or violent felonies, including a high volume of cases involving gang enhancements. Duties include organizing discovery, assembling trial notebooks and redacting reports to provide to clients. Interns will review and summarize victim/witness interviews, interrogation videos, officer body-worn camera footage, and police reports. Interns will help file motions at the court and conduct clothing/property exchanges for clients at the local jail.

Requirements

Computer skills including Microsoft Office Suite and foreign language skills in Spanish or Vietnamese are a plus. Applicants with previous experience working with at-risk populations are highly desirable. This internship is not for the light-hearted.

How to apply for a placement

Email cover letter and resume to the contact listed. Background check will be part of process.

Site # **422** **Legal Aid Society of Orange County**
Anaheim Outreach Office

Best to contact by:
email

Placement
3

A

250 E. Center St.

Anaheim CA 92805

www.legal-aid.com

Mr. Renato Izquieta

Directing Attorney

rizquieta@legal-aid.com

714 571-5291 FAX 714 533-3233

Alternate Contact n/a

Quarters Hours

1 10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Legal Aid Society of Orange County is a non-profit agency providing free civil legal services to indigent residents of Orange County. Areas of law include family law, administrative hearings for denial of government benefits, assistance to the elderly in obtaining Medical and Social Security benefits, landlord/tenant problems, and consumer assistance.

About the Field Study Placement

Students will conduct the initial interview (or phone interview) with the client. Responsibilities include fact-gathering, determining the nature of the case and the needs of the client, along with negotiations, investigations and research as assigned by the attorney. Students may refer clients to other community and service agencies when appropriate and may participate in hearings for administrative law cases.

Requirements

An ability to understand complex legal concepts and empathy necessary to assist clients with difficult legal problems.

How to apply for a placement

Email introductory information and attach resume. Use the following format for the filename for your resume:

FS_Lname_Fname.doc

422.5 Victim Assistance Program

Best to contact by:
phone

Placement
5

A

201 N. Los Angeles Street, Room 301B
Los Angeles CA 90012

Quarters Hours
1-2 4-6

n/a

Weekdays

Ms. Diana Hernandez

Week nights

diana.hernandez@lacity.org

Weekend days

213 978-2110 FAX n/a

Weekend nights

Alternate Contact n/a

About the Organization:

The Los Angeles City Attorney's Office Victim Assistance Program is grant funded by the California Governor's Office of Emergency Services (Cal OES). The program has 14 branch offices, 12 of which are located in LAPD Stations. The goal of the program is to assist victims of violent crimes such as robbery, assault, hate crimes, child & elder abuse, drunk driving, hit and run, domestic violence, sexual assault and surviving family members of homicide victims through the provision of services such as crisis intervention, resource and referral, criminal justice advocacy and assistance in filing for the State Victims of Crime Compensation Claims. All program services are directed towards the goal of assisting victims to recover from the trauma suffered due to the crime and to also enhance their involvement in the Criminal Justice Process.

About the Field Study Placement

Under the supervision of staff, field study student duties may include: Case Management: Students will work directly under the supervision of a Victim Service Coordinator in assisting eligible victims to file for the State Victims of Crime Compensation Application for their out-of-pocket medical, psychological counseling, wage, and funeral/burial losses. Case management involves case filing, documentation and follow-up services. Court Support: Students may also work under the supervision of a Victim Service Coordinator in providing support to victims of crime and their family members during the Criminal Court proceedings. Victim Advocacy: Students will work directly under the supervision of a Victim Service Coordinator in responding to information calls and offering crisis counseling, advocacy services, criminal justice information/support and resource and referrals to victims of crime.

Requirements

Must be willing to commit to 135 total hours per year. Mandatory Victim Advocate Training of 40 hours with supervision will be provided. Documentation of services will be required.

How to apply for a placement

Interested persons will go through interview, background checks, live scan screening prior to Internship training. Please contact Diana Hernandez for more information at atty.careers@lacity.org.

Site # **Mothers Against Drunk Driving**

424 Orange County Chapter

17772 Irvine Blvd. #103

Tustin CA 92780

Ms. Melissa Estelle

Program Specialist

Melissa.Estelle@madd.org

714 838-6199 x6653 FAX 714 838-6045

Alternate Contact

Best to contact by:
phone

Placement
1

A

Quarters	Hours
2	10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

Mothers Against Drunk Driving is a non-profit, grassroots organization with more than 600 chapters nationwide. The focus of MADD is to look for effective solutions to impaired driving and underage drinking problems, while supporting those who have already experienced the pain of these senseless crimes. Weeknight hours available 2-3 time per month.

About the Field Study Placement

Available intern positions include Office Administration, Public Awareness, Latino Outreach, Youth Outreach, Criminal Justice and Community Development. Duties vary widely, depending upon the position and program focus (such as youth or law enforcement).

Requirements

Must be self-motivated, well organized, and have good written and verbal communication skills.

How to apply for a placement

For the job description of a specific position, please email your request to info@MADDOrangeCounty.org. To apply, please e-mail or FAX your resume along with a cover letter stating the position for which you would like to apply, an explanation of why you

Site # **Orange County Associate Defender**

401.6 Homicide Unit

Best to contact by:
email

Placement
1

A

600 West Santa Ana Blvd., Suite 610
Santa Ana CA 92701
n/a

Quarters Hours
1-2 10-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

Ms. Nancy Rodriguez
Investigator
Kristen.Widmann@ascdef.ocgov.com
714 568-4181 FAX 714 568-4116
Alternate Contact Kristen.Widmann@ascdef.ocgov.com

About the Organization:

The Orange County Associate Defender - Homicide Unit was formed as a third branch of the Public Defender's Office in 1997 to specialize in the criminal defense of indigent persons accused of murder where there are special circumstances which place the defendant in jeopardy of the death penalty, and for which the Office of the Public Defender has declared a conflict of interest. In 1999 the office expanded its focus to include complicated, or high profile conflict homicide cases where no special circumstances exist.

About the Field Study Placement

Students' duties will resemble those of a paralegal / investigative assistant and will involve working closely with attorneys and investigators to prepare capital murder cases for trial. Duties may include obtaining discovery, preparing case files, detailing reports and transcripts, briefing the staff on important file issues. Possible research projects will include case law studies and case peculiar issues / trends. Students may occasionally have the opportunity to accompany and observe investigators in the field, providing such fieldwork is of a "no-risk nature" and can be accomplished without placing the student at risk of injury.

Requirements

This placement in criminal defense requires a basic understanding of California State Law & Criminal Procedure, along with good research and writing skills. Basic computer skills and attention to details are necessary.

How to apply for a placement

Applicants should contact by email only and attach a resume for interview an appointment.

Site # **Orange County Public Defender**
438 Central Justice Center

Best to contact by:
email

Placement

A

14 Civic Center Plaza

Santa Ana CA 92701-4083

n/a

Ms. Jennifer Ramirez

jennifer.ramirez@pubdef.ocgov.com

714-834-2369 FAX 714-834-2729

Alternate Contact n/a

Quarters Hours

1 8-12

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Offices of the Public Defender provide legal representation when individuals entitled to a lawyer, pursuant to the United States Constitution and certain statutory provisions, are unable to afford an attorney. Such persons include defendants in criminal cases, persons brought to court in Mental Health proceedings, minors charged in Juvenile cases, and parents in Dependency Court. Orange County Public Defender staff consists of highly qualified, hard-working employees committed to fulfilling the office's mission and working tirelessly to achieve the highest level of protection for their clients by providing the best legal representation possible in an ethical and responsible manner.

About the Field Study Placement

Student interns will conduct personal interviews with those clients who are accused of less serious offenses. The purpose of the interview is to gather information for the attorney and/or investigator, and students will learn to recognize issues that require additional investigation. Students will also learn to detect inconsistencies in the defendant's information, and will gain a better understanding of the principles of search and seizure. During the interview students will take notes and later incorporate these notes into a formal report for the assigned attorney to review. Students will also review the police report with the client, and will therefore have the opportunity to assess both sides of the alleged offense. In addition to performing interviews, interns will have the opportunity to shadow attorneys and investigators. Students will gain knowledge about the court system and will work with clients of varying backgrounds. The Orange County Public Defender has offices located in Santa Ana, Orange, Westminster, Newport Beach, and Fullerton.

Requirements

Basic computer skills using MS Office; Ability to quickly grasp legal issues; Strong verbal and writing skills; Be willing to work with people of widely varying backgrounds and social standing. Bilingual skills helpful!

How to apply for a placement

The Offices of the Public Defender have offices located throughout Orange County. Individuals can apply by sending a cover letter and resume via e-mail.

Site # **Sanford H. Perliss**

485 A Professional Law Corporation

1961 W Huntington Dr, Suite 203

Alhambra CA 91801

perlisslaw.com

Mr. Sanford Perliss

Attorney at Law

sperliss@perlisslaw.com

626 300-8688 FAX

Alternate Contact Vivian Tan - wtan280003@aol.com 626-226-8520

Best to contact by:
Email

Placement
1

A

Quarters Hours
1 10-20

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

Sanford H. Perliss, A Professional Law Corporation is a private law firm which is dedicated to the aggressive and zealous representation of its clients. A former criminal prosecutor, Mr. Perliss knows the justice system from both sides. Using this knowledge to his advantage, he is often able to achieve results that other lawyers cannot. As a trial lawyer of over 25 years, Mr. Perliss has handled thousands of cases and has successfully helped countless clients with their legal problems. The firm also specializes in immigration law and has helped numerous immigrants to acquire their permanent residencies and citizenship. Represents Chinese immigrants especially when cultural differences conflict with US regulations and process.

About the Field Study Placement

Field Study students will aid attorneys in filing criminal and immigration cases as well as shadowing them to learn and practice legal works. They will read and brief criminal cases, meet clients, filing immigration forms as well as putting up immigration packages. Students will also be given the opportunity to witness criminal trials.

Requirements

Preferred Mandarin and English proficient. Interested in criminal and immigration matters. Research and writing skills. Able to read and understand legal documents. Criminology major preferred.

How to apply for a placement

Email a resume (in a .pdf) and cover letter/email to set up an interview.

Site # **Sorkin Law Group APLC**
414

Best to contact by:
Email

Placement
4

A

16485 Laguna Canyon Road, Suite #115
Irvine CA 92618
www.sorkinlaw.com

Quarters Hours
1 10

Ms. Alina Sorkin Esquire
Owner
alinasorkin@sorkinlaw.com
949 502-0273 FAX 949 502-0274
Alternate Contact

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Sorkin Law Group APLC specializes in civil litigation, primarily in personal injury. We are a "boutique firm" solo practitioner establishment, with a small support staff, and 2-3 attorneys. We also assist clients business disputes, landlord/tenant disputes, breach of contracts, and all areas of litigation.

About the Field Study Placement

Field study duties include receiving training by attorneys and staff on how to file forms with the courts, attending court hearings with attorneys to observe and learn the legal process, observing depositions and client meetings, receive advice and learn skills under close supervision on how legal staff perform legal research, write correspondence and representation letters, as well as learning and observing the legal filing system.

Requirements

Familiarity with Microsoft Office and general office equipment recommended, as well as the ability to multi-task. These are recommended, but will also be taught, learned and perfected throughout the internship.

How to apply for a placement

Please email your resume and we will reply back and schedule an interview. Bring a copy of your resume to your appointment.

700 Civic Center Drive West

Santa Ana CA 92702-1994

www.occourts.org

Ms. Karen Hernandez

Executive Assistant

khernandez@occourts.org

657-622-7002 FAX 714-564-4522

Alternate Contact

Quarters Hours

1-2 10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Superior Court of California, Orange County, has trial jurisdiction over all criminal, civil cases, family law, probate, juvenile cases. As the 5th largest trial court system in the nation, the court provides judicial and court services to over 3.1 million county residents. Access to justice is available to all members of the public, and the Superior Court provides a forum for the fair and expeditious resolution of disputes.

About the Field Study Placement

Examples of duties include: data entry, case file organization, case docket/document review, case management, prepare and deliver case files to courtrooms, analyze court data, and other clerical duties. In addition to performing assigned duties, students may also spend time observing courtroom proceedings.

Positions are available at six court locations throughout Orange County, including: Central Justice Center (Santa Ana), Harbor Justice Center (Newport Beach, Laguna Hills), West Justice Center (Westminster), North Justice Center (Fullerton), and Lamoreaux Justice Center (Orange). Placement site is determined by the needs of the Superior Court; however, students' preferences will be considered.

Requirements

Pass fingerprint background check. Office work experience, interest and knowledge of the legal and criminal justice system, computer skills, and willingness to learn new computer programs and applications.

How to apply for a placement

Send cover letter and current resume. Submit an on-line application via the Superior Court's website www.occourts.org. Please allow 4-6 weeks to complete fingerprint background check.

1504 Brookhollow Dr. Suite 112
Santa Ana CA 92705
www.higbeeassociates.com/interns

Ms. Brooke Boswell
Internship Coordinator
bboswell@higbeeassociates.com
714-617-8309 FAX

Alternate Contact Alice Begg abegg@higbeeassociates.com or Wendy Reyes

Quarters Hours
1-2 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

We are a full-service national law firm that handles a wide range of legal issues – from criminal defense to immigration to civil litigation. Our consumer advocacy division of Higbee and Associates, handles issues for financially distressed consumers, such as bankruptcy, debt defense, and protection for creditor harassment. RecordGone.com is the law firm’s largest division. Innovative use of technology has helped establish RecordGone.com as the nation’s leading provider of post conviction relief in the country. Since its launch in 2006, RecordGone.com has helped nearly 20,000 people, as well as winning cases that help define the law. We also offer internships in copyright and immigration.

About the Field Study Placement

We are seeking dedicated individuals who have an interest in gaining legal experience at a practice law office. This is an unpaid position that will provide a valuable opportunity for the student interested in a career in law to work with a fast paced national law firm. Duties include researching legal issues, corresponding with clients and courts, electronic filing of documents, and contacting clients to provide updates on cases.

Projects may include conducting case research, calling the court for status updates on cases, contacting clients, and light administrative duties. We provide an orientation for each student and follow that up with written guidelines for intern expectations and company policies. 1:1 training will also be given for all applications used in the course of their duties. Students will have the opportunity to work with the attorneys and attend court.

Requirements

Proficiency with Mac computers as well as general office experience recommended but not required. Students will get one-on-one experience with our attorneys and case managers. Students will be working on cases alongside attorneys.

How to apply for a placement

Apply via our website - www.higbeeassociates.com/interns or email a resume to bboswell@higbeeassociates.com.

Site # **The Legal Aid Society**
420

Best to contact by:
email

Placement
15

A

2101 N. Tustin Avenue

Santa Ana CA 92705

www.ocsmallclaims.com

Mr. Renato Izquieta

Directing Attorney

rizquieta@legal-aid.com

714 571-5204 FAX 714 571-5188

Alternate Contact 714-571-5277

Quarters Hours

1-2 10

Weekdays

Week nights

Weekend days

Weekend nights

About the Organization:

The Legal Aid Society of Orange County is a federally funded, non-profit corporation that provides free civil legal services to county residents who are at or below 125% of the federal poverty level. Areas of law include administrative hearings for denial of government benefits, landlord/tenant problems, consumer assistance, and other matters that affect the poverty community.

About the Field Study Placement

Students conduct initial telephone interviews with prospective clients while entering information into a case management database. As interviewers, students obtain personal, demographic, and financial eligibility information from the callers seeking legal services. Students also gather adequate factual information to make an assessment of the nature of the case and type of services sought by the caller. Students identify those callers with problems requiring advice that must first be reviewed and approved by an attorney and subsequently communicate the advice given by the attorney back to the caller. Students also provide referrals to appropriate and available legal services for callers with emergency problems. In addition, students maintain case notes, record instructions, and document the advice given by the duty attorney. Students are responsible for scheduling in-office and clinic appointments. Students also make appropriate referrals to Legal Aid's Lawyer Referral Service, Public Counsel, the Public Law Center, and pertinent social service agencies. By extension, students prepare all of the necessary paperwork for both referrals and appointments, and maintain accurate time records for accounting purposes.

Requirements

Telephone and data entry experience including typing at 35 wpm. Students must also be able to work in sometimes highly stressful situations requiring immediate action, and able to make quick, informed assessments in a professional and diplomatic manner.

How to apply for a placement

Send resume and cover letter along with volunteer application. Volunteer application available at:
<http://www.ocsmallclaims.com/> - under "Volunteers".

Site # **Wayfinders**

408 Victim-Witness Assistance Programs

Best to contact by:
email

Placement
6-8

A

1821 East Dyer Road, Suite 200

Santa Ana CA 92705-5700

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

Ms. Jennifer Reed

Volunteer Coordinator

jreed@cspinc.org

949-250-4058 ext. 333 FAX 949 975-0250

Alternate Contact n/a

Quarters	Hours
1-2	20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Wayfinders, Victim Assistance Programs work with law enforcement agencies and the criminal justice system to assist victims and witnesses of crime. The programs address physical, emotional, financial and legal issues through crisis intervention and continuing support services. Their goal is to alleviate the trauma and devastating effects of crime on the lives of victims and their families, and to lessen the concern caused by their participation in the criminal justice system.

About the Field Study Placement

Field study students provide a variety of clerical and referral services to those individuals directly impacted by crime. Provide direct assistance to clients, information and referrals to appropriate resources, answer phones, assess client needs, and general office support. Internships available include the following services: Victim/Witness Center : available at the Justice Centers located in Fullerton, Santa Ana, Westminster, and Juvenile Court in Orange; Gang Victim Services located in the Lamoreaux Justice Center in Orange; Domestic Violence Assistance. Previous experience in this area is helpful; must be willing to train for a four month commitment; Sexual Assault Victim Services Interns – SPECIALIZED TRAINING IS REQUIRED FOR ALL SEXUAL ASSAULT INTERNS. Each prospective Sexual Assault Intern must complete a 48-hour state certified training, which covers topics related to sexual assault and the role of the sexual assault counselor. Training is offered two times a year. Students may also choose to volunteer to assist the prevention Education Specialists with presentations to community groups and schools; and Community Outreach Volunteers - providing community education, developing presentations, completing special projects, preparing a monthly newsletter, and seeking funding for research efforts.

Requirements

Demonstrated ability to communicate with empathy and concern. Interns must be patient, nonjudgmental, and able to show sensitivity to cultural/ethnic diversity and be responsive to the needs of special populations.

How to apply for a placement

Application process can be lengthy - Please apply 2 months prior to your deadline. Send email to request application.

Site # **Wayfinders**

408.5 Dispute Resolution Services

Best to contact by:
email

Placement
4

A

1221 East Dyer Road, Suite 120

Santa Ana CA 92705

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

Ms. Kayla Milanowski

Volunteer Coordinator

kmilanowski@wearewayfinders.org

949-250-4058 ext. 347 FAX 714-540-1918

Alternate Contact n/a

Quarters	Hours
1-2	10-20

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Wayfinders Dispute Resolution Services is a mediation service for a variety of small claims, civil and criminal cases. Mediation is a voluntary process that allows people with a dispute to meet with a trained neutral third party, identify options, and develop an agreement. Wayfinders handles cases referred by the court and law enforcement agencies, as well as self-referred cases; these include small claims, general community, civil harassment, landlord/tenant disputes, family law, and juvenile probation cases.

About the Field Study Placement

Students will participate in a wide range of activities, which may include: Intake assessment for new cases; Scheduling mediations and contacting mediators to confirm mediation schedules; Assisting with the coordination of volunteer mediators; Information and Referrals; Case management, follow-up and documentation; Monitoring Juvenile Agreements; Telephone Conciliations; Observing and co-mediating cases.

In addition, students will complete the required mediation training, which exceeds the training standards set forth in the California Dispute Resolution Programs Act (DRPA). Students may participate in the development of special projects based on interest with the approval of the Program Director. Some routine clerical and telephone work may be needed as well. Ideally, students will experience the full range of opportunities and duties at the organization to gain a complete understanding of the mediation process.

Requirements

Must be comfortable having direct contact with clients, skilled in public speaking, and able to handle multiple tasks. Genuine interest in alternate dispute resolution also required. This placement is well-suited for CLS, PSB and SE majors.

How to apply for a placement

Please submit cover letter and resume via email or fax. Background check required. Must commit to required 3-week (40 hour) training, which is offered to interns at no cost to them. Training hours count toward hours requirement.

Site # **Woods Williford Law Group, P.C.**
421

Best to contact by:
email

Placement
2

A

16520 Bake Parkway Suite 260
Irvine CA 92618

Quarters Hours
1 10

Mr. Briny Woods
Attorney, CEO
briny@woodslawgroup.com
949 582-2440 FAX 949 276-3117
Alternate Contact Clayton Williford, clayton@woodslawgroup.com

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

Woods Law Group is a personal injury law firm providing legal services for injured clients.

About the Field Study Placement

Field work includes file organization, client communication, drafting letters, ordering medical records, and organizing court documents. Depending on case load and calendar, field work students may receive comprehensive training on the process of organizing client files prior to litigation. Field work students will learn how to organize documents for legal services and cases. They will also learn how to effectively communicate with clients who have emotional needs and injuries.

Requirements

Word-processing. Good communication skills.

How to apply for a placement

Email resume and cover letter.

Site # **Wright, Finlay & Zak, LLP**
481

Best to contact by:
email

Placement
1-4

A

4665 MacArthur Court, Suite 280
Newport Beach CA 92660
www.wrightlegal.net

Ms. Marjean Hoyt
Human Resources Manager
mhoyt@wrightlegal.net
949 477-5063 FAX 949 608-9142

Alternate Contact David Thorne, Business Manager, dthorne@wrightlegal.net

Quarters Hours
1-2 10

- Weekdays
- Week nights
- Weekend days
- Weekend nights

About the Organization:

We are primarily a default related litigation firm of 45-55 attorneys providing legal services to mortgage banking clients. In addition, we provide flat fee services in the areas of eviction and bankruptcy.

About the Field Study Placement

Students will learn the inner workings of a law firm through involvement in the file intake process, generating draft pleadings in the eviction/bankruptcy department and filing documents to learn the difference between pleadings and discovery. Students will receive an overall orientation from the Support Services Supervisor. They will observe office operations, learn about legal research and proceedings, and receive hands-on training.

Requirements

Proficient with MS Word and Outlook and 40 wpm typing.

How to apply for a placement

Email resume to mhoyt@wrightlegal.net