

LEGAL INTERN - SUMMER 2019

Detroit, MI

Grand Rapids, MI

AMERICAN CIVIL LIBERTIES UNION (ACLU) OF MICHIGAN

Practice Areas: Children's Rights, Civil Rights and Civil Liberties, Class Action/ Mass Tort Litigation, Education, LGBTQ Issues, Litigation, Policy, Prisoners' Rights, Racial Justice, Women's Rights

Job Description

The American Civil Liberties Union is the largest and oldest organization in the United States dedicated to protecting the civil liberties of all people in this nation through litigation, public education, advocacy, and organizing. The ACLU litigates impact cases addressing a wide range of constitutional issues, including immigrants' rights, racial justice, LGBT rights, free speech, religious freedom, police misconduct, reproductive freedom, voting rights, sex discrimination, prisoners' rights, and privacy. The ACLU of Michigan, with 30 staff, is one of the state's leading civil rights organizations.

Summer legal interns with the ACLU of Michigan have a unique opportunity to work on cutting-edge civil liberties and civil rights cases. In recent years, summer legal interns participated in developing cases under the Fair Housing Act, responding to the Flint water crisis, immigration, and many other issues. In addition to a vibrant and innovative caseload, the ACLU of Michigan offers legal interns a rewarding summer experience, including opportunities to attend court hearings, social activities, supervision and mentorship.

Some of our recent litigation includes:

- a class action lawsuit to prevent the Trump administration from deporting Iraqis without giving them an opportunity to challenge their removal orders in immigration court
- a class action lawsuit under the Fair Housing Act challenging tax foreclosures in Detroit because of their disparate impact on people of color
- a U.S. Supreme Court case on behalf of a five-year-old girl with cerebral palsy who was not allowed to bring her service dog to school
- a federal lawsuit to obtain safe drinking water for the people of Flint
- a class action to reform special education in Flint after the entire population was exposed to lead
- a challenge to Michigan's policy of not allowing transgender individuals to change the sex designation on their driver's license
- a lawsuit to obtain full marriage recognition and equality for same-sex couples lawfully married in Michigan
- an Eighth Amendment challenge to Michigan's practice of sentencing children to life in prison without the possibility of parole
- a challenge to Michigan's anti-begging law

Please see our website for more information on our current and past case dockets: <http://www.aclumich.org/courts/legal-dockets>.

Internship Overview

Responsibilities: Law students work on many aspects of potential and ongoing cases, such as drafting memoranda addressing the merits of a case, meeting with and interviewing plaintiffs and witnesses, and drafting complaints and briefs. Students may also be asked to analyze the constitutionality of pending legislation or help with discovery.

Qualifications:

- Must have finished first year of law school
- Very strong research, writing and communication skills
- A demonstrated commitment to civil liberties and civil rights issues
- Students who have studied constitutional law are preferred

LAW CLERKS

San Francisco, CA

Application Deadline: 02/28/2019

ASIAN AMERICANS ADVANCING JUSTICE - ASIAN LAW CAUCUS

<http://www.advancingjustice-alc.org>

Practice Areas: Administrative Hearings, Alternative Dispute Resolution/ Negotiation/ Mediation, Civil Rights and Civil Liberties, Clinical, Criminal Defense, Employment/ Labor, Housing, Immigration and Refugee, Legal Technology, Litigation, National Security, Policy, Racial Justice

Job Description

Asian Americans Advancing Justice – Asian Law Caucus (Advancing Justice – ALC) is seeking law clerk applications for spring, summer and fall semesters. Interested candidates should have strong interests in social justice, non-profit/public interest work, and be committed to the community. Language skills are highly desired as well.

Founded in 1972, Advancing Justice – ALC is the nation's first legal and civil rights organization serving low-income Asian and Pacific Islander (API) communities. Advancing Justice – ALC strives to defend and empower the API community through a three-pronged strategy of community organizing, direct legal services, and strategic impact litigation.

Law clerks will be matched with one of the below program areas and supervised by one or more staff attorneys in our San Francisco office. Preference for program areas should be stated on cover letters.

PROGRAM AREAS:

The **Criminal Justice Reform Program** challenges the criminalization of communities of color from arrest to sentencing. We examine the intersection between criminal justice and immigration systems, combating unjust federal programs such as Secure Communities, or "S-Comm," and supporting implementation of the TRUST Act, which seeks to sharply limit Immigration and Customs Enforcement (ICE) detainers in California, thereby reducing unjust deportation. We also continue to provide direct legal services to immigrant families of youth in the juvenile system.

The **Workers' Rights Program** seeks to uphold protections guaranteed to all employees in California including the right to be paid both overtime and a minimum wage to work in a safe and healthy environment, and to work free from unlawful discrimination. We empower workers by educating them on their rights and providing legal assistance.

The **Housing Rights Program** provides direct legal assistance to low-income tenants and seniors and seeks to build community infrastructure in low-income neighborhoods. We also work closely with community partner agencies to monitor trends in development and empower tenants.

The **Immigrant Rights Program** provides direct legal services to under-served, low-income members of the community on immigration matters such as: family unification, adjustment of status, naturalization, and deportation defense. We ensured the visibility of the API community in the public discourse on Comprehensive Immigration Reform and continue to build leadership, especially in our youth, to fight for a just and humane immigration reform.

The **National Security and Civil Rights Program** challenges national security policies impinging the civil rights of the African, Arab, Middle Eastern, Muslim, and South Asian (AAMEMSA) communities, especially after September 11, 2001 by working with other organizations in advocating local and state protections against overreaching FBI intrusion into San Francisco law enforcement affairs.

The **Voting Rights' Program** works to ensure a democracy that is fully accessible to immigrant voters and limited-English proficient voters. It uses a combination of policy advocacy, litigation and legal advocacy, and community organizing.

Requirements: During the spring and fall semesters, clerkships require a commitment of 15-20 hours a week. During summer semesters, clerkships are full-time, 40 hours per weeks for 10 weeks. Assignments include conducting legal research, client intake interviews, drafting declarations, researching and drafting court filings such as briefs and motions, attending hearings and policy meetings, developing "Know Your Rights" materials, and drafting letters in support of or opposing pending state and federal bills. We encourage clerks to seek academic credit, work-study or independent funding for their work.

Law Student Opportunities

Public Rights Division

Privacy Enforcement & Protection Unit

San Francisco



The Privacy Enforcement and Protection Unit in the California Attorney General's Office has volunteer externship opportunities available for students or recent graduates in the following locations: San Francisco or Sacramento.

The Privacy Enforcement and Protection Unit enforces state laws that prohibit unfair or unlawful business practices including the enforcement of state laws that provide privacy protections by seeking injunctions, civil penalties and other equitable relief. Privacy Enforcement cases often entail complex litigation affecting potentially millions of people or businesses involved in emerging technologies, financial services or medical information.

Student externs will have the opportunity to assist deputies by preparing written memorandum, pleadings and motions on a broad range of legal issues, review and assess evidence, gain experience in developing investigative strategies and exposure to investigative interviews and settlement negotiations, and drafting educational materials.

Applicants for the Privacy Enforcement and Protection Unit externships must have excellent writing, research and analytical skills. Extern hours are flexible and may be adjusted as appropriate. The Privacy Enforcement Protection Unit will accept applications from second and third year law students as well as law school graduates willing to volunteer their services. Experience in the field of technology is desired, but knowledge of any of the various business sectors is also helpful, since privacy issues affect all industries.

How to Apply:

All interested applicants must submit a cover letter, writing sample, transcript, and resume to:

TiTi Nguyen
Deputy Attorney General
California Office of the Attorney General
Privacy Enforcement and Protection Unit
455 Golden Gate Avenue, Suite 11000
San Francisco, CA 94102-3664
titi.nguyen@doj.ca.gov
Telephone: (415) 703-5690

Excerpt from

Judicial Externship Guide

Berkeley Law Career Development Office

(Updated on October 22, 2019)

AN EXTERN'S DUTIES

An extern's work consists primarily of researching and writing memoranda for the judge and his or her law clerks. Depending on the judge, an extern will be directly supervised either by the judge, the term or career clerks, or, for state court judges, the permanent staff attorneys. Externs attend hearings, draft opinions, help with administrative duties, and generally perform functions similar to law clerks. Law clerks often review an extern's written work before it is submitted to a judge, but often judges will meet regularly with the externs to discuss their work directly.

[...]

ELEMENTS OF YOUR JUDICIAL EXTERNSHIP APPLICATION PACKET

Your summer judicial externship applications should include a cover letter, resume, writing sample, list of references and an unofficial law school transcript, if one is available at the time of application.

Cover Letter

The cover letter should highlight any research and writing experience you have had either prior to, or during, law school and should mention any journals you have joined at Berkeley Law. Also, remember to include an explanation of why you want an externship position. Other things to mention (if applicable) – whether you have a strong geographical connection to the jurisdiction to which you are applying (this is particularly true outside of the Bay Area), whether you talked to a 2L or 3L who externed for that particular judge, and whether there is something about the judge's pre-bench background you feel compelling.

For advice on how to develop an outline for your cover letter, please see the [CDO Cover Letter Guide](#). *Remember to personally customize your cover letter and ensure that it is a reflection of your most relevant qualifications and experience.*

The advice of a former clerk who reviewed extern applications is to keep your cover letter short and to the point. She advised, "Don't use any catchy phrases or make ridiculous statements which will make you stand out for the wrong reasons. A simple and direct approach is best. The worst letter [she has seen] included the line: "I've always wanted to be a federal judge!" Another included a short story as the body of the letter. Take her advice on this issue.

In terms of who will review that letter initially, another current extern said that, in her office, the secretary, chambers manager or administrative law clerk makes the initial cut. Other judges have law clerks review externship applications, and a few judges will review materials themselves. ***It is your responsibility to make sure that your cover letter is error-free!***

Cover Letters: 10 Keys to Success

1. Be Professional

Yes: “I believe that my work experience, education, and my passion for this practice area make me a good candidate for this position.”

No: “I’d like to try litigation.”

2. Particularize Every Single Letter

Yes: “My experiences have solidified my interest in using civil litigation as a tool to address inequities in employment, health care, education, and access to resources. Because I know that Lieff Cabraser Heimann & Bernstein is a relatively small firm that has a big impact on these issues, I am seeking a position at the firm.”

No: “I am looking to use my legal skills and would like a position at your organization.”

3. Make It Perfect

- Grammar
- Spelling (including names!)
- Format

4. The Four Eyes Rule: Do Not Send a Letter Until Someone Else Has Reviewed It

Avoids this (real example provided by employer):

“I am applying to the X County Public Defender’s Office because I want to be a District Attorney.”

5. Show, Don’t Tell

Yes: “As a law clerk, I have been responsible for drafting opinions and orders in a wide variety of civil and criminal cases.”

No: “I have strong legal research and writing skills and understand litigation. I am also a good negotiator.”

6. State Your Accomplishments, But Do Not Embellish, Grandstand Or Brag

Yes: “At my internship, I helped clients resolve problems with their landlords or with government agencies. But more importantly, I learned how to effectively advocate for my clients.”

No: “In my 2.5 years at the firm, I have gained tremendous experience in all phases of civil litigation, in a cornucopia of practice areas.”

7. Convey Any Connection You Have to the Recipient, With Subtlety

- Alma mater
- Previous employer
- Common acquaintance *with whom you have discussed your application, and who has given permission to be mentioned*

8. Keep It Short

9. Highlight Relevant Experiences Not in Resume, and Highly Relevant Specific Skills from Resume

Yes: “Growing up working in a family-run bakery, I have managed a wide variety of responsibilities, including researching our employees’ rights to breaks and overtime pay.”

No: “I also played paintball at a professional level. From this I learned how to set goals and achieve them.”

10. This Is a Writing Sample

- Tone: Professional Correspondence
- Organization: Clear, Effective, Intentional
- Sentences: Readable, Concrete, Active
- Word Choice: Not Informal, But Avoid Jargon
- Punctuation: Avoid Exclamation Points and Use Colons/Semi-Colons Judiciously