



[Access to Justice Internship Program \(ATJIP\) – Fall 2017 Application](#)

Approximately 4 students will be selected to participate in this program. Applications must be submitted to the Texas Access to Justice Commission, by **5pm, Monday, August 28, 2017**.

Send completed application to the Texas Access to Justice Commission, Attention Marie Loeffelholz via:

- mail: P.O. Box 12487, Austin, Texas 78711;

- fax: 512.427.4160; or

- email: Marie.Loeffelholz@texasbar.com

Selected students will be announced by Thursday, August 31, 2017.

A. General Applicant Information

Title: _____

First Name: _____

Last Name: _____

Are you bilingual?: _____ If so, in what other language(s) are you fluent? _____

Street Address: _____ Apartment No.: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____

Cell Phone: _____

Email Address*: _____

Secondary Email Address*: _____

*You must provide a current email address in order to receive updates and information from the Commission about your application submission. If your email address or other contact information changes, you must contact the Commission immediately with the updated information.

B. Applicant's Law School Information

What law school do you attend?: _____

What is your current law school GPA?: _____

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What is your expected date of law school graduation?: _____

How many semesters of law school will you have completed as of August 31, 2017? _____

What law school clinic(s) have you completed or do you expect to complete prior to August 2017?

C. Applicant’s Personal Statements

What are your reasons for applying for the Access to Justice Internship Program?

Please describe your work experiences working (paid or volunteer work) with the low-income community. You should include brief examples that clearly demonstrate your previous contact with community and/or public service work.

What skills, experiences, talents, commitments, and/or interests do you have that would support your selection to the ATJIP?

Access to Justice Internship Program – Fall 2017 (cont.)

If you are selected, what would you like to accomplish through the ATJIP?

What are your employment goals after law school?

D. Legal Aid Program Placement Location Selection

It is your responsibility to contact a legal services program and secure an internship position with the program.

You must attach the affidavit signed by the supervising attorney associated with the legal services program, which acknowledges a mutual agreement of your working as an intern during the placement period (Section G of this application).

Program Name _____

Program Address: _____

City: _____ State: _____ Zip Code: _____

I am applying for Fall 2017 (September-December 2017, a minimum of 200 hours).

E. Applicant's Supporting Documentation

Please attach a copy of your current résumé.

Please attach statement of Supervising Attorney.

Access to Justice Internship Program – Fall 2017 (cont.)

F. Acceptance of ATJIP if Selected

By my initials and signature below, I certify that the information included in this application is true and correct and that I have completed this application to the best of my abilities. Further, by my initials and signature below, I agree to and understand the following:

_____ I understand that prior to being selected as an intern with the ATJIP and assigned to work at a legal services program, I must secure a proposed placement with an approved program.

_____ If I am selected and accepted by the program, I understand that I will be a temporary employee of the program where I am assigned. I understand that I will be subject to that program's personnel and human resources policies.

_____ If I am selected and accepted as a participant in the ATJIP, I understand and agree that I have made a personal and professional commitment to participate and will not withdraw from the program without the express written permission of the Texas Access to Justice Commission.

_____ I understand that I will be issued a 1099 at the end of the year and that the stipend I earn is considered taxable income. I am responsible for ascertaining my own tax liability. I further understand that if my internship covers two taxable years, I will receive a 1099 at the end of each taxable year.

_____ If I am selected and participate in the Commission's ATJIP, I will be working at a legal services program in Texas for a minimum of 200 hours between September and December 2017.

_____ If I am selected and participate in the Commission's ATJIP, I will submit an essay, minimum 1,000 words, that details my internship experience. The essay may be used by the respective law school to highlight the internship experience and will be published as a news release in connection with the annual Pro Bono Week celebration, as well as other places as the Commission sees fit.

Signature

Access to Justice Internship Program – Fall 2017 (cont.)

G. Statement of Supervising Attorney

Program Name _____

Supervising Attorney Name: _____

Program Address: _____

City: _____ State: _____ Zip Code: _____

Student Name: _____

Placement period:

- Fall (September–December 2017, a minimum of a minimum of 200 hours total)

By my initials and signature below, I agree to and understand the following:

_____ I will ensure that the law student will receive an orientation about the mission of the office, workplace policies and procedures, resources available, and confidentiality of client information, documents and files. I will provide training materials or a list of suggested readings to him/her.

_____ The law student will be assigned to do significant legal work. I agree to assign tasks based on his/her needs, keeping in mind that some projects and/or opportunities for observation are more suited to student objectives than others. I will plan challenging, varied assignments, including substantive legal research and writing.

_____ I will be responsible for monitoring and evaluating the law student. If he/she receives work from several people, I will be aware of all assignments and resolve any conflicts that arise. He/she may occasionally work with non-lawyer professionals, but I understand that the law student's work must be primarily legal in nature. I will meet regularly with him/her to discuss cases, proceedings, clients, professional responsibility issues, and activities observed, knowing such interactions will help him/her develop insight into the role of lawyers.

Signature