

2020 Summer Stipend Participating Employer Catalog

Employer: **Albies & Stark LLC**

Eligible Stipend(s): Clerkship

Address: 210 SW Morrison Street, Suite 400 Portland, OR 97204

Contact Person: Ashlee Albies

Phone: 503.308.4770

E-mail Address: ashlee@albiesstark.com

Type of Legal Work: We are small women-owned law firm focusing on plaintiff-side employment and civil rights litigation and union-side labor law. We represent workers in cases involving discrimination based on race, national origin, ethnicity, age, gender, sexual orientation, gender expression or identity, pregnancy, domestic violence, family status, religious, disability, injured worker, whistleblowing, and for using or invoking protected leave or workers' compensation. Clerkship will include screening intakes, meeting with clients, and legal research and writing. Potential trial assistance depending on length of clerkship and timing of trials.

Application details: Please provide resume, cover letter, and two references.

Employer: **Catholic Charities of Oregon Immigration Legal Services**

Eligible Stipend(s): Public Honors Fellowship

Address: 2740 SE Powell Blvd, Portland, OR 97202

Contact Person: Lakota Bowen

Phone: 503-688-2704

E-mail Address: ilsvolunteers@ccoregon.org

Type of Legal Work: Volunteers will participate in the day-to-day operation of CCILS from interviewing clients and translating personal declarations, to drafting motions and memoranda on complex legal issues. Externs/Interns will be instrumental in assisting clients with visa applications through family and for humanitarian reasons.

Special Requirements: Spanish language proficiency preferred but not required.

Application details: Please submit your resume, cover letter, and list of three references to ilsvolunteers@ccoregon.org

Employer: Catholic Charities, Immigration Legal Services (Rural Program)

Eligible Stipend(s): Public Honors Fellowship, Justice Across Oregon Stipend.

Address: 2740 SE Powell Blvd #2 Portland, OR 97206

Contact Person: Lakota Bowen

Phone: 503-688-2704

E-mail Address: ilsvolunteers@ccoregon.org

Type of Legal Work: Catholic Charities Rural Interns participate in the day-to-day operation of Immigration Legal Services under the supervision of an attorney or accredited representative. Rural Interns assist primarily with humanitarian immigration applications and petitions at all stages of the case. Rural Interns work primarily with clients who are rural survivors of intimate partner violence, sexual assault, stalking, and human trafficking. Much of this work is done over the phone/video conference, through the mail, and may include occasional trips to rural areas of Oregon for outreach, education, and training events.

Common tasks for Rural Interns include interviewing clients, translating personal declarations, drafting forms and cover letters, drafting motions and memoranda on legal issues, and preparing evidence for submission to U.S. Citizenship and Immigration Services (USCIS).

Rural Interns may also have the opportunity to work on motions and briefs for litigation in immigration court, attend immigration court proceedings, and attend interviews at USCIS. **Rural Interns** work closely with attorney supervisors and receive regular one-on-one instruction and feedback related to their assignments.

Special requirements:

- At least 280 hours of work over the course of the summer, unless a prearranged exception is made based on extenuating circumstances (disability, childcare, etc.)
- Availability during normal business hours, 8:30-5:30 M-F.
- Clear Criminal Background check.
- Spanish language proficiency is preferred, but not required.

Application details: Applicants please provide a current resume, cover letter, and an unofficial transcript to: ilsvolunteers@ccoregon.org

Employer: **Columbia County District Attorney's Office**

Eligible Stipend(s): Public Honors Fellowship Program, Justice Across Oregon Fellowship

Address: Columbia County Courthouse, 230 Strand Street, Rm 336, St Helens, OR 97051

Contact Person: Denise Keppinger (Deputy DA) Dawn Hunt (Office Manager)

Phone: 503-397-7267

Email Address: Denise.Keppinger@co.columbia.or.us

Type of Legal Work: The Columbia County District Attorney's Office represents the State of Oregon in the prosecution of criminal actions in Circuit Court proceedings in Columbia County. Our office is located in St. Helens, Oregon, which is about 30 miles northwest of the Portland metro area. This position will primarily support the misdemeanor unit. Law clerks duties include: Performing intake procedures, including reviewing incoming police reports and making charging recommendations; conducting legal research and drafting legal memoranda, motions, orders and diversion agreements; appear in court for arraignments, probation violation hearings, entry of pleas, misdemeanor trials.

Special Requirements: Completion of the second year in law school. Applicant needs to be court certified or qualified to apply for court certification. (First year students may be considered, but duties will be limited to legal research and other duties with no court appearances).

Application details: Please submit your resume, cover letter, and list of three references by Feb 14, 2020.

Employer: **Columbia Land Trust**

Eligible Stipend(s): Public Honors Fellowship.

Address: 850 Officers' Row, Vancouver, WA 98661. This is our headquarters office, where our Public Honors Fellow will be based. Columbia Land Trust works in both Oregon and Washington, we have offices in both states, and our General Counsel is licensed in both states.

Contact Person: Steve Cook, General Counsel

Phone: 360-213-1208

E-mail Address: scook@columbialandtrust.org

Type of Legal Work: Our General Counsel advises Columbia Land Trust on all legal issues that arise at the Land Trust. Our G.C. also works closely with our Board and Executive Committee including by setting the agenda for Executive Committee and Board meetings, and putting together a detailed packet of materials before meetings.

The biggest part of our legal work involves acquiring land and conservation easements for conservation, and restoring and preserving those lands in perpetuity. Therefore, the Fellow is likely to have an opportunity to participate in the drafting and negotiation of the real property documents involved in such transactions, including real estate purchase and sale agreements and conservation easements. The Fellow is likely to also have an opportunity to assist in real estate due diligence work such as title review.

The General Counsel also reviews, drafts and negotiates a variety of contracts, handles corporate law issues, and from time to time fields issues involving tax-exemption, employment and intellectual property.

Special Requirements: Example: Courses in real property, contracts and other issues relevant to private, voluntary land conservation work are beneficial. Applicants who are candidates for certificates in environmental, natural resources law or public interest law will be given strong consideration. Applicants who demonstrate an interest in working in conservation law, particularly land conservation, are encouraged to apply.

Employer: **Columbia River Inter-Tribal Fish Commission**

Eligible Stipend(s): Clerkship, Public Honors Fellowship

Address: 700 NE Multnomah, Suite 1200, Portland, OR 97232

Contact Person: Christine Golightly

Phone: 503-731-1288

E-mail Address: golc@critfc.org

Type of Legal Work: The Columbia River Inter-Tribal Fish Commission (CRITFC) provides legal support for its member Indian Tribes on issues related to treaty fishing rights and fish management and conservation. The selected intern will work directly with CRITFC Policy Development and Legal Support staff on research to support real-time legal questions of interest to the organization. Research topics may relate to the following laws and regulations:

- Clean Water Act (including TMDLs and point-sources)
- CERCLA
- Oil Pollution Act and natural resource damages
- NEPA and ESA interaction

Special Requirements: Completion of Administrative Law and pertinent Environmental Law classes preferred.

Application details: Forward a short cover letter, resume, and writing sample (appx. 10 pages/ can be excerpt) to Christine Golightly, Policy Analyst, at golc@critfc.org.

Employer: **The Commons Law Center**

Eligible Stipend(s): Public Honors

Address: 810 NW Marshall #300, Portland, OR 97209

Contact Person: Amanda Caffall, Executive Director & Staff Attorney

Phone: 503-850-0811

E-mail Address: amanda@thecommonslawcenter.org

Type of Legal Work: The Commons Law Center offers sliding-scale legal services to people who live below 400% of the federal poverty level and free legal education to the public. We currently provide help with family law, small business, nonprofit, and end-of-life planning. Students will conduct intake interviews, draft legal documents, and receive feedback and training from both on-staff attorneys and pro bono supervisors. Students may also create and/or deliver legal education programming.

Special Requirements: Nos encantaría si hablas español!

Application details: Please submit a cover letter expressing your interest, resume

(including volunteer and community activities), an unofficial transcript, and a four+ page writing sample. Please submit your materials in a single PDF to hello@thecommonslawcenter.org with the subject line “OSB Summer Stipend Application.” You’re very welcome to call with questions before applying.

Employer: **Confederated Tribes of the Umatilla Indian Reservation (CTUIR),
Office of Legal Counsel (OLC)**

Eligible Stipends: Clerkship, Public Honors Fellowship, Justice Across Oregon Stipend.

Address: Nixyáawii Governance Center, 46411 Timine Way, Pendleton Oregon 97801

Contact Person: Alanna Nanegos, Legal Support Manager

Phone: (541) 429-7402

E-mail Address: LegalCounsel@ctuir.org

Type of Legal Work: OLC provides legal services and representation to the CTUIR governing body, the Board of Trustees and all respective agent departments, managers, and staff. The CTUIR is a federally recognized tribe with reserved treaty rights, self-governance duties for its members and the residents of the 172,000 acre allotted Umatilla Indian Reservation. The work of the OLC is guided by the goals and objectives under the CTUIR Comprehensive Plan, Annual Work Plans and legal duties to its client.

The OLC FY 2020 Summer Law Clerk will work under the supervision of the Lead Attorney. The Clerk works on two projects involving CTUIR specific cases, and a research project concerning reservation boundaries. The Clerk will work on site, and be dispatched to local and regional archives, provide analysis and briefing, draft memorandums, research, and work with a project team.

Special Requirements: Interest in working with tribal government or Indian communities.

Application details: Interested individuals should contact:
CTUIR/Office of Legal Counsel - Alanna Nanegos
46411 Timine Way, Pendleton Oregon 97801
Email: alannananegos@ctuir.org
Phone: 541-429-7402

Employer: **Coos County District Attorney's Office**

Eligible Stipend(s): Public Honors Fellowship Program, Justice Across Oregon Fellowship.

Address: 250 N. Baxter St., Coquille, OR 97423 Mail to: same

Contact Person: Paul Frasier (District Attorney), Jody Newby (Chief Deputy District Attorney), Heidi Dieu (Office Manager)

Phone: 541-396-7550

E-mail Address: pfrasier@co.coos.or.us, jnewby@co.coos.or.us, hrdieu@co.coos.or.us

Type of Legal Work: The Coos County District Attorney's Office represents the State of Oregon in the prosecution of criminal cases in Circuit Court proceedings in Coos County. Our office is located in the small town of Coquille, which is 18 miles from Coos Bay/North Bend and the Southern Oregon coast. First year interns will assist the office by conducting legal research for motion practice, assisting with trial preparation, and other duties with no court appearances. Law clerk duties will include reviewing police reports for charging, and if court certified, conducting misdemeanor motion hearings and trials.

Special Requirements: Both first and second year applicants will be considered, however court certified second year applicants are preferred.

Application Details: Candidates should submit their resume, cover letter, and three references

Employer: **Creighton & Rose, PC**

Eligible Stipend(s): Clerkship

Address: Powers Building, Suite 300, 65 SW Yamhill Street, Portland, OR 97204

Contact Person: Michael E. Rose

Phone: 503-221-1792

E-mail Address: mrose@civilrightspdx.com

Type of Legal Work: CREIGHTON & ROSE, PC, is a small, experienced law firm with a recognized specialty in the prosecution of employment and civil rights cases at the trial and appellate levels in both Oregon state and federal courts. We represent plaintiffs in cases involving, among other things: Discrimination based on race, national origin, ethnicity, religion, age, disability or gender

- Hostile work environment / sexual harassment
- Wrongful discharge and retaliation
- Retaliation for whistle blowing
- Abuse of rights by the government
- Police misconduct/excessive force
- Illegal search and seizure
- Violation of First Amendment rights

We also provide representation in the areas of criminal, DUII and other traffic defense at the state court trial level as well as post-conviction relief and criminal appeals.

The clerk position will involve a good deal of client contact, especially doing new client intake, review of cases with attorney staff, some interviewing of witnesses and probably some research and writing.

Employer: **The Dalton Law Firm**

Eligible Stipend(s): Clerkship Stipend

Address: 1400 SW Montgomery St., Portland, OR 97201

Contact Person: Alana G. I. Simmons

Phone: 503-253-6029

E-mail Address: alana@daltonlawfirm.com

Type of Legal Work: The Dalton Law Firm is a small plaintiff-side firm focused on primarily assisting injured workers with Oregon and Longshore Workers' Compensation claims and employment claims. We also do personal injury work and some Social Security cases. A qualified clerk will assist by conducting research, drafting legal documents, pleadings, and memoranda, and assisting with everyday organizational work in-office.

The work may also be tailored somewhat to fit the student's specific interests. Activities may include:

- Drafting correspondence, demands, BOLI complaints, etc.
- Communicating with Clients and Potential Clients
- Creating, updating, and maintaining electronic case files
- Assisting with document production and organization
- Assisting with document preparation for depositions and court/administrative hearings
- Assisting with drafting motions and pleadings
- Utilizing case management software as needed
- Conducting calculations for wage and hour or workers' compensation cases
- Legal research on a variety of topics

Special Requirements: Example: Spanish language proficiency is a plus, but not required. Must be willing to work as a team with attorneys and staff. Some schedule flexibility with hours is available.

Application details: Please submit resume and cover letter for consideration.

Employer: **Environmental Law Alliance Worldwide (ELAW)**

Eligible Stipend(s): Public Honors Fellowship

Address: 1412 Pearl St., Eugene OR 97401

Contact Person: Jennifer Gleason, Staff Attorney

Phone: 541-687-8454

E-mail Address: summerlaw@elaw.org

Type of Legal Work: ELAW is a network of public interest environmental lawyers and scientists who use the law to protect the environment. We provide legal and scientific resources to advocates in approximately 70 countries who are working to protect the environment and human rights. Legal interns assist the Staff Attorneys in responding to requests for assistance. These requests

generate both short and long-term projects. Projects may include legal research (US and international); identifying model statutes and regulations; or evaluating legal doctrines and theories. Interns prepare memoranda to send to overseas advocates and communicate directly with these lawyers. ELAW Staff Attorneys work with interns and oversee all projects.

Special Requirements: Successful applicants generally possess excellent research and writing skills and a strong dedication to public interest environmental law. Proficiency in a language or languages other than English is preferred, but not required. ELAW actively seeks applicants with diverse backgrounds.

Application details: Please email a cover letter, resume, brief writing sample (less than 10 pages), and a list of three references (including phone numbers) to: summerlaw@elaw.org

Applications should be submitted by February 25, 2020 at the latest. ELAW staff regularly review application on a rolling basis starting in September.

Employer: Federal Public Defender – District of Oregon

Eligible Stipend(s): Clerkship, Public Honors Fellowship,

Address: 101 SW Main St. Suite 1700, Portland OR 97204

Contact Person: Jessica Snyder

Phone: 503 326 5451

E-mail Address: jessica_snyder@fd.org

Type of Legal Work: The Federal Public Defender represents indigent people charged with federal crimes, including bank robbery, gun and drug crimes, immigration violations, and various frauds. Law clerks assist the defenders by researching legal issues and drafting trial memoranda, motions to suppress, jury instructions, appellate briefs, and other legal writing. Typical research topics involve search and seizure issues, the right to counsel, outrageous government misconduct, evidence questions, and constitutional issues in habeas cases. In addition to the research and writing, clerks also have the opportunity to watch proceedings in the U.S. District Court and the Ninth Circuit, and to attend attorney staffings, meetings, and moot court arguments. We are currently recruiting for summer 2019, but will also accept applications for spring 2019 part-time positions. We accept applications for both our Portland and Eugene

offices. The position is full time during the summer months and can be part time (minimum 16 hours a week) during the school year.

Special Requirements: FPD Law clerks must be creative thinkers and have excellent legal research and writing skills. Students with a demonstrated interest in criminal law and/or public service are preferred. Students must have finished their first year of law school by the time they begin work. Students must have a GPA of 3.0 or higher.

Application details: Send a cover letter, resume, 5 page max writing sample (excerpts okay), and transcript to Jessica Snyder at the Portland address above, or e-mail it to Jessica.Snyder@fd.org (please include the term FPDapplication (one word) in your subject line).

Applications will be considered and offers will be made on a rolling basis. All the summer positions will be filled by the second week of February

Employer: Gilroy | Napoli | Short Law Group

Eligible Stipend(s): Clerkship Stipend only

Address: 12755 SW 69th Avenue, Suite 200 Portland, OR 97223 and 280 Court Street NE Suite 290, Salem, OR 97301

Contact: LeAnne Carlsen

Phone: 503-747-7198

E-mail Address: lcarsen@gnslawgroup.com

Type of Legal Work: Our criminal defense attorneys represent clients facing a broad range of criminal charges – from minor theft and drug charges to DUII and Measure 11 crimes. Our civil attorneys represent clients in the areas of personal injury and employment law. A law clerk position with Gilroy Napoli Short Law Group would include the unique opportunity to work with different attorneys on criminal matters or civil matters, allowing a law clerk to learn various styles and approaches to the practice of law. A typical day may include various tasks such as: a court appearance, client intake or meeting, discovery review, legal research and writing, deposition observation and/or a meeting with a district attorney or opposing counsel. A law clerk will work out of both our Portland and Salem offices.

Application Details: Please provide a resume, cover letter, and two references by emailing directly to LeAnne Carlsen at the email address listed above.

Employer: **Legal Aid Services of Oregon – Portland, Salem, Newport*, and Roseburg* Offices**

Eligible Stipend(s): Public Honors Fellowship, Justice Across Oregon Stipend (Offices noted with * above.)

Address: Mail to: LASO Central Administrative Office, 520 SW 6th Avenue, Suite 1130, Portland, OR 97204. (Worksite dependent on the office location to which you apply.)

Contact Person: Erin White

Phone: 503-471-1179

E-mail Address: erin.white@lasoregon.org

Type of Legal Work: LASO is a non-profit organization that represents low-income clients in civil cases. LASO's eight regional offices serve the general low-income population throughout the state in civil cases. In addition, a statewide project addresses tax issues and two specialized programs focus on services to farmworkers and on issues that impact Native Americans. LASO is committed to advocacy strategies that have the broadest possible impact on client community problems. Clerkships in the regional offices (Portland, Salem, , Newport, and Roseburg) will have an emphasis on family law, housing, and/or public benefits.

Application Details: Candidates should submit a cover letter and resume.

Employer: **Legal Aid Services of Oregon – Low Income Taxpayer Clinic**

Eligible Stipend(s): Public Honors Fellowship

Address: 520 SW 6th Ave., Suite 700, Portland, OR 97204

Contact Person: Guillermo Ramos

Phone: 503-224-4086

E-mail Address: guillermo.ramos@lasoregon.org

Type of Legal Work: Legal Aid Services of Oregon-Statewide Tax Clinic helps Oregonians in every county resolve disputes with the IRS and related Department of Revenue matters, including settling tax debt through the Offer In Compromise process, installment agreements or hardship requests, representation in tax audits and in U.S. Tax Court, help with worker classification issues, assistance in applying for innocent or injured spouse relief, and more.

Special Requirements: Demonstrated interest in poverty and/or tax law.

Application Details: Candidates should submit a cover letter, resume, and copy of law school transcripts.

Employer: **Legal Aid Services of Oregon – Farmworker Program- Hillsboro and Woodburn Office**

Eligible Stipend(s): Public Honors Fellowship

Address: Hillsboro Office: 230 NE Second Ave. Suite A., Hillsboro, OR 97124
Woodburn Office: 397 N 1st St, Woodburn, OR 97071.

Contact Person: Laurie Hoefler

Phone: 503 981-5291

E-mail Address: laurie.hoefler@lasoregon.org

Type of Legal Work: LASO's Farmworker Program provides free legal services to low-income migrant and seasonal farmworkers and their families who work and live in Oregon. We represent agricultural workers in cases that involve employment, housing, unemployment, and tax benefits problems. Law clerks will work on many aspects of client services including outreach to labor camps, legal research and writing, conducting client interviews, drafting administrative complaints and pleadings, and any other assistance the attorneys may need on a case. We make an effort to include law clerks in initial interviews, settlement conferences, depositions and trials. Students may also help create and update community education materials for some of the office's programs.

Special Requirements: Spanish language proficiency preferred.

Application Details: Candidates should submit a cover letter and resume.

Employer: **Mercy Corps**

Eligible Stipend(s): Clerkship, Public Honors Fellowship

Address: 45 SW Ankeny Street, Portland, OR 97204

Contact Person: Mindy Nair

Phone: (503) 896-5889

E-mail Address: mnair@mercy Corps.org

Type of Legal Work: The Legal Department at Mercy Corps advances the mission of Mercy Corps by ensuring that it is carried out in compliance with ethical standards, laws and regulations, and by providing creative solutions. Deliverables will include: research memoranda covering various topics of law relating to Mercy Corps operations; review of contracts for use in field; participation in meetings; interaction with internal clients

Special Requirements: Completion of the second year in law school (first year may be considered as well); in the top 20% of law school class; experience working on international issues a plus; and great communication skills – written and spoken

Application details: Candidates should submit a cover letter, resume, and copy of law school transcripts

Employer: **Office of Metro Attorney, Metro Regional Government**

Eligible Stipend: Public Honors, Clerkship

Address: 600 NE Grand Avenue, Portland, Oregon 97232

Contact Person: Joyce Wan

Phone: 503-797-1531

E-mail Address: joyce.wan@oregonmetro.gov

Type of Legal Work: The Office of Metro Attorney provides legal services to the Metro Regional Government in the areas of land use, solid waste and recycling,

labor and employment law, public contracting and administrative law. The clerk position will involve researching and drafting legal memoranda; assisting in drafting municipal legislation; participating in meetings with clients and citizens; and assisting attorneys in formulating advice to clients on policy and management issues.

Special Requirements: Candidates should have an interest in working on many areas of the law, be responsible, have strong research and writing skills, desire to learn while contributing and have good interpersonal skills.

Application Details: Please visit

<https://www.governmentjobs.com/careers/oregonmetro> for more information.

Metro values diversity and strives to hire a workforce representative of the communities it serves, understanding that a diverse workforce strengthens our organization.

Employer: **Oregon Law Center**

Eligible Stipend: Clerkship, Public Honors Fellowship, Justice Across Oregon Stipend
(Locations starred below qualify for the additional Justice Across Oregon Stipend)

Address: Offices located in Coos Bay*, Eugene, Grants Pass*, Hillsboro, McMinnville, Ontario*, Portland, Salem, St. Helens and Woodburn

Contact Person: Ed Johnson

Phone: 503 473-8310

E-mail Address: ejohnson@oregonlawcenter.org

Type of Legal Work: OLC is a statewide legal aid program that provides the full range of civil legal services to low-income clients through offices located in Coos Bay, Eugene, Grants Pass, Hillsboro, McMinnville, Ontario, Portland, Salem, St. Helens and Woodburn. OLC works on a broad range of substantive legal issues that are priorities for the low-income communities of Oregon including, family law (most of it involving domestic violence), housing law, foreclosure, fair housing law, farm worker law, discrimination, sexual harassment, public benefits, employment law, unemployment insurance and similar issues. OLC conducts community outreach to increase access for vulnerable groups who are eligible for services, including victims of domestic violence, seniors, disabled, homeless, farmworkers, immigrant communities and other low-income groups.

Application Details: Since OLC has different offices and opportunities, please contact David Thornburgh directly to talk about the types of work experiences you seek and where you prefer to work. He will then arrange for you to communicate with the managing attorney in the relevant office.

Employer: **Oregon Supreme Court, Oregon Court of Appeals, Appellate Commissioner's Office**

Eligible Stipend(s): Public Honors

Address: 1163 State Street, Salem, OR 97301-2563

Contact Person: Khoben Ghattas (Supreme Court)
Julie Smith (Court of Appeals)

Phone: 503-986-5876 (Supreme Court)
503-986-5634 (Court of Appeals)

Email Addresses: khoben.ghattas@ojd.state.or.us (Supreme Court)
julie.e.smith@ojd.state.or.us (Court of Appeals)

Type of Legal Work: The Oregon appellate courts handle a wide variety of cases, including criminal, civil, and administrative matters. Externs for the Oregon Supreme Court work either for individual justices or for the court as a whole. Primarily, externs write petition memoranda that analyze and recommend dispositions on petitions for review of decisions from the Court of Appeals. Duties also may include research, writing, and

organizing and summarizing factual and legal information for individual justices or for the court's legal staff. Court of Appeals externs work closely with one or more judges and their clerks and may be responsible for some or all of the following: researching and discussing issues in an assigned case with the supervising judge or the judge's law clerks; preparing research memoranda; reading and summarizing parts of the record in a case; preparing a draft opinion or section thereof; and assisting the judge with oral argument preparation by reading briefs and writing summaries ("bench memos"). Appellate Commissioner's Office externs work with the commissioner and staff to review and analyze motions filed in the Court of Appeals and prepare memoranda summarizing their analysis and recommended disposition; externs draft orders and, occasionally, draft opinions ruling on motions.

Special Requirements: Candidates should have strong research, writing, analytical, and organizational abilities. Candidates also should be capable of working independently with minimal supervision, as well as be capable of working in close cooperation with other externs and court personnel. In addition, candidates should possess time-management skills, attention to detail, and the utmost in ethics and discretion. Finally, while working for the Oregon appellate courts, externs may not perform outside legal work, either paid or unpaid, including work at a law school legal clinic. Legal research for professors is not considered to be outside legal work.

Application Details: Candidates should submit a cover letter, resume, copies of law school and college transcripts, writing sample (no more than five pages), and a list of references. Original transcripts are not necessary; copies are acceptable.

Please note that the general application deadline is February 14, 2019 at 5:00 p.m. For 2019, the Court of Appeals and Supreme Court will each have one opening. Send application materials to: Sandy Lee Fitch:
sandy.l.fitch@ojd.state.or.us

Employer: Oregon Tax Court

Eligible Stipend(s): Public Honors Fellowship

Address: Mailing – 1163 State Street Salem OR, 97301-2563
Physical – 1241 State Street (3R and 4R) Salem OR, 97301

Contact Person: Amelia Haynes, Administrative Analyst

Phone: 503-986-5650

E-mail Address: Amelia.C.Haynes@ojd.state.or.us

Type of Legal Work: The Oregon Tax Court has exclusive jurisdiction to hear tax appeals under state laws, including personal income tax, property tax, corporation excise tax, timber tax, local budget law, and property tax limitations. In addition to taxation, externs frequently encounter issues of statutory interpretation and civil procedure.

Externs primarily engage in legal research and writing, preparing memoranda on legal issues, and writing draft orders and opinions. Externs may have the opportunity to observe a variety of court proceedings e.g. trial, oral argument, case management conference etc.

Special Requirements: All externs must complete on full year of law school prior to the beginning of the externship. Demonstrated interest in tax law helpful but not required.

Application details: Resume, cover letter, law school transcript, writing sample (10 page limit), and two references submitted, by email, in a single unified pdf document.

Generally, the recruitment period for summer externs runs from the first week in January to the last week in February. For details, visit the court's website: <http://www.courts.oregon.gov/Tax/pages/externship.aspx> . Late applications may be considered from Public Honors Fellows.

Employer: **Portland City Attorney's Office**

Eligible Stipend(s): Public Honors, Clerkship

Address: 1221 SW 4th Avenue, Room 430, Portland, OR 97204

Contact Person: Kim Sneath

Phone: 503-823-4047

E-mail Address: kim.sneath@portlandoregon.gov

Type of Legal Work: Type of Legal Work: The Office of City Attorney provides legal services to the City of Portland, including City Council and City bureaus. Duties involve research and writing to assist attorneys in a variety of areas including torts, contracts, constitutional challenges, appeals, workers' compensation, labor and employment, pension and benefits, land use, real property, construction and contractor disputes, housing, environmental, Police and Fire Bureau, and business regulation. Clerks may prepare for

and attend client meetings, depositions, Council and court proceedings, and CLSs may appear in court hearings. The City Attorney's Office is a dynamic environment that is committed to advancing the City's objective of achieving equity in all of its programs, services and activities.

Special Requirements: Responsible and independent worker with excellent research and writing skills.

Application Details: Candidates should submit a cover letter, resume, copies of law school transcripts, writing sample, and a list of references.

Employer: **PSU Student Legal Services**

Eligible Stipend(s): Public Honors Fellowship, Clerkship

Address: 1825 SW Broadway M343, PO Box 751 – LS, Portland, OR 97207

Contact Person: Richard Slottee or April Kusters

Phone: 503-725-4556

E-mail Address: slms@pdx.edu

Type of Legal Work: SLS is a free legal aid office for PSU students. SLS provides legal advice, representation, mentorship, community partnerships and education to empower student clients. SLS has a wide range of practice areas which include: bankruptcy, consumer, employment, expungements, family law, immigration, insurance disputes, landlord & tenant, name & gender changes, personal injury, restraining order, small claims, and traffic. Law clerks will have a case load and have the opportunity to work on cases start to finish, with the supervision of an attorney. This is a great opportunity for law clerks to be fully immersed in a public interest law firm with a lot of client contact and practical experience in the practice of law.

Application Details: Candidates should submit a cover letter, resume, and a list of references.

Employer: **Richardson Wright, LLP (late listing: 03/26/2019)**

Eligible Stipend(s): Clerkship Stipend Program

Address: Fox Tower, 805 SW Broadway Suite 470

Contact Person: Randi Brady

Phone: 503-546-4629

E-mail Address: randi@richardsonwright.com

Website: www.richardsonwright.com

Position: Law Clerk

Type of Legal Work: Richardson Wright LLP is a boutique litigation law firm with abundant trial experience across a variety of practice areas which include civil rights, employment, legal negligence, insurance claims, trust and estates, and appeals. Our clients are individuals, small businesses and corporations whom we serve with diligence and creativity, committed to impeccable ethics. The law clerk's responsibilities may include, but are not limited to, the following:

- Client intakes
- Gathering and compiling facts and relevant case information
- Legal Research
- Drafting pleading and motions
- Preparing memoranda on case recommendations
- Proofreading and confirming citations
- Assisting attorneys in preparing for depositions and trials

Position Schedule: 35-40 hours per week.

Salary: \$14-18 per hour.

Application Process: To apply for the law clerk position, please send a cover letter, resume, and 5-page writing sample to [Randi Brady at randi@richardsonwright.com](mailto:Randi.Brady@richardsonwright.com).

Richardson Wright LLP welcomes all applicants and strives to provide a workplace in which all employees feel included, respected, and valued.

Employer: **Rizk Law**

Eligible Stipend(s): Clerkship

Address: 0434 SW Iowa Street, Portland OR 97239

Contact Person: Richard Rizk

Phone: 503-245-5677

E-mail Address: rich@rizklaw.com

Type of Legal Work: Rizklaw *“helps everyday people every day”* with personal injury claims, long term disability appeals and insurance disputes. The successful summer law clerk candidate will assist with drafting demand letters, conduct research for litigation and assist with new client intake.

Rizklaw office is located in SW Portland in the John’s Landing neighborhood located between Lewis & Clark Law School and the OHSU tram. His office is close to restaurants and Willamette Park.

Employer: **United States Attorney’s Office, Civil Division**

Eligible Stipends: Clerkship, or Public Honors Fellowship

Address: 1000 SW Third Ave., Suite 600, Portland, OR 97204

Contact Person: Adrian Brown

Phone: 503-727-1003

E-mail Address: adrian.brown@usdoj.gov

Type of Legal Work: The United States Attorney’s Office (USAO) in coordination with the Civil Rights Division of the United States Department of Justice enforces federal statutes prohibiting discrimination on the basis of race, color, sex, disability, religion, familial status and national origin. The Civil Rights Law Clerk(s) will be assigned to the Civil Division of the USAO and will solely work on projects regarding affirmative civil civil rights investigations and cases in U.S. District Court, which may include matters regarding the Americans with Disabilities Act (ADA), the Fair Housing Act (FHA), the Service members Civil Relief Act (SCRA), and other federal civil rights statutes.

The Assistant United States Attorney assigned to coordinate civil rights matters, will review drafts of written work, and provide guidance, support,

and feedback to clerks throughout their clerkship. Assignments may include research and writing projects including internal memoranda on specific legal questions concerning civil rights investigations, as well as drafting of court pleadings, motions, and responses for civil rights cases filed in U.S. District Court. Clerks may also participate in interviews of civil rights complainants, attend community meetings with various stakeholders, and draft responses to complaints from individuals.

Special Requirements: Work may involve occasional meetings outside of normal business hours

Application details: Cover letter, resume, writing sample (no more than 10 pages in length), and a list of three references.