

applications to the appropriate practice staff.

Q: How long does the application process take?

A: Unfortunately, there is no specific time frame for the recruitment process because there are a variety of factors that affect the Society's ability to hire and place attorneys. The main factors are the level of funding from numerous public and private sources and the availability of open positions. Applicants will be notified at various stages during the process. As a result of a new State law limiting caseloads for criminal defense attorneys, the Society anticipates more stable criminal defense funding and hiring beginning with the hiring of a Fall 2010 class and it is the Society's goal to be able to make offers for criminal defense positions as early as possible during the academic year. Civil legal services funding for the Society and other New York State programs is currently uncertain because of decreases in Interest on Lawyer Account Fund revenue due to the drop in interest rates and the drying up of economic activity as a result of the economic downturn. Juvenile Rights funding reflects the implementation of a state law limiting the number of children Juvenile Rights lawyers can represent at any given time.

Q: When do newly hired attorneys generally start work?

A: For the Society's Civil and Criminal Practices, subject to available funding, incoming classes are generally scheduled for September and/or October. Offers are made as soon as funding levels are determined which can be as early as the Winter or Spring of the academic year or as late as the Fall just before the incoming class starts. The Juvenile Practice hires on a rolling basis contingent upon office needs and caseload compliance with the State client case cap law. Depending on the number of vacancies in the Juvenile Rights Practice that are projected to occur in the Fall, there may be a Fall class.

Q: Will I receive training if I am hired?

A: The Legal Aid Society is an accredited Continuing Legal Education provider. Each practice has a comprehensive, full-time training program for incoming attorneys, complimented by regular ongoing training for new and experienced attorneys. Training covers substantive law, trial skills, ethics, and all issues involved in full client representation, including collaborative client assistance with non-lawyer staff such as social workers, paralegals, and investigators.

Q: Are there fellowship opportunities at The Legal Aid Society?

A: The Legal Aid Society has an extensive track record of successfully sponsoring applicants for the most competitive fellowships, including the Skadden, Soros, Liman, and Equal Justice Works fellowships. Notice of the Society's fellowship application deadlines is posted annually on PSLaw.net, the Society's website, and other websites.

Q: Are there law student internships at The Legal Aid Society?

A: The Legal Aid Society operates an extensive law student internship program during the summer and during the academic year. Many Society staff members are former student interns. Law students should apply for internships through internships@legal-aid.org. Applications for Summer Internships are accepted on a rolling basis but priority will be given to applications submitted before February 15. Applications for First Semester and Second Semester Internships are also accepted on a rolling basis but priority will be given to applications submitted before August 1 and December 1, respectively. Questions by Public Interest advisors or applicants should be addressed to the individuals listed above as contacts for the regular hiring process.



Legal Recruitment at The Legal Aid Society

The Legal Aid Society, the nation's oldest and largest not-for-profit legal services organization, is more than a law firm for low income clients. It is an indispensable component of the legal, social, and economic fabric of New York City — passionately advocating for low-income individuals and families across a variety of civil, criminal and juvenile rights matters, while also fighting for legal reform.

The Legal Aid Society has performed this role in City, State and Federal courts since 1876. It does so by capitalizing on the diverse expertise, experience, and capabilities of 850 of the brightest legal minds. These 850 Legal Aid Society lawyers work with 600 social workers, investigators, paralegals and support and administrative staff. Through a network of borough, neighborhood, and courthouse offices in 25 locations in New York City, the Society provides comprehensive legal services in all five boroughs of New York City for clients who cannot afford to pay for private counsel. The Society's legal program operates three major practices — Civil, Criminal and Juvenile Rights — and receives volunteer help from law firms, corporate law departments and expert consultants that is coordinated by the Society's Pro Bono program. Annually, the Society handles more than 300,000 cases and legal matters for clients with civil, criminal, and juvenile rights problems. The Legal Aid Society takes on more cases for more clients than any other legal services organization in the United States. And it brings a depth and breadth of perspective that is unmatched in the legal profession.

The Legal Aid Society's unique value is an ability to go beyond any one case to create more equitable outcomes for individuals and broader, more powerful systemic change for society as a

whole. In addition to the annual caseload of 300,000 individual cases and legal matters, the Society's law reform work benefits some 2 million low income families and individuals in New York City and the landmark rulings in many of these cases have a state-wide and national impact.

More information about the Society is available on the Society's website: www.legal-aid.org.

The Legal Aid Society

Q: How do applicants apply for legal jobs at The Legal Aid Society?

A: Applicants for attorney positions should apply by e-mail and submit a cover letter and resume to attorneyjobs@legal-aid.org. Applicants will receive an automated response, which serves as confirmation that the e-mail application has been received. The Legal Aid Society is an Equal Opportunity Employer — Women, Veterans, People of Color, Gays and Lesbians, Transgender People, and People with Disabilities are encouraged to apply.

Q: Does The Legal Aid Society hire law graduates prior to admission to the New York State Bar?

A: Yes. However, law graduates are required to sit for the New York State Bar Exam that is given immediately after their graduation.

Q: When can I apply for a legal position at The Legal Aid Society?

A: Applications are accepted year round. However, for 3L students and new law graduates, priority will be given for applications submitted before December 31 for employment to commence the following Fall.

Q: Can I only apply to one practice?

A: You can apply for positions in all three practices: Criminal, Civil or Juvenile Rights, or you

may select one or two practices. In the cover letter accompanying your e-mail application, please provide a clear description of the substantive area(s) in which you are interested. Your cover letter and resume will be reviewed and forwarded to the practice area(s) in which you have expressed an interest.

Q: What happens to my application once it is forwarded to a practice (or practices)?

A: Each practice area has designated staff responsible for the application process once cover letters and resumes are forwarded to that practice. The practice areas will contact selected candidates directly and request a writing sample, transcript, and references.

Q: Where are legal jobs at The Legal Aid Society posted?

A: The Legal Aid Society posts all attorney jobs on The Legal Aid Society website and PSLawn.net, [NLADA](http://NLADA.org), Idealist.org, and [Western New York Law Center](http://WesternNewYorkLawCenter.org) websites, and may sometimes list positions on other websites such as the New York State Department of Labor's Job Exchange. The Society also participates in a number of special job fairs, such as programs sponsored by Equal Justice Works, the NYU Public Interest Legal Career Fair, the Northeast Regional BLSA, and the Massachusetts Consortium of Law Schools, as well as on-campus job fairs at various law schools. Society representatives at these job fairs will be familiar with all of the Society's practice areas.

Q: Who can I contact with questions?

A: Questions about the recruitment and hiring process, can be addressed to **Allan Fox, Chief Human Resources Officer of The Legal Aid Society**, at 212-577-3372 or ajfox@legal-aid.org, or **Marie Richardson, Director of Legal Recruitment**, at 212-577-3296 or mrichardson@legal-aid.org. They can respond to questions from Public Interest advisors and direct questions from applicants concerning the status of their