



**[Access to Justice Internship Program \(ATJIP\)](#)**  
***SPRING 2019 APPLICATION***

Approximately 2 to 4 students will be selected to participate in this program. Applications must be submitted to the Texas Access to Justice Commission, by ***Friday, December 7, 2018***. Selected students will be announced by Wednesday, December 12, 2018.

Send completed application (A-G) to the Texas Access to Justice Commission, Attn: Catherine Galloway via:  
- mail: P.O. Box 12487, Austin, Texas 78711 (must be received in our office by December 7);  
- fax: 512.427.4160; or  
- email: [cgalloway@texasbar.com](mailto:cgalloway@texasbar.com)

**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?: \_\_\_\_\_

What is your expected date of law school graduation?: \_\_\_\_\_

## Access to Justice Internship Program – Spring 2019 (cont.)

How many semesters of law school will you have completed as of Dec. 31, 2018? \_\_\_\_\_

What law school clinic(s) have you completed or do you expect to complete prior to Dec. 2018?

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### C. Applicant's Personal Statements

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

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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.

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

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## Access to Justice Internship Program – Spring 2019 (cont.)

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

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What are your employment goals after law school?

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### **D. Legal Aid Program Placement Location Selection**

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

You must attach the affidavit signed by the supervising attorney associated with the legal aid 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 Spring 2019 (January – May, 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 – Spring 2019 (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 aid program, I must secure a proposed placement with an approved program.

\_\_\_\_\_ If I am selected and accepted by the program, I understand I will be a temporary employee of the program where I am assigned. I understand 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 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 I will be issued a 1099 at the end of the year and 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 aid program in Texas for a minimum of 200 hours between January – May 2019.

\_\_\_\_\_ 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 – Spring 2019 (cont.)

### G. Statement of Supervising Attorney

Program Name \_\_\_\_\_

Supervising Attorney Name: \_\_\_\_\_

Program Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Student Name: \_\_\_\_\_

Placement period:

- Spring 2019 (January – May, 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