



APPLICATION FOR VOLUNTEER ASSOCIATE IN PUBLIC SERVICE PROGRAM

DIVISION OF LAW DEPARTMENT OF LAW AND PUBLIC SAFETY STATE OF NEW JERSEY

The Volunteer Associate In Public Service Program is open to law school graduates, deferred associates, furloughed or laid off attorneys and lawyers re-entering legal practice after a hiatus. Volunteer Associates will be asked to work at least 20 hours per week for a period of at least three months.

Volunteers who are already admitted to the New Jersey Bar, and who are able to commit to longer service periods, will be given a broader range of responsibilities, including the possibility of trial work. Depending on their areas of interest and experience, volunteers may be asked to conduct depositions, perform research and write briefs, work with investigators or assist with discovery demands. Ongoing supervision will be provided to ensure that participants have a valuable experience.

Volunteers will also be able to take part in informal section training, and to attend seminars offered by the Attorney General's Advocacy Institute, a highly-regarded professional enrichment program available to Division of Law attorneys.

The Division of Law maintains offices in three municipalities, each of them accessible via mass transit. Those locations include:

Trenton: Housed at the Richard J. Hughes Justice Complex, 25 Market Street, the Trenton Division of Law offices handle such areas of the law as environmental protection, education, insurance, health and financial matters. The tort, corrections and employment litigation sections are also located in Trenton, as are attorneys who handle child-protection matters related to the mission of the Department of Children and Families (DCF).

Newark: Housed at 124 Halsey Street and the Gateway, the Newark Division of Law offices handle principally securities, public utilities, consumer protection (including professional licensing) and public transportation. In both Newark offices, Deputy Attorneys General also handle such DCF matters as child abuse and neglect cases, appeals and guardianship matters.

Voorhees: Located at 4 Echelon Plaza, 201 Laurel Road, the Voorhees office also handles DCF related matters.

Applicants to the Volunteer Associate In Public Service Program should have strong research and writing skills. In order to apply, prospective volunteers should e-mail a cover letter -- including information on preferred areas of the law and/or a preferred work location -- as well as a resume, unofficial law school transcript, a writing sample and two references to: dolapplicant@lps.state.nj.us Related correspondence may be forwarded to: The Division of Law, c/o Assistant Attorney General Michelle Miller, P.O. Box 112, Trenton, New Jersey, 08625.

Name: _____

Date: _____

Current Address: _____

Telephone: _____

Permanent Address: _____
(if different)

Telephone: _____

Admitted to Practice Law: State and Year _____

If not a member of the New Jersey Bar, give date on which New Jersey Bar exam will be taken:

Educational Record:

Law School: _____

College/University: _____

Location: _____

Location: _____

Date of Admission: _____
(Month & Year)

Date of Admission: _____
(Month & Year)

Date of Graduation: _____
(Month & Year)

Date of Graduation: _____
(Month & Year)

Degree: _____

Major: _____ Minor: _____

Employment Information: Do you have any current affiliation with any law firm? Yes ___ No ___

If Yes, please describe the nature of that affiliation:

Are you receiving any stipend or other compensation (including benefits coverage) from any law firm or third party entity?

Yes ___ No ___

If Yes, please describe the nature and value of the compensation:

Employment Record: (Begin with present position and work back)

I. Name: _____
Address: _____
Position: _____
Duties: _____

Supervisor: _____
Dates in Position: _____
Salary: _____
Reason for Leaving: _____

III. Name: _____
Address: _____
Position: _____
Duties: _____

Supervisor: _____
Dates in Position: _____
Salary: _____
Reason for Leaving: _____

II. Name: _____
Address: _____
Position: _____
Duties: _____

Supervisor: _____
Dates in Position: _____
Salary: _____
Reason for Leaving: _____

IV. Name: _____
Address: _____
Position: _____
Duties: _____

Supervisor: _____
Dates in Position: _____
Salary: _____
Reason for Leaving: _____

References: Set forth at least 2 names. Please provide complete addresses and telephone numbers if available.

1. _____
2. _____

Miscellaneous:

1. Have you ever been disciplined by an employer, military establishment or educational institution for improper conduct? Yes: No:

If Yes, please explain:

(Note: A response of yes to the above question will not necessarily result in a denial of your application.)

I hereby certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief.

DATE: _____ SIGNATURE: _____

Attach any other relevant material which you wish to be considered by this office.