May 11, 2017

Central Office of Student Affairs/CUNY
205 East 42nd Street
New York, New York 10017

Re: Association of the Bar of the City of New York
Monday Night Law
Internship Program

Dear Student Affairs Office:

The Monday Night Law Program through the New York City Bar uses interns annually from October through August. We sometimes hope new interns would start in July and August, one Monday night each month. It is a very interesting and helpful program and has gotten good reviews. There are about 150 – 175 attorneys every year that volunteer and give free legal advice four Monday nights a month. I enclose a copy of our Monday Night Law brochure.

You may have certain students who are interested in law or in any of the other areas that help people in need with respect to housing, family matters, consumer rights, etc.

I am sure the Bar may have sent a notice last summer. I updated the notice that can be posted.

Sincerely,

[Signature]

Carol Lilienfeld
POSITION: Monday Night Law Intern  
5-8 Hours per. month

The New York City Bar sponsors the Monday Night Law Program with the aid of the New York City Bar Legal Referral Service and the New York City Bar Justice Center. The program seeks to provide the public with greater access to legal assistance, guidance and counseling.

The Program’s principal goal is to give people the opportunity to meet with a legal professional, without charge in order to discuss problems, explore options and solutions and provide counseling and direction with respect to an individual’s problem. The Program is designed to address (i) the public’s ever increasing need for affordable and accessible legal assistance, guidance and counseling and (ii) the current debate in New York as to the compelling need for additional (as well as mandatory) pro bono legal services. The Moderate Means Committee and the New York City Bar Association strive to alleviate some of the frustrations and inequities inherent in our present legal system by creating a program so members of the public can meet with volunteer attorneys of the New York Bar free of charge.

Monday Night Law is recommended to persons calling the New York City Bar Legal Referral Service, which handles over 100,000 calls annually and many internet inquiries. People also hear of the program through the court system or the internet and by word of mouth.

Appointments are scheduled at the weekly clinics from 5:30 PM to 7:30 PM on Monday evenings, for 30-minute time slots. Anyone who calls, regardless of economic circumstances, may receive an appointment. All phone calls from the public are screened by the Legal Referral Service operator receiving the call in order to determine the nature of the problem. The Legal Referral Service schedules between 40-50 appointments each Monday evening. The Program addresses questions in the following areas: (1) Housing Law, with an emphasis on eviction prevention and proceedings in the pro se court, (2) Family Law, with an emphasis on family offenses, divorce and proceedings in the Family Court, (3) Labor and Employment Law, (4) Bankruptcy, (5) Small business, (6) Consumer Rights, and (7) Credit issues and foreclosure.

Responsibilities of Interns:
Appear between 5:00-5:15 PM, to set up and help out until 8:00 PM. Each intern will probably be scheduled ONE Monday each month through next summer. Interns assist the volunteers in counseling, set up the physical space each week, assist in clinic operations, maintain reference materials both in hard copy and online, interact and work with the program volunteers and members of the Modern Means Committee, staff and directors of the New York City Bar Legal Referral Service and staff at the New York City Bar. This program provides a picture of real life problems and their solutions.

Requirements:
Students with sense of responsibility;  
Strong interest in Public Service;  
Ability to commit to hours required for training and attendance at clinic.

This position begins October 1, 2017 and will continue through August 2018. If qualified, please send cover letter and resume to: ALSO, IF YOU WISH TO START EARLY, YOU CAN WORK JUNE JULY AND AUGUST 2017 AS WELL.

NEW YORK CITY BAR ASSOCIATION  
42 West 44th Street  
New York, New York 10036  
Attn: Georgiana Hsu-Luk  
Fax (212) 382-6769 Email: humanresources@nycbar.org

OR call C. Littlefield ESQ 212 683 3744
Contact Us

English: 212-626-7373
Español: 212-626-7374
Irs@nycbar.org

New York City Bar
Legal Referral Service
42 West 44th Street,
New York, NY 10036
Monday - Friday 8:30 AM
to 5:30 PM
Closed on all national holidays.

Monday Night Law

What Is Monday Night Law?

Monday Night Law is a community service program providing free consultations with volunteer lawyers. The consultation is a chance for you to discuss questions you may have about a legal issue or process, and an opportunity to have a lawyer help you figure out what to do next.

Which Topics Are Covered By Monday Night Law?

Volunteer lawyers can only help you with advice related to the following legal topics:

- Employer and Employee Law
- Divorce, Matrimonial and Family Law
- Bankruptcy
- Consumer Law
- Landlord-Tenant
- Small Business Matters

How Do I Make an Appointment for Monday Night Law?

- Call 212-626-7373 (Español 212-626-7374) to discuss your legal issue with an Attorney Referral Counselor at the New York City Bar Legal Referral Service.
- Tell us what’s going on. If we determine your legal issue is appropriate for the program we will make an
appointment for you to meet with a volunteer lawyer at the next available Monday Night Law session.

When and Where do the Appointments Take Place?

- **Midtown:** New York City Bar Association, 42 West 44th Street (Mondays only). Appointments are scheduled between 5:30 PM and 7:30 PM in 30-minute time slots. Space is limited.
- **Downtown:** New York County Lawyers' Association, 14 Vesey Street (Tuesday-Thursday). Appointments are scheduled between 6:00 PM and 7:30 PM in 30-minute time slots. Space is limited.
- There are no appointments during the month of September, and no appointments on federal and state holidays.

Can I Just Show Up?

- **Walk-ins are not permitted.** You must schedule an appointment in advance.

How Much Will Monday Night Law Cost Me?

- Nothing – it's free! There is no charge for making an appointment or meeting with the volunteer lawyer.

What Should I Bring To The Consultation?

- Bring any documents you may have that are related to your legal issue, including pictures, notes, leases and rental agreements, contracts, receipts, etc. If you only have original documents or documents that you are
afraid of losing, make copies and only bring the copies to the consultation.
• Bring a pad of paper and pen to take notes during the consultation.

How Long Is My Consultation With The Volunteer Lawyer?

• The volunteer lawyer will meet with you for up to 30 minutes. Please be on time, and write your questions down in advance in order to ensure that you get the most out of your consultation.

What Should I Ask During The Consultation?

You should ask questions such as:
• How serious a problem do I have?
• Are there any deadlines?
• What happens if I miss a deadline?
• What should I do next?
• What will happen if I do nothing?
• How do I settle the issue for good?
• What would you do if you were me?
• Should I hire a lawyer or is this something I can handle myself?

What If I Need Help Beyond The 30-Minute Consultation?

This program is limited to the counseling service offered during your Monday Night Law appointment only. After the session, the Monday Night Law volunteer lawyer will NOT be able to provide any further legal services or represent you in any ongoing way.
Ask the volunteer lawyer what resources might be able to assist you, especially if you are going to handle your legal issue without the help of a lawyer. If you do want to hire a lawyer to help you, contact the New York City Bar Legal Referral Service by calling 212-626-7373 (Español 212-626-7374). You can also submit an online referral request (http://www.nycbar.org/get-legal-help/our-services/request-a-lawyer/).

**English is not my first language. Do you provide translators?**

- We may have a Spanish translator available. Be sure to ask the Attorney Referral Counselor about this when you schedule an appointment.
- If you need a translator for another language, please bring a family member or friend who can translate.

**Who Sponsors Monday Night Law and What is its Mission?**

Monday Night Law is provided by the Committees for Legal Services for Persons of Moderate Means and the Legal Referral Service. The Legal Referral Service is jointly sponsored by the New York City Bar Association and New York County Lawyers’ Association. This program is designed to address the public's ever-increasing need for affordable and accessible legal guidance, and assists nearly 1,000 New Yorkers annually.

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