1) IP/Copyright Infringement Internship

Overview:
The Higbee and Associates IP division provides clients with legal representation in infringement recovery and pre-litigation settlements. Copyright interns assist in investigating and handling cases prior to the commencement of litigation. This is an unpaid position that will provide a valuable opportunity for the student interested in a career in law to work with a fast-paced national law firm. Casual work environment and schedule can be flexible.

Program description:
Intern duties will include screening new cases for missing data, investigating potential cases to see if pursuable, and performing case data research. Interns will assist with processes related to screening and intake. Interns will become familiar with the case screening process, compiling necessary evidence and quality contact information before a case is submitted. Additionally, interns will become familiar with the intake process after cases are created, preparing legal documents and facilitating case progress. They will have the opportunity to help with administrative duties that come up on a day-to-day basis. By the end of this internship students will have learned a handful of legal skills such as researching legal issues, litigation procedures, and pre-trial investigation.

Qualifications:
We are seeking dedicated individuals who have an interest in gaining legal experience with copyright infringement. Must be detail-oriented and have the ability to work independently. Consistency, reliability, and professionalism are a must. We expect individuals to communicate effectively with their peers and maintain positive work relationships. Along with interpersonal communication skills, interns must communicate thoroughly in ways that include: verbal interactions, through email, and on our company chat system. Organization skills and proficiency with Mac OSX/Microsoft Offices are a plus.

Training:
On the first day of internship, the interns will attend an orientation with the Manager of Human Resources and Internships where they will be trained on using our CRS system which is utilized throughout the entirety of their internship and where they will receive their assigned tasks. After the orientation, the interns will meet with their division supervisors and will be trained on client correspondence, electronic filing, reviewing court files, and other miscellaneous legal tasks regarding copyright.

Hours:
Interns can work 6-10 hours per week and we will work around your school schedule.
2) Restorative Justice Advocacy Internship

**Overview:**
Our Restorative Justice Advocacy interns will have the opportunity to assist in our firm’s post-conviction relief cases. Post-conviction relief includes sealing, expungement, civil rights restoration, and other restorative processes needed after disenfranchisement due to a previous criminal conviction. It is an important part of helping reformed individuals fully enter back into society and reach their full potential.

Interns will assist case managers, paralegals, and attorneys with client cases in all of our firm’s 18 different jurisdictions. Interns will be provided the opportunity to gain practical day-to-day experience working within the legal field. This program is seventeen weeks in length and requires a commitment of approximately ten hours per week.

**Program description:**
Restorative Justice interns will work with legal team members to conduct case research, correspond with court clerks and courts, organize and maintain an electronic filing system, review court files and confidential client information, and perform other miscellaneous legal tasks related to post-conviction relief cases. By the end of this internship, students will have gained valuable knowledge about the American criminal justice system, learned practical skills for use in the legal field, and gained valuable real-world working experience.

**Qualifications:**
We are seeking dedicated individuals who have an interest in gaining legal experience at a practicing law office. Consistency, reliability, and professionalism are all required, as well as attention to detail, self-motivation, and organization skills. Previous experience is preferred but not required. Previous experience working on a Mac computer is a plus but not required.

**Training:**
On the first day of internship, the interns will attend an orientation with the Manager of Human Resources and Internships where they will be trained on using our CRS system which is utilized throughout the entirety of their internship and where they will receive their assigned tasks. After the orientation, the interns will meet with their division supervisors and will be trained on client correspondence, electronic filing, reviewing court files, and other miscellaneous legal tasks regarding post conviction relief.

**Hours:**
Interns can work 6-10 hours per week and we will work around your school schedule.

**To apply or for more information, please contact:**
Ms. Brooke Boswell
Manager of Human Resources
Law Firm of Higbee & Associates
1504 Brookhollow Dr. Suite 112
Santa Ana, CA 92705-5418
714-617-8309
bboswell@higbeeassociates.com

**Internship website**

[https://internship.higbeeassociates.com/](https://internship.higbeeassociates.com/)