



**STATE BAR OF TEXAS
LITIGATION SECTION
2024 – 2025 INTERNSHIP PROGRAM APPLICATION**

The Litigation Section is organized to promote the ends of justice through education and nonprofit activities and services which improve the administration of our justice system, which advance public education and understanding of our judicial system, and which are sensitive to the needs of the public as well as the legal profession.

The Litigation Section awards money to support both grants and internships. This application is for applying for an internship. For the Litigation Section’s grant application, please see our website at www.litigationsection.com “Giving Back = Grants”.

The internship program awards stipends to qualifying legal aid, pro bono, or other non-profit legal services programs to sponsor law students in summer litigation internships. Award recipients select and hire their choice of intern and design their own internship curriculum. These internships allow students the opportunity to work with staff attorneys full-time for ten weeks, providing direct legal services to low- income clients and offering invaluable real-life experience for each law student.

INSTRUCTIONS

Please review the Internship Program Funding Criteria before completing the application.

Please type or print clearly and answer all questions completely. Attach additional pages and use additional lines as necessary. If you are unable to answer any of the following questions, please give a short explanation why you are unable to answer.

DEADLINE: Applications will be accepted until March 15, 2025, until 5:00 p.m. Applications submitted after this deadline will not be considered. Applicants will be informed if an internship has been awarded by May 1, 2025.

Submit your completed application form (with attachments) via email to
litigationsection@texasbar.com
(Subject: Litigation Section Internship
Application).

For more information or questions:

[Jackie Robinson, Grants and Scholarships Committee Chair](#)

2024-2025 INTERNSHIP PROGRAM APPLICATION

1. Organization Name: _____
2. Primary Contact(s) and Title(s): _____
3. Contact Information:
Address: _____

Telephone: _____
Fax: _____
Email: _____
Website: _____
4. IRS Tax ID Number: _____
5. Fiscal Year Dates: _____
6. Is your organization:
 - a. A Section 501(c) non-profit organization? _____ If not, please identify your organization's tax status.
 - b. Associated with any religious, political, or other special interest group? _____ . If so, please describe in detail.
 - c. Received, within the last 3 years, an audit report identifying material weaknesses in financial controls or material non-compliance with any grant?
7. Give a brief description of your organization, what it does, and the impact its services has on your community, including your mission statement, purpose and goals.
8. Do you agree to submit a report within one year of receiving grant funds that details the results of the grant project, includes any written or published materials created with the funds, and provides an accounting that specifies the use of all funds awarded?

9. Information regarding the attorney who will supervise the intern:

Name: _____

Bar Number/State of License: _____

Phone: _____

Email: _____

10. Please provide a brief (1-2 paragraph) description of your litigation internship plan.

11. Please describe how your internship plan will relate to litigation issues.

12. Please provide a brief overview of the client population the intern will serve, including whether it is low-income.

13. Please list the types of services you expect the intern to provide (e.g., discovery, witness preparation, etc.)

14. Please describe the supervision the intern will receive (e.g., frequency of meetings with supervising attorney, work with other staff, etc.).

VERIFICATION

Please include an IRS letter of tax-exempt status for your agency or organization (if applicable) with your application.

Note: The Litigation Section reserves the right to request further details and information about your internship request in order to make an informed decision.

By verifying below, you confirm that, to the best of your knowledge, the information provided above is true and correct.

Signature

Printed Name

Title

Date