



LAWYER ON LOAN PROGRAM APPLICATION

Thank you for your interest in DAYL's Lawyer on Loan Program! The goal of the Lawyer on Loan Program is to help young lawyers gain valuable courtroom and trial experience. Lawyers selected to participate in the Lawyer on Loan Program will be supervised by experienced prosecutors and have the opportunity to try minor criminal offenses to juries and to judges.

If selected, you will be responsible for reviewing case files set for trial, selecting a jury, giving opening statements, examining the witnesses, preparing jury charges, and making closing arguments. In your role as a Lawyer on Loan, you will work under the supervision of a prosecutor. The local prosecutors will be counting on you! Accordingly, it is important that applicants know what they are getting themselves into and be able to commit to all responsibilities assigned through the Program.

You may apply to participate with Dallas, Rockwall, or Plano. Each city has different requirements so please review each description carefully.

- **Dallas:**

- It is a **four-month commitment**.
- The City of Dallas conducts jury trials every Wednesday and Thursday. Once you have been paired with the City of Dallas, you will coordinate with the city to select **either Wednesday or Thursday** for your weekly court docket.
- One lawyer will be selected.
- **You will appear for trial one a day week.**
- You will try jury trials, but there are bench trials available if you would like that experience, too.
- One week in advance, the City of Dallas will provide you with all case files set on the trial docket for the following week. That docket could include **up to 30-50 cases** to make sure that some of the cases proceed to trial.
- **The lawyer will be required to fully prepare the cases on his/her trial docket.** You will need to prepare two weeks in advance to make sure that you have all the evidence that you will need. Everything is electronic at the City of Dallas, and no files will leave its office. You will be expected to prepare in the time that you are out of court on the day that you are there.
- Prior to trying any cases, you will be required to observe a jury trial.
- A background check will be required.

- **Rockwall:**

- It is a **four-month commitment**.
- You will be placed in the justice of the peace court with opportunities to conduct Class A and Class B misdemeanors in county court as well. You will work with the District Attorney on a schedule. **You will be required to appear once a week;** however, if you are given the opportunity to try a Class A or Class B misdemeanor in county court, those trials may last 2-3 days.
- One lawyer will be selected.
- You will try jury trials, but there are bench trials available if you would like that experience too.
- One week in advance, you will be provided you with all case files set on the trial docket for the following week.
- **The lawyer will be required to fully prepare the cases on his/her trial docket.** You will be expected to prepare in the time that you are out of court on the day that you are there.
- Prior to trying any cases, you will be required to observe a jury trial.
- A background check will be required.

- **Plano:**
 - It is a **four-month commitment**.
 - Prior to trying any jury trials, you will be required to observe trials, conduct bench trials, and second-chair jury trials. Bench trials are held on **Mondays, Tuesdays, and Thursdays**. Jury trials are held on some **Mondays and most Wednesdays**. You will work directly with the Prosecutor regarding the schedule, which will be determined at the beginning of the program.
 - One lawyer will be selected.
 - It is anticipated that you will appear for Court **one day a week** to try cases **plus an additional half day** to prepare cases for trial. You may be able to prepare cases for trial after your trial(s) conclude for the day, if time permits. If you are flexible, the Prosecution Office will work with you on additional opportunities to get experience preparing for and trying cases (e.g., if your scheduled day is Wednesday and no trials occur, the Prosecution Office will try to get you a trial on a different day). You may be able to vary the days that you are in the office to prepare for trial based upon your availability.
 - At least 1-2 weeks in advance, the Prosecution Office will provide you with all case files set on the trial docket. That docket could include up to **8** cases to make sure that some of the cases proceed to trial. You will be responsible for meeting with witnesses and reviewing all evidence, including audio and video recordings, in advance of trial as part of your preparation. Civilian witnesses typically are prepared in advance of the trial date, and law enforcement witnesses typically are prepared on the day of trial.
 - A background check will be required.

The program is meant to provide young lawyers with opportunities to try cases and develop their courtroom advocacy skills. **By participating in this program, you are NOT entitled to receive any compensation and you are not entitled to a job at the conclusion of the program.** In order to apply, you must be licensed in the State of Texas in good standing and be a current DAYL member.

Applications are due on Friday, March 31, 2017 by 5:00 p.m. and must be returned to Cherie Harris (cherieh@dayl.com). We anticipate announcing the selections by mid-April. Once selected, the lawyer will work with the respective city to fill out all necessary paperwork (and background check, if applicable). It is expected that you will begin your rotation the week of May 1, 2017, as soon as all paperwork is completed.



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Application is Due Friday, March 31, 2017 at 5:00 p.m.

I. GENERAL INFORMATION

Name: _____ Employer (if any): _____

Email Address: _____ Preferred Telephone Number: _____

Mailing Address: _____

Year Licensed to Practice Law: _____ Texas Bar Number: _____ DAYL member? (*membership required*) _____

Area(s) of Practice: _____

How did you hear about the DAYL Lawyer on Loan Program? _____

I am interested in: Dallas _____ Rockwall _____ Plano _____ All _____

II. RESUME

Attach a one-page resume. In addition to the usual categories of information (education, employment history, etc.), you should **include anything relating to courtroom advocacy before, during, or after law school**. You should also include any bar association, business/professional, law school, or civic activities in which you have participated. List any awards or special recognitions you have received.

III. REFERENCES

Please provide two references. The ideal reference will come from someone who is familiar with your interest in advocacy and any relevant experience you may have. A reference could be a current employer, a former employer (including in an internship), a mentor, a law school professor or mock trial/moot court coach, or any other lawyer who knows you and can tell us why you should be selected for this program.

Reference 1: _____

Name	Title	Firm/Company	Phone	Email
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Reference 2: _____

Name	Title	Firm/Company	Phone	Email
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IV. LETTER OF SUPPORT FROM EMPLOYER (If any)

If you are currently employed, please include a letter of support from your employer. This letter should state that your employer understands that you are committing to the DAYL Lawyer on Loan Program and that they support you doing so.

V. STATEMENT OF COMMITMENT

As described above, the Program will involve traveling to either Dallas, Rockwall, or Plano as described above, in addition to preparation for these Court sessions. The Program will last between three and six months, depending on which city you are selected for. You must be willing and able to commit this amount of time to the Program in order to apply.

I understand that if I am selected, I am NOT entitled to receive any compensation, payment, or reimbursement and I am NOT entitled to a job at the conclusion of the program. I am licensed in good standing by the State Bar of Texas and I am a current DAYL member.

If selected to participate in the Lawyer on Loan Program, I will fulfill all of my assigned duties and will commit all necessary time to the Program for the six-month period.

Signature: _____ Date: _____

VI. ESSAY QUESTIONS (Attach answers on one or more separate sheet(s) of paper. Please limit each answer to 1-2 short paragraphs and be sure to include your name on each page.)

1. **Why do you feel that you would be a great candidate for this Program?** (Think broadly; we're looking for all things that demonstrate your interest in courtroom advocacy – it all counts! E.g. mock trial, moot court, advocacy classes or groups, journals focusing on advocacy, trial experience, courtroom observation, CLEs, and or a description of your passion for advocacy).
2. **What do you hope to get out of this experience?** (Here, feel free to discuss how this experience will connect with your career goals or just your desire for personal growth.)

VII. AFFIRMATION

I represent that the information provided herein and on the attached pages is true and correct.

Signature of applicant: _____ Date: _____

Mail, fax, or email this application (including additional materials requested) as ONE PDF document by Friday, March 31, 2017 at 5:00 p.m. to:

Cherie Harris, Executive Director • cherieh@dayl.com • Dallas Association of Young Lawyers
2101 Ross Avenue • Dallas, Texas 75201 • 214.220.7420 (phone) • 214.220.7422 (fax)