

DIRECT STUDENT CONTACT
2023-2024
Employer Listings by Deadline

Direct Student Contact is a recruiting option where employers request interested students to apply for positions directly with the organization. Students interested in applying for any of the jobs listed below should submit their cover letter, resume and any required documents directly to the employer. **Do not submit your application materials to the CSO.** Although there is a deadline date listed for each employer, many employers interview candidates and make offers before these deadlines. Therefore, you are encouraged to apply as soon as possible.

DEADLINE DATE	EMPLOYER NAME & LOCATION	WOULD LIKE TO RECEIVE MATERIALS FROM:
		1L/2L/3L
4/17/24	<p>Intern – Arnold & Arnold Address: 1717 Liberty Tower, 120 West Second St., Dayton, OH 45402 Website: www.Arnold-Attorneys.com Phone: (937) 716-2033 Contact: Maria Rhodea, Office Manager Email: Arnoldattorneysdayton@gmail.com Company Description: Arnold & Arnold is a dynamic law firm dedicated to providing exceptional legal services to our clients. Our firm specializes in probate and probate litigation, Estate Planning, criminal defense, and general practice serving a diverse range of clients from individuals to businesses. We pride ourselves on fostering a collaborative and supportive environment where interns can gain hands-on experience and develop their legal skills. Job Description: We are seeking a motivated and enthusiastic Legal Intern to join our team. The successful candidate will work closely with our attorneys and staff on various legal matters, gaining valuable experience and insight into the practice of law. This is a year-round position requiring approximately a 32 hour work week. Responsibilities:</p> <ul style="list-style-type: none"> • Conduct legal research on assigned topics and assist in case preparation. • Draft legal documents, including briefs, motions, contracts, and correspondence. • Assist with case management tasks, such as organizing files, maintaining documentation, and scheduling appointments. • Attend client meetings, court hearings, and other legal proceedings as needed. • Collaborate with attorneys and paralegals to support ongoing cases and projects. • Stay informed about changes in relevant laws and regulations. <p>Qualifications:</p> <ul style="list-style-type: none"> • Currently enrolled in an accredited law school program. • Excellent research, writing, and communication skills. • Ability to work independently and as part of a team in a fast-paced environment. • Attention to detail and strong organizational skills. <p>Benefits:</p> <ul style="list-style-type: none"> • Hands-on experience in a dynamic legal environment. • Opportunity to work closely with experienced attorneys and professionals. • Exposure to a wide range of legal practice areas. • Flexible schedule to accommodate academic commitments. • Potential for future employment or recommendation based on performance. <p>To apply for this position, email your cover letter and resume to Maria Rhodea, Office Manager at Arnoldattorneysdayton@gmail.com by April 17, 2024. Position start date is ideally the week of May 13th.</p>	2Ls & 3Ls
4/26/24 <i>(or until filled)</i>	<p>Summer Associate – Advocates for Basic Legal Equality, Inc. & Legal Aid of Western Ohio, Inc. (Hybrid) Address: Dayton, Defiance & Toledo, OH Website: https://www.ablelaw.org/careers-with-able/ <i>(as of 3/20/24-ABLE is having an issue with their application webpage. Send application materials via email.)</i> Phone: (937) 535-4454 Email: hrteam@ablelaw.org</p>	1Ls & 2Ls

	<p>Advocates for Basic Legal Equality, Inc. (ABLE) is pleased to offer exciting and rewarding opportunities for Summer Associate positions for 2024. These positions provide valuable practical experience and compensation to students seeking careers in public interest law in a fast-paced, hybrid environment. Come work with experienced, passionate people who are known for excellent and compassionate advocacy.</p> <p>ABLE is an unrestricted, non-profit law firm serving northwest and west central Ohio that offers high-quality legal services in civil matters to low-income individuals and groups to achieve self-reliance, equal justice, and economic opportunity. We strive to address the root causes of poverty and provide legal assistance in a wide range of civil areas. ABLE represents agricultural workers and immigrants, victims of domestic violence, tenants facing evictions, individuals seeking public benefits and healthcare, and students who need appropriate educational opportunities. ABLE attorneys handle individual cases and large-scale litigation in state and federal courts and advocate for policy changes on issues facing our clients.</p> <p>In addition to traditional research and writing assignments, each Associate will work closely with advocates in their practice group, receive training on the basics of poverty law, and gain additional knowledge of legal practice through court observation and meetings with local attorneys and judges. Experienced attorneys will mentor Associates on how to excel in a public interest law career. Associates also receive direct experience engaging with clients in the communities we serve.</p> <p>Applications will be reviewed on a rolling basis until positions are filled. Applicants should email a cover letter, resume, and list of three professional references to hrteam@ablelaw.org. Applicant materials should demonstrate a passion for public service and a commitment to meeting all program requirements. Candidates may submit one writing sample if they wish to do so.</p> <p>Cover letter should indicate whether the candidate is seeking remote, hybrid, or in-person work, list the candidate’s preferred office location unless the candidate requests fully remote work, and indicate the candidate’s top 2 interests for legal practice areas and why. Also, please describe any volunteer or public interest work you have completed, and/or describe your interest in serving low-income and marginalized families and communities. Cover letter should be less than two pages and must include all requested information.</p> <p>Geographic Locations (applicants should choose 1): Dayton, Defiance or Toledo, OH</p> <p>Practice areas of Law (applicants should choose 2):</p> <ul style="list-style-type: none"> • Agricultural workers’ rights and immigration law • Consumer protections • Domestic violence survivors’ rights and family law • Healthcare & public benefits (e.g. SNAP, SSI/SSDI, etc.) • Education law • Eviction defense, community and economic development, and Housing Law • Medical-Legal Partnerships • Seniors’ rights <p>Requirements:</p> <ul style="list-style-type: none"> • Work full-time (35 hours per week) for a minimum of 10 weeks from May 20, 2024, to July 26, 2024. • Attend a program orientation in Toledo on May 20, 2024. Virtual accommodations will be considered on a case-by-case basis. • Comply with all ABLE policies and procedures. <p>Compensation: Summer associates will receive a paid stipend/salary. Additional information will be provided at the interview stage. If applicants are able to secure additional funding or grants, ABLE will provide necessary documentation. Reimbursement for program-related travel is also available.</p>	
<p>4/26/24 <i>(or until filled)</i></p>	<p>Legal Intern (Conviction Integrity Unit) – Franklin County Prosecutor's Office (Columbus, OH) Address: 373 S. High Street, Columbus, Ohio 43215 Phone: (937) 535-4454 Contact: Francine Matteson Email: fmatteson@franklincountyohio.gov</p> <p>The mission of the Franklin County Prosecutor’s Office is to thoroughly and vigorously prosecute criminal offenders in order to protect the citizens of Franklin County and obtain justice for victims of crime, as well as to professionally, equitably, and efficiently provide legal representation and advice to governmental clients within the bounds of law and ethics. JOB SUMMARY: Franklin County Prosecutor’s Office is currently seeking motivated, organized, and responsible law students to work part-time during the school year and full-time during the summer. Applicants must be able to work 20 hours per week during the school year and up to 40 hours per week during the summer and school holidays. Applicants must have a firm foundation in legal research and writing, have good time management skills, and be detail oriented. The successful candidates will commit to a six month period of work with the CIU</p>	<p>1Ls & 2Ls</p>

	<p>exclusively, which can be extended.</p> <p>ESSENTIAL FUNCTION AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Review applications making a claim of actual innocence • Catalog and organize materials received as part of an application claiming actual innocence • Prepare memorandums of law • Review court records and trial transcripts related to a claim of actual innocence • Interview witnesses and prepare a summary of the interview • Work professionally with defense attorneys, law enforcement agencies, and the public • Conduct legal research on various civil and criminal legal issues <p>CORE COMPETENCIES:</p> <ul style="list-style-type: none"> • Critical thinking and decision making when assessing and providing information with an understanding of the flow of cases through the justice system. • Exercise flexibility in understanding job duties and the manner in which a job is performed due to abrupt changes or functions. • Quick learning ability when new tasks are required. • Good time management, including ability to prioritize all job duties to ensure accurate and timely completion of responsibilities. • Possess excellent research and writing skills with requisite understanding of relevant legal theories. • Knowledge of computers and computer operating systems, with ability to learn Matrix case management system. • Must possess qualities of fairness, a strong work ethic, the highest integrity, and ability to maintain confidentiality. • Able to perform all other duties assigned, delegated or required of the Legal Intern as well as those prescribed by law. <p>PHYSICAL REQUIREMENTS: The Legal Intern frequently types, handles materials, manipulates office equipment, moves to and from, and operates copier and fax machines. The Legal Intern generally works in an office and courtroom setting where the noise level in the work environment is usually moderate. The Legal Intern must be present in the office during normal work hours and routinely navigate to and from court, and any other locations (i.e. hospitals, FCCS, jail, victims homes, etc.)</p> <p>This offer is contingent upon a successful background check. This office observes COVID-19 protocols and may require employees to be either vaccinated or test frequently.</p> <p>Submit resume to: Franklin County Prosecutor's Office 373 S. High Street, Columbus, Ohio 43215 - Francine Matteson fmatteson@franklincountyohio.gov</p>	
<p>5/9/24 (or until filled)</p>	<p>Part-time Law Clerk – Casper & Casper, LLC (Middletown, OH) Address: 3735 S. Dixie Highway, Middletown, Ohio 45005 Phone: (513) 424-2401 Contact: Heather Regoli, Paralegal Email: hregoli@casperlaw.com Pay: \$15/hour</p> <p>Casper & Casper, LLC is looking to hire a part-time law clerk to work 20-30 hours per week. Interested applicants should email their resume to Heather Regoli, Paralegal, at hregoli@casperlaw.com</p>	<p>1Ls, 2Ls, 3Ls & Grads</p>
<p>5/10/24 (or until filled)</p>	<p>Part-time Summer Law Clerk – Holzfaster, Cecil, McKnight & Mues (Dayton, OH) Address: 1105 Wilmington Avenue, Dayton, OH 45420 Phone: (937) 293-2141 Contact: Chip Mues Email: lawdayton@gmail.com</p> <p>We have an opening for a clerk starting now and for the Summer. It would be a part-time position, approximately 12 hours per week. The scope of work will primarily be in the areas of divorce, family law, traffic, criminal and estate planning.</p> <p>Holzfaster, Cecil, McKnight & Mues is a small AV rated law firm that has been providing exemplary legal services for clients throughout Southwestern Ohio for over 80 years. Please check our website at www.hcmmmlaw.com. In addition we have been publishing the Ohio Family Law Blog since 2007. Check it out at www.ohiofamilylawblogspot.com</p> <p>Please email your resume and desired hourly pay range to Chip Mues at lawdayton@gmail.com</p>	<p>1Ls & 2Ls</p>