

Intern with a National Law Firm! Higbee & Associates

About the law firm

Higbee & Associates is a **national law firm** whose central headquarters are located in **Santa Ana, CA**. The firm handles a wide range of legal services including **immigration, criminal defense, labor law, business consulting, and civil litigation**. Certain areas of law are handled by distinct divisions: **RecordGone.com** handles post-conviction relief (criminal record expungements, record sealing, appeals, etc) and **First Source Law** handles issues for financially distressed consumers including bankruptcy, civil litigation, and loan modification.

The law firm was founded in 2006 and has offices in 13 states. Its rapid growth has been driven by **cutting-edge marketing techniques** and low prices (which are achieved by the efficient use of resources and technology and by the hard work of dedicated employees who enjoy a casual and fast paced work environment).



One of our outstanding interns, UCI student Karan Kaur, with Brooke Groom, our intern coordinator.

Our internship program

The internship program, which is unpaid, gives students and those seeking to gain work experience the opportunity to work **hands-on** in a dynamic law firm. The internship program has seven distinct tracks: four tracks focusing on law as well as IT, immigration, and accounting tracks. Each quarter, the law firm will offer a **scholarship** to the most outstanding intern who participates in an advanced internship program. Additionally, **nearly twenty interns have gone on to become full-time employees** since the program was established in 2010.

The internship program helps students apply classroom learning to practical real-life problems. Interns will learn to enhance their thinking, communication, problem-solving, and interpersonal skills. Interning at Higbee & Associates will help students **develop a network of professional relationships** and contacts while exploring a potential career choice.

I really **ENJOYED MY EXPERIENCE** at Higbee & Associates because I was able to assist on actual cases at the firm.

JAMES H&A INTERN, LEGAL TRACK

Seven distinct tracks

The four law tracks (**Civil Litigation, Bankruptcy, immigration and Criminal Defense**) provide interns with the opportunity to **work alongside our attorneys and case managers** while they gain the **knowledge and understanding of how a national law firm operates**.

The IT, accounting and marketing tracks provide interns the opportunity to **work with the law firm's accomplished IT team**. The team maintains more than **50 content rich web sites**, an advertising budget of more than **\$100,000** and develops **unique marketing concepts**.

Higbee & Associates interns are expected to complete at least **130 hours**. Students who apply will need to be able to demonstrate effective communication skills as well as the ability to follow instructions and exhibit appropriate workplace behaviors. Interns will **receive valuable feedback and evaluations from professionals in our office** to enhance their overall learning experience, as well as **discounts for LSAT prep classes and law school related items**.

How to apply

To apply or for more information about an internship at Higbee & Associates, please log on to **www.higbeeassociates.com/interns**.

If you have any questions, please contact the intern coordinator, Brooke Groom, at **714-617-8309** or email her at **BGroom@higbeeassociates.com**.

Seven Different Programs—One Great Experience

Immigration

Interns will assist Attorney Isabel Cueva, with active immigration cases and will have the opportunity to gain day-to-day experience with working in the legal field. There will also be opportunities to attend court hearings.

- Assist with client correspondence all over the world in both Spanish and English
- Carry active caseloads under supervision
- Prepare filings for US Citizenship and Immigration Services
- Prepare and file cases with Immigration Court for clients
- Coordinate clients cases

Bankruptcy

Interns shadow all members of the bankruptcy department and assist on active bankruptcy cases. Our bankruptcy department, First Source Law, represents debtors in Chapter 7 and Chapter 13 cases.

- Reseaching court rules
- Data entry
- Corresponding with courts and creditors
- Updating client information
- Attending court hearings
- Contacting clients with status updates
- Legal investigation

Criminal Defense

The criminal defense cases come from the law firm's biggest division, RecordGone.com. Interns will work with attorneys and case managers on all aspects of cases, including opportunities to attend court.

- Conducting research on active cases
- Corresponding with courts and clients
- Prepping documents for court
- Attending court hearings
- Electronic filing of documents
- Legal investigation

Web and Graphic Design

The intern will work closely with the in-house designer to create or improve, both in form and function, a wide range of law firm resources, including web sites, collateral materials, logos, stationery and much more. Program may include:

- Identity and branding
- Working on various stages of the production process of promotional materials for web and print
- Participating in various aspects of web design and/or development

The law firm's internship programs all include the opportunity to **earn academic credit, letters of recommendation, gain court room experience, and receive discounts for LSAT preparation classes.**

The firm also recognizes an **outstanding intern** every quarter. This intern will have the opportunity to perform **more advanced tasks based on their track, participate in law firm management meetings, and will receive a \$500 scholarship upon completion.**

Civil Litigation

Interns work alongside legal assistants and attorneys in the law firm's innovative civil litigation division. The division handles lawsuits against creditors in 13 states.

- Assisting with discovery
- Contacting courts for case information
- Verifying data and evidence for accuracy
- Electronically filing court documents
- Attending court hearings
- Legal investigation

Accounting

Those who are interested in gaining accounting experience have the opportunity to work alongside our Finance Manager compiling data and preparing reports for the law firm's management team to review. The accounting intern will also participate in monthly law firm management meetings.

- Data entry
- Entering checks in accounting and office software
- Implementing improvements to the accounting system
- Attending management meetings

Information Technology

Our IT interns work with the onsite IT team to help develop software solution as well as crafting and executing SEO and SEM strategies. Projects can include:

- Manage, analyze performance and develop measurable goals for websites
- Analyze competing sites to adopt and enhance effective techniques
- Work with content writers and designers to make site changes, develop backlinks and generate earned media

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