

THE LAW FIRM OF
Higbee & Associates

INTERN WITH A NATIONAL LAW FIRM

About the Law Firm

Higbee & Associates is a national law firm whose central headquarters is located in Santa Ana, CA. The firm handles a wide range of legal services including immigration, criminal defense, copyright law, and civil litigation (financial relief/consumer advocacy). RecordGone.com, one of our biggest divisions, handles post-conviction relief (criminal record expungements, record sealing, appeals, etc.)

The law firm was founded in 2006 and has offices in 18 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.

How to Apply:

For more information about an internship at Higbee & Associates, please log on to www.higbeeassociates.com/interns.

Intern Team:

(714)-617-8309
internships@higbeeassociates.com

Five Distinct Tracks

The four law tracks (Criminal Defense, Copyright, Immigration, Civil Litigation/Consumer Advocacy) and Human Resources 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 Human Resources track provides interns the opportunity to work with the law firm's Human Resources team. Our HR intern will assist with the on boarding and recruiting of over 35 interns each semester.

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 five distinct tracks: four tracks focusing on law, as well as one for human resources. Additionally, hundreds of 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. Interning at Higbee & Associates will help students develop a network of professional relationships and contacts while exploring a potential career choice.

5 DIFFERENT PROGRAMS

1 GREAT EXPERIENCE

Higbee & Associates interns are expected to complete a minimum of 100 hours with academic credit. 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 class and law school related items.

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.

- Conducting research on active cases
- Corresponding with courts and clients
- Preparing documents for court
- Electronic filing of documents

Copyright

Interns will assist case managers in handling cases regarding infringement recovery and pre-litigation settlements. Interns will gain experience in researching legal issues, litigation procedures, and pre-trial litigation.

- Screen new cases for missing data
- Conduct case data research
- Correspond with clients and opposing parties

Immigration

Interns will assist the attorney and legal staff with active immigration cases and will have the opportunity to gain day-to-day experience with working in the legal field.

- 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

Human Resources

Interns will be given the opportunity to assist the Human Resources team with the onboarding and recruiting of the Higbee & Associates interns. Interns will develop HR generalist skills through tracking, filing, and reporting.

- Integrating the growing intern team through preparing onboarding packets, filing and completing I-9 forms, and updating employee files
- Researching labor and employment laws
- Coordinating intern schedules and interviews

Civil Litigation/ Consumer Advocacy

Interns work alongside legal assistants and attorneys in the law firm's innovative civil litigation division. The division handles lawsuits against creditors in 12 states.

- Contacting courts for case information
- Correspond with clients, lenders, and creditors
- Process documents required to draft petitions
- Responses to petitions and discovery documents
- Reviewing case files for service eligibility