

LAW OFFICE STUDENT INTERNSHIP SKILLS LIST PROVO SCHOOL DISTRICT

This list is designed to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in your internship you have been assigned. When you have observed a procedure, record the date and have your mentor or sponsor initial the square. There is a lot to see and learn. Be sure to ask your mentor to show you as much as she/he can. Note: All material you come in contact with is sensitive and confidential. It is **very important** that you do not discuss a case with anyone.

PROCEDURE OR SKILLS	DATE INITIAL	DATE INITIAL	DATE INITIAL
1. Alphabetize/File			
2. Gather Memorandums for a case			
3. Copy Documents			
4. Deliver Documents to appropriate office or building			
5. Alphabetize Law Library			
6. Add new books to Law Library			
7. Type Letters/Memos			
8. Type Depositions			
9. Learn terminology: Deposition Affidavit Exhibits Litigation Plead Plea Bargain Probate Subpoena			
10. Organize Cases			
11. Shred old cases			
12. Organize Exhibits			
13. Type Documents			

