

MICHAEL N. FEUER
CITY ATTORNEY

February 17, 2015

David Jordan, Esq.
Program Director
Law/Paralegal Program
Los Angeles Mission College
13356 Eldridge Avenue
Sylmar, CA 91342

Dear Mr. Jordan,

It was a pleasure speaking with you recently. When last we spoke, you suggested the possibility of an onsite presentation. I have spoken with Mr. Roberts, our Program Director and we would like very much to accommodate your request. We will need two or three date suggestions that would be convenient for you and your students. Of course, we can tailor our presentation to your needs or requirements. Typically, our presentations run about twenty minutes. Presentations cover our department, the benefits of mediation and the upcoming intern opportunity in our office. I think the students and newly founded Law Club would find the information very helpful. In addition, your own personal experience as an intern in the City Attorney's office would help promote our project as well.

As we discussed, we at the Los Angeles City Attorney Dispute Resolution Program (DRP) have a rare and exceptional opportunity that we would like to offer to students, faculty and staff. Currently, we have had interest from several of the paralegal programs with in the LACCD system. The faculty members will be working with DRP to provide classroom program credit.

The DRP offers a range of award winning free services i.e. telephone conciliation, facilitation and in house and offsite mediation services to the residents and businesses of Los Angeles. Despite our long recognized history, much of the population remains unaware of our services.

As a result, we are launching a multifaceted citywide campaign to inform and educate the public about this benefit. In an effort to offer valuable work experience, we are contacting community colleges and universities throughout the city to help us create a team of interns. All work will be performed at our offices at City Hall.

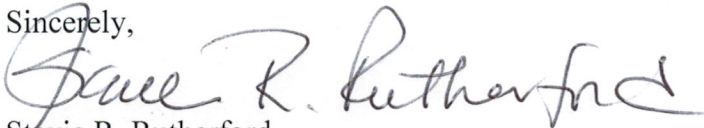
Interns will be contacting businesses by telephone, informing them of our services, and confirming if the business would like information to be mailed, emailed or faxed. One of our office staff or volunteer mediators will follow up with mailings or call backs as needed to support the intern's initial contact.

To show our appreciation to the interns a few of the benefits we offer include, free parking, Certificate of Appreciation and an opportunity to take the City Attorney Dispute Resolution Program Training Class.

Please forward this information to your students and associates. We are placing volunteer interns immediately. Due to the large anticipated participation, it is advised to apply early. The process is first come, first served with a two-tiered interview process to select the best candidates. We will be scheduling interns in our office for the Spring, Summer and Fall 2015 semesters. If you would like a presentation by one of our staff or volunteer mediators to students and faculty, we would be happy to arrange this for you. Please see the attached for specific requirements and additional information.

If you have, any questions please contact our Program Coordinator Shaphan Roberts at (213) 978-1880.

Sincerely,



Stevie R. Rutherford
Volunteer Mediator

Attachments: Internship Requirements
Dispute Resolution Brochure

Los Angeles City Attorney Dispute Resolution Program Internship Requirements

Requirements

- Must be 18 years or older
- Able to pass a criminal background check
- Able to sit comfortably for several hours with breaks
- All Interns will be pre-screened prior to start date

General Shift Information

- Shifts are available Monday to Friday
- Shift times: 9:30 am to 1:30 pm and 1:30 pm to 4:30 pm
- Intern must work at least one or more full shifts per week.
- Intern must commit to a minimum of 15 weeks.
- All work will take place at our offices in Los Angeles City Hall.

Benefits

- Upon completion of 60 volunteer hours, Intern will qualify and be invited to take the next available DPR Mediation training class.
- College credit or extra credit depending on the institution guidelines
- Certificate of Appreciation
- Shadow volunteer mediators during actual in office face to face mediations
- Opportunity to volunteer for participation at department seminars and events
- Close to Red Line Civic Center Station
- Paid parking

Application Process

Call the Los Angeles City Attorney's Office Dispute Resolution Department at Phone: (213) 978 1880, Fax: (213) 978 1312 to request an application. You will be sent an application by email, fax or postal mail.