



## Albany Law School Litigation Bureau Practicum—2025 Fall Semester

The Office of the New York State Attorney General's (OAG) [Litigation Bureau](#) defends the state of New York, its officers, employees, and agencies in court actions and proceedings asserted against them. The bureau's work involves almost every substantive area of the law, with a large portion of its work involving issues of constitutional law and civil rights. The bureau is also responsible for protecting the public interest in defending against challenges to statutes, regulations, policies, and practices.

This practicum is comprised of two components totaling six (6) credits. The first, a four (4) credit ungraded pass/fail clinical component; and the second, a two (2) credit graded academic component.

The clinical component will allow students to work with over thirty (30) Assistant Attorneys General charged with protecting the interests of the state in the bureau's Albany office. Students will have an opportunity to research legal issues and draft documents intended for use in all phases of the bureau's litigation practice. To the extent possible, students will observe oral arguments, depositions, mental hygiene proceedings and trials in both state and federal court. Students are expected to work twelve (12) hours per week in the office which can be scheduled around other commitments.

The academic component will consist of a weekly two-hour classroom seminar taught by two of the bureau's experienced trial attorneys. The focus of the academic component is to provide students with a practical understanding of how litigation works with substantive content focused on those areas of practice most frequently encountered by the Assistant Attorneys General in the bureau. The academic component will allow students to work through the drafting of litigation papers, from the initial answering papers through to the drafting of pre-trial submissions. Ethical issues facing litigators, and in particular attorneys for the state, will be addressed throughout the semester.

### Qualifications

We are seeking bright, hardworking law students, as specified above, who are committed to public service. Excellent legal research, writing, and verbal communication skills are also required. Fluency in other languages in addition to English is a plus. New York residency and U.S. Citizenship are not required. Student must be eligible to be employed in the United States.

*Candidates from diverse backgrounds are encouraged to apply.  
The OAG is an equal opportunity employer and is committed to workplace diversity.*

### How to Apply

**The following section provides detailed instructions about the application process and the application requirements. Please review the complete list of instructions prior to preparing and submitting your application materials online. To apply, please click on the link provided below:**

**[LIT ALS EXT FALL 2025](#)**

**The following four (4) documents are required for each application that is submitted:**

*Your documents should reflect your own thoughts/work product in text that was written by you. Once submitted, you will not be able to access or edit your application. Therefore, we strongly encourage you to have someone review/proofread your documents ahead of submitting your application online.*

#### 1. Cover Letter

- You may address your letter to the Legal Recruitment Unit.
- Indicate why you are interested in an externship with OAG and what makes you a strong candidate.
- You may wish to include information about what life experiences you will bring to the

position that will enhance OAG's ability to better serve the diverse population of this state.

**2. Resume**

- Ensure your resume is complete and current prior to submitting your application.

**3. List of three (3) references.**

- Submit only professional (i.e., supervisor or professor) references.
- For each reference, indicate the nature and duration of your relationship.
- Include contact information and email addresses for each reference.
- We do not conduct reference checks until after you interview for a placement.

**4. Writing Sample**

- Submit a paper completed for school or a writing sample that was prepared for a job or during an internship/externship.
- The writing sample should show you can analyze legal issues in a clear and concise manner. Also, the sample should highlight your advocacy and grammatical skills.
- The writing sample should be between five and ten (5-10) pages long, not including the cover page.
- If you choose to provide an excerpt from a longer document, you must include a cover page indicating the following:
  - a) Why you are choosing to submit this section of the document.
  - b) Provide the reader with any relevant context needed to understand how the excerpted section relates to the document as a whole.
  - c) Indicate who edited your sample, how many drafts were made and whether you are the sole author of the document.