

MARY SPACE

23 E. 8th Street, Apt. ■ 2C New York, NY ■ 10003 (212) 555-4323

marys@aol.com

EXPERIENCE

O' Connor & Ginsberg, P.C., New York, NY

Associate, September 1996 - Present

Research and draft memoranda of law and briefs in the area of commercial litigation. Draft pleadings, settlement agreements, affidavits, discovery documents and proposed orders. Conduct depositions and involved in extensive client contact. Draft statutes re insurance survey.

Cardozo Criminal Law Clinic, New York, NY

Advocate, September 1995 - May 1996

Competitively selected by faculty committee to participate in clinic. Represented persons charged with misdemeanors in New York County courts from inception through final disposition of cases, including researching and drafting briefs and motions, and making court appearances under student practice order. Assisted professors with felony cases, and extensively researched DNA cases.

Stanton Anthony, New York, NY

Summer Associate, Summer 1995

Researched and drafted memoranda, pleadings and motions in areas including constitutional law, professional malpractice, and matrimonial law. Met with clients in preparation for litigation.

Elizabeth Dole, Esq., New York, NY

Law Clerk, Summer 1994

Researched and drafted memoranda of law in the areas of civil rights and labor laws.

EDUCATION

Benjamin N. Cardozo School of Law, New York, NY

Juris Doctor, June 1996

Academic: Class Rank: Top 20%

Honors: Editor, *Cardozo Women's Law Journal*

Special Training: Criminal Law Clinic
Intensive Trial Advocacy Program using NITA materials.

State University of New York at Albany, Albany, NY

Bachelor of Arts, Political Science, May 1993

Honors: Political Science Honors Program

Activities: Vice-Chairman, University Central Council

BAR ADMISSION

New York and New Jersey

PROFESSIONAL ASSOCIATIONS

Member, New York County Lawyers' Association, Litigation section

RICK BROWNE
15 E. 23rd Street, Apt. 12A
New York, NY 10014
(212) 345-0987
rb123@aol.com

LEGAL EXPERIENCE

DUNN, DOW & JONES, P.C., New York, NY

Associate, September 1993 - Present

Handle independent docket with extensive experience in both state and federal court in the areas of financial institution work and commercial litigation. Experience includes drafting pleadings, briefs and motions, arguing motions, preparing and responding to discovery requests, conducting settlement negotiations, taking depositions, and engaging in all aspects of trial preparation up to and including representing clients at trial.

Summer Associate, June 1992 - August 1994

Researched and drafted memoranda of law and briefs in the area of commercial litigation. Drafted pleadings, discovery documents, settlement agreements, affidavits, and proposed orders.

CARDOZO TAX CLINIC, New York, NY

Advocate, September 1992 - December 1994

Competitively selected by faculty committee to participate in clinic. Assisted clients with small tax controversies in Tax Court including settlement, motion or trial. Training in Tax Court rules and Federal tax procedure.

LEGAL WRITING PROGRAM, CARDOZO SCHOOL OF LAW, New York, NY

Research/Teaching Assistant, June 1991 - May 1992

Drafted and edited record for first-year moot court problem. Assisted first-year students in conducting legal research, writing memoranda and briefs, and making oral arguments.

BUSINESS EXPERIENCE

BALLY INSURANCE CO., Lynbrook, NY

Credit Analyst, August 1984 - June 1991

Assisted attorneys in preparation of cases requiring legal intervention. Reviewed new business prospects for credit approval, set payment terms, wrote Statements of Accounts, policy cancellations and reinstatements. Acted as liaison between insureds and insurance company.

EDUCATION

BENJAMIN N. CARDOZO SCHOOL OF LAW, New York, NY

J.D., June 1993

Honors: Tax Clinic
Research/Teaching Assistant for Legal Writing Program

Activities: Monrad G. Paulsen Moot Court Competition

NEW YORK UNIVERSITY, New York, NY

B.A., *cum laude*, Accounting, June 1984

BAR ADMISSION

New York, New Jersey