



2019 Summer Associate Research Program Guide

Thank you for interest in the Anti-Defamation League's 2019 Summer Associate Research Program (SARP) in the New York/New Jersey Region! SARP provides law firms the opportunity to assist ADL with legal research on important civil rights issues while exposing emerging attorneys to ADL's mission and the importance of pro bono work.

Please see below for information and frequently asked questions about SARP. For any additional questions, please contact **Stephanie Fletcher, Associate Director of Development** at sfletcher@adl.org or 212-885-5805.

Registration & Logistics

What benefits will my firm receive for participating in SARP?

Your participation in SARP directly impacts ADL's civil rights and advocacy work. We will be in touch within the coming weeks with information regarding recognition for participants.

What information does ADL need from my firm for the program?

Please register your firm by registering on our website. The registration deadline is **Friday, June 14th**.

Please provide the First Name, Last Name, Email and Question Number of each participant.

Are there additional ADL activities for SARP participants over the summer?

Yes. Summer associates are welcome at ADL's programs over the summer. Information on ADL programs will be shared with firms as they arise.

When are the memos due?

Memos are due at close of business on **Friday, August 16th**.

How do I submit the memos to ADL?

Memos may be submitted all at one time by the firm or by the individual summer associates by sending an email to **Stephanie Fletcher** at sfletcher@adl.org.

Please name the files in the following way: **FIRM-NAME-QUESTION #**

(ex. My Firm-John Doe-#1)

Memos

How are summer associates assigned questions?

Firms may choose how they would like to assign questions. Participants may be allowed to pick their own questions, or the firm can assign them. More than one memo may be written on the same topic.

Can more than one summer associate work on the same memo?

Yes, pairs of summer associates can co-author a memo.

What are the requirements for the memos?

The legal memo must respond to the ADL research question selected. It should be no longer than 25 pages, with the average memo length between 10-15 pages.

What are the expectations of supervising attorneys?

The role of the supervising attorney is to oversee the summer associates work, and answer their questions about their research and memo. Firms may decide how many supervising attorneys they would like involved in the program.

Is there a sample memo available?

Yes, a sample memo will be sent to all participating firms to share with summer associates.

Memo Competition

What is the SARP Memo Competition?

ADL New York/New Jersey SARP Memo Competition provides summer associates the opportunity to have their ADL legal research memo recognized by ADL and the legal community. These legal memos provide critical research and information to the Civil Rights Division which enhances ADL's effectiveness in achieving our mission of securing justice and fair treatment to all.

How are memos entered into the Memo Competition?

All memos submitted by **Friday, August 16th** will be automatically entered into the memo competition.

How are the memos evaluated?

Memos will be evaluated for their legal analysis, writing style and grammar and depth of research. The memos are evaluated by a panel of judges from ADL's Lawyers Division and other New York and New Jersey legal leaders. Judges are all attorneys with a minimum of 8 years of experience. All memos are judged anonymously, with name and firm name removed.

Can someone from my firm be a judge if we are participating in the competition?

Yes. All memos will be anonymous, and judges will not review a memo from their firm.

What are the requirements for being a SARP Memo Competition Judge?

Judges should be attorneys with at least eight years of experience. Judges will read between 2-3 memos, and should be prepared to commit 5-10 hours to reading and critiquing the memos.

How can I become a SARP judge?

Please e-mail **Stephanie Fletcher, Associate Director of Development** at sfletcher@adl.org or 212-885-5805.

When will the winner(s) be selected and notified?

The review period will take place in **August 2019**, and the winner(s) will be notified in mid-September.

What will the winning summer associate(s) and firm(s) receive?

The winning summer associate(s) and firm(s) will receive an award and be recognized by ADL at the Annual New York / New Jersey Human Relations Awards Luncheon. In the past, firms have also chosen to have a breakfast at their firm with ADL to present the award and celebrate this accomplishment.