

○

**OSB Taxation Section**  
**- Public Service Stipend -**  
**APPLICATION**

**APPLICATION DEADLINE: February 16, 2018**

The Oregon State Bar (OSB) Taxation Section provides current information on federal and state tax issues and helps promote professionalism, leadership, and continuing legal education for its members and other attorneys practicing tax law in Oregon. The OSB Taxation Section established the New Tax Lawyers Committee to provide professional development, leadership, and educational opportunities and resources to lawyers new to the practice. Within this framework, **the OSB Taxation Section and the NTLC seek to advance public service efforts in tax law and to provide opportunities for students to gain practical experience.** The OSB Taxation Section offers an award in the amount of \$4,800 to a selected student currently enrolled in a J.D. or LL.M program.

**Award Requirements.** The student must serve in a position involving taxation or the administration of tax law with a pre-selected Program Partner (see list of Program Partners below). The recipient must commit to working for 12 weeks (13 weeks for the Oregon Tax Court) during the upcoming summer and will be paid by the OSB Taxation Section. The recipient may not receive payment from the Program Partner or academic credit for the summer position. *If, due to unforeseen circumstances, the selected recipient is unable to complete 12 weeks (13 weeks for the Oregon Tax Court), the recipient will be required to return a pro-rated portion of the award.*

**Program Partners.** Interested applicants should review each organization's application and timeline in conjunction with applying for the public interest stipend. **Application deadlines may overlap.** The Section's current partners include:

- Oregon Tax Court: [courts.oregon.gov/Tax/Externship.page](http://courts.oregon.gov/Tax/Externship.page)
- Oregon Department of Justice: [www.doj.state.or.us/career/law\\_clerk.shtml](http://www.doj.state.or.us/career/law_clerk.shtml)
- Legal Aid Services of Oregon Low Income Taxpayer Clinic: [www.lasoregon.org](http://www.lasoregon.org)
- El Programa Hispano Low Income Taxpayer Clinic: [www.catholiccharitiesoregon.org](http://www.catholiccharitiesoregon.org)
- Lewis and Clark Low Income Taxpayer Clinic: [law.lclark.edu/programs/tax\\_law/low\\_income\\_taxpayer\\_clinic.php](http://law.lclark.edu/programs/tax_law/low_income_taxpayer_clinic.php)
- Internal Revenue Service
- Other organizations or programs that meet the Section's goals may be considered upon advance request.

**Award Selection.** The Section prioritizes applicants who intend to practice law in Oregon and become active members in the OSB Taxation Section upon completion of their J.D. or LL.M degrees. The NTLC reviews and evaluates each applicant. The Section will select a recipient and at least one alternate. An alternate will receive the public interest stipend in the event the chosen recipient does not receive a position with a Program Partner before the April 15, 2018 deadline.

**Required Application Materials.** The application must include a **cover letter, law school transcript, resume, three references, and short writing sample addressing a timely tax issue** (the writing sample may be up to 4 pages long).

#### **TIMELINE AND SUPPLEMENTAL NTLC INFORMATION**

The stipend application is a two-step process. Applicants must separately apply for the stipend and to a Program Partner for employment. Successful candidates will not be employees of the Oregon State Bar.

Applications due to NTLC*	February 16, 2018 (*must be received by this date)
Potential recipient notified	Mid-March, 2018
Deadline to secure position with a Program Partner	April 15, 2018
Recipient begins position with Program Partner	May 2018

**Partner deadlines vary and may precede the NTLC application deadline.** When applying for positions with these entities, please indicate in your cover letter that you applied or intend to apply for the OSB Taxation Section Public Interest Stipend.

To receive the stipend, the potential recipient must apply for and secure a position with a pre-approved Program Partner by April 15, 2018. If the potential recipient is unable to secure a position by April 15, 2018, an alternate will be offered the opportunity to receive the public interest stipend. Only when an applicant has secured the stipend and a position will the NTLC officially award the stipend.

#### **RESOURCES AND SERVICES PROVIDED TO THE RECIPIENT**

The NTLC will match the stipend recipient with a mentor from the Tax Section for networking, career guidance, professional development and other advice. This mentor may provide editorial assistance if the recipient wishes to seek publication of his or her article in the OSB Taxation Section's quarterly newsletter.

The stipend recipient is expected to participate in the NTLC during the summer, by attending NTLC and Tax Section events and meetings, including the 2018 Oregon Tax Institute. The stipend recipient will also be invited to NTLC events during the subsequent academic year.

***All applications shall be and remain the property of the OSB Taxation Section whether approved, denied or withdrawn.***

Taxation 2018 OSB TAXATION SECTION  
Section PUBLIC INTEREST STIPEND APPLICATION

In addition to this application form, please submit a **cover letter, law school transcript, résumé, three references, and writing sample** on a taxation topic. The writing sample should be no longer than four pages. NOTE: *If you need more space to answer any of these questions, please attach a separate page at the end of the application.*

Name		Tax Classes	
Address			
Phone (day)	Phone (evening)	Fax	
Language(s) [indicate proficiency in speaking, reading, writing]		E-mail Address	
Undergraduate School	Undergraduate Major	Graduate school and area of study	
Law School:		<input type="checkbox"/> Day <input type="checkbox"/> Eve	Start Year
			Graduation Date
<b>References or Contacts</b> (law-related references preferred, but not required)			
Name	Relationship	Phone	

Please verify that you are submitting a complete application by checking the corresponding boxes. Incomplete applications will result in disqualification.

- |   |   |
|---|---|
| <input type="checkbox"/> Application    | <input type="checkbox"/> Cover Letter                                       |
| <input type="checkbox"/> Current Résumé | <input type="checkbox"/> Law School Transcript                              |
|   | <input type="checkbox"/> Writing Sample on Topic in Taxation (max. 4 pages) |

Please attest to the following statements with your initials:

- \_\_\_ For my own records and future reference, I acknowledge that I have retained a copy of my submitted application materials.
- \_\_\_ **If selected as a stipend recipient, I agree to complete 12 weeks (13 weeks for the Oregon Tax Court). If, due to unforeseen circumstances, I am unable to complete the full term, I will return a pro-rated portion of the award to the OSB Taxation Section.**
- \_\_\_ I certify that to the best of my knowledge the information contained in these application materials is complete and accurate.
- \_\_\_ I authorize the OSB Taxation Section to verify the information contained in these application materials.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please refer questions and submit completed applications to:**  
Elizabeth Jessop at [liz@lizjessoplaw.com](mailto:liz@lizjessoplaw.com) or (503) 206-8333