



## Company Mentorship Application

Company Name: Rupp, Baase, Pfalzgraf, Cunningham & Coppola, LLC  
Supervisor's Name and Title: David R. Pfalzgraf, Jr., Esq.  
Department: N/A  
Supervisor's Phone Number: 716-854-3400 Email Address: pfalzgraf@ruppbaase.com  
Company Address: 424 Main Street, Suite 1600, Buffalo, NY 14202  
Company's Website Address: www.ruppbaase.com

### Internship Information

#### Organization Description

*Please include overview of company including mission statement and services provided. Provide any information that will help the student better understand your organization.*

Rupp, Baase is dedicated to excellence in the practice of law. Our comprehensive understanding of the law and innovative approaches to client matters are the cornerstones of our practice. It is our belief that intelligent, well-prepared, and experienced attorneys make the difference for our clients.

We are comprised of experienced corporate, real estate, and trial attorneys, focused on identifying and pursuing strategic solutions for our clients and on shortening the time frame for achieving those results. The firm's clients represent a varied cross-section of national and local businesses, as well as individuals from all walks of life.

The attorneys at Rupp, Baase understand that when it comes to handling matters for our clients, it is very rarely possible to classify a client's legal needs into one particular practice area. The various practice groups at our firm integrate seamlessly to offer a comprehensive solution to whatever legal situation may arise, all while presenting you with the specific knowledge and experience to gain an optimal result.

It is our belief that harboring a positive environment with a focus on exceeding client expectations allows our work to speak for itself. Perhaps that is why we have received numerous awards, including being named to A.M. Best's list of Recommended Attorneys, as well as being named as one of Buffalo's Best Places to Work by Business First two years in a row.

Our offices are located in the historic Liberty Building at Main and Court Streets in downtown Buffalo, a short distance from the City, County, State, and Federal court buildings. We also have offices centrally located in Amherst and Rochester. We handle matters across New York State.

Internship Title and Responsibilities

*What will your intern's title be? What tasks and projects will they participate in? Any additional ways they will be involved in your organization?*

Interns at Rupp, Baase are given the title "Law Clerk," and perform various tasks throughout the firm in order to obtain wide exposure to the practice of law. We regularly invite Law Clerks to join us on lawyering activities including court appearances, client meetings, mediations and arbitrations, foreclosure and asset sales, and depositions. Additionally, our Law Clerks are encouraged to discover various aspects of the law firm's organization, including assistance with file organization and file management, marketing initiatives, entry-level legal research, and the production of form legal documents for our clients. Law Clerks work closely with our experienced paralegal and attorney staff and are supervised closely to ensure an educational and rewarding experience.

Intern Requirements

*Are there any specific skills and qualifications you expect from your intern? For example, would you like someone with an exceptional understanding and use of Microsoft Excel or similar programs? Do you prefer someone studying a certain concentration area? With a certain GPA? Please be specific.*

Rupp, Baase looks for candidates with a strong work ethic, experience in being a team player, a positive attitude and interest in learning, and finally, a strong sense of organization. Ideally, Law Clerks are also comfortable using Microsoft products such as Word, Excel, and PowerPoint, and have aptitude in using various Internet applications.

Internship Learning Objectives (**IMPORTANT**)

*What can the intern expect to take away from this internship? Any specific skills they may not otherwise learn in the classroom? Will they learn in depth knowledge about a certain area of your organization? Think about what the intern's daily tasks will be and what the student will write on his or her resume.*

Law Clerks at Rupp, Baase can expect to learn about law office management and operations from one of the area's fastest growing law firms. We educate our interns in the practice of law, giving a comfort level in basic legal research, document preparation, and other skills that will help the individual to become acquainted with careers in the legal profession so that they may be better prepared for their futures.

Permission to post company mentorship application on BRF website is granted by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title and Date