



Silverman Law Office, PLLC
Summer Associate Handbook

This Procedure Book is for Silverman Law Office Team use only.

Table of Contents

Contents

Welcome to Silverman Law Office, PLLC..... 2

Dress for Success 3

Onboarding and Orientation 4

Firm Culture and Expectations 5

Mentorship and Feedback..... 6

Assignments and Responsibilities..... 7

Conclusion 8

Welcome to Silverman Law Office, PLLC

Welcome to Silverman Law Office, PLLC's Summer Associate Program and congratulations on being selected from a deep pool of candidates representing some of the top Juris Doctorate educational institutions in the United States. We are excited to have you as part of our team and look forward to providing you with a meaningful and enriching experience. This handbook is designed to help you navigate your summer with us and ensure that you have a successful and productive internship.

Silverman Law selects its Summer Associates with our mutual futures in mind. In many ways, your summer internship is a working job interview for future employment with the Firm. This is your opportunity to build your personal brand as an up-and-coming attorney who is intelligent, ethical, and motivated. Your best personal and professional judgement should be used at all times.

Silverman Law Office, PLLC is changing the way law is practiced. Our annual Legal Helper Scholarship and our Summer Associate Program are geared to share our philosophy with, and mentor up-and-coming legal professionals. On behalf of myself and our team, WELCOME TO SILVERMAN LAW. – Joel Silverman



Dress for Success

First impressions matter. Silverman Law Office maintains a professional dress code. Business casual attire is generally acceptable, but formal business attire may be required for court appearances and some client meetings. Business casual means dresses, skirts, or nice, pressed khakis, dress pants or trousers with a collared shirt, blouse, or sweater. Silverman Law Office employees represent the Firm and network throughout the communities we serve. Keep your dress professional, both in the office and at social events where attorneys, professionals, and/or clients of the Firm will be present. Consider choosing conservative colors or patterns.

The Firm allows “conservative” casual attire to be worn on Fridays and for some special events (no shorts, flip flops, etc.). If in doubt, err on the side of business casual. It may be prudent to keep an emergency business jacket stashed in your office or car in case you have an unexpected opportunity to go to court or to a formal business meeting.

Onboarding and Orientation

As a Summer Associate at Silverman Law Office, PLLC, you are officially an employee of the Firm and will receive a competitive stipend for your work. Before beginning your role, you will be required to review the **Employee Handbook**, complete all necessary acknowledgments, and sign the Firm's **Confidentiality Agreement**. Additionally, you will receive instruction on the Firm's **policies regarding ethical conduct and handling of client information**.

Your first day will begin with an introduction to the Silverman Law team during the company-wide **Monday Morning Meeting**. Following this, you will receive a custom onboarding schedule designed to familiarize you with:

- The Firm's practice areas and operational procedures
- Silverman Law's business strategies
- The individual team members (via 1-on-1 meetings in person or via Teams)

The onboarding process will last approximately five (5) business days, ensuring that each Associate has a strong foundation for a productive summer. To help you better understand Silverman Law Office's corporate culture, you will be required to complete the following reading:

- *QBQ! The Questions Behind the Question* – John G. Miller
- *The Ideal Team Player* – Patrick Lencioni
- *The Five Dysfunctions of a Team* – Patrick Lencioni

Each Summer Associate will be provided with a laptop, email, phone number, and all necessary equipment for their role. You will also receive training on essential legal software and practice management tools, including:

- Smokeball – Legal Practice Management Software
- Westlaw – Online Legal Research Tool
- CoCounsel – AI-Driven Legal Drafting
- Timekeeping & Billing Systems

Silverman Law Office is committed to equipping you with the knowledge, tools, and support needed for a successful and enriching summer experience.

Firm Culture and Expectations

At Silverman Law Office, PLLC, we value professionalism, integrity, and a commitment to excellence in all aspects of our legal practice. As a Summer Associate, you play a vital role in upholding these values while gaining hands-on experience in the legal field. We expect our Summer Associates to embody the following qualities:

- **Humble** – Approach your work with a willingness to learn, recognizing that legal practice is a continuous journey of growth. Be open to constructive feedback, respect the experience of colleagues and mentors, and prioritize teamwork over individual recognition. A great lawyer is not just knowledgeable but also receptive to different perspectives and ideas.
- **Hungry** – Demonstrate a strong work ethic and enthusiasm for the legal profession. Take initiative in assignments, proactively seek opportunities to contribute, and go the extra mile in legal research, case preparation, and client service. Strive for excellence in everything you do, understanding that dedication and perseverance are key to long-term success in the field.
- **Smart** – Not only in terms of legal knowledge but also in emotional intelligence and professional judgment. Communicate effectively and professionally with colleagues and clients, adapt to different situations, and think critically about legal issues. Being smart means knowing when to ask questions, how to approach complex problems, and how to collaborate effectively with a team.

In addition, we expect our Summer Associates to:

- **Maintain confidentiality and uphold the highest ethical standards** in all matters, ensuring that client trust and Firm integrity remain uncompromised.
- **Be punctual and adhere to deadlines**, recognizing that reliability and time management are essential traits of a successful attorney.
- **Continuously seek feedback and actively improve** their legal skills through research, writing, and client interactions. Learning is an ongoing process, and those who embrace growth will thrive in their careers.

By embodying these qualities, you will not only contribute to the success of Silverman Law Office, PLLC but also lay the foundation for a fulfilling and impactful legal career.

Mentorship and Feedback

As a Summer Associate, you will be paired with a **Mentor who will provide guidance, support, and constructive feedback** throughout the program. Regular check-ins will be scheduled to discuss your progress, answer any questions, and address areas for improvement. Additionally, you will be afforded the opportunity to spend one full day shadowing each of the Firm's attorneys and paralegals in their field of expertise.

Summer Associates will be directed to calendar a check-in meeting with their Mentor at the beginning of each week (Monday), and a recap meeting at the end of each week (Friday). These meetings will lay out the scheduled work requirements for the week and provide learning opportunities in summary of the week's accomplishments.

Mid-term and final performance reviews will be scheduled with your Mentor and Silverman Law Office leadership. Your Mentor will assess the following skills and competencies:

- (1) Legal Research and Comprehension
- (2) Case Analysis
- (3) Legal Procedures
- (4) Document Drafting and Preparation
- (5) Time Tracking and Time Management
- (6) Written and Verbal Communication Skills

These reviews are merely to provide constructive feedback regarding your work product and direction as it regards identified areas for improvement. All reviews will consist of positive interactions meant for your benefit. Open channels of communication will be maintained via your Mentor throughout your time with us.

Assignments and Responsibilities

The Summer Associate Program typically runs for **10-12 weeks observing standard working hours from 8 AM to 5 PM, Monday through Friday**. Summer Associates are expected to work onsite. Flexibility may be available based on workload and the Firm's needs.

Summer Associates will be provided training on time entries in Smokeball and will be expected to track all their hours, billable and non-billable. Associates will be required to account for a minimum of **38 hours per week**.

Your assignments will vary based on ongoing legal matters and may include:

- Legal research and analysis
- Drafting memoranda, contracts, and other legal documents
- Analyzing and summarizing legal documents, deposition transcripts, and other case-related materials to assist attorneys in case preparation
- Assisting with the preparation and filing of legal documents with courts and administrative agencies
- Administrative tasks such as organizing case files, maintaining legal databases, and managing correspondence
- Attending client meetings and court proceedings
- Assisting attorneys with case preparation and strategy
- Participating in Firm events and networking opportunities

In addition to hands-on work, Silverman Law Office, PLLC offers opportunities for professional growth, including:

- Training sessions on legal writing, case strategy, and procedures
- Networking events with attorneys and legal professionals
- Discussions on career paths and post-graduation opportunities

Conclusion

At Silverman Law Office, PLLC, we are committed to providing our Summer Associates with a meaningful and enriching experience that serves as a foundation for a successful legal career. Through hands-on training, mentorship, and exposure to our diverse practice areas, we aim to equip you with the skills and knowledge necessary to thrive in the legal profession.

We view our Summer Associate Program as more than just a seasonal opportunity—it is a pipeline for developing top legal professionals who embody the values and excellence of Silverman Law. As you continue your legal education, we encourage you to explore opportunities for part-time employment with the Firm throughout the school year, allowing you to further build upon the skills and relationships developed during your summer with us. Additionally, we invite you to return for another Summer Associate position next year, strengthening your expertise and deepening your connection with our team.

Upon graduation, we hope you will consider joining Silverman Law Office full-time. A successful internship, coupled with ongoing commitment, strong performance, and professional growth, will be key factors in being considered for a full-time offer. Our ultimate goal is to invest in your growth and professional development so that, upon graduation, you are fully prepared to launch a successful career—potentially as a valued member of the Silverman Law Office team.

We appreciate your dedication and hard work and look forward to supporting you on your journey toward becoming an outstanding legal professional.