

### **CBAP Externship Description:**

The Consumer Bankruptcy Assistance Project (CBAP) is a non-profit organization located at 718 Arch Street, Philadelphia, that was founded in 1992 to provide pro bono Chapter 7 Bankruptcy representation to low-income Philadelphians struggling with debt and needing a fresh start. The organization serves residents of Philadelphia who have gross incomes below official poverty guidelines. CBAP relies on volunteer attorneys, law students, and paralegals to accept client case referrals and assist clients in need of bankruptcy relief. CBAP provides law students with an opportunity to expand their skills, learn about Chapter 7 Bankruptcy, and assist individuals who are unable to hire a bankruptcy attorney in the private market.

Externs will receive **7 credits (21 hours/week)** . They will be assigned an initial caseload and will be responsible for scheduling all initial informational interviews, signing interviews, and clients' two mandatory financial management courses. They will be expected to explain the entire bankruptcy process to clients, track case progress through required steps, compile all necessary documents, organize case files, and utilize bankruptcy software to prepare bankruptcy documents for filing in Bankruptcy Court. Depending on CBAP's current caseload externs may also be responsible for preparing motions, pleadings and depositions for student loan cases while sharpening their interviewing, listening, writing, and advocacy skills. In all cases externs maintain all client contact and therefore this externship is a great experience for those seeking direct client contact experience.

Prior bankruptcy experience is helpful but not needed. CBAP's supervising attorney will train on substantive bankruptcy issues as well as the intersection of bankruptcy and poverty law in general. Supervision will be provided through weekly meetings with a CBAP Staff Attorney and the attorney will also be available on an as-needed basis to answer bankruptcy questions as they arise.

If you would like to submit an application, please email your materials by **Monday, May 15, 2023 at 9AM** to [externships@law.upenn.edu](mailto:externships@law.upenn.edu). Please include "CBAP Application" in the subject line. The application should contain **one pdf file** that includes the following: i) cover letter, and ii) a resume. Please note that this placement expends a great deal of time and effort coordinating work, securing supervisors, designing programming, creating office space, etc. Thus, students are strongly encouraged to enroll only if they are committed to completing the externship. If you have any questions about this externship, please email [externships@law.upenn.edu](mailto:externships@law.upenn.edu).