

IF YOU NEED HELP WITH ...

GENERAL

Legal Recruitment: If you have any questions or suggestions about the Summer Program, you can contact Stuart Smith (212-356-4070) or Linda Williams (212 356-4072) or Olga Chernyakhovskaya (212 356-2621). You might want to keep Stuart's cell phone number (917-375-8284) handy in case of emergencies. You can always e-mail Stuart at stsmith@law.nyc.gov.

Law Department Intranet: The intranet page can be launched by clicking the blue Microsoft Explorer "e" on your computer. It provides helpful information about working and practicing at the Law Department.

Law Department Directories: Telephone and photograph directories can be found on the intranet page.

E-Forms: Most administrative service requests (e.g., messenger pick-up, petty cash, basic office repairs) can be made using e-forms. You can find them on the Law Department intranet page. You'll need to access this when you leave at the end of the summer.

GETTING STARTED

Summer Events: The most up-to-date information about summer events will be on our summer webpage: <http://www.nyc.gov/html/law/html/interns/home.shtml>.

Civil Trial Advocacy Program: John Campbell (212) 356-4081

Law Department Identification Cards: Your Personnel Representative

NYU Housing: Try to work out any issues with NYU. If not, call Legal Recruitment (212) 356-4075

Facilities Problems (Lights, Toilet Paper, Office Keys, etc.): E-Forms (see intranet page)

WORKING AT THE LAW DEPARTMENT

CityTime/Time-Keeping: (1) Your Division Timekeeper; (2) Jennifer Downer-Duprey (212) 356-1030

Conflicts of Interest/Ethics Questions: Stuart Smith (212) 356-4070, www.nyc.gov/html/conflicts

EEO Questions: Muriel Goode-Trufant (212) 356-3500 (see intranet page)

Reasonable Accommodations: Sosimo Fabian (212) 356-3195

Paychecks: (1) Your Division Timekeeper then (2) Francine Mizelle (212) 356-1040

OneFacility Visitor Admission (100 Church Street only): See intranet page

TECHNOLOGY

Computer ID & Password/Copier & Printer Problems: Helpdesk (212) 356-2222

Hand Scans: 100 Church Street: Simone Hobbs (212) 356-1010. Borough offices: The Borough Chief

LEXIS Training/Cards: Catherine FitzGerald (212) 356-2620

Telephone Problems: Leon Breeden (212) 356-1055

Word/Outlook/FileSite/LawManager/Lexis etc. Training: Ari Ciner (212) 356-3552

LAW DEPARTMENT COMMITTEES

Diversity Committee: Patricia Miller, Chair (212) 356-3504

GLBT Group: Jane Anderson (212) 788-0870

Women's Committee: Terri Sasanow, Chair (212) 356-2616

SPORTS LEAGUES

Intramural Softball: Division coach (list of coaches available through Recruitment)
or Scot Gleason (212) 356-2686

Lawyers League Baseball: Matthew Modafferi (212) 356-2331