

**Open Staff Attorney Position  
Capital Post-Conviction Project of Louisiana (CPCPL)**

CPCPL is a non-profit law office, established to represent indigent death-sentenced men and women in Louisiana. The Director is Gary P. Clements and Matilde Carbia is Deputy Director. CPCPL teams provide direct representation, pursuing collateral relief in capital cases in state and federal post-conviction. In addition, the office is responsible for securing counsel for all death-sentenced indigent persons in post-conviction in Louisiana, and for providing assistance to law firms who are currently representing capital post-conviction clients *pro bono*.

The office employs a client-centered, team approach; all staff members are expected to participate at every stage of the case. There is a staff of 12 plus two to three full-time interns, most of whom are international law students or attorneys. The offices are in downtown New Orleans. CPCPL provides substantial training to all staff, including attendance to at least one conference per year.

Staff attorney is the entry-level classification in the CPCPL attorney job series. Under direction/guidance/instruction of Senior Attorneys, staff attorneys provide direct representation to indigent death row inmates in state and federal post-conviction proceedings.

This position requires a recent law school graduate from an accredited law school or a practicing attorney with less than five years of experience. Once hired, the staff attorney will begin preparing for and successfully pass the Louisiana Bar within the first six months. The Staff Attorney maintains an active caseload, as a member of client-centered teams.

**TYPICAL DUTIES:** *(include, but are not limited to, the following):*

Staff attorneys, under direct guidance/instruction of Senior Attorney, take a key role in developing and implementing the steps of that litigation, within the team.

- Assist Senior Attorney with developing and implementing a plan to fully utilize the skill sets of all team members and resources provided to the team;
- Review trial and appellate record;
- Review and analyze all case files, including law enforcement, crime lab, coroner's office, district attorney, and trial counsel files;
- Interview the client, trial attorneys, and often family members or fact witnesses;
- Work with forensic and mental health experts to further develop case issues;
- Write substantial claims for pleadings;
- Under direct guidance/instruction of Senior Attorney develop, plan, coordinate and litigate hearings in state and federal court, by taking responsibilities for examination and cross-examination of witnesses;
- Assist other team members i.e. investigators, paralegals as needed;
- Under the Guidance/Instruction of Senior Attorney guide/instruct other team members, including interns, mitigation investigators, fact investigators, and paralegals on team assignments;

- As a member of the team, rely on Senior Attorney's ultimate decision on team plans for direction of case.

### **REQUIRED**

Strong written advocacy. Proficient PC skills in Microsoft Word, Outlook and Excel. A Staff Attorney position requires admission to the State Bar of Louisiana and some experience as an attorney in criminal defense or capital litigation (including work as an intern or law clerk in a capital office). Admission to the Louisiana bar within six months from the date of hiring is required.

Case dependent travel required within Louisiana and possibly out of state.

### **DESIRABLE**

A Staff Attorney position is expected to develop and acquire thorough familiarity with state and federal habeas jurisprudence, and with the investigation and presentation of mitigating evidence. The Staff Attorney maintains an active caseload while learning and gaining the skills necessary to move into a leadership attorney role by assisting with the guidance/instruction of other team members: interns, investigators and paralegals on assignments along with assisting other team members i.e., investigators and paralegals, with hands-on learning assignments. The assistance of other team members provides the Staff Attorney the opportunity to gain the overall experience of how a capital post-conviction case develops.

Familiarity with CaseMap - Case Tracking & Records Summarization, Worldox Document Management System, OCR Scanning software.

Office equipment used: copiers, scanners, faxes, telephones, computer desktops and laptops.

**Salary/Benefits:** Salary commensurate with experience, employer paid health and dental insurance for employee & family.

**Application Deadline:** Open until filled

Applicants should send a copy of law school transcripts (non-certified is fine), resume, a writing sample, and names and contact information of three references to:

Gary Clements  
Director  
Capital Post-Conviction Project of Louisiana  
1340 Poydras St. Suite 1700  
New Orleans, La 70112

Send Application via email (cover letter of interest, resume, writing sample & 3 references) to:

Gary Clements, Director  
1340 Poydras Street, Suite 1700  
New Orleans, LA 70112  
[gclements@cpcpl.org](mailto:gclements@cpcpl.org) or [mcarbiam@pcpl.org](mailto:mcarbiam@pcpl.org)