



LONE STAR

JUSTICE ALLIANCE

Lone Star Justice Alliance Internship Confidentiality Oath

I, _____, hereby acknowledge that I am working under the supervision of attorneys and staff from the Lone Star Justice Alliance managing the LSJA internship program “internship.”

I acknowledge that with respect to all of my work in furtherance of the Internship, I am required to conform my conduct to the Texas Disciplinary Rules of Professional Conduct, as well as all other applicable laws, rules, and regulations. I hereby certify that I have read and am familiar with the Texas Disciplinary Rules of Professional Conduct; that I will abide by the Texas Disciplinary Rules of Professional Conduct in all activities related to my work in this matter.

I further acknowledge that I have an obligation to safeguard all information and documents relating to Internship, including the surveys and other documents obtained as background information, that come into my possession or personal knowledge. To that end,

- I will not discuss or otherwise disclose information about a case or a Juvenile Lifer, including his name or other identifying information, with anyone outside of the Internship without prior authorization of my supervisor;
- I will not discuss information about a case anywhere such information could be overheard, including elevators, restrooms, and the reception area;
- I will maintain files, records, and documents so that unauthorized persons are unable to obtain confidential information;
- I will encrypt my person computer or other device before I use it to work on or store confidential information;
- I will use only the Intern email provided by LSJA to send emails containing confidential information;
- I will secure my phone (if applicable) before using it to access or send confidential information by enabling the phone’s password and the option to “wipe after ten entries”;
- I will not send confidential information via cell phone texting;
- I acknowledge that failure to maintain confidentiality as required by this policy or by the rules of professional conduct may result in harm to LSJA clients, and harm to others, and may result in disciplinary action;
- As the end of my Internship, I will assure that all information regarding the project and Internship is deleted from my personal computer;
- At the end of my Internship, I will assure that all hard copy documents related to the case are turned over to a supervising attorney or staff member, or shredded, as directed by the Internship supervisors.

I understand that any unauthorized disclosure of this information constitutes a breach of the duty of counsel. I further understand that my duty of confidentiality does not end when the Internship ends or upon graduation from school but continues indefinitely into the future.

I swear I am not affiliated with any prosecution office or entity, or that I have completed a separate conflicts form.

Finally, I understand that I should maintain a list of all clients with whom I have worked or whose cases I have reviewed for purposes of future conflicts checks.

Signature: _____

Date: _____

Printed Name: _____