

Lindsay Garroway
Fall 2008 Extern at Adam Leitman Bailey, P.C.

Could you tell me a little about yourself?

I am a twenty-four year old, third year law student. I currently attend New York Law School, and I will be graduating in May 2009. I grew up in Hewlett, New York, and now live in New York City.

What was your role here at Adam Leitman Bailey, P.C.?

I worked as an intern here at Adam Leitman Bailey, P.C. I primarily assisted the attorneys in the transactional department.

What was it like working at Adam Leitman Bailey, P.C.?

Adam Leitman Bailey, P.C. is a fast-paced and stimulating environment. While everyone's work load is substantial, the office is still a social atmosphere. The attorneys and staff are welcoming and friendly. During my time here, I found that by setting high expectations for me, the firm encouraged me to produce high quality work, and push myself to achieve greatness.

What was the timeframe that you worked at Adam Leitman Bailey, P.C.?

I worked at Adam Leitman Bailey, P.C. from September through December 2008.

How did you hear about Adam Leitman Bailey, P.C.?

I first heard about Adam Leitman Bailey from another student at my law school. She had a great experience working there and encouraged me to apply. I was placed at Adam Leitman Bailey, P.C. by my law school through the externship program which allows law students to receive real world experience by working at nearby law firms and offices.

Did you get to work with Adam Leitman Bailey directly?

Yes, I conducted several research projects for Adam Bailey. One particular memo I worked on for Adam on laundry room leases was later turned into an article and lecture given at the Association of the Bar of the City of New York. The related article, "What You Must Know When Negotiating a Laundry Room Contract," will be published in the New York Housing Journal in January 2009.

What types of tasks did you perform?

I completed transactional documents, like UCC1 and UCC3, using ACRIS. I drafted client correspondence for attorneys as well as wrote memos of payment and assignment letters. I contacted clients and lenders on behalf of our attorneys. I put together welcoming packages and closing binders for our transactional clients.

What is the one thing/experience that will stand out in your mind that you gained from working here?

I had the opportunity to observe several closings for condos, co-ops, and a house. Seeing the transactional attorneys in action was an invaluable learning experience.

What was the best aspect of working at Adam Leitman Bailey, PC?

I feel that everyone at Adam Leitman Bailey, P.C. has a wonderful attitude and work ethic. The attorneys and support staff recognize that their co-workers are competent and reliable. At ALB, a great work product is not hoped for, it's expected. I believe that this work environment fosters efficiency and an office where people are working at the top of their game.