

COAN, PAYTON & PAYNE, LLC | SUMMER ASSOCIATE PROGRAM

Responsibilities:

The Summer Associate will work alongside senior attorneys and partners to perform various duties, such as:

- Real Estate: Possible assignments include: draft a closing checklist, review a title commitment, observe and assist with a real estate closing, draft and/or review documents.
- Corporate Formation and Transactions: Possible assignments include: draft or amend business formation documents, perform legal research in support of same, assist with client meetings.
- Litigation: Possible assignments include: perform legal research in support of litigation, draft or respond to claims letter, draft motions and/or pleadings, draft discovery objections and responses, assist with hearing, trial, deposition, and/or client meetings.
- Mergers and Acquisitions: Possible assignments include: assist in due diligence as needed, draft schedules to sales agreements, draft ancillary documents, assist with client meetings, assist with closings.
- Trusts and Estates: Possible assignments include: draft and/or review estate planning documents, draft and/or review probate filings, assist with client meetings, research relevant law in support of estate plans or probate proceedings.

Qualifications of ideal candidates:

Candidates must be a rising 2L or 3L at an ABA-accredited law school.

Desire to live and practice law in Denver or Northern Colorado after completing law school.

High degree of academic achievement and involvement. Participation in activities such as law review, law journal, moot court/competitions, clinics, and practicums is preferred. Prior legal work experience is preferred but not required.

Excellent legal research and writing skills. Priority will be given to candidates with strong writing samples demonstrating clear and organized legal analysis.

A demonstrated interest in Real Estate Law, Corporate Transactions, Litigation, and/or Trusts and Estates.

Strong analytical and problem-solving skills.

Excellent written and oral communication and superb active listening skills.

Highly motivated self-starter with a desire to learn.

Strong organizational skills and attention to detail.

CP2 prides itself on an inclusive culture and welcomes all backgrounds to add unique perspectives to our growing team.

Salary and Benefits

The salary for Summer Associates is commensurate with that of a first-year associate, and the summer program runs eight weeks. Summer Associates can expect to work full-time (40 hours per week).

Although full-time, non-seasonal employees may be eligible for hybrid work arrangements, the Summer Associate is expected to work in-office. Summer Associates will be primarily based in CP2's Fort Collins office with rotations to CP2's Denver and Greeley offices from time to time throughout the summer.

Successful Summer Associates will be considered for full-time employment with CP2 post-graduation.

The Summer Associate will be eligible for firm-sponsored events, office amenities, parking passes, and other office-related benefits. The Summer Associate will not be eligible to participate in CP2's health care benefits, retirement benefits, or paid time off benefits, although such benefits are available to full-time, non-seasonal employees.

The Summer Associate will have the flexibility to explore different areas of law under various supervising attorneys.

The Summer Associate will have weekly lunches with senior attorneys for ample networking opportunities. Additionally, the Summer Associate will be assigned a newer associate as a dedicated mentor to answer questions in confidence, facilitate practical learning in a firm environment, and support the Summer Associate's long-term career goals.

Application Materials

Candidates should supply a cover letter, resume, transcript (unofficial copies accepted), and an unedited/ungraded writing sample, no more than 15 pages in length, demonstrating candidate's abilities in their desired practice area.