

CAROL HORWITZ  
100 Sterling Place, 1B  
Brooklyn, New York 11217  
718/230-3537 (H)  
718/487.0804 (O)  
email: chorwitz@earthlink.net

## LAW PRACTICE

February 2002 to present

Self-employed as legal consultant to community based organizations throughout New York City and New York State.

April 1992 to February 2002

### **Brooklyn Legal Services Corporation A (currently on leave of absence)**

**Director: Comprehensive Rights and Family Advocacy Project (HIV/AIDS Legal Services)  
Managing Attorney, Bushwick Office (June 2001 to February 2002)**

Responsibilities include supervision of government benefits and HIV/AIDS legal work; performing programmatic and reporting requirements of government contracts and foundation grants secured for HIV/AIDS legal services; designing service delivery model which meets the cultural and linguistic needs of clients living with HIV/AIDS and their families; design and implement training in advocacy, benefits, housing issues, family law and guardianship matters for providers of HIV care and services; supervision of legal work for a staff of seven attorneys and three paralegals. As Managing Attorney, I supervise three attorneys, VISTA volunteers, and support staff in addition to HIV/AIDS staff.

May 1990 to May 1992

### **Alterman and Boop, P.C.**

Of counsel to firm. A progressive general law practice specializing in employment discrimination, business contracts, and landlord-tenant law. Represented plaintiffs in sexual harassment, discrimination, and police brutality matters in addition to business contract matters and landlord-tenant cases.

May 1989 to January 1990

### **Brooklyn Legal Services Corporation A**

Williamsburg Office

Senior staff attorney. Specialized in housing, homelessness prevention, and public benefits.

August 1988 to April 1989

### **Bedford Stuyvesant Community Legal Services Corporation**

Director of Litigation. Legal Services office specializing in housing, public benefits, and problems of the elderly poor.

January 1986 to August 1988

### **Union County Legal Services Corporation**

Elizabeth, New Jersey

Senior staff attorney. Specialized in landlord-tenant law, impact litigation on behalf of the homeless,

public benefits, and education law. Conducted training sponsored by legal services and New Jersey Tenants' Association for new attorneys and community advocates. Trained new attorneys and community advocates on legal issues affecting battered women in public benefits, housing, consumer protection and education which was sponsored by legal services and battered women's shelter providers in Union County, New Jersey.

### **September 1978 to January 1982**

#### **Office of General Counsel, Community Services Administration**

Washington, D. C.

Attorney/advisor - GS-13. C.S.A. (Formerly the Office of Economic Opportunity) was a grant making agency, which was abolished in 1982). Provided advice to General Counsel on matters of agency regulations and instructions; Freedom Of Information Act Officer; reviewed legal sufficiency of grantee documents prior to funding; represented agency at administrative hearings.

### **ACADEMIC EXPERIENCE**

#### **January 1990 - 1994**

#### **CUNY Law School at Queens College**

Visiting Associate Professor (July 1990 - May 1992)

Adjunct Professor (January 1990 - May 1994)

First year Lawyering Seminar Teacher.

Third Year program. Housing concentration: seminars in Landlord-Tenant law, property and Housing Policy, and case review meetings).

Second Year program. Lawyering Seminar, "Lawyering, Poverty, and Government Benefits".  
"Poverty Law In the 1990's"

Law School committees: Admissions, ABA Accreditation Task Force

#### **September 1982 to January 1986**

#### **Antioch School of Law, Washington, D. C.**

Clinical Law Instructor, Public Benefits Clinic.

Director of Paralegal Training Program. An integral part of Antioch's approach to training public interest advocates, the Paralegal Program accepted 30 students from the community for its training program each year. As Director, I designed curriculum and courses in administrative law and advocacy, legal research and writing, legal drafting, consumer law, law office management, and ethics; obtained \$250,000. in government and foundation grants for program budget and established a revolving loan fund for students.

### **EDUCATION**

Antioch School of Law, Washington, D.C. J.D. 1978

University of Southern Mississippi,  
Hattiesburg, Mississippi B.S. 1965

## **BAR ADMISSIONS**

District of Columbia	1979
New Jersey	1987
Federal District Court, New Jersey	1987
New York	1990
Federal District Court, Eastern District New York	1995

## **BOARDS AND ORGANIZATIONS**

East New York/Brownsville HIV Care Network: Steering Committee, 1992 - present

HIV Planning Council of the City of New York, Social Services Workgroup, 1996 - present

Brookdale Hospital Community Mental Health Advisory Board, 1997

The Partnership for the Homeless Positive Step Program: Advisory Board, 1996

Greater Brownsville Youth Council: Board of Directors, 1996 - 2001

North Brooklyn Coalition Against Family Violence, Founding Board Member and Co-Chairperson:  
1996 - present

Brooklyn United Community Coalition, Founding member: 1999 - present

ADAPT (Association for Drug Abuse Prevention and Treatment, Inc.), Board of Directors: 2001 -  
present

**References Provided Upon Request**