



## **LEGAL AID SOCIETY – SAFETY & FAMILY PRACTICE GROUP INTERNSHIP**

The Safety & Family Practice Group of the Legal Aid Society is seeking candidates for a fall 2020 law student internship.

The Legal Aid Society (LAS) is the legal advocacy arm of Metropolitan Family Services. The Safety & Family Practice Group handles issues including orders of protection, divorces, child support, and allocation of parental responsibilities and parenting time, as long as they are part of a divorce or parentage case where there is domestic violence. The exact start and finish dates of the internship will be determined between interns and their supervisor.

### **RESPONSIBILITIES**

1. Research case law and procedure for effective client representation;
2. Identify and analyze legal problems and solutions relevant to orders of protection, divorces, child support, and custody;
3. Participate with attorneys in client interviews and negotiations with adverse parties;
4. Prepare legal documents including motions, discovery materials, and pleadings in connection with court proceedings;
5. Maintain client files; and
6. Work effectively with staff and a diverse client population.

### **QUALIFICATIONS**

The ideal candidate will possess the following attributes:

1. Strong research and writing skills;
2. The ability to communicate effectively with attorneys, clients, and co-workers;
3. Strong organizational skills and attention to detail;
4. Ability to work effectively on individual assignments and as part of a team;
5. Patience and professionalism while working diverse clients;
6. A willingness to ask questions and seek to clarify assignments and responsibilities; and
7. The ability to obtain an Illinois 711 license during the course of the internship.

Preferred Qualifications:

1. Spanish-speaking a plus; and
2. A background in family law.

To apply, please email a **resume and cover letter** to Dana Harbaugh, Director of Pro Bono, at [HarbaughD@metrofamily.org](mailto:HarbaughD@metrofamily.org). Applications will be reviewed on a rolling basis until the position is filled.