

**LEGAL AID SOCIETY – 711-LICENSED DOMESTIC VIOLENCE INTERN/EXTERN-SHIP
(2 POSITIONS)**

The Domestic Violence Team of the Legal Aid Society of Metropolitan Family Services is seeking 711-licensed law student candidates for Spring 2023 intern/extern-ships that will focus on representing domestic violence victims in court proceedings. The interns will work with the Domestic Violence team to provide legal services in a variety of cases, 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 end dates will be determined between the intern and their supervisor. Two positions are available. The positions will be hybrid, with remote and in-person work opportunities. These are part-time, unpaid positions, though applicants are encouraged to seek external funding, work-study funding, or class credits.

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 candidates will possess the following attributes:

1. An Illinois 711-license (or the ability to obtain one at the start of the internship);
2. Availability one or more mornings per week to attend court hearings;
3. Strong research and writing skills;
4. The ability to communicate effectively with attorneys, clients, and co-workers;
5. Strong organizational skills and attention to detail;
6. Ability to work effectively on individual assignments and as part of a team;
7. Patience and professionalism while working diverse clients; and
8. A willingness to ask questions and seek to clarify assignments and responsibilities.

Preferred Qualifications:

1. Spanish language fluency; and
2. Background or interest in family law.

To apply, please email a **resume and cover letter** to Elizabeth Gresk, Director of Pro Bono, at LASInterns@metrofamily.org. Please note in the subject line the position which you are applying for (Domestic Violence 711 Internship). Applications will be reviewed on a rolling basis until the position is filled. LAS hopes to fill the position in mid-December 2022.