

LEGAL AID SOCIETY – REMOTE 711-LICENSED DOMESTIC VIOLENCE INTERN/EXTERN-SHIP

The Domestic Violence Team of the Legal Aid Society of Metropolitan Family Services is seeking qualified law student candidates for a Remote Summer 2024 intern/extern-ship that will focus on representing domestic violence victims in court proceedings. The intern 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. This is a full-time, unpaid position, though applicants are encouraged to seek external funding, work-study funding, or class credits. LAS summer internships begin in late May/early June and continue through mid-August. The position will be primarily remote, but working with an attorney based in Chicago, and students are expected to be based in Chicago for the summer.

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. Spanish language fluency;
2. An Illinois 711-license (or the ability to obtain one at the start of the internship);
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. Background or interest in family law.

To apply, please email a **resume and cover letter** to LASInterns@metrofamily.org. Please note in the subject line the position which you are applying for (Remote Domestic Violence). Applications will be reviewed on a rolling basis until the position is filled. LAS hopes to fill the position by mid-April 2024. Please note: a background check and fingerprinting will be required as part of the on-boarding process.