CRISIS LEGAL ADVOCACY CENTER INTERNSHIP

1. Legal Aid is a fast-paced legal services center-analogous to a Hospital Emergency Room, but for legal services. Interns need to be able to multi-task and remain calm even when clients are not. We provide a safety-net, also called “crisis legal services”, to low income families and individuals.

2. Interns will receive hands-on training in a variety of legal issues including, domestic violence, civil harassment, guardianship and landlord/tenant.

3. Principle duties of interns include:
   a. Interviewing clients about their cases.
   b. Assisting people with preparing written declarations for Court.
   c. Reviewing court files and preparing legal forms on the computer using legal pleading software.
   d. Helping clients understand the procedures for bringing their matter through the court system.

4. Interns must have the following basic skills:
   a. Professionalism and maturity when dealing with sensitive issues.
   b. Good people skills.
   c. The ability to function in a stressful and fast paced environment.
   d. Basic computer skills
   e. An interest in learning about the law and an interest in helping people.

5. Commitment for Internship:
   a. Minimum commitment is 8 hours per week for 4 months.
   b. Advanced commitment is 16m hours/week for 4 months.

6. Application Process:
   E-mail your resume, and brief cover letter describing why you are interested in working with us.

   Apply to: sclaed@sonic.net or call 707-688-4034

Legal Aid does not discriminate on the basis of sex, age, religion, race or disability.