

INTERNSHIP ANNOUNCEMENT
SPRING 2018 LEGAL INTERNS –
FAMILY LAW, BARRIERS TO EMPLOYMENT & BRIEF SERVICES UNIT
Opening Date: November 3, 2017 **Closing Date:** November 27, 2017

BRIEF DESCRIPTION OF POSITION

Neighborhood Legal Services Program of the District of Columbia will have an opening for up to four legal interns, who will start in the Spring 2018 semester. Two interns will be placed with our Family Law Unit, one intern will be placed with our Barriers to Employment Unit, and one will be placed with our Brief Services Unit. Students in their first, second, and third year of law school are eligible to apply for these internships.

Interns will start the week of January 15, 2017 and end the week of April 23, 2018. (The start and end dates are negotiable depending on the intern's academic schedule.) Interns will be expected to work for 15 to 20 hours per week, 2 to 3 days per week. One Family Law Intern will be located at NLSP's Deanwood Office (4609 Polk Street NE), and one will be at NLSP'S Headquarters (64 New York Ave NE). The Barriers to Employment and Brief Services Intern will be at NLSP'S Headquarters (64 New York Ave NE).

PRIMARY RESPONSIBILITIES

- Family Law Interns will assist supervising attorneys through all stages of the litigation process, including client interviews, drafting complaints and motions, filing and responding to discovery, and preparing for hearings and trial.
- Brief Services Interns will assist supervising attorneys through all stages of the brief services process, including client interviews, providing brief legal advice in all of NLSP's practice areas, and assisting clients to fill out pro se court documents.
- Barriers to Employment Interns will assist with Barriers to Employment cases such as criminal record sealing and complaints involving the Fair Criminal Records Screening Amendment Act. They will also survey patrons of our library-based clinics utilizing a pre-developed survey instrument to assist with an evaluation of our project.
- Interns will have the opportunity to attend client meetings, court hearings, and community events.
- Interns will receive training about relevant substantive law, litigation, and NLSP's practice approach which utilizes the law to fight poverty.
- Interns will assist attorneys with legal research and produce written documents.

EXPERIENCE AND QUALIFICATIONS

All first, second, and third-year students at accredited law schools are eligible to apply for an internship. Primary selection criteria include:

- (1) A commitment to serving low-income clients.
- (2) Passion for public interest law, particularly for civil legal services.
- (3) Strong academic performance, including excellent research and writing skills.
- (4) Clinical or other relevant experience working with low-income communities.
- (5) Exceptional communication skills (written and oral) and strong interpersonal skills.
- (6) An ability to work independently.

COMPENSATION

The internship is not paid; we will work with law schools that fund or provide credit to students.

ABOUT NLSP

Since 1964, Neighborhood Legal Services Program for the District of Columbia (“NLSP”) has provided free legal services in civil cases to low-income residents of the District of Columbia. NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents that have retained their vitality and relevance. NLSP remains embedded in D.C.’s most low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse, multi-lingual, and passionate staff embraces an explicitly anti-poverty mission and shares a deep commitment to securing meaningful access to justice.

APPLICATION PROCESS

Those interested in applying for a Spring 2018 Legal Internship should **email the application materials by 5:00 pm on Monday, November 27, 2017.**

The application should include:

1. A cover letter explaining why you want to intern at NLSP and why you are specifically interested in either the Family Law, Barriers to Employment or the Brief Services Units;
2. Up-to-date law school transcript;
3. Resume (Please indicate whether or not you speak any languages other than English and your level of fluency in these languages.);
4. Name and contact information for two references (law school professors, judges, practicing lawyers or others in a position to comment on the applicant's qualifications for a position at NLSP); and
5. A relevant and substantive writing sample of original work product of no more than 5 pages in length.

Application materials and any questions should be directed to:

Heather Molina, Managing Attorney, Brief Services Unit and Intake

Email: hmolina@nlsp.org Phone: 202-832-NLSP (6577)

NLSP will interview candidates in early December 2017.

NLSP IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Neighborhood Legal Services Program that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.