



INTERNSHIP ANNOUNCEMENT SUMMER 2018 LEGAL INTERNS

Opening Date: December 15, 2017 **Closing Date:** January 15, 2018

BRIEF DESCRIPTION OF POSITION

Neighborhood Legal Services Program of the District of Columbia will have the following openings for up to six legal interns for Summer 2018:

- One to two interns in the Family Law Unit
- Two interns in the Brief Services Unit (BSU)
- One intern in the Barriers to Employment Unit
- One intern in the Veterans Legal Assistance Program (VLAP)

Interns will start the week of June 4, 2018 and end the week of August 10, 2018. (The start and end dates are negotiable if a certain number of hours are needed.) Interns will be expected to work full time, Monday through Friday. One Family Law Intern and the Housing Law Intern will be located at NLSP's Deanwood Office (4609 Polk Street NE). The Barriers to Employment Intern, one Family Law Intern, one BSU Intern and the VLAP Intern will be at NLSP'S Headquarters (64 New York Ave NE). One Brief Services Unit Intern will be located at NLSP's Southeast Office (2811 Pennsylvania Avenue, SE).

PRIMARY RESPONSIBILITIES

- Family Law Unit 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.

- Veterans Legal Assistance Program Interns will assist the supervising attorney with discharge upgrade cases and service-connected disability cases. This will include tasks such as gathering records through FOIA requests, reviewing all veteran records, including the Official Military Personnel File and any medical records, and the drafting of memoranda (based on provided templates) regarding the file.
- Interns will have the opportunity to attend client meetings, court appearances, and community events.
- Interns will receive training about relevant substantive law, litigation, and NLSP's approach of using the law to fight poverty.
- Interns will assist attorneys with legal research and writing.

EXPERIENCE AND QUALIFICATIONS

All students from 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; and
- (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 Summer 2018 Legal Internship should **email the application materials by 5:00 pm on Monday, January 15, 2018.**

The application should include

1. A cover letter explaining why you want to intern at NLSP, which of NLSP's practice areas you are interested in, and why you are interested in that area.
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).
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 late January.

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

