



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.

Legal Aid of Sonoma County
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