



Paralegal Intern Job Description – Maryland Volunteer Lawyers Service

The mission of Maryland Volunteer Lawyers Service (MVLS) is to provide quality pro bono legal services to Maryland's working poor. Founded in 1981, MVLS has over 2,500 attorneys statewide on its volunteer panel. Experienced volunteer attorneys are drawn from every sector of Maryland's legal community and include partners in the large law firms, solo practitioners, corporate counsel and government attorneys. These attorneys provide representation in a variety of legal areas including family, housing, consumer, estates, elder, bankruptcy, guardianship, expungement, property, foreclosure, name changes, and many others.

Responsibilities

The intern will be working to improve our pro bono programs by providing vital assistance with case management, client relations and direct client assistance. All intern duties will be supervised by an MVLS staff attorney and certified paralegals.

Responsibilities include:

- Reviewing applications for legal assistance from low income clients with a wide range of civil legal issues
- Conduct phone intake with clients to identify potential legal issues and to obtain necessary information
- Making direct contact with our volunteer attorneys to assist with the assignment and closing of cases.
- Assist the Managing Attorney – Foreclosure and Consumer Law with client cases including foreclosure, debt buyer defense and bankruptcy.
- Participate in the drafting of legal research and creation of self-help materials for pro se clients

Qualifications

Students pursuing a paralegal certification. An interest in public interest law is a plus.

Compensation

This is an unpaid internship.

Work Schedule

The intern would be required to volunteer at least 10 hours a week. The work schedule is negotiable, but must be during normal business hours which are Monday through Friday, 9AM to 5PM.

Application

Please send a resume and cover letter to:

Maryland Volunteer Lawyers Service
201 North Charles Street, Suite 1400
Baltimore, Md. 21201
Attn: Internship Application
Or via email to sfrancis@mvlslaw.org