



Legal Intern Job Description – Maryland Volunteer Lawyers Service

Make a difference and get practical legal experience!

Founded in 1981, Maryland Volunteer Lawyers Service (MVLS) is the oldest and largest pro bono legal services organization in Maryland. The mission of MVLS is to provide quality civil legal services to Marylanders of limited means or low or no cost.

Responsibilities

- Assist staff attorneys with client cases including consumer and bankruptcy, family, estate, tax, expungement, and others. Work will include conducting client interviews, drafting pleadings, and other related legal tasks to move cases forward.
- Draft legal research and creation of self-help materials for pro se clients
- Support client intake and placement efforts by 1) conducting phone intake with clients to identify potential legal issues; 2) reviewing applications for a wide range of civil legal issues; and 3) make direct contact with our volunteer attorneys to assist with the assignment and closing of cases.

All intern duties will be supervised by an MVLS staff attorney.

Qualifications

Rising 2L or 3L students may apply. An interest in public interest law is a plus.

Compensation

This is an unpaid internship. MVLS does accept UBSPI public-interest grant applicants. MVLS does participate in law school externship programs for credit.

Work Schedule

Fall/Spring internships. The intern is 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.

Summer internships. Full time – Monday through Friday, 9 am to 5 pm.

Internship Experience

From recent law student interns:

“What I enjoyed the most about my internship at MVLS was how I could end each day feeling like I made a positive difference”

“My research skills were put to use at MVLS. While I was there, I researched child custody in Maryland. This document is now what I use as a professional writing sample.”

“MVLS was perfect for me, as it was my first legal internship, and gave me exposure to a variety of civil litigation I ordinarily wouldn’t have gotten in one single placement.”

“I found my internship at MVLS helped me to learn about areas of the law that I had little familiarity with going in. The MVLS staff were helpful and engaged in helping me learn. I enjoyed the opportunity to serve low-income Marylanders while enriching my legal education.”

To read about more experiences go to <http://bit.ly/2uH8EYn>.

Application

Please send a cover letter and resume to:

Margaret Henn, Director of Program Management
Maryland Volunteer Lawyers Service
mhenn@mvlslaw.org