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 1,600 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 paralegals. Responsibilities include:

- Review applications for legal assistance from low-income clients with a wide range of civil legal issues and provide assistance with case processing.
- Conduct phone intake with clients to identify potential legal issues and to obtain necessary information.
- Make direct contact with our volunteer attorneys to assist with the assignment and closing of cases.
- Accompany MVLS staff attorneys in court (varies based on semester and scheduled court hearings).
- Participate in the drafting of legal research and creation of self-help materials for self-represented litigants, and additional resource information.
Qualifications

Students pursuing a paralegal certification is a plus. 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 switri@mvlslaw.org