



## **Paralegal 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. Maryland Volunteer Lawyers Service (MVLS) removes barriers to justice through free civil legal help, community engagement, and advocacy for equitable laws. Our vision is for a fair legal system that is free of injustice and equitably serves underrepresented Marylanders. 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 to MVLS clients in a variety of legal areas including family, housing, consumer, estate planning and administration, tax controversy and criminal record relief.

MVLS core values are: teamwork, passion for MVLS's mission, commitment to clients, volunteers, and community partners, initiative and commitment to eliminate systemic barriers to justice based on race and economic disparities. MVLS is committed to fostering an inclusive culture in the workplace. Our work to end barriers to justice starts with increasing the racial diversity of our staff, board and interns to better reflect the communities we serve.

### **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**

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.

### **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](mailto:switri@mvlslaw.org). Please address MVLS's core values in your cover letter.