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# CHILDREN'S LAW CENTER OF MINNESOTA

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## PARALEGAL INTERNSHIP

Children's Law Center of Minnesota ("CLC") is a non-profit organization whose primary work is to provide free direct legal representation to youth ages 10-21 who are in Minnesota's child protection system because they have been abandoned, abused, or neglected by their parents. CLC does this by recruiting, training, and then supporting lawyers who agree to represent CLC clients on a pro bono basis. Since its inception in 1995, CLC has trained approximately 750 volunteer lawyers and has provided legal representation to over 2500 foster children.

## JOB DESCRIPTION

The CLC paralegal intern will work closely with staff attorneys, the social worker, paralegal, and volunteer lawyers to give voice to foster care children for the range of issues these children face while in the Child Protection court system. The legal issues range from advocating for long-term permanency planning, to medical and mental health care services, education issues, and transitioning to adulthood matters. The specific work will include:

- Prepare case summaries for volunteer lawyers;
- Complete in-depth reviews of client documents;
- Create and manage both paper and electronic case files;
- Attend court proceedings with staff attorneys and social worker;
- Conduct research as needed on available social services for clients and on legal issues as directed by staff attorneys;
- Process incoming notices from the court and obtain court documents for CLC clients as necessary, including agency reports and pleadings;
- Update the court calendar and communicate effectively with volunteer attorneys about hearing dates and times;
- Utilize Microsoft Access and Excel to maintain data integrity within our database;
- Audit closed case files and prepare them for archive collection

CLC would like the paralegal intern to commit to a minimum of 10-15 hours per week and we can be very flexible in scheduling the time in the office. If you are interested, please send a **cover letter**, **resume**, and **two writing samples** to [info@clcmn.org](mailto:info@clcmn.org). Please include a description of the length of time for which you would like to intern/volunteer, along with the number of hours per week you are available. Please note that this is an unpaid internship. If you need internship credit or credit for volunteer hours, be sure to include any requirements from your class or instructor. Applications are reviewed and selected candidates will be contacted for an interview.