

LEGAL AID SOCIETY – 711-LICENSED DOMESTIC VIOLENCE TEAM SUMMER INTERNSHIP

The Domestic Violence Team of the Legal Aid Society of Metropolitan Family Services is seeking 711-licensed law student candidates for a Summer 2025 internship that will focus on representing domestic violence victims in court proceedings. The intern will work with the Domestic Violence team to provide legal services in a variety of cases, including orders of protection, divorces, child support, and allocation of parental responsibilities and parenting time, as long as they are part of a divorce or parentage case where there is domestic violence. This is a full-time, unpaid position, though applicants are encouraged to seek external funding, work-study funding, or class credits. LAS summer internships begin the week of May 26, 2025 and continue through early/mid-August. The position is based in Chicago and will be hybrid, with in-person and work from home opportunities. The intern must be available Tuesday, Wednesday, and Thursday to work in-person at our Downtown Chicago office.

RESPONSIBILITIES

1. Research case law and procedure for effective client representation;
2. Identify and analyze legal problems and solutions relevant to orders of protection, divorces, child support, and custody;
3. Participate with attorneys in client interviews and negotiations with adverse parties;
4. Prepare legal documents including motions, discovery materials, and pleadings in connection with court proceedings;
5. Maintain client files; and
6. Work effectively with staff and a diverse client population.

QUALIFICATIONS

The ideal candidates will possess the following attributes:

1. An Illinois 711-license (or the ability to obtain one at the start of the internship);
2. Strong research and writing skills;
3. The ability to communicate effectively with attorneys, clients, and co-workers;
4. Strong organizational skills and attention to detail;
5. Ability to work effectively on individual assignments and as part of a team;
6. Patience and professionalism while working diverse clients; and
7. A willingness to ask questions and seek to clarify assignments and responsibilities.

Preferred Qualifications:

1. Spanish language fluency; and
2. Background or interest in family law.

To apply, please email a **resume and cover letter** to LASInterns@metrofamily.org. Please note in the subject line the position which you are applying for (Domestic Violence). Applications will be reviewed on a rolling basis until the position is filled. LAS hopes to fill the position by mid-April 2025. Please note: a background check and fingerprinting will be required as part of the on-boarding process.