



MILWAUKEE JUSTICE CENTER

Milwaukee County Courthouse - Room G9
901 N 9th St. Milwaukee, WI 53233
www.MilwaukeeJusticeCenter.org

INTERNSHIP ANNOUNCEMENT Milwaukee Justice Center Interns – FALL 2020

The Milwaukee Justice Center is seeking internship candidates for Fall Semester 2020. This year's Fall Internship will be conducted remotely, using the Zoom platform. Training and supervision will be provided. Internships are unpaid but may be completed for academic credit. Interns are expected to serve a minimum of 6 hours and a maximum of 10 hours per week. Because of the limitations of remote services, we cannot accommodate interns who need more than 10 hours per week. This is an excellent opportunity for students interested in pursuing social work, social justice, or legal careers. All majors are accepted, and no prior experience is required.

To apply, please submit a cover letter and resume to Kyla Motz, Milwaukee Justice Center Legal Director, at kyla.motz@wicourts.gov. Only those whose applications are being considered will be contacted.

Priority consideration for Fall positions will be given to applications received by 11:59 pm on Friday, July 31, 2020. All applications to be considered must be received by 11:59 pm on Friday, August 14, 2020.

We have limited spaces and a high volume of applicants, so we strongly encourage candidates to submit their applications by the priority deadline, if possible.

Position Summary:

Interns will work one-on-one (remotely, via Zoom) with self-represented individuals to assist with completing legal forms and describing filing procedures in the Courthouse. Interns will create written notes with any special directions, information, or referrals that their specific client needs. Some interns may also assist with intake and administrative operations where they will answer questions about available services, offer direction to referral resources, and assist clinic staff with the virtual sign-in process.

Responsibilities include:

- Interviewing clients and gathering information
- Identifying appropriate services and procedures
- Assisting clients to complete typewritten forms
- Explaining multi-step processes for filing an action or motion in Milwaukee County Circuit Court
- Writing directions and notes about the session for the client's reference
- Understanding the difference between legal advice and legal information
- Maintaining client and case information confidentiality
- Communicating with supervisors to ensure accurate process and information
- Other duties, as assigned

Well qualified applicants will:

- Be in good academic standing; all class years (Freshman through Senior) accepted
- Have strong written and oral communication skills
- Have strong interpersonal and customer service skills
- Be available for 2-3 shifts during the week. Tentatively, Fall shifts will be at the following times:
 - 9:00am -12pm Tuesday, Wednesday, and Thursday
 - 1:00pm-4pm Tuesday, Wednesday, and Thursday
 - 4:00pm-7:00pm Wednesday
- Have general knowledge of word processing software, Zoom, internet usage, and database searches
- Be dependable and reliable
- Speak a second language proficiently (this is desired, but not required)

Interns who perform at a high service level will be offered additional opportunities for service, including learning more complicated forms and procedures or observing attorneys as they provide brief legal advice (remotely) in the Marquette Volunteer Legal Clinics.

About the Milwaukee Justice Center ("MJC")

The Milwaukee Justice Center provides services to over 10,000 individuals per year who are representing themselves in their civil legal matter without the assistance of an attorney. The MJC offers self-help services through the Family Law Self-Help Desk, brief legal advice and referrals through the Marquette Volunteer Legal Clinics, dispute resolution through Parenting Conferences, and outreach of these services through the Mobile Legal Clinic. If the legal system is to be seen as equitable, impartial, and just, all people require access to information and advice that is relevant to their unique circumstances.