



The  
Legal Aid Society  
of Cleveland  
Since 1905

## 2021 Spring/Fall Extern Program

The Legal Aid Society of Cleveland provides free, high quality legal assistance to low income clients in civil matters and serves the communities of Ashtabula, Cuyahoga, Lake, Lorain and Geauga counties. During the coronavirus (COVID-19) pandemic, students will remotely assist Legal Aid attorneys in representing individual clients in a variety of legal issues that impact shelter, health/safety, and economic security. Areas of practice include housing, consumer, public benefits, education, family/domestic violence, employment/barriers to employment, and tax.

Our Spring Program starts in early-January (applications accepted September 1 through November 30, 2020). Fall Program begins in early-September (applications accepted May 1 through July 31, 2021).

**Student Qualifications:** Legal Aid externs should be currently enrolled in law school. Special consideration is given to students with a demonstrated commitment to serving disadvantaged people and communities. If your resume does not reflect a commitment to public service due to personal financial constraints, please provide an explanation in your cover letter. Law students who speak Spanish are strongly encouraged to apply.

### Essential Functions:

- Assist attorneys with initial client interviews and ongoing client contact (in-person client contact will not occur during the pandemic).
- Assist attorneys in all aspects of advocacy and litigation, including legal research, drafting of pleadings, memorandum, motions, affidavits and other correspondence; the preparation of charts, tables, documents and other evidentiary materials; and assist at remote hearings and other remote court proceedings.
- Conduct factual investigation, including obtaining, analyzing and summarizing documents and other evidence.
- Effectively communicate remotely with clients, co-workers, community partners, volunteers, judges and court staff.
- Provide appropriate intake support and make referrals.

**To Apply:** Qualified candidates should submit a cover letter, resume and writing sample to [volunteers@lasclev.org](mailto:volunteers@lasclev.org) with "Externship" in the subject line. Applications will be accepted for the Spring and Fall Semesters based on the dates above.

*Legal Aid is an Equal Opportunity Employer and does not discriminate because of age, race, gender, religion, national origin, marital status, sexual orientation or disability.*

**About Cleveland Legal Aid:** Our mission is to secure justice and resolve fundamental problems for those who are low income and vulnerable by providing high quality legal services and working for systemic solutions. Founded in 1905, Legal Aid is the fifth oldest legal aid organization in the United States. Legal Aid's staff of 104, which includes 62 attorneys and over 3,000 volunteer lawyers ensure access to justice for low income people.