



Princeton
Internships in
Civic
Service

PICS 2010 Internship Description

Organization Name: Legal Action Center

Internship Location: Seattle, WA

Required Dates: Yes No If yes, internship must start on: _____ and end on _____ or
must include the period:

Housing Will Be Available to Intern: Yes No If yes, housing will be free: or
housing will cost the student:

Expected working schedule for this internship:

Start Time: 9:00am End Time: 5:00pm
Lunch break: 30 minutes (duration) (specific time, if applicable)

Additional Information, if necessary: Schedules are flexible. The above listed times are the
(Please indicate if any of the preparation work will take place outside of the regular work schedule)

Organization Description

Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.

The Legal Action Center (LAC) provides free legal services to low income residents of King County who are faced with evictions or housing subsidy terminations. Our mission is to reduce homelessness by preventing illegal or unnecessary evictions. LAC provides the full range of legal assistance including representation in court proceedings and administrative hearings in public housing cases. Interns provide an invaluable service by screening applicants to determine their legal issue and conducting intakes in conjunction with a staff attorney. They also provide assistance to the attorneys in ongoing cases.

Internship Description

Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.

The Princeton Intern will render civil legal services to low-income individuals and families, consistent with the Code of Professional Responsibility, under the supervision of a staff attorney.

Princeton Internships in Civic Service is administered by the
Princeton University Class of 1969 Community Service Fund.

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Princeton, NJ 08540
609-921-7948, pics@69csf.org, www.69csf.org



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1. Paralegal - 75% of time

- a. Conduct initial intakes with tenants who have been served with eviction notices or housing subsidy terminations and assist staff attorneys in advising clients on landlord-tenant matters at the office (and possibly debtor/creditor matters on a limited basis).
- b. Provide follow-up assistance to clients and/or appropriate social service referrals after consultation with and direction from staff attorneys (including advice for self-help, investigation, negotiation of settlements, and assistance with litigation)
- c. Prepare draft memoranda, form letters, manuals, checklists, and other legal documents related to the areas of LAC's practice

2. Intake Specialist - 15% of time

- a. Interview phone callers to determine whether they are eligible for our services
- b. Schedule appointments
- c. Refer ineligible callers to other service providers
- d. Answer multi-line phone system, deal with callers under stress, and exercise compassion and respect for all callers

3. Training/Staff Development - 10% of time

- a. Develop and acquire knowledge of relevant law through training, consultation and research
- b. Attend staff meetings

Intern Qualifications

Describe any particular skills, background, or qualities you are seeking in an intern.

1. Willingness to work with a diverse low-income population which includes a substantial percentage of disabled clients including mental disabilities.
2. Interest in the law.
3. Excellent communication skills.

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