



901 N. 9th St., Room G-9, Milwaukee County Courthouse, Milwaukee, WI 53233
www.milwaukeejusticecenter.org • 414-278-2910

LEGAL FELLOW / INTERN
Milwaukee Justice Center - Summer 2024

The Milwaukee Justice Center (“MJC”) is seeking law fellow/intern candidates for Summer 2024. **Please apply with a resume and cover letter in one .pdf directed to the Legal Director Emily Boylan at the MJC website at <https://www.milwaukeejusticecenter.org/mjccareers.html> .**

Position is open until filled, but applications received before March 15th will be given priority review.

Training and supervision are provided. These positions are unpaid, but may qualify for funding for Public Interest internships via the candidate’s academic institution (e.g. PILS Fellowships). Students in these roles are expected to serve between 35-40 hours per week. This is an excellent opportunity for students who are interested in pursuing a public interest law career, who seek one-on-one interaction with clients, and/or who desire a familiarity with Milwaukee County courthouse, staff, and court personnel.

Position Summary:

The Milwaukee Justice Center has up to 3 openings for summer 2024. Fellows will work with one of three Milwaukee Justice Center service groups based on their experience and interest: 1) Expungement/Pardon Clinic; 2) Eviction Diversion Court Program; or 3) Civil/Family Marquette Volunteer Legal Clinics and Mobile Legal Clinic. All fellows will gain experience with the MJC’s largest program, the Family Forms Clinic.

About the Milwaukee Justice Center (“MJC”)

The Milwaukee Justice Center (“MJC”) is a public-private collaboration between the Milwaukee County Clerk of Courts, the Milwaukee Bar Association (“MBA”), and Marquette Law School offering self-help civil legal aid to individuals who cannot afford an attorney and who are representing themselves in Milwaukee County cases. With a staff of 13 and an annual volunteer corps of over 350, the Milwaukee Justice Center assists thousands of people in its services each year. These services include the Family Forms Clinic, Adult Guardianship Forms Clinic, Expungement/Pardon Clinic, Courthouse Navigator Program and the Civil Legal Helpline. The Milwaukee Justice Center also hosts the Marquette Volunteer Legal Clinics at the MJC and via the Mobile Legal Clinic in the Milwaukee community.

Position Responsibilities

- Serve as student volunteer in the MJC services, taking on a leadership role in one or more areas of service
- Work 35-40 hours per week. The MJC will be closed between July 15-19, so interns must plan accordingly to complete all required hours
- Complete special projects under direction of Clinic Supervisors or Executive Director
- Participate in MJC Team meetings, as appropriate
- Maintain client and case information confidentiality
- Attend 13th Annual Run for Justice (Assisting with day-of duties as assigned)
June 13, 2024 (3pm-9pm)
- Assist with other duties, as assigned

Qualifications

- Be in good academic standing (all class years accepted)
- Very strong communication skills (oral, written, and interpersonal)
- Experience and comfort working with people
- Dependability and reliability are essential
- Availability for up to 35-40 hours per week during the summer, including 1 Saturday (2 hours) per month with the Expungement / Pardon clinic.
- The Milwaukee Justice Center will be closed between July 15-19. Interns will not work during those dates. In order to fulfill the minimum hours required throughout the summer, interns may have to work 40 hours per week.
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- Second language skills desired, but not necessary
- Prior experience at the MJC or MVLC is not required