



# MILWAUKEE JUSTICE CENTER

Milwaukee County Courthouse - Room G9  
901 N 9th St. Milwaukee, WI 53233  
[www.MilwaukeeJusticeCenter.org](http://www.MilwaukeeJusticeCenter.org)

## LEGAL FELLOW / INTERN Milwaukee Justice Center - Summer 2019

The Milwaukee Justice Center ("MJC") is seeking law fellow/intern candidates for Summer 2019. **Position is open until filled. Please send resume, cover letter, and contact information for 2 references to Mary Ferwerda ([mary.ferwerda@wicourts.gov](mailto:mary.ferwerda@wicourts.gov)).**

Training and supervision are provided. These positions are unpaid, but may qualify for funding for Public Interest internships via the candidate's academic institution. Students in these roles are expected to serve between 30-35 hours per week. This is an excellent opportunity for students who are interested in pursuing a public-interest related 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 two openings for summer 2019. One fellow will work directly with the Mobile Legal Clinic project and Parenting Conferences dispute resolution program. One fellow will work on the develop of digital resources, including instructional videos for completing forms, filing in the Milwaukee County Courthouse, and attending hearings. All fellows will gain experience in the family forms self-help assistance and the Marquette Volunteer Legal Clinic at the MJC.

### About the Milwaukee Justice Center ("MJC")

The Milwaukee Justice Center provides services to over 10,000 individuals per year, all who are representing themselves in their civil legal matter without the assistance of an attorney. The MJC offers assistance filing actions/motions in family court through the Family Law Self-Help Forms Assistance, brief legal advice and referrals on civil matters through the Marquette Volunteer Legal Clinics, and outreach of these services through the Mobile Legal Clinic (one of the *Milwaukee Journal-Sentinel's* "Big Ideas of 2013").

### Position Responsibilities

- Mobile Legal Clinic and Parenting Conferences
  - Serve as a clinic volunteer and/or assistant supervisor for Mobile Legal Clinic dates
  - Assist with legal resource development for the Mobile Legal Clinic
  - Attend Parenting Conferences with volunteer facilitators and assist with family forms, as needed
  - Research upcoming case information and draft court order summary for volunteers
  - Create resource development for volunteer facilitator training and participant information
- Digital Resource Development
  - Develop thorough understanding of Courthouse filing procedures, process service in and outside of Milwaukee County, and fee waiver requirement.
  - Create videos to help self-represented litigants to navigate various procedures in Milwaukee County
  - Create online materials to assist self-represented litigants to complete various state-created forms for family court, small claims, fee waivers, and other legal processes.
  - Create video to help anyone to better understand what to expect in a court hearing for various civil matters.
- General MJC Responsibilities
  - Maintain client and case information confidentiality
  - Communicate with supervisor on each assignment to ensure accurate process and information
  - Attend 9<sup>th</sup> Annual Run for Justice (Assisting with day-of duties as assigned), June 19, 2019
  - Assist with other duties, as assigned

### Qualifications

- Be in good academic standing (all class years accepted, rising 2L preferred)
- Very strong communication skills (oral, written, and interpersonal)
- Experience and comfort working with diverse groups of people
- Dependability and Reliability are essential
- Availability for up to 30-35 hours per week during the semester, including one-two Saturdays (4-6 hours) per month if working with Mobile Legal Clinic.
- Second language skills desired, but not necessary