



901 N. 9th St., Room G-9, Milwaukee County Courthouse, Milwaukee, WI 53233  
[www.milwaukeejusticecenter.org](http://www.milwaukeejusticecenter.org) • 414-278-2910

## LEGAL FELLOW / INTERN Milwaukee Justice Center - Summer 2023

The Milwaukee Justice Center (“MJC”) is seeking law fellow/intern candidates for Summer 2023.

**Please apply with a resume and cover letter directed to Senior Clinic Supervisor Natalie Lewandowski at the MJC website at <https://www.milwaukeejusticecenter.org/mjccareers.html> .**

**Position is open until filled, but applications received before March 1<sup>st</sup> 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 30-35 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 2 openings for summer 2023. Fellows will work with all services available at the Milwaukee Justice Center, including Eviction Diversion Court Programs, Expungement / Pardon Clinic, Courthouse Navigator Program Development, Civil / Family Marquette Volunteer Legal Clinics, Family Forms Clinic, and the Civil Legal Helpline. Additionally, an individual, special project matching the fellow’s interests will be assigned.

### **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 6 and an annual volunteer corps of over 350, the Milwaukee Justice Center assists thousands of people in its services each year. These services include Family Forms Assistance, The MJC Mobile Legal Clinic, Parenting Conferences dispute resolution program, and a civil legal aid helpline. The MJC also hosts the Marquette Volunteer Legal Clinics at the MJC and on 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
- 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 12<sup>th</sup> Annual Run for Justice (Assisting with day-of duties as assigned)  
June 14, 2023 (3pm-9pm)

- 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 people
- Dependability and reliability are essential
- Availability for up to 30-35 hours per week during the summer, including up to 2 Saturdays (2 hours) per month with the Mobile Legal Clinic and/or Expungement / Pardon clinics
- Second language skills desired, but not necessary
- Prior experience at the MJC or MVLC is not required