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## INTERNSHIPS

Open Until Filled

Legal Services of Southern Piedmont (LSSP) is a non-profit agency that provides legal assistance in civil matters to low-income persons in Charlotte and mid-western North Carolina.

LSSP provides an intense, practical, and worthwhile internship for students interested in providing legal services to low-income people. LSSP has a long tradition of aggressive and effective advocacy, including individual cases, complex litigation and other advocacy projects. Our interns work with staff attorneys on routine cases, handle administrative cases as the primary advocate under the supervision of an attorney, and participate in significant client advocacy projects, as described in the job description below. You can find more information about our organization and our work on our website at [www.lssp.org](http://www.lssp.org).

**Schedule and Qualifications.** Many LSSP interns are law students working in the summer but LSSP also engages law student interns earning semester credit and during other breaks, and pre-law, paralegal and other student interns on a part-time and full-time basis throughout the year.

**Funding:** Due to budgetary constraints we do not now know whether we will be able to pay stipends for interns, but will consider students who qualify for public interest stipends through their law school, who are eligible for work-study grants, or who can work on a volunteer basis. If LSSP is able to obtain funds for summer interns, we will consider qualified applicants who have tried but who have been unable to secure their own funding.

**To Apply:** Inquire about financial support, internship or externship programs available through your school, review LSSP's activities described on our website and send (1) a resume or other description of your academic qualifications (a transcript is not required); (2) a writing sample; (3) the names and telephone numbers of two references; (4) a detailed letter describing your interest in and prior experience with low income people, your interest in LSSP and your qualifications for or your interest in any particular LSSP program or activity; and (5) any other information you wish to include to: Kenneth Schorr, Executive Director, Legal Services of Southern Piedmont, by email to [kens@lssp.org](mailto:kens@lssp.org) or by mail to 1431 Elizabeth Avenue, Charlotte, NC, 28204, email is preferred.

*Assuring a full measure of justice for those in need.*

LSSP is an Equal opportunity employer.  
Women, minorities and disabled persons are encouraged to apply.

# Legal Services of Southern Piedmont

## INTERN JOB DESCRIPTION

Legal Services of Southern Piedmont accepts summer and semester interns to help LSSP provide legal services to eligible low income persons; provide a learning opportunity for the intern in legal process, substantive law and the ways in which low-income people are affected by the law; and provide an in-depth evaluation in the event the intern seeks an attorney position in the future. Interns perform the following functions:

Help LSSP Attorneys Represent Clients. Assist attorneys as directed on specific cases, including interviewing clients and witnesses; collecting, evaluating and preparing evidence for presentation; performing legal research; drafting pleadings, briefs and other legal documents; consistent with LSSP standards for representation. Interns are generally assigned to one attorney supervisor for each half of the summer, and work primarily with that attorney on routine cases such as eviction defense, public assistance and social insurance eligibility, protection from domestic violence and predatory lending. Interns have the opportunity for extensive client contact, participate in all stages of case development, and accompany the staff attorneys to court hearings.

Handle Administrative Cases. As primary advocate under attorney supervision, handle limited number of administrative cases such as Unemployment Insurance appeals, Social Security, Supplemental Security Income (SSI) or Medicaid disability appeals, Temporary Assistance to Needy Families (TANF), Food Stamp or other administrative cases; attend to cases on a timely basis; keep clients notified of progress on cases; maintain case files in accordance with program policy; maintain tickler system, prepare periodic case reports as required; close cases promptly upon completion of representation. Interns will be primarily responsible for at least one administrative hearing and generally will handle between two and five hearings during the summer. Although opportunities are presented to watch one or two hearings and close attorney supervision is provided, the interns will actually make the presentation of cases.

Participate in Significant Client Advocacy Projects. Under the supervision of a staff attorney, participate in significant client advocacy project such as major litigation, community education, outreach, and other non-case related program activities. Interns will participate in a major advocacy project to permit them to see how broad problems affecting many individuals can be addressed through the legal process.