

**PAID INTERNSHIP ANNOUNCEMENT**  
**Juvenile Expungement Help Desk (JEHD) Intern**

For almost 50 years, Legal Aid Chicago has provided people living in poverty in metropolitan Chicago with comprehensive free legal services to resolve non-criminal issues. Each year Legal Aid Chicago's more than 70 full-time attorneys and staff help resolve civil problems, including domestic violence, consumer fraud, and unfair evictions. Our work helps about 40,000 people annually.

In 2008, Legal Aid Chicago established the Juvenile Expungement Help Desk ("JEHD") at the Cook County Juvenile Center. At the JEHD, Legal Aid Chicago attorneys and students help individuals access their juvenile court records, evaluate their eligibility to expunge these records, and complete the juvenile expungement petitions and other paperwork. For most clients, Legal Aid Chicago also represents them at expungement hearings. Legal Aid Chicago seeks one law student intern to staff the JEHD and help incoming clients with preparing pleadings. Additionally, a law student intern with a 711 license to practice law in Illinois may also represent clients at their juvenile expungement court hearings with attorney supervision.

**Responsibilities of each JEHD intern may include:**

- Staffing the JEHD and doing the related work outlined in this announcement for 25-35 hours per week;
- Conducting client intake, drafting emails and letters to clients, maintaining organized client files;
- Researching JEHD clients' eligibility to expunge their juvenile records;
- Preparing juvenile expungement petitions and related paperwork for eligible JEHD clients;
- Representing the clients in juvenile expungement court hearings, if the student has a license to practice under Illinois Supreme Court Rule 711; and
- Assisting with Legal Aid Chicago's other juvenile expungement projects, such as community clinics to help eligible students and other persons prepare and file juvenile expungement paperwork and drafting memoranda on topics related to juvenile expungement.

**Qualifications:**

- Be a current law student at an accredited law school.
- Be available to travel to the JEHD, located at the Juvenile Court, 1100 S. Hamilton St. in Chicago, and to Legal Aid Chicago, located downtown, 120 S. LaSalle St. in Chicago.
- Experience in public interest law and/or juvenile or adult criminal records relief is preferred.
- Clinic, experiential learning, internship, or externship experience preferred.

**Term of Service:** The JEHD intern will staff the JEHD three to four days per week with other time spent at Legal Aid Chicago's office, ideally beginning in **May 2020 through mid-August 2020**, with flexibility depending on the intern's schedule. The JEHD Intern may begin at Legal Aid Chicago before May 1, 2020, contingent on that being consistent with both the intern's and Legal Aid Chicago's scheduling.

**Compensation:** The JEHD intern will receive \$15.00 per hour.

**Applications:** Send a resume, a cover letter explaining your interest in the position, and two professional references to [internship@legalaidchicago.org](mailto:internship@legalaidchicago.org). Write "JEHD Intern Summer 2020" in the subject line of your email.

**Deadline:** We will consider applicants on a rolling basis.

*Legal Aid Chicago values diversity, is an Equal Opportunity Employer, does not discriminate on the basis of disability and encourages candidates with experience working with our client population to apply*