

PAID INTERNSHIP ANNOUNCEMENT
Juvenile Expungement Help Desk (JEHD) Law Student Intern

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve legal problems, including domestic violence, consumer fraud, and unfair evictions.

In 2008, Legal Aid Chicago established the Juvenile Expungement Help Desk (“JEHD”) at the Cook County Juvenile Center. At the Juvenile Expungement Help Desk (“JEHD”), Legal Aid Chicago helps individuals access their juvenile court records, evaluate their eligibility to expunge these records, and complete the juvenile expungement petitions and other paperwork. For some clients, Legal Aid Chicago also represents them at expungement hearings. Legal Aid Chicago seeks law student interns to staff the JEHD and help incoming clients with the paperwork. Additionally, a law student intern with a 711 license to practice law in Illinois may also represent the clients at their follow-up juvenile expungement court hearings.

Responsibilities of each JEHD intern include:

- Staffing the JEHD and doing the related work outlined in this announcement for 10-20 hours per week;
- Provide full case management for clients, including,
- Initial consultations and onboarding;
- 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

Qualifications:

- Be a current law student at an accredited law school (required).
- Experience in public interest law and/or juvenile or adult criminal records relief (preferred).
- Clinic, experiential learning, internship, or externship experience (preferred).
- Illinois Supreme Court Rule 711 License eligible and available to attend in-person hearings (preferred).

Term of Service: The JEHD intern will staff the JEHD three to four days per week with other time spent assisting staff, ideally beginning in August 2021 through mid-December 2021, with flexibility depending on the intern’s schedule. **At this point in time, we assume that the internship can take place remotely.** We will provide you with more information as it becomes available.

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



Applications: Send a resume, a cover letter explaining your interest in the position, writing sample and two professional references to internship@legalaidchicago.org. Write “JEHD Intern Fall 2021” 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