

PAID INTERNSHIP ANNOUNCEMENT
Juvenile Expungement Help Desk (JEHD) Law Student Intern
Fall 2022

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 JEHD, Legal Aid Chicago helps individuals seeking to expunge their juvenile arrest and court records by providing full legal representation. Legal Aid Chicago seeks law student interns to staff the JEHD to conduct client interviews and assist with full case management for the duration of the expungement case. Additionally, a law student intern with a 711 license to practice law in Illinois may also represent the clients at juvenile expungement court hearings.

Responsibilities of each JEHD intern may include:

- Staffing the JEHD and doing the related work outlined in this announcement for 10-20 hours per week;
- 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 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.
- Experience in public interest law and/or juvenile or adult criminal records relief is preferred.
- Clinic, experiential learning, internship, or externship experience preferred.
- Licensed under Illinois Supreme Court Rule 711 preferred.

Term of Service: The JEHD intern will staff the JEHD at least two days per week, ideally beginning in August 2022 through mid-December 2022, with flexibility depending on the intern’s schedule. **At this point in time, the internship will take place in person at the Juvenile Division of the Circuit Court of Cook County.** We will provide you with more information as it becomes available.

Compensation: The JEHD intern will receive \$15.40 per hour.



Applications: Send a resume, cover letter explaining your interest in the position, law school transcript, writing sample and contact information for two professional references to internship@legalaidchicago.org. Write “JEHD Intern Fall 2022” 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 applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.