

**Legal Action Center  
Seattle, WA**

**1** Please describe your organization briefly, including mission statement, activities, size, etc.

The Legal Action Center (LAC) provides legal representation to low income tenants who are faced with eviction. Our mission is to reduce homelessness by preventing illegal or unnecessary evictions. LAC has three staff attorneys, an administrator and either a full-time paralegal or work-study qualified law students. During the summer LAC generally has three interns including the Princeton position.

LAC provides the full range of legal representation including court appearances. LAC also conducts neighborhood clinics where tenants with other legal issues can receive limited representation to resolve disputes involving landlord/tenant issues and debtor/creditor issues that are related to past tenancies.

LAC has three full-time attorneys, an administrator and generally 3 work study students.

**2** Describe **in detail** the work or project an intern will do, **please be as specific as possible**.

The Princeton Intern will render civil legal services to low-income individuals and families, consistent with the Code of Professional Responsibility, under the supervision of a staff attorney.

1. Paralegal - 65% of time

- a. Conduct initial intakes with tenants who have been served with eviction notices and assist staff attorneys in advising clients on landlord-tenant matters at the office (and possibly debtor/creditor matters on a limited basis).
- b. Provide follow-up assistance to clients after consultation with and direction from staff attorneys (including advice for self-help, investigation, negotiation of settlements, and assistance with litigation)
- c. Prepare draft memoranda, form letters, manuals, checklists, and other legal documents related to the areas of LAC's practice

2. Intake Specialist - 25% of time

- a. Interview phone callers to determine whether they are eligible for our services
- b. Schedule appointments
- c. Refer ineligible callers to other service providers
- d. Answer multi-line phone system, deal with callers under stress, and exercise compassion and respect for all callers

3. Training/Staff Development - 10% of time

- a. Develop and acquire knowledge of relevant law through training, consultation and research
- b. Attend staff meetings.

**3** Describe any particular skills, background, or qualities you are seeking in an intern

Intern must be able to work with an ethnically diverse clientele and with client's who have a multitude of disabilities. Must be able to work under pressure and have excellent communication skills. Candidate should have an interest in the law and social justice.

- There are required dates for this internship. Internship must start on \_\_\_\_\_ and end on \_\_\_\_\_ or most include the period \_\_\_\_\_.

xStart and end dates for the internship are flexible.

The expected working schedule for this internship:

Begin \_9:00\_\_ a.m. End \_5:00\_\_p.m.

Lunch break: Length\_\_flexible\_\_\_\_\_ specific time\_\_\_\_\_