



Dedicated to the Progress and Professional Advancement for all Paralegals



NYCPA Internship Opportunity
Children's Law Center
Bronx Location, 2501 Grand Concourse
Spring Program or Summer Program
Minimum Hours Required: Fourteen

The Children's Law Center (CLC) is a not-for-profit law firm that provides representation to children in custody/visitation, domestic violence, guardianship and child protective cases in Family and Criminal Court matters. They utilize an interdisciplinary model of CLC attorneys, social workers, paralegals and caseworkers to comprehensively work with our clients.

Types of duties include:

- Observe court proceedings, witness interviews, & conferences
- Digest case records (school, medical, COI's, forensic reports)
- Conduct legal & non-legal research
- Draft legal documents (subpoena's, orders to produce, memorandum's of law)
- Draft client and collateral witness correspondence
- Follow up work with clients as assigned;
- Trial Prep assistance (drafting direct/cross examination questions and summations);
- Assist with the preparation of appeals, motions and briefs;
- Obtaining and copy court files

Learn family law, gain experience in the operations of a not-for-profit law firm, and provide support to staff and clients.

CLC provides training and close supervision. Most positions require 8-20 hours-per-week commitment for the school year. CLC accepts school work-study programs and helps students with course credit. Full time commitments, 35-40 hours/week, are preferred during summer, but CLC also has part time opportunities.

Send cover letter, resume, and writing sample to Stephanie at probono@nyc-pa.org for questions call 516-851-4007.

Volunteers represent the NYCPA. If you can no longer participate in the project, please inform Stephanie ASAP.