Pre-Law Project Assignment Options

Alliance for Children’s Rights

- **Site & Assignment Description:** The Alliance for Children's Rights provides free legal services and advocacy to protect the rights of impoverished and abused children and youth. Clients include children in foster care, runaway and emancipating youth, relative and non-relative caregivers and children with educational, physical and emotional disabilities. Students will answer phone calls, gather basic facts, work with an Alliance attorney to assess the caller’s legal needs, verify information and refer callers to appropriate resources. Students also work under the direction of staff attorneys on the following types of tasks: Conducting research, Preparing documents and correspondence, Developing resource and educational materials for clients. Spanish proficiency required. Must be over 18 years old.

- **Site-specific training/orientation:** Once admitted to JEP, students will email a cover letter and resume to the Volunteer Coordinator at the Alliance and attend a mandatory full-day orientation the last week of September from 9:30am-5pm at the Koreatown office.

- **Assignment days/times:** Driving/Public transit site. The Alliance will reimburse for public transportation or validate parking. Volunteer hours must fall during normal business hours (M-F 9:00am-5:30pm). Two 4-hour volunteer blocks per week required. Volunteer must complete 80 hours of work. Spanish speakers preferred.

- No max on volunteer numbers

Asian Americans Advancing Justice

- **Site & Assignment Description:** Asian Americans Advancing Justice-Los Angeles is the nation’s largest legal and civil rights organization for Asian Americans, Native Hawaiians, and Pacific Islanders.

  JEP volunteers will support the Citizenship Project by providing assistance to the immigrant communities through citizenship workshops. At these workshop, volunteers will help individuals to complete the Application for Naturalization (Form N-400), assess eligibility for various waivers, and provide resources on the naturalization process. Advancing Justice will provide training in advance, and supervision by a staff attorney.

  Citizenship and naturalization are especially crucial as Advancing Justice-LA works to help community members become U.S. citizens during this uncertain time for immigrants. Foreign language proficiency (mainly Chinese, Korean, Thai, Tagalog or Spanish) is strongly preferred.

  This site is located 1/2 mile from the 7th & Metro train station. Validated parking available at Good Samaritan Hospital (next door).
• **Site-specific training/orientation:** An online webinar/PowerPoint training is required prior to starting. Links to these will be sent upon acceptance.

• **Assignment days/times:** Volunteers will primarily be placed on-site every Friday from 12:15PM - 5:15PM. However, small changes to your schedule can be made if communicated with site director in advance.

• Three interns max

**Bet Tzedek**

• **Site & Assignment Description:** Bet Tzedek is one of the top legal agencies in the country providing both direct services and impact litigation assistance to Los Angeles' most vulnerable populations. Bet Tzedek's projects combine direct legal representation with powerful outreach, education, and legislative advocacy. Two options for volunteering are available:
  1) Bet Tzedek's Self-Help Conservatorship Clinics provide basic, limited assistance to self-represented litigants filing for a probate conservatorship over an aging or developmentally disabled adult. The clinics are located in Downtown Los Angeles, Norwalk, Long Beach, and Lancaster. Under staff supervision, volunteers have the opportunity to meet with litigants, help prepare court paperwork, review court paperwork with litigants, and are responsible for providing self-represented litigants with general information and guidance about court processes in petitioning for conservatorships. Work can take place at the clinics or at Bet Tzedek’s office in Koreatown.
  2) Bet Tzedek's Intake Services conducts pre-screening assessments to determine legal assistance and representation of potential clients. Under staff supervision, volunteers will develop and exercise foundational legal skills, such as issue-spotting in assessing and determining income and case-type eligibility. Bilingual/Multi-lingual applicants desired, but will consider English-only applicants as well. Must be able to maintain confidentiality with client information and come for shifts on a consistent basis

• **Site-specific training/orientation:** A volunteer application and mandatory 3-4 hour long program-specific training will be held on a rolling basis.

• **Assignment days/times:** Monday through Friday from 9:00am – 5:00pm. 8 hours a week required. They are closed on 9/30, 10/1, 10/9, 10/14, 10/15, 10/21, 10/22, and 11/28, so it is important to get onboarded quickly if at this site

• Will accept 10+ volunteers
**CARECEN**

**Site & Assignment Description:** CARECEN provides direct legal services, organizing, and community education programs to immigrants. It serves as a strong community advocate on the policy issues of immigration, education reform, and civil rights. They have several internship opportunities available, all of which require fluency in Spanish.

- **Citizenship Program Law Intern:** Help legal residents become U.S. Citizens and assume full participation in U.S. Civic society. Through the program, legal permanent residents will be screened to assure that they qualify to apply for naturalizing without issue. Assist clients in filling out the necessary applications, and help host monthly workshop (Saturdays).
- **U-Visa/Violence Against Women Act (VAWA) Law Intern:** U Visa is granted to a person who has been a victim of certain crimes in the U.S. and who cooperates with police in the investigation or prosecution of the case. A VAWA Visa is granted to a person who has been a victim of domestic violence committed in the United States by a U.S. citizen or legal resident who is their spouse, child or parent. Assist these clients with consultations, filling applications, and applying for residency after 3 years.
- **TPS applications:** which is a temporary immigration relief for people from specific countries that are determined to be unsafe to return to. Once granted TPS, recipients must regularly re-register to maintain their TPS status. A person is protected from removal and allowed to work legally in the United states. Assist clients with filling TPS applications and work permits.

- **Site-specific training/orientation:** Training will be given your first time to site. A background check is required for some of the positions.

- **Assignment days/times:** M-F 9:00-5:00; Saturday hours possible. You must commit to 3-4 consecutive hours once a week.

- Max 3 interns

**Earth Justice**

- **Site & Assignment Description:** Earthjustice is the nation’s original and largest nonprofit environmental law organization. Earthjustice leverages its expertise and commitment to fight for justice and to advance the promise of a healthy world for all. Clients are represented free of charge. Specific duties will include: factual investigations and policy research, administrative office legal assistance, attending court hearings and other organizational meetings with attorneys. You will be expected to volunteer 4 hours per week.

- **Site-specific training/orientation:** Student will be expected to submit a resume and cover letter, and interview either over the phone or in person.

- **What days/times are available:** Monday-Friday 9-5pm
Esperanza

Site & Assignment Description: Esperanza Immigrant Rights Project is a non-profit legal organization that provides community education & direct representation to individuals in immigration deportation proceedings. They are one of the largest providers of pro bono legal representation to unaccompanied minors in L.A. Their community education programs seek to educate & empower the most vulnerable immigrants in our society. Interns will have the chance to work in various programs, working with staff attorneys and paralegals. Responsibilities of the intern may include: client interviews, follow-up calls, research, events, and/or program assistance. Spanish is highly desirable, but not essential. Intern opportunities are available depending on the skills & experience of students. Programs include:

• Community education for refugee children and their custodians (“LOPC”) – LOPC's legal orientations explain legal responsibilities, immigration court processes, & legal defenses to deportation to refugee children & their custodians. LOPC also provides legal screenings, referrals, and detailed workshops. Specific intern tasks: assisting with legal intakes interviews, responding to initial client inquiries or follow up, & providing other program support. Spanish speakers are preferred.
• Immigration court help desk (“ICH”) – ICH provides legal screenings, assistance, workshops & referrals to people in removal proceedings who cannot afford a lawyer. Specific intern tasks: assisting with information collection, program reporting & data. Spanish speakers are preferred.
• Pro Bono – the pro bono program matches volunteer attorneys with individuals facing deportation, & utilizes non-attorney volunteers to further the mission of Esperanza. Specific intern task will include the following: assisting with all aspects of outreach including designing flyers & creating email blasts, & assisting with case & program management. Spanish is not required.

Esperanza wants volunteers that are passionate about helping immigrants, willing to do a variety of work, are creative, detail orientated, reliable, & committed.

Site-specific training/orientation: A site-specific training will be provided – time and date TBD. Live scan fingerprinting and background check must be completed (instructions provided when offer of internship is made).

What days/times: Preferred hours:
LOPC: Monday and Wednesday from 2-6pm, and/or Thursday and Friday Mornings 9-1pm.
ICH – Will depend on availability of volunteer.
Pro Bono: Any week day– from 10am-6pm.
A commitment of 8 hours a week for 10 weeks is required.

Max # of volunteers (you can handle at one time and in total): 2 volunteers per program – total of 6
L.A. County Bar Assoc.-Veterans Legal Services Project

**Site & Assignment Description:** The Veterans Legal Services Project of the Los Angeles County Bar Association assists veterans to overcome legal obstacles to full employment. They offer legal services, clinics, and self-help workshops to veterans in the areas of expunging criminal convictions and resolving outstanding tickets & warrants. They assist Veteran clients at monthly legal clinics, from the main LACBA office, and at Patriotic Hall by appointment. Under supervision of the Directing Attorney and Project Coordinator, the interns participate by conducting client intake and interviews, providing guidance and information to clients by phone, from LACBA’s downtown LA office and in person at Patriotic Hall (just down Figueroa from USC) under the supervision of the directing attorney, drafting motions, performing legal and grant research, and assisting in the development of program materials. You must be available to attend at least one clinic, where you will be working in partnership with a pro bono attorney to assist clients. Clinics occur on the 3rd Wednesday of each month, from 5:30pm to 8:30pm.

**Site-specific training/orientation** Once accepted to JEP's Pre-Law Project, students will need to submit a cover letter and resume. This will be followed by a phone interview and a mandatory on-site training (day/time TBD).

**What days/times are available:** Monday to Thursday, 9:00 a.m. to 4:30 p.m. Must work a minimum of 6-8 hours per week for 9 weeks. If an absence is required on an assigned day, the missed hours must be made up. Nearest public Transit is 7th Street Metro Center (there is no free parking at LACBA).

**Max # of volunteers:** 2

Neighborhood Legal Services

**Site & Assignment Description:** Neighborhood Legal Services’ primary mission is to combat poverty through the judicial system to improve the lives of individuals and families and in our community. They offer free legal representation, advice and education. They have improved health and wellness, expanded economic opportunities, and protected human rights throughout Los Angeles County. USC is closest to the Van Nuys location. Volunteers work at clinics and on cases and projects in various offices, at sites in the community, and in their clinics. At the clinics volunteers help litigants prepare court forms, or paperwork for administrative hearings. Under the supervision of an attorney, volunteers may be asked to provide information about the legal process, as well as other community resources. All non-attorney work is reviewed and approved by an attorney.

**Site-specific training/orientation:** A completed volunteer packet and resume are required prior to volunteering.
What days/times are available for students to be placed with you? DASH has a 4-5 hour a week requirement and Self-Help has a 7-9 hour a week requirement. They are flexible but do ask that volunteers commit to a full shift. The shifts are Monday-Friday 8:30 – 12:30 pm and 1:30 - 4:30pm.

Max # of volunteers (you can handle at one time and in total): No maximum

**Strategic Actions for a Just Economy (SAJE)**

**Site & Assignment Description:** Since 1996, SAJE has been a force for economic justice in our community- focusing on tenants’ rights, healthy housing, and equitable development. SAJE has taken many notorious slumlords to court, has established a land trust, and helped implement innovative popular education programs. They run a regular tenant clinic, help connect local residents to jobs, and fight for community benefits regarding future development through private agreements and public policies. They believe that the fate of city neighborhoods should be decided by those who dwell there, and convene with other organizations to ensure this occurs in a manner that is fair, replicable, and sustainable.

The mission at Strategic Actions for a Just Economy (SAJE) is to build leadership for a movement for economic justice. This is done by providing tenants with the tools needed to advocate for themselves and their neighbors. In an effort to provide tenants with information about their tenant’s rights, SAJE holds a biweekly tenant clinic which provides free education and assistance to community residents, who are facing issues such as inhabitable living conditions, disputes with their landlords, illegal rent increases, among other housing issues.

Prelaw Interns provide assistance AND learn from the tenants that come to their tenant clinic. Potential work includes:

- Assisting with the tenant clinic Tuesdays (4:00pm-7:00pm) and/or Thursdays (10:30am-12:30pm)
- Database management of tenant clinics in Nation builder
- Basic writing of letters directed to landlords preferably English/Spanish.

Spanish/English bilingual interns are highly recommended and preferred, as most tenant clinics discussions are in Spanish.

**Site-specific orientation:** Orientation specific to your job tasks will be provided once you have accepted a position with SAJE.

**Days & times for volunteering:**

Tuesdays (4:00pm-7:00pm) Tenant Clinic

Thursday (10:30am-12:30pm) Tenant Clinic
Database/follow up time at intern’s own availability during SAJE’s office hours. Number of weekly hours are flexible.

The USC Immigration Clinic

Site & Assignment Description: The USC Immigration Clinic represents adults and children from all over the world, including Mexico, Central and South America, and Africa in proceedings before the Immigration Court, the Board of Immigration Appeals and the 9th Circuit Court of Appeals. Specifically, the Citizenship Project of the Immigration Clinic assists eligible lawful permanent residents to apply for citizenship.

Undergraduate Administrative Assistants will provide the following support:

- organize and create case files
- conduct pre-screening eligibility interviews with potential naturalization applicants
- identify and classify naturalization cases as “complex” or “simple”
- assist with organizing Saturday Citizenship Clinics
- complete naturalization applications and fee waivers
- interpret attorney-client meetings prior to Immigration Court hearings
- and provide general administrative support.

Fluency in Spanish (speaking and writing) required; Must be over 18 years old.

Site-specific training/orientation: Training will be ongoing throughout the time spent on site.

What days/times are available for students to be placed with you? Monday-Friday from 9:00 am – 5:00 pm AND occasional Saturdays. Must commit a minimum of 10 hours a week during normal business hours and to two semesters of time spent interning with the clinic.

Max # of volunteers (you can handle at one time and in total): One position per semester.