APPLY FOR A PARALEGAL INTERNSHIP WITH LEGAL AID CHICAGO

LEGAL AID CHICAGO IS SEEKING CURRENT PARALEGAL STUDENTS TO APPLY FOR SPRING 2027 INTERNSHIPS WITHIN ONE OF THESE PRACTICE AREAS:
HOUSING, CONSUMER, AND CRIMINAL RECORDS RELIEF

ABOUT LEGAL AID CHICAGO:

Legal Aid Chicago believes that access to justice should not depend on the ability to afford an attorney. For over 50 years, Legal Aid Chicago has provided people living in poverty in metropolitan Chicago with free civil legal services. Cases include situations such as wrongful eviction, a veteran seeking their benefits earned from service, or securing an order of protection for a domestic violence survivor. Legal Aid Chicago attorneys, paralegals, and staff advocate for and collaborate with clients and communities.

INTERNSHIP DETAILS:

Paralegal interns must be available **a minimum of 10 hours/week** during the semester.
Duties may include:

- Conducting client interviews to intake new cases
- Litigation support, including drafting letters, pleadings, discovery, records requests, and outreach materials
- Helping with case investigations
- Providing advice and internal or external referrals to individuals not accepted as clients
- Facilitating and participating in outreach and trainings
- Assisting attorneys with administrative tasks

Our spring interns **will have a hybrid schedule:** working part-time from home and part-time from the office at 200 N. LaSalle, Chicago, Illinois. We will equip you with the tools to work remotely, and we will provide the opportunity for in-person collaboration.

Applicants seeking academic credit, or funding through their schools are welcome. **Legal Aid Chicago does not provide funding**.

TO APPLY:

Send the following to **internship@legalaidchicago.org** with the subject line "**2027 Spring Paralegal Internship**":

- Cover letter with an expression of interest and your preferred practice group placement
- Brief writing sample (2-4 pages)
- Resume
- Contact information for two professional references

Contact internship@legalaidchicago.org with any questions

LEGAL AID CHICAGO
EQUAL JUSTICE STARTS HERE