

Maida Summer Fellowship Partners Program 2023-2024

1. Your name and title, organization name, address, phone and website:

Karna Laubenstein
Philadelphia VIP
1500 JFK Blvd, Ste 1850
Philadelphia, PA 19103
215-523-9556
www.phillyvip.org

2. To whom should students address cover letters (name, title, address)?

Note: You will receive student application materials via Symplicity and not directly from the students.

See above.

3. Brief description of your organization:

Philadelphia VIP leverages the powerful resources of the community to provide quality volunteer legal services and ensure access to justice for low-income Philadelphians. To achieve this mission, our essential work is to recruit, train, and support the hundreds of volunteer attorneys who represent VIP's clients – low-income individuals, families, businesses, and nonprofits – without charge.

4. Brief description of summer internship responsibilities and qualifications:

Summary: VIP seeks highly motivated, second- or third-year law students to serve as legal interns supporting VIP's work in the many areas where our clients face critical legal needs, including: family law (custody, support, divorce, adoption), homeownership/tangled title (probate, quiet title, and deed transfers), debt collection, guardianship, tort defense, and estate planning. Our legal interns function as valued members of the VIP team. With attentive attorney supervision and training, interns gain valuable skills that will help them launch careers in any sector of the legal profession or in non-profit leadership.

Key Qualifications

- Passion for access to justice for underserved communities and commitment to VIP's volunteer-based service model; experience with low-income populations is a plus
- Prior volunteer work

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- Strong oral and written communication skills and attention to detail; Spanish fluency a plus (not required)

Key Functions

Working with clients and legal services to manage a full caseload:

- Assessing the legal merits of cases by interviewing clients and gathering documents
- Counseling and preparing clients for the civil legal process and the professional responsibilities surrounding the attorney-client relationship
- Managing urgent matters with deadlines and long-term projects

Working with private attorney volunteers to assist with case management:

- Guiding volunteer attorneys with substantive, ethical, or procedural legal questions
- Helping volunteers to manage VIP cases by asking for status updates and identifying potential challenges
- Observing court proceedings, and meeting judges and court staff

Cultivating volunteer attorney relationships to grow our pro bono practice capacity:

- Assisting with and attending attorney CLEs, trainings, clinics, and other outreach events
- Offering pro bono opportunities to attorneys who have signed up to volunteer with VIP
- Participating in programs to engage VIP stakeholders in organizations, legal services agencies, and courts

Developing practical skills in writing, research, and case management technology:

- Researching legal issues to support volunteers and staff
- Updating volunteer guides and writing client letters that involve legal analysis using leading technology in all aspects of work with cases

5. Eligible applicants:

Current 1L students yes

Current 2L students yes

Students who could work half a summer or part-time no

6. Will interns work in the office, remotely, or hybrid in Summer 2024? How many days per week in the office?

In office 5 days a week

7. Required materials, in addition to resume and cover letter:

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- a. References: Yes No
- i. If yes, number: 3
- ii. Designation: Professional Academic
- b. Transcript/Course list: Yes No (note that fall 2023 grades may not be available; students will submit course list, *if requested*)
- c. Writing sample: Yes No If yes, number of pages
- d. Other (specify)

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8. I understand and agree that as a Maida Summer Fellowship Partner site:
- We agree to host and supervise at least one Rutgers summer intern during summer 2024.
 - We will have the opportunity to decide which students to interview.
 - We will schedule interviews with students at our convenience either via Zoom or in-person at our offices or at Rutgers on 1/8 or 1/9, 2023 and will inform Rutgers of our top two choices by 1/19/24 (Rutgers is happy to schedule the interviews, if you prefer).
 - We will be matched with our first or second choice candidate, if possible, when Rutgers matches students with sites.
 - We will participate as requested and available in social justice events at Rutgers Law School in 2024-2025.

Your initials in lieu of signature: KL

Date: 11/8/2023

Please return form to Pam Mertsock-Wolfe, pmertsoc@camden.rutgers.edu by 11/10/23. Call Jill Friedman with any questions: 856-225-6263.