

Maida Summer Fellowship Partners Program 2023-2024

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

Jeff Stephens, Esq., Senior Staff Attorney
he/him/his
Volunteer Lawyers for Justice
PO Box 32040
Newark, NJ 07102
T (973) 645-1951 x118
F (973) 645-1954
jstephens@vljnj.org
www.vljnj.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.

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Volunteer Lawyers for Justice
PO Box 32040
Newark, NJ 07102

3. Brief description of your organization:

Volunteer Lawyers for Justice (VLJ) is a comprehensive, statewide legal assistance program based in Newark, New Jersey. VLJ's mission is to ensure access to justice for people experiencing poverty by empowering them with the tools, advice, and pro bono representation needed to obtain fair and equal treatment within the legal system. To carry out its mission, VLJ operates a number of distinct legal programs, which include a Debt Relief (Bankruptcy and Consumer Debt) Program, Children's Representation Program, Divorce Program, South Ward Promise Neighborhood Program, ReLeSe (Reentry Legal Program), Tenancy Program, Trafficking Victims Legal Assistance Program, and Veterans Legal Program. More information about VLJ can be found at our website at www.vljnj.org.

4. Brief description of summer internship responsibilities and qualifications:

VLJ's summer internship program provides students with an opportunity to gain valuable experience interviewing clients, performing legal research and writing, and interacting with in-house staff attorneys and private attorneys who serve as pro bono attorneys for VLJ. Students will be assigned to several of VLJ's programs and will gain substantive legal knowledge in a number of legal areas. Candidates will have a shared motivation to working toward VLJ's mission and a readiness to engage directly with clients, VLJ staff and attorneys, and contribute substantively to providing legal services across programs to make our mission a reality. VLJ seeks highly motivated law students with a demonstrated commitment to public interest and excellent communication and interpersonal skills. Fluency in Spanish is a plus, although not required.

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5. Eligible applicants:

Current 1L students _____

Current 2L students _____

Students who could work half a summer or part-time _____

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

There is flexibility for interns to work in a hybrid schedule or be fully remote.

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

a. References: Yes _____ No _____

i. If yes, number: 1-2 _____

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)

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, 2024 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: JS

Date: 11/10/2023

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