

## 2025 Law Clerk Job Description

The Public Law Center is committed to providing access to justice for low-income residents of Orange County, California. Through volunteers and staff, the Public Law Center provides free civil legal services, including counseling, individual representation, community education, and strategic litigation and advocacy to challenge societal injustices.

We will accept at least one law clerk per project.

### General Job Duties:

- *Client Interaction*: Perform new case intake interviews; contact clients for follow-up through interviews and telephone calls; perform fact gathering; present new cases at weekly Case Acceptance meetings.
- *Legal research & writing*: Prepare opening case memos; draft correspondence, pleadings, and motions.
- *Pro Bono Support*: Assist in drafting manuals, samples, and educational presentations to support pro bono attorneys working on PLC cases. Prepare cases for placement.
- *Community Education and Outreach*: Research legal issues; prepare client education materials; assist in conducting presentations to clients.
- *Positions will be on a hybrid schedule.*

### Specific Project Duties:

In addition to the general duties described above, each law student will be assigned to one of the following available projects.

- **Community Development**  
Assist community-based nonprofit organizations and small businesses. Projects vary and may include the following: corporate formation and compliance; taxation; reviewing contracts; intellectual property; and employment issues.
- **Consumer Law**  
Assist with consumer matters, including debt collection (harassment and defense), bankruptcy, predatory lending, student loans, homeownership disputes, various types of frauds and scams, and identity theft. Assist with courthouse-based clinics where individuals are provided brief counsel and advice. Will also include work focused on older adults, particularly applications for elder abuse restraining orders and assistance with financial scams that target the elderly.

- **Family Law**  
Assist with providing trauma-informed legal services to litigants with domestic violence, custody, divorce, child & spousal support, guardianship, and dependency adoption matters. Work includes interviewing clients, attending legal clinics, preparing pleadings and legal briefs, writing letters, and providing advice and counsel to clients. Students who have completed Evidence and Civil Procedure may be eligible to make court appearances. SPANISH SPEAKER PREFERRED.
- **Federal Tax Law**  
Students will work with Public Law Center's tax attorney to interview clients, conduct fact investigation and legal research, draft pleadings and other documents and assist with developing educational materials for low-income taxpayers in Orange County. Students will receive training on federal tax law. SPANISH SPEAKER PREFERRED.
- **Housing & Homelessness Prevention**  
Assist individuals and families with housing-related issues, such as evictions, hazardous living conditions, rent increases, landlord-tenant disputes, reasonable accommodations for tenants with disabilities, and housing voucher/subsidy terminations. Work includes interviewing clients, attending legal clinics, drafting pleadings and motions, writing demand letters, providing advice and counsel to clients under attorney supervision, and assisting attorneys in preparing for court hearings. There may be opportunities to assist with our affordable housing and impact litigation work as well. SPANISH SPEAKER PREFERRED.
- **Immigration**  
Assist victims of human trafficking, asylum seekers, victims of domestic and other forms of violence, unaccompanied minors, individuals facing deportation proceedings, and others who need assistance completing and following up on pending immigration applications. Complete intakes and assist individuals in completing applications at DACA, naturalization, and consultation clinics. Attend community and collaborative meetings. Shadow attorneys representing clients in immigration and state court proceedings. SPANISH SPEAKER PREFERRED.

**Qualifications:**

- First, second, or third year (part-time) law student;
- Demonstrated commitment to serving low-income or disadvantaged individuals, families, and communities;
- Excellent research and writing skills;
- Sensitivity and ability to work with victims of domestic violence and other sensitive populations.

**Time Commitment:** Full-time for 10 weeks, exact dates to be released in February 2025

**Compensation:** PLC requires all students to seek outside funding through their law schools and other available funding opportunities. PLC offers \$6000 stipends for law clerks who are unable to secure PILF grants via their school or other outside funding. Alternatively, applicants may seek academic credit through their school's externship program.