

## SITE LIST

1. Community Justice Project (CJP)  
1705 Allegheny Building  
429 Forbes Avenue  
Pittsburgh, PA 15219  
(T) 412-434-6002  
(F) 412-434-5706  
[http://www.palegalservices.org/finder/community\\_justice\\_project.htm](http://www.palegalservices.org/finder/community_justice_project.htm)  
Contact: Evalynn B. Welling

CJP is part of the Commonwealth Advocacy Project (CAP). CAP is a statewide project that responds to emerging problems by handling matters not generally able to be handled by local legal services programs. They deal in areas such as legislative and administrative advocacy, class actions, and representation that may result in attorney fees.

Internship Opportunities:

1. Short-term projects for **second year students or above**

**Description of work to be performed by the student:** The student will attend a 2 hour training/orientation and then meet with a low-income client at the Latino Center at St. Hyacinth's Church in Oakland and then prepare a memo analyzing the client's legal problem, recommending an appropriate legal action. If brief service is required to resolve the problem, the student will write a letter, make a phone call, etc. Some Spanish is helpful, but it is not required.

**Interested students should prepare the following to submit for application:**

- i. Cover letter
- ii. Resume
- iii. Writing sample
- iv. Must have a 2.00 GPA or above.

2. Education Law Center (ELC)  
1901 Law and Finance Building  
429 Fourth Avenue  
Pittsburgh, PA 15219  
(T) 412-391-5225  
(F) 412-391-4496  
(TTY) 412-467-8940  
<http://www.elc-pa.org>  
Contact: Nancy Hubley (nhubley@elc-pa.org)

ELC's goal is to ensure that each child in Pennsylvania has equitable access to a public education. ELC has offices both in Pittsburgh and in Philadelphia. ELC focuses on linguistically diverse children and other groups that are often poorly served by the public education system. ELC identifies systematic issues and seeks reform through impact litigation, individual cases, publications, coalition building, parent and community education, legislative and administrative reform, training and technical assistance.

Internship opportunities are available:

1. Short-term projects (must specify that you are only available for short-term projects in your application process)
2. Semester
3. Year-round
4. Summer.

**Description of the work to be performed by the student:** Research for cases, research for advocacy projects, and hands-on, detail-specific tasks relating to a specific client, such as making phone calls to government agencies to obtain information.

**Interested students should submit the following for application:**

- i. Cover letter
- ii. Resume
- iii. Explain in email your interest for interning at the ELC
- iv. How many hours you can intern a week
- v. How many hours you can intern at the office and/or at home
- vi. Availability
- vii. Date on which you can begin interning.

3. KidsVoice  
437 Grant Street, Suite 700  
Pittsburgh, PA 15219  
(T) 412-391-3100  
(F) 412-391-3588  
<http://www.kidsvoice.org>  
Contact: Legal Training Coordinator

KidsVoice provides legal representation to 5,000 abused, neglected, and at-risk children each year in Allegheny County. Law students will have the opportunity to advocate for the safety and well-being of children victimized by crime, mistreatment, and severe neglect. Students admitted to practice under the Pennsylvania student practice rule may choose to appear in court on behalf of our child-clients.

Internship opportunities available for **first years and above:**

1. **Minimum hours per week: 10**
2. Semester
3. Year-round
4. Summer.

**Description of work to be performed by the student:** Students will be involved with contacting clients, service providers, and Offices of Children, Youth, and Family Services. Students will be preparing case preparations as well as motions while also possibly having the opportunity to appear in court to present motions and/or advocate for the child-client. Students will also be researching and writing memorandums of law.

**Interested students should submit the following for application:**

- i. Cover letter
- ii. Resume
- iii. Writing sample.

4. Neighborhood Legal Services Association (NLSA)  
928 Penn Avenue  
Pittsburgh, PA 15222  
(P) 412-255-6700  
(F) 412-355-0168  
<http://www.nlsa.us>  
Contact: Edward Van Stevenson

NLSA is a free legal services organization that provides service to low-income clients. The program's mission is to meet the civil legal needs of the poor and vulnerable individuals by securing the rights and obtaining the benefits to which they are entitled through effective legal representation of eligible individuals and groups. Program services include telephone advice, clinics, referral, community education, representation before administrative bodies and representation in court.

Internship opportunities available for **first years and above**:

1. Semester
2. Year-round
3. Summer
4. Short-term project in the form of participating in NLSA's alternating clinics (in the areas of Family and Debtor law) offered every Wednesday from approximately 5:15 p.m.-7:30 pm.

**Description of work to be performed by the student:** Students will be responsible for calling and/or meeting with clients, writing letters. Students will have the opportunity to learn how to file for Bankruptcy and also to appear at bankruptcy hearings. Students will be able to observe unemployment compensation hearings, District Justice, and arbitration level hearings as well as possibly being able to represent a client at a hearing. Students can also prepare and present motions, arguments/counter-arguments as well.

**Interested students should submit the following for application:**

- i. Cover letter
- ii. Resume
- iii. Writing sample

5. American Civil Liberties Union (ACLU)  
313 Atwood Street,  
Pittsburgh, PA 15213  
(P) 412-681-7736  
(F) 412-681-8707  
<http://www.pgh.aclu.org>  
Contact: Witold Walczak, Esq.

ACLU advocates individual rights through litigating, legislating, and educating the public on a broad array of issues affecting individual freedom in the United States.

Internship opportunities available for **first years and above**:

1. Summer – full-time, 30-40 hours per week

**Description of work to be performed by the student:** Legal research and writing of memorandums of law on different civil liberties issues. Students will also have the opportunity to do some court observations and attend committee meetings where ACLU decides which cases the organization can take on.

**Interested students should submit the following for application:**

- i. Cover letter
- ii. Resume
- iii. Writing sample.

6. Public Defender – Allegheny County  
County Office Building  
542 Forbes Avenue, Room 400  
Pittsburgh, PA 15219  
(P) 412-350-2401  
(F) 412-350-2390  
<http://www.county.allegheny.pa.us/opd/>  
Contact: Suzanne Swann, Chief of Appellate Division

The Office of the Public Defender is responsible for furnishing competent and effective legal counsel to any person who lacks sufficient funds to obtain legal counsel in any proceeding where representation is constitutionally required. The Public Defender Act includes the authorization to require the Office of the Public Defender to provide legal counsel in the following matters: juvenile delinquency; preliminary hearings; state habeas corpus proceedings; state trials, including pretrial and post-trial motions; and any proceeding where personal liberty is in jeopardy.

Internship opportunities available:

1. Semester
2. Year-round
3. Summer

**Description of work to be performed by the student:** Meet with clients, research and writing; preparing memos and other legal documents to be reviewed by supervising attorney, court observation.

**Interested students should submit the following for application:**

- i. Cover letter
- ii. Resume
- iii. Writing sample.

7. Court Appointed Special Advocates (CASA) of Allegheny County  
564 Forbes Avenue, Suit 902  
Pittsburgh, PA 15219  
(T) 412-594-3606  
(F) 412-594-3607  
<http://www.pgh-casa.org>  
Contact: Kelly Swift

CASA works with the Allegheny County Office of Children, Youth, and Family Services and other organization in the child welfare system to provide advocacy for children who are abused and neglected. CASA matches carefully screened and trained volunteers to complex cases of child abuse and neglect. The CASA volunteer's role is to thoroughly research the child's case history, interview anyone with knowledge about the child, and work with the Juvenile Court and all professionals to ensure that the child receives all needed services.

Internship opportunities available:

1. As a CASA Volunteer (**any year law student**):
  - a. **Minimum training hours required: 35**
  - b. **Once training is completed: 12-15 hours each month for duration of the case (18 months)**
2. As a CASA Legal Intern (**any year law student**):
  - a. School year - **Minimum hours per week: 10**
  - b. Summer – **20 hours per week**

**Description of work to be performed by the student:**

- a. CASA volunteer – meet with your child, speak with service providers, work with Offices of Children, Youth, and Family Services, as well as KidsVoice, prepare a legal document for the court and appear in court on your specific case to give testimony about the status of your child.
- b. CASA Legal Intern – mainly research and writing legal documents.

**Interested students should submit the following for application:**

- i. Cover letter
- ii. Resume
- iii. References (only need to bring to the interview).

8. Disabilities Law Project  
1901 Law and Finance Building  
429 Fourth Avenue  
Pittsburgh, PA 15219  
(T) 412-391-5225  
(F) 412-391-4496  
<http://www.dlp-pa.org>  
Contact: Carol Horowitz

The Disabilities Law Project (DLP) represents persons with disabilities throughout Pennsylvania in a wide range of disability law areas, including rights of persons in institutions, right to community service, architectural barriers, employment discrimination, guardianship & consent, and hearings. DLP identifies systematic issues that are important to people with disabilities and seeks change and reform through public education, litigation, and advocacy.

Internship opportunities available:

1. Semester – **second year student or above**
2. **Minimum hours per week - 6**

**Description of work to be performed by the student:** Students will be involved with research and writing, client contact, and meetings with attorneys.

**Interested students should submit the following for application:**

- i. Cover letter
- ii. Resume.