

March 25, 2024

## Expungement Program Intake Intern - May 2024

### **About Rising for Justice:**

Created in 1969, Rising for Justice (RFJ), formerly known as DC Law Students in Court, is the oldest clinical legal education program in the District of Columbia. RFJ currently operates as a public interest legal services provider and clinical education program. Our mission is to leverage the collective forces of students and experienced advocates to achieve justice for all. RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek interns who embrace our mission and values.

### **What we do:**

**Expungement Program:** Rising for Justice's Expungement program is one of the few in Washington, DC where individuals with criminal records can seek free attorney representation to seal their criminal records and put the past behind them. RFJ directly represents and partners with pro bono attorneys to provide free legal counsel to help residents of D.C. pursue the complicated legal process of clearing their criminal records.

### **Responsibilities:**

Our Expungement Program is looking to hire an intern who can assist our team with client referrals and intakes. In this role, interns will communicate directly with clients to help them through the process of sealing their prior criminal records. The intern will have the opportunity to work partially in-person, at our office, or remotely. We ask that the intake intern be available for the entire month of May. Some typical assignments include:

- Manage the expungement program's phone line and voicemail box.
- Determining client eligibility for RFJ legal services.
- Providing referrals to other legal providers or programs within RFJ.
- Conducting intakes with incoming clients.
- Responding to telephone and email inquiries.
- Providing additional office support as needed to other legal professionals.

### **Application Instructions:**

Applications will be reviewed on a rolling basis. The deadline to apply for this internship is April 22nd, 2024. Please submit a cover letter and resume to MaryHelen Getty ([mgetty@risingforjustice.org](mailto:mgetty@risingforjustice.org)).