

Legal Profession Intern Project Ideas

No matter what industry you are in, any business field can benefit from utilizing interns to their fullest potential. One of the many myths about internships is that employers cannot find the time to delegate meaningful work to their interns. The reality is that through thoughtful organization, a great number of assignments and tasks can be given to interns to save employers both time and labor. Below is a list of responsibilities, or “real work,” that interns can do in the law field:

- Attend court proceedings
- Support attorney(s) with creation and processing of petitions, decrees and related documents
- Contact courts, clients and related persons for timely and appropriate coordination of relevant documents, hearings, etc.
- Draft or help attorneys in drafting motions, briefs, correspondence, and other documents.
- Assist attorney in trial preparation, hearings, which may require court appearance.
- Aiding with legislative campaigns, coalition building, and media strategies.
- Locating and interviewing of witnesses
- Ascertain what written records and documentation are relevant to the case and use subpoenas to gather the necessary paperwork.
- Photographing crime scenes, measuring and diagramming scenes and creating maps and charts as demonstrative evidence for trial are also common investigative tasks.
- Drafting and editing contracts, project development, and office administration
- Coordinating survey development, distribution, and results
- Assisting with mailings, copying, and faxing
- Various tasks in mediation, arbitration, and other non-litigious forms of dispute resolution
- Assisting with client intake, file maintenance, legal research, investigation, negotiation, and contract review
- Researching public policy
- Writing informational hand-outs and publications
- Preparing charts and graphs
- Other client advocacy under the direction of supervising attorneys
- Assisting with drafting and commenting on legislation, regulations, congressional testimony, litigation materials, and legal opinions
- Documenting all investigations
- Gathering and organizing medical and legal records
- Performing telephone counseling including interviewing callers to identify legal problems
- Counseling clients by helping them discern their legal needs
- Preparing summaries of facts, issues, and applicable laws for the director of legal services
- Speaking with callers about potential legal issues, assisting them in identifying key facts, and recording vital information for attorneys to review

