

LAW OFFICES OF BERNADETTE W. CONNOLLY

1625 THE ALAMEDA, SUITE 500
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Organization

The Law Offices of Bernadette W. Connolly has dedicated itself to helping immigrants from all over the world improve their legal situation in the United States. Our office handles a wide array of Immigration cases from family-based immigration to appeals at every level.

Responsibilities

The intern will be working to comprehend and improve the services we provide to clients by providing vital assistance with case management, client relations and direct client assistance. We are looking for interns who can commit to 4-6 months. All intern duties will be supervised by a member of our staff and the attorney. Responsibilities include:

- Inputting and reviewing applications for petitions in all types of cases
- Conduct phone intake with clients to identify potential legal issues and to obtain necessary information
- Making direct contact with staff to assist with the assignment and closing of cases.
- Assist the Attorney – Accompanying her to court for both criminal and immigration proceedings
- Participate in the drafting of legal research
- Making direct contact with courts regarding hearings or records needed
- Assisting in drafting legal affidavits for our clients with the help of a member on our staff

Qualifications

Any San Jose State Student may apply. An interest in immigration law is a plus.

Compensation

This is an unpaid internship.

Work Schedule

The intern would be required to volunteer at least 10 hours a week. The work schedule is negotiable, but must be during normal business hours which are Monday through Friday, 9AM to 5PM.

Application

Please send a cover letter and resume to:

The Law Office of Bernadette W.
Connolly
1625 The Alameda Suite 500
San Jose, CA 95126
Attn: Laura Rodriguez

Or via email to laura@immigrationattorney-bwc.com

Once we receive your resume, our office will be in contact with you to set up an interview.
Please note this is a mandatory step for our office, we can't wait to meet you!