

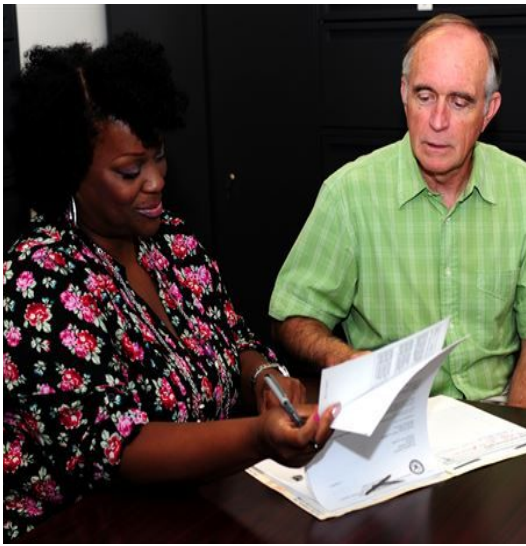
Legal Training Program for Nonviolent Offenders

A Recidivism Reduction Program

From Prison to Paralegal Project®

Project Overview

The “From Prison to Paralegal” project is a six week legal research and writing training program. The program concludes with a 90 day unpaid internship.



We are still accepting internships to place the participant. We are looking for law firms, non-profits, and agencies for placement. **If you are interested in offering an internship, please complete the employer internship form [here](#).**

Proposed Pilot Program Details

From Prison to Paralegal will run as a six week training program that meets three times weekly. A pre-assessment is conducted to determine the ability and likely success for each participant.

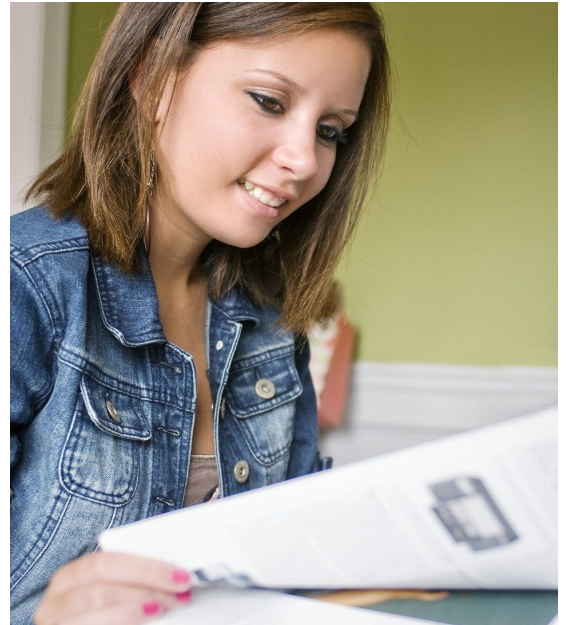
Students will receive college level instruction on basic legal research and writing skills. The instructor is an experienced attorney and community college paralegal instructor. Office etiquette and basic legal ethics are incorporated into each class lesson. Detailed learning goals are outlined below.

Legal Research: Provides an understanding of the various components of a law library and emphasizes research skills through the use of digests, encyclopedias, reporter systems, codes, citations, A.L.R. and other research tools. May include research through electronic databases, overview of computer applications and writing projects.

Legal Writing: Students will study proper preparation of various legal documents, such as drafting client letters, case briefs and court pleadings. The course may include other practical applications as necessary.

Benefits to the Employers

There is a tax incentive for businesses to hire the ex-offenders. Business who hire ex-felons within one year after they are convicted or released from prison may qualify for the Work Opportunity Tax Credit which gives employers a maximum of \$9,600 for each adult hired.¹ By offering an unpaid internship, employers are able to train potential new employees at a significant reduced cost. **If you are interested in offering an internship, please complete the employer internship form [here](#).**



Conclusion

Employer internships provides work-based experiential learning opportunities through collaboration between the legal community and the correction community. The purpose is to bolster workforce pipelines to meet community labor needs. Internships also enhances the

¹ <https://www.doleta.gov/business/incentives/opptax/>

program curricula and enriches the academic learning and career development of the participants. This is an excellent opportunity for members of the local community and the correction community to partner for a common good. Please join us! **If you are interested in offering an internship, please complete the employer internship form [here](#).** For more information, please visit our website at www.fromprison2paralegal.org.

FAQs

1. *How many hours are required for the internship?*

No. The program does not require a minimum number of hours for the internship. We hope interns are able to receive a minimum of 10 hours each week for a 90 day period. We recognize the need will vary for each office and remain flexible with the number of hours scheduled for each intern.

2. *What type of work duties are expected for the interns?*

Interns may assist with the preparation of legal documents for cases.

Under direct supervision, performs basic administrative, clerical and office support duties.

The programs provide opportunities for participants to receive practical work experience and skill development opportunities while learning court procedures and various court operations, functions and activities.

Performs telephone receptionist duties.

Answers routine questions from the public and refers customers to appropriate court staff.

Schedules appointments and meetings and makes meeting arrangements.

Retrieves files and assembles documents for use by court staff.

Sends and delivers faxes; photocopies files and documents; prepares and distributes large mailings.

Types and proofreads a variety of routine forms, memoranda, letters and other documents.

Creates and maintains spreadsheets and databases of records and other information.

Sets up, organizes and maintains a variety of standard office records and files. Indexes and cross-references documents and files; pulls, rotates and files documents; sends and retrieves files from archives; boxes files for storage; conducts file searches for missing files; scans indexes and verifies court documents; and purges and arranges for the destruction of documents and records.

Delivers and picks up court records and documents to and from various courtrooms, sections and other court sites.

Unpacks, picks up, distributes and stores forms and supplies; assists in maintaining court stockroom.

Provides support for other clerical staff.

Be assigned a variety of assignments for the purpose of training and development.

3. *Will the interns have research and writing samples to provide to potential employers?*

Yes. Each intern maintains a portfolio of their work completed during the training program. The program uses the same textbook and curriculum as many ABA approved paralegal training programs. The completed assignments will be provided for review, prior to interviewing the intern.

4. What type of employers is your program looking for internship placements?

Various. We are looking for law firms, non-profits, and agencies for placement of interns.

If you are interested in offering an internship, please complete the employer internship form [here](#).