

Description

Cavanagh Law Group is a respected team of Chicago personal injury lawyers dedicated to helping people move forward from the most difficult times of their lives. Cavanagh Law Group is the law firm injured citizens and their families turn to for assistance. The Chicago personal injury attorneys of Cavanagh Law Group have dedicated their careers to representing those who have suffered injury or loss as the result of the negligence of others. With hundreds of millions of dollars recovered on behalf of the injured and their families, we have become known as one of the most distinguished injury firms in Illinois. Cavanagh Law Group is seeking a legal intern for 20-25 hours per week to assist in the general operations of our law firm. Normal business hours are 8:30 am to 5 pm weekdays. The intern must work during these hours in our office. We strongly encourage our intern to complete the internship for academic credit. Interns will be paid \$12.00/hour.

Responsibilities

- Assist in opening and/or closing case files
- Follow office protocols when filing documents, both in office and in court
- Assist with the development of case files as directed by Office Manager and/or Attorneys
- Pick up and/or deliver documents to court, and other law firms or agencies
- Other duties as assigned

Qualifications

- Candidates with an interest in plaintiff's personal injury litigation are preferred.
- Candidates should respect deadlines, be detail-oriented, conscientious, know how to follow through, and understand the importance of being on time.
- Applicants must have strong writing skills and excellent grammar.
- Proficient in the Microsoft Office Suite
- Organized and flexible, willing and able to adapt to new situations