



Equal justice starts here.

## **STAFF ATTORNEY – CONSUMER PRACTICE GROUP Bankruptcy Court Help Desk & Pro Se Bankruptcy Clinic**

For more than 40 years LAF has provided people living in poverty in metropolitan Chicago with comprehensive free legal services to resolve non-criminal issues. Each year LAF's more than 80 full-time attorneys and staff help resolve civil legal problems, including domestic violence, consumer fraud, and unfair evictions. Their work impacts about 55,000 people each year.

LAF receives funding from the Chicago Bar Foundation for two bankruptcy related projects: operating a help desk at the Bankruptcy Court for *pro se* parties with pending or potential bankruptcy cases and conducting clinics for clients who are filing Chapter 7 bankruptcies *pro se*.

**Position:** LAF is seeking a full-time attorney, or several part-time attorneys in a job sharing arrangement, to work at the bankruptcy help desk, to conduct the *pro se* clinics, and to work on other tasks in Consumer Law Practice Group.

**Responsibilities:** (1) Bankruptcy help desk. The help desk is located at the Bankruptcy Court for the Northern District of Illinois. Help desk attorneys provide individuals who are not represented by an attorney with basic information about their legal rights and assist individuals without legal representation who wish to file, or have filed, bankruptcy petitions, or who are creditors of people or companies who have filed bankruptcy. Clients are seen daily from 9:30 to approximately 1:00, or longer if needed. The staff attorney will work at the help desk, and recruit volunteer attorneys to work there too.

(2) *Pro se* bankruptcy clinic. The attorney's duties include preparing for and conducting the classes at the clinics, recruiting and supporting the volunteer attorneys who meet with clients individually, and dealing with questions that arise after the clients have filed their cases.

(3) As time permits, the attorney will take on other tasks in the Consumer Practice Group, such as covering 341 meetings and bankruptcy court calls, doing research, preparing community legal education materials, training, and representing clients in bankruptcy cases.

The attorney works closely with LAF's bankruptcy experts and with the Director of the Consumer Practice Group, and has access to, and the support of, LAF's wide-ranging legal expertise. The attorney also works closely with United States Bankruptcy Court personnel and with other organizations that help *pro se* clients.

**Qualifications:** Must be admitted to Illinois bar or eligible for limited admission under Supreme Court Rule 717. At least two years of legal experience and knowledge of bankruptcy law. Must be able to communicate effectively with people from all segments of society.

**Salary:** Dependent on qualifications and experience level. LAF offers generous fringe benefits.

**To apply:** Send resume, cover letter, writing sample, and the names and contact information for two professional references, by e-mail, to: [resume@lafchicago.org](mailto:resume@lafchicago.org). Put the phrase "Bankruptcy Help Desk Attorney" in the subject line of the e-mail. No phone calls, please.

The deadline for applications is: August 6, 2012. The position will remain open until filled.

**LAF IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY**