



March 25, 2024

Washington Defender Association's Incarcerated Parents Project seeks a paralegal intern for 5 to 10 hours a week starting any time.

[The Washington Defender Association \(WDA\)](#) is the voice of public defense in Washington State. We work to ensure high quality public defense services and better outcomes for people charged with crimes through providing technical assistance, trainings, and resources, such as sample briefs and practice advisories, and through policy work.

[WDA's Incarcerated Parents Project \(IPP\)](#) works to end family separation caused by parental incarceration in Washington State through providing technical assistance directly to incarcerated parents and to lawyers representing parents who are or may become incarcerated. IPP creates and provides resources for incarcerated parents and for lawyers, including practice advisories and sample briefs, conducts trainings in Washington and nationally, and engages in policy work.

WDA IPP seeks a paralegal intern to support the IPP Resource Attorney in educating incarcerated parents, their loved ones, and non-attorney (parent) advocates through the dissemination of legal information and legal referrals designed to support their parent-child relationship.

All tasks for the paralegal will be assigned by the WDA IPP Resource Attorney in support of "legal information and referrals" consults received by the project from incarcerated parents, their loved ones, and other non-attorney (parent) advocates, such as parent allies or Department of Corrections case managers.

The paralegal tasks include:

- Gathering publicly available information about past and current court proceedings for the incarcerated parent and their child
- Collating local county court rules, forms, and procedures affecting family law proceedings
- Collating free online family law assistance packets from WA Law Help, WA Courts webpage, local county courts webpages, and on occasion out of state resources
- Locating and compiling legal attorney referrals or referrals to legal assistance programs
- Preparing draft cover letters or emails (to be reviewed by the WDA IPP Resource Attorney) describing resources gathered to be sent to the incarcerated parent or their loved one/advocate, and attaching the resources
- Locating and compiling other information about state agencies, WACs, laws, or Department of Corrections policies impacting the parent-child relationship
- Confirming and requesting, when approved by the WDA IPP Resource Attorney, court records in support of legal referrals to incarcerated parents

HOW TO APPLY: Interested paralegals and paralegal students should contact Magda Baker, Director of Legal Services at magda@defensenet.org. Please send a resume and cover letter and use “Paralegal Internship Application” as the subject of your email.