



RENTON OFFICE
212 Wells Ave S, Unit A
Renton, WA 98057 [MAP](#)
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Toll Free(866) 498-0282

Caffee Accident & Injury Lawyers seeks an intern for our personal injury practice. Interns will have the opportunity to work under the supervision of experienced paralegals and attorneys on personal injury cases.

Responsibilities:

- Prepare legal documents, correspondence, and pleadings, such as complaints, summons, and initial discovery
- Working and negotiating property damage claims
- Assist paralegals in pre-litigation case file management
- Utilize the Filevine Case Management Software

The position is an in-office position. Interns should be prepared to commit 20 hours per week to the internship on a Monday – Thursday schedule (5hrs per day). Due to the nature of the practice, the internship will require the intern to commit 13 weeks towards the internship.

Stipend: To cover/reimburse expenses incurred during the internship, our office provides interns with a stipend of \$4,500.00 at the end of the internship.

Potential candidates please submit your resumes to: jcaffee@caffeelawfirm.com