**Law Firm Intern Job Description**

* Go through case files to determine their categories, and ensure that they are properly filed.
* Perform initial intake interviews of clients, to determine new case details, and record them properly.
* Create dockets for all new and existing cases, ensuring that the information in them is complete and accurate.
* Develop storage ideas for case files, to ensure that they are kept in a confidential place.
* Perform research activities to determine case precedents, and create and submit correlating reports.
* Assist clients in understanding the policies and regulations of the law office, and educate them about offered services, and timelines.
* Handle evidence in an appropriate manner, ensuring that it is not compromised before being presented in court.
* Research prior legislations, and perform fact checking activities, to provide cases with backups.
* Track the development of specific cases, and ensure that any hurdles or problems are timely communicated.
* Respond to questions, queries, and concerns over the telephone, in person, and through email.