

My Duties

- Aided attorneys in preparing cases
- Answered phone calls from clients, insurance adjusters, courts, etc.
- Prepared Immigration forms and applications on behalf of clients
- Requested medical/criminal records from facilities and documents from clients
- Drafted cover letters, motion, and affidavits
- Scheduled meetings with clients



Preparing for Immigration Court

- Requested & followed up on any documents from the client that will strengthen their case (**creativity, persistence, customer service**)
- Indexed documents sent to us in order of importance (**organization, knowledge of the field**)
- Drafted cover letter, prepared documents for filing (**attention to detail**)
- Filed papers at the immigration court

CLAUDIA CHANESKI

3RD YEAR - CRIMINAL JUSTICE MAJOR
January - June 2021 Term

●●● The Company

- Located in old City Hall (see below!)
- Offers services with:
 - ❑ Immigration Law
 - ✓ Represents immigrants in obtaining green cards, citizenship, work permits, etc.
 - ✓ Non-litigation and litigation cases
 - ❑ Personal Injury Law
 - ✓ Represent injured persons
 - ✓ Car accidents, disability, worker's compensation, etc.



COVID-19 Impact

- In person, required masks until fully vaccinated. No in-person meetings with clients
 - ❑ Easier not to have clients in the office – casual dress code
- Nervous at first to work in person but quickly got used to it
- Easier to cope with COVID-related changes since I began my co-op during the middle of the pandemic
- Immigration court much slower but often extended deadlines



Experiential Liberal Arts & Future Plans

- **Research:** Researched existing case law and country conditions to build strong cases
- **Education:** Learned about specific areas of law
- **Outreach:** Represented clients from many different countries, often called clients to request documents and information
- **Impact on Future Plans:**
 - ❑ Declared a Law & Public Policy minor: want to learn more about civil law
 - ❑ Solidified my interest in law school