



## Colorado Civil Justice Corps (CCJC) Fellowship

### Application Information and Instructions

The Office for Victims Program (OVP), a unit of the Division of Criminal Justice within the Colorado Department of Public Safety, in partnership with the University of Denver Stur姆 College of Law has launched the Colorado Civil Justice Corps (CCJC) Fellowship. The CCJC is a post-graduate fellowship program only for Denver Law students that will place class of 2020 graduates with selected Colorado nonprofits for two years to provide civil legal services to clients who are victims of crime.

#### Timeline:

- Applications, as described below, are due by 11:59pm on March 31, 2020 to [ccjc@law.du.edu](mailto:ccjc@law.du.edu).
- Interviews will be between April 16 – April 30 as determined by the host site and applicant. Interviews will be at either the host site location or Denver Law, to be determined by the host site.
- Offers will begin on May 8, 2020. Offers must be accepted or denied by May 14, 2020. Additional offers, if necessary, will be made starting in May 25, 2020.
- The fellowship will start in October 2020, post bar results, exact date to be determined with the host site. The position is contingent on passing the Colorado bar exam.

#### Application Instructions:

- You are eligible to apply for the Colorado Civil Justice Corps Fellowship if you are part of the graduating class of 2020 (graduating between September 1, 2019 and August 31, 2020).
- See the attached Job Descriptions for more information about each of the four positions. You may apply to any or all of the nonprofits. The participating nonprofits are:
  - Justice & Mercy Legal Aid Center – Family Law Fellow
  - Justice & Mercy Legal Aid Center – Immigration Fellow
  - Metro Volunteer Lawyers – Family Law Fellow
  - Project Safeguard – Civil Legal Fellow
- To apply, submit a **single PDF** application packet for each nonprofit you are applying to. Each PDF application packet must include: cover letter, resume, writing sample, and a list of two references (no recommendation letters). One completed preference sheet must also be submitted (find attached). Please email all application materials to [ccjc@law.du.edu](mailto:ccjc@law.du.edu).
- In your cover letter(s), please indicate why you are interested in serving crime victims through the provision of direct civil legal services.
- **Applications must be received via email by 11:59 pm on March 31, 2020.**

Questions should be directed to [ccjc@law.du.edu](mailto:ccjc@law.du.edu).

Applicants should contact [ccjc@law.du.edu](mailto:ccjc@law.du.edu) for assistance on preparing materials.



**COLORADO**  
Division of Criminal Justice  
Department of Public Safety



## **Colorado Civil Justice Corps (CCJC) Fellowship Fellowship Descriptions**

Job descriptions for each of the four fellowship placements follow.

Please note: All positions are for two full years and include a \$53,000 salary per year, a new laptop, quarterly trainings run by Denver Law, attendance to two victims-focused conferences in Colorado, and specific benefits that will be shared when offers are made.



## Colorado Civil Justice Corps

### Preference Sheet for Applicants

**Instructions:** On a scale of 1 to 4, with 1 being your first choice, please rank your interest in the four nonprofit placement options for the Colorado Civil Justice Corps. If you do not intend to apply to one or more of the placements, indicate N/A in the ranking column.

Your Name:

Your Email Address:

Nonprofit Host Site	Your Ranking (1 to 4)
Justice & Mercy Legal Aid Center (Family Law)	
Justice & Mercy Legal Aid Center (Immigration)	
Metro Volunteer Lawyers	
Project Safeguard	

- To apply, submit a **single PDF** application packet for each nonprofit you are applying to. Each PDF application packet must include: cover letter, resume, writing sample, and a list of two references (no recommendation letters). One completed preference sheet must also be submitted. Please email all application materials to [ccjc@law.du.edu](mailto:ccjc@law.du.edu).
- In your cover letter(s), please indicate why you are interested in serving crime victims through the provision of direct civil legal services.
- **Applications must be received via email by 11:59 pm on March 31, 2020.**

*Questions? Contact [ccjc@law.du.edu](mailto:ccjc@law.du.edu)*

# Justice & Mercy Legal Aid Center – Family Law Fellow

## Contact Information:

*Physical address of office where fellow will be based:*

*913 Wyandot Street*

*Denver, CO 80204*

*Phone number:*

*303-839-1008*

*Contact person:*

*Steve Thompson, Director of JAMLAC and Attorney*

*Email address:*

*sthompson@jamlac.org*

## Description of Organization:

The Justice and Mercy Legal Aid Center (JAMLAC) formed in 2006 as a program of Mile High Ministries. JAMLAC is a comprehensive legal aid center that provides direct, culturally sensitive civil legal services to victims of crime who struggle with poverty and oppression. Every year, over 1,500 clients receive services, 90% of whom are indigent victims who would have inadequate or no access to justice without JAMLAC's help.

JAMLAC's team of six attorneys, seven support staff, and many volunteers advocate for survivors' rights in a way that affirms their dignity and strengthens their capacity to positively direct their own lives. The staff come from diverse racial, ethnic, and socioeconomic backgrounds and are comprised of Mexican, Cuban, El Salvadoran, and Caucasian individuals; 80% are bilingual, some of whom are native Spanish speakers. JAMLAC empowers victims to leave violent situations while providing vital legal services needed as a result of victimization and support so they can thrive as they transition into their next phase of life. We are unique from other legal aid centers as we partner with other organizations to offer wraparound services for clients, including housing, counseling, education, employment opportunities, health services, and emergency services.

## Description of the Fellow's Work:

- Represents client victims in primarily civil matters in and out of court including, but not limited to, contested and non-contested temporary protection orders, contested and non-contested permanent protection orders, court status conferences, child support and parenting time temporary orders hearings, child support and parenting time permanent orders hearings, modification of child support and modification of parenting time hearings, dissolution of marriage temporary orders hearings, dissolution of marriage permanent orders hearings, creditor/debtor issues, bankruptcy filings, landlord/tenant disputes, and other civil legal matters.
- Conducts meetings with clients; prepares victim and witnesses for court appearances.
- Works with paralegal and support staff.
- Advises clients on legal rights and responsibilities including victim's rights under the Colorado Victim Rights Act and Crime Victim Compensation when applicable.
- Prepares all legal documents necessary for each case. Researches and writes motions and briefs for cases.

- Partners, collaborates, and networks with other victim service organizations. Provides one-on-one consultations at partnering Family Justice Centers, including Rose Andom Center (2nd JD), OnePlace (18th JD), and Porch Light (1st JD).
- Participates in an in-person orientation on grant deliverables and project-related expectations with JAMLAC Director/Supervising Attorney.
- Participates in quarterly professional development trainings aimed at enhancing their abilities to provide crime victims with civil legal services, which will be in-person, via webinar, or conference call. This includes attendance at the COVA and CAIA conferences.
- Work with paralegals and victim advocate to ensure all clients served by the fellow have access to additional support services.
- Participates in community outreach, workshops, and trainings to educate victims and spread awareness and knowledge of issues facing victims.
- Participates in pro se clinics and provides educational presentations to victim service organizations and other community organizations as assigned.

**Required and Preferred Qualifications for the Fellow:**

- Juris Doctorate and license to practice in Colorado. To begin the position in October 2020, fellow must have passed the Colorado Bar and be licensed to practice law.
- Experience with casework in civil law family matters.
- Ability to communicate, verbally and in writing, in English and Spanish preferred. Candidates who do not have Spanish communication ability should still apply.
- High degree of energy, self-motivation, and flexibility.
- Strong conflict management skills.
- Strong written and verbal communication skills.
- Computer literacy including MS Office products: Word, Excel, Outlook, and PowerPoint.

# Justice & Mercy Legal Aid Center – Immigration Fellow

## Contact Information:

*Physical address of office where fellow will be based:*

*913 Wyandot Street*

*Denver, CO 80204*

*Phone number:*

*303-839-1008*

*Contact person:*

*Sulma Mendoza, Immigration Attorney*

*Email address:*

*smendoza@jamlac.org*

## Description of Organization:

The Justice and Mercy Legal Aid Center (JAMLAC) formed in 2006 as a program of Mile High Ministries. JAMLAC is a comprehensive legal aid center that provides direct, culturally sensitive civil legal services to victims of crime who struggle with poverty and oppression. Every year, over 1,500 clients receive services, 90% of whom are indigent victims who would have inadequate or no access to justice without JAMLAC's help.

JAMLAC's team of six attorneys, seven support staff, and many volunteers advocate for survivors' rights in a way that affirms their dignity and strengthens their capacity to positively direct their own lives. The staff come from diverse racial, ethnic, and socioeconomic backgrounds and are comprised of Mexican, Cuban, El Salvadoran, and Caucasian individuals; 80% are bilingual, some of whom are native Spanish speakers. JAMLAC empowers victims to leave violent situations while providing vital legal services needed as a result of victimization and support so they can thrive as they transition into their next phase of life. We are unique from other legal aid centers as we partner with other organizations to offer wraparound services for clients, including housing, counseling, education, employment opportunities, health services, and emergency services.

## Description of the Fellow's Work:

- Engages in full representation, including entry of appearance, on immigration benefit applications before USCIS, EOIR, and other agencies as necessary; including, but not limited to, VAWA self-petitions, U visa applications, employment authorization, asylum applications (limited to those related to domestic violence and/or sexual assault), cancellation of removal and/or other defenses before the immigration court, and other civil immigration matters, as needed by client.
- Participates in weekly review of client intakes and review of active cases with Supervising Attorney.
- Conducts initial consultations, including discussions regarding attorney/client privilege and confidentiality. Advises clients on legal rights and responsibilities including victim's rights under the Colorado Victim Rights Act & Colorado Victim Compensation.
- Provides guidance for clients on the collection of supporting documents required for various immigration applications.
- Assists in drafting requisite victim personal statement, as needed.

- Prepares clients and attends court hearings, USCIS interviews, and other immigration agency related interviews with clients.
- Ensures all immigration applications and paperwork are complete, detailed, and timely filed.
- Updates immigration case management list, including status updates, filing deadlines, and overall progression of immigration cases.
- Participates in and presents at workshops including Know Your Rights, Naturalization, Asylum, and other Immigration related workshops (with the assistance of JAMLAC's Immigration Attorneys).
- Participates in an in-person orientation on grant deliverables and project-related expectations with JAMLAC Director and Supervising Attorney.
- Participates in quarterly professional development trainings aimed at enhancing abilities to provide crime victims with civil legal services, which will be in-person, via webinar, or conference call. This includes attendance at the COVA and CAIA conferences.
- Works with immigration paralegal, interns, and volunteers providing support on immigration cases.
- Works with paralegals and victim advocate to ensure their clients have access to additional support services. Directs clients to community resources/service providers and pro bono representation for non-immigration legal issues in furtherance of goal to provide holistic legal services.
- Participates in collaborative relationships, including attendance at meetings relating to partnerships/collaborations. Coordinates with other JAMLAC staff to strengthen collaborative relationships throughout the Denver Metro service area.
- Coordinates with community organizations to provide legal services and expand legal services to additional victims in the Denver Metro service area.

**Required and Preferred Qualifications for the Fellow:**

- Juris Doctorate and license to practice in Colorado. To begin the position in October 2020, fellow must have passed the Colorado Bar and be licensed to practice law.
- Experience working with immigration casework and clients.
- Ability to communicate, verbally and in writing, in English and Spanish preferred.
- High degree of energy, self-motivation, and flexibility.
- Strong conflict management skills.
- Strong written and verbal communication skills.
- Computer literacy including MS Office products: Word, Excel, Outlook, and PowerPoint.

# Metro Volunteer Lawyers – Family Law Fellow

## Contact Information:

*Physical address of office where fellow will be based:*

*1905 Sherman Street, Ste. 400,*

*Denver, CO 80203*

*Phone number:*

*303-866-9378*

*Contact person:*

*Toni-Anne Nunez, Director*

*Email address:*

*tnunez@denbar.org*

## Description of Organization:

Metro Volunteer Lawyers (MVL) is a pro bono program of the Denver Bar Association in collaboration with the Adams/Broomfield, Arapahoe, Douglas, and 1st JD (Jefferson) County Bar Associations. Established in 1968 as the Thursday Night Bar, MVL has 52 years of experience with the purpose of providing pro bono legal assistance to the underserved and indigent populations in the metro Denver area.

The legal assistance provided by MVL impacts basic human needs, including housing, family dynamics, children, religion, education, elder issues, finances, and safety. While the scope of MVL's work includes most areas of civil law, family/domestic law cases make up over 63% of the caseload, thus being the area of law with the highest level of substantial expertise and support.

MVL's mission is to bridge the gap in access to justice within the six-county Denver metro area by coordinating pro bono legal services provided by volunteer lawyers to indigent and low-income clients people who could not otherwise afford legal services for their civil legal issues.

## Description of the Fellow's Work:

The Fellow, under the supervision of the Director, will be working with Metro Volunteer Lawyers to provide direct civil legal services to victims of crime. The Fellow will provide legal services using a continuum of services from assistance during walk-in clinics, unbundled services in consultation with clinics and workshops, to full representation of clients. The Fellow will receive exposure to family law and will develop their legal skills by engaging in substantive work under the mentorship of practicing attorneys.

The Fellow will assist clients with family law issues, such as dissolution of marriage, allocation of parental responsibilities, and child and spousal support directly connected to the victimization of the client.

The Fellow will provide family law legal services and focus their attention and expertise on matters involving domestic/family violence.

The Fellow will assist victims in applying for victim's compensation by providing an application and contact information for the local victim compensation program.

While the Fellow will provide direct legal services to victims of crime through full representation, they will also provide direct representation through limited scope and unbundling through MVL clinics. MVL clinics

(except for the Denver Indian Center walk-in clinic), all require one-on-one representation between the attorney and the client. As these cases are all screened and files compiled beforehand, the Fellow would be able to give substantive advice, and where appropriate, draft documents on an unbundled basis for the benefit of the crime victim.

Clients that are helped through the Family Law Court Program are assisted through the entirety of their case, from the initial client meeting, service of process, mediation and filing of all documents to the final permanent orders hearing, thus resolving the legal issues related to the client's victimization. This program provides the ideal opportunity for the Fellow to handle a case (with mentorship and supervision) from beginning to end, in fairly uncontested matters.

In addition to providing substantial legal services through MVL clinics and workshops, the Fellow will also handle cases through MVL's Referral Program. The Fellow will, under the supervision and mentorship of the Director and other volunteer mentors, provide direct representation to victims of crime who require legal services with family law matters.

The combination of all these programs provide critical learning opportunities for a new attorney.

**Required and Preferred Qualifications for the Fellow:**

- Juris Doctorate and license to practice in Colorado. To begin the position in October 2020, fellow must have passed the Colorado Bar and be licensed to practice law.
- Ideal candidates will have demonstrated a commitment to civil legal aid and public service during law school or in their career.
- High degree of energy, self-motivation, and flexibility.
- Strong conflict management skills.
- Strong written and verbal communication skills.
- Excellent organizational skills.
- Computer literacy including MS Office products: Word, Excel, Outlook, and PowerPoint.

# Project Safeguard – Civil Legal Fellow

## Contact Information:

*Physical address of office where fellow will be based:*

*Rose Andom Center*

*1330 Fox Street*

*Denver, CO 80204*

*Phone number:*

*720-827-3281*

*Contact person:*

*Jennifer Eyl, Executive Director*

*Email address:*

*jejl@psghelps.org*

## Description of Organization:

Project Safeguard pursues safety and justice for victims of domestic violence through direct court support, advocacy services, and legal system reforms. Founded in 1984, Project Safeguard provides services in Adams, Arapahoe, Broomfield, and Denver counties to assist victims and survivors of domestic violence, sexual assault, and stalking who wish to use the civil legal system to increase their safety and build a successful future for themselves and their families. All of Project Safeguard's services are available in English and Spanish and provided at no cost to the victim.

## Description of the Fellow's Work:

The Fellow will join our legal team of Executive Director, Senior Staff Attorney, and our current CCJC Fellow in providing civil legal services to victims of domestic violence, sexual assault, and stalking in Adams, Arapahoe, Broomfield, and Denver Counties. The Fellow will provide legal advice and representation to survivors in domestic relations cases, including dissolution of marriage, allocation of parental responsibilities, child support, contempt, civil protection orders, and other related matters.

Our legal services follow an "unbundled services" model that is based on a trauma-informed approach to survivor empowerment and maximizing our limited resources. Therefore, the fellow will work with our Senior Staff Attorney to provide brief consultations, extended case analysis sessions, "ghost writing" of court documents, limited representation, and full representation, based on the client's needs and the posture of each case.

The Fellow will be coordinating with Colorado Legal Services, Justice and Mercy Legal Aid Center, the Rose Andom Center, several local courts, and Rocky Mountain Victim Law Center. The Fellow will have the opportunity to attend trainings relevant to their position.

The Fellow will report to the Executive Director and Senior Staff Attorney.

### **Required and Preferred Qualifications for the Fellow:**

- Juris Doctorate and license to practice in Colorado. To begin the position in October 2020, fellow must have passed the Colorado Bar and be licensed to practice law.
- Experience working with victims of domestic violence, sexual assault, and/or stalking in a legal setting required.
- Experience in domestic relations law preferred.
- Ability to communicate, verbally and in writing, in English and Spanish preferred. Candidates who do not have Spanish communication ability should still apply.
- High degree of energy, self-motivation, and flexibility.
- Strong conflict management skills.
- Strong written and verbal communication skills.
- Computer literacy including MS Office products: Word, Excel, Outlook, and PowerPoint.