



C. DALE LAW

INTERNSHIP OPPORTUNITY

The candidate will be working within a general practice on a variety of cases and will be responsible for:

- Assisting with cases
- Reviewing and preparing correspondence
- Preparing discovery
- Typing and modifying documents
- Preparing case folders
- Preparing trial binders
- Locating and interviewing witnesses
- Client intake and maintaining files

If a candidate is interested in legal research and writing, such opportunities are also available. Additional administrative responsibilities will include answering phones, personal assistant work, using billing software, contact with clients, and running small office errands.

Hours and schedules are flexible based on need. Please email christin@cdale.law if interested.



Contact us via phone
(510.859.7235)



Contact us by email at
christin@cdale.law