

Job Announcement
Part-time Staff Attorney
Bankruptcy Court – Self-help Assistance Desk

Background: The Legal Assistance Foundation of Metropolitan Chicago (LAF), is the principal provider of free civil legal services in Cook County. LAF receives funding from the Chicago Bar Foundation to operate a help desk for pro se parties with cases or potential bankruptcy cases in the Northern District of Illinois.

Position: LAF is seeking a staff attorney to work part time (60%) at the bankruptcy help desk, which is located in the United States Bankruptcy Court, 219 S. Dearborn, Chicago.

Responsibilities: The staff attorney provides members of the public who are not represented by an attorney with basic information about their legal rights and assists individuals without legal representation who wish to file, or have filed, bankruptcy petitions, or who are creditors of people or companies who have filed bankruptcy.

The largest number of inquiries are from individuals who are trying to file a bankruptcy petition pro se or who have already filed a bankruptcy pro se and want advice about questions that have come up in their case. The staff attorney will explain filing requirements, court procedures, the options available to individuals, such as the difference between Chapter 7 and Chapter 13 cases, and will assist individuals in preparing petitions and other documents. The attorney will not file any documents or represent any of the customers of the help desk. The attorney works under the supervision of LAF's bankruptcy supervisor, and has access to, and the support of, LAF's wide ranging legal expertise. The attorney also works closely with United States Bankruptcy Court personnel and with other organizations that help *pro se* clients. Normal hours for the help desk are 9:30 a.m. to 2:00 p.m. every day that the Bankruptcy Court is open.

Qualifications: Illinois and Northern District of Illinois bar and a minimum of two years of legal experience required. Experience in bankruptcy court preferred. Must be able to communicate effectively with people from all segments of society.

Applications: Send resume, references, cover letter and law school transcript to:

Attn: Bankruptcy Help Desk Hiring Committee
Legal Assistance Foundation of Metropolitan Chicago
111 W. Jackson Blvd., 3rd Floor
Chicago, IL 60604

or electronically to resume@lafchicago.org with the word "Bankruptcy" in the subject line of the email by July 11, 2008. Position will remain open until filled.

**LAF is an Equal Opportunity Employer and thus
does not discriminate based on disability**