

Law Firm of Higbee & Associates

1504 Brookhollow Dr. Suite 112

Santa Ana, CA, 92705

www.higbeeassociates.com

COMPANY DESCRIPTION

We are full service law firm that offers legal services in 17 states.

DUTIES & RESPONSIBILITIES

Our interns will have the opportunity to work closely with our legal staff, paralegals and attorneys. Some of their daily tasks will include; conducting legal research, client and court correspondence, case date entry, setting hearing dates, requesting certified court documents, and sending out final packets for completed cases.

QUALIFICATIONS & REQUIREMENTS

We are looking for students who are able to demonstrate effective communication skills as well as a positive attitude and willingness to learn about the legal field.

TIME COMMITMENT

These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)

HOW TO APPLY & DEADLINE

Students can apply directly through our internship website at www.higbeeassociates.com/interns on a year round basis.

CONTACT INFORMATION

For More information please contact Brooke Boswell at bboswell@higbeeassociates.com or 714-617-8309. You can also visit their website at www.higbeeassociates.com.