



The Law Offices Of  
**Daniel J Miller**

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Our firm was started in 2001 by Daniel J. Miller. We represent clients in various aspects of the law, including divorce, child custody, support, and paternity cases, along with criminal defense and personal injury. We strive to customize solutions for each client's unique challenges.

Our legal internships provide entry level experience working closely with our attorneys and support staff. Internships require 12-15 hours per week and last between 8 and 20 weeks. Our firm will work with students seeking academic credit for their work through an externship or other similar program.

Our small (*but busy and growing*) practice currently has an opening **May-August** for a part-time, legal assistant/paralegal to support our paralegals and assist our attorneys. This position is 12-15 hours per week with a flexible schedule. There is potential for this position to expand to greater responsibility and increased hours, offering great on-the-job training.

The ideal candidate should possess excellent organizational skills, pay attention to detail, and have experience with Microsoft Office products. A legal assistant/paralegal certificate or diploma, or be working towards certificate or diploma, with an interest in family and/or criminal law, will be given preference. Skills that will be offered will include but are not limited to trial support and drafting legal documents under the supervision of an attorney.

**Summer application cut-off date: April 30, 2024**

Please complete the following application and submit to [rebecca@legaldefense.com](mailto:rebecca@legaldefense.com), along with the following items:

- 1) a cover letter that states the reasons you want to work in our firm, and
- 2) your resume, and/or
- 3) official or unofficial transcript.

**General.**

Full name:

Current address:

Summer address:

Telephone 1:

Telephone 2:

Email 1:

Email 2:

What areas of law are you interested in?  
If other, please specify.

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**Education.** *You may refer to your resume in lieu of providing the following information.*

School currently attending:

Class Yr.

List the colleges and universities, and the dates and degrees earned, and approximately class ranking (by percentage or quartile):

Name

Dates

Degree Earned

List any honors (e.g. law review, moot court participation or class standing):

Is this internship for credit?

Yes  or No

If yes, number of credits:

To set up your internship with your school, please provide the following information:

Advisor name:

Phone number:

Email address:

List all financial assistance from any educational institution you will receive for this position:

List all classes you have taken related to family and/or criminal law, procedure and/or evidence:

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**Other skills.**

List all of your skills and capabilities in the following areas:

Languages other than English

Legal research (ex:

Westlaw or Lexis-Nexis

Word processing software

Other notable skills:

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**Volunteer work.** Please list any volunteer work not listed as employment on your resume.

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Place

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Dates

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Position

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Responsibilities

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Place

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Dates

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Position

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Responsibilities

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**Supplemental information.**

List all instances, if any, in which you were arrested or charged in any civil or criminal proceeding (including school disciplinary charges) with any illegal conduct or conduct alleged to involve moral turpitude, dishonesty, and/or unethical conduct.

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**References.**

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Name

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Affiliation

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Phone #/Email

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Proposed dates of  
position

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Proposed hours

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Signature of Applicant

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Date

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\*This application may be hand or typewritten. If you require more space for your answer than is provided following the question, please use additional sheets, identifying the question, and attach the supplemental sheets to the end of this application. This Office provides equal opportunity to all persons regardless of their race, gender, national origin, sexual orientation, religion, age, or disability. No person will be denied a position for any of these reasons. Although interns serve "at-will," no one will be terminated or subjected to adverse action because of race, gender, national origin, sexual orientation, religion, age, or physical ability.