



Internship with Elrod Pope Law Firm

MARY GRACE PRUITT

Job description (paralegal)

Paralegals are an important part of the legal system, providing legal assistance both for their employers and the public. They help create access to legal aid. Some paralegals work for corporations, government agencies, and nonprofits. A paralegal working in these entities offer limited services under the responsibility of a chosen attorney. Many paralegals, however, work in law offices under a lawyer's direct supervision. Working in a law office, the paralegal often acts as a legal administrative assistant. They routinely draft documents, file motions, interview clients, and prepare retainers. The type of work performed will often vary depending on the specialty of the employing law firm. For example, Elrod Pope specializes in personal injury cases, therefore the paralegal spends much time receiving and discussing medical records, taking statements, insurance claims, and other vital information pertaining to their client's case that will benefit their attorney with evidence for their case.

Elrod Pope Law Firm

- ▶ Elrod Pope Law Firm specializes in cases that strive to help those who are injured. Their team of 7 attorneys work to win cases for clients with personal injury, workers compensation, medical mal-practice, and social security and disability cases.



Skills learned during the internship

To begin my internship, I learned the requirements of a receptionist to get an understanding of the backbone of the firm. By doing this, I now am able to successfully operate a 20-line phone system, hold professional conversations with clients via the telephone, schedule appointments, operate and manage online filing and client databases, and communicate face-to-face with clients as I would welcome them upon their arrival.

As my internship progressed, I moved to the back to work with the paralegals. I began filing important paperwork for individual clients, making phone calls to clients, making billing phone calls to doctors/insurances companies, completing medical summaries, scanning/copying/faxing important documents, and preparing all of the casework requested by the attorneys. This provided me with an understanding of all of the work and required documentation that attorneys need for evidence in their cases.

Skills learned during the internship continued

- ▶ Finally, I was working personally with two of the Attorneys at the firm who specialize in medical mal-practice, personal injury, and social security/disability cases. I sat in on client-attorney meetings, allowing me to witness the entire process of opening a case through closing a case. This opportunity created an understanding of legal terminology, legal processes, the role of an attorney in court, and overall my experience assured me of my career aspirations to become an attorney. After the experience of my internship with Elrod Pope Law Firm, I will be attending Clemson University to further my studies in my legal career to one day be an attorney.

