

Elizabeth Clark, Chapter 13 Bankruptcy Trustee – Internship Program
Accounting or Paralegal Students
Minimum 120 Hours for 2-3 Students Each Semester

The internship program for Elizabeth Clark, Chapter 13 Bankruptcy Trustee is an exciting opportunity for any paralegal or accounting student.

The student will be offered an opportunity to work in a highly structured legal and financial organization where monies are collected from debtors and paid to creditors pursuant to a plan of reorganization recommended by the Trustee and approved by the Bankruptcy Court. All chosen interns will need to pass a fairly non-evasive criminal and civil background check that will be paid for by the Trustee. The student can participate in this program whether or not they want to earn college credit during their internship experience.

Duties for the intern typically involve tasks working with our case administration software such as data entry, scanning/indexing documents into cases, entering notes with action dates, following up on incomplete action date items, and using the document writer program to type letters. The student might also be involved in our annual tax return project which takes place from January – July. Tasks for this program include analyzing tax returns, completing a detailed Excel checklist, determining if the debtor has disposable income compared to their bankruptcy plan, sending out/following up on various faxes and letters, and preparing draft copies of stipulations to increase plan payments or amounts to be paid into the plan.

The student could also be involved in assisting with analyzing, indexing, and/or entering data regarding self-employed or business case debtors into the case administration software program or other Excel spreadsheets. The intern is expected to read, improve, and/or create written documentation for every special task in which they are involved during their internship experience. Procedure manuals are critical to the ongoing success of anyone involved in a business-related job and the creation/maintenance of such documents should be high on the list of anyone who will be in a management position during their career.

The staff is very willing and able to assist in making the internship experience meaningful and practical. The student will get increased responsibilities as their skill level warrants more challenges. We are a very dedicated staff which depends highly on teamwork to meet the daily and weekly deadlines mandated by the United States Bankruptcy Code, local court rules, and federal court.

If you want a real world experience in a fast-paced, unique legal field, come join us. A stipend of up to \$500 for every 120 hours worked will be paid to the student at the end of a successful internship.

Internship Information

Employer Name	Eizabeth Clark, Chapter 13 Bankruptcy Trustee
Company Address	3350 Grand Ridge Dr. NE, Suite 200, Grand Rapids, MI 49525
Contact	Lynh Vu Controller/Operations Manager
Telephone Number	616 – 454 – 9638 x 120
Fax Number	616 – 454 – 9798
E-mail Address	Lynh@clarkch13.com
Website	www.clarkch13.com
Job Title	Bankruptcy Intern
Field of Study & GPA	Accounting or paralegal; 3.3 + out of 4.00 (in all subjects)
Job Skills - Minimum	Keyboarding 50 wpm, Microsoft Word, Excel, mathematical proficiency, excellent grammar, punctuation, and writing ability, outstanding proofreading ability, efficient organization skills, excellent problem solving and critical thinking abilities. Knowledge of SQL is a large plus!
Information Needed	Cover letter, resume, references, transcript, writing sample
Information Sent	E-mail to Lynh Vu
Start/End Dates	Include your anticipated dates in email sent to Lynh Vu
Number of openings	2 – 3 per semester
Hours	15 - 25 hours per week, flexible. Minimum of 120 hours.
Compensation	\$500 stipend for every 120 hours worked. Paid at end of internship