



# STAFNE LAW

## Advocacy & Consulting

239 N. Olympic Avenue  
Arlington, WA 98223

Are you community focused? Do you believe in equal justice for all? Are you seeking to start your career or are you looking for a change? This may be the job for you!

We are currently seeking a Lawyer to join our new enterprise. We are an alternative to the traditional law firm, seeking to provide justice through a non-profit organization that will help those who otherwise cannot afford legal assistance and to take on those cases that have the potential to set precedent favoring the rights of people who can't afford to be in court.

The ideal candidate will be customer focused and responsible. You may provide limited representation in helping *pro se* litigants define their goals, determine their legal theories and provide information about use of ADA Advocates. You may also work with other attorneys to represent persons who present with facts that can be used to make precedent; and help to devise transactional forms that the public can use and provide advice about these forms.

Additional duties include, but aren't limited to:

- Drafting legal pleadings and discovery documents which may involve researching and gathering information; meet legal requirements and deadlines of numerous courts; Review documents and answering summonses, requests, letters, etc.
- Providing when necessary, referral and resource information for further legal assistance
- Attending court and administrative hearings, including the preparation beforehand
- Negotiating (not all cases will end up in court)
- Explaining the law and giving general legal advice
- Researching and gathering evidence
- Analysing legal documents and information to develop legal strategies
- Keeps a complete record of cases and time spent;
- Assists other attorneys in preparation and coordination of cases and special projects and/or at hearings or trials as directed.
- Other duties as assigned
- Computer savvy with knowledge of Google products and/or Microsoft Office products

Experience in Foreclosure Defense a plus

Must have a current Washington State Bar license.

Salary depending upon qualifications.

If you are interested in this position, please send a cover letter, resume and a sample of your legal writing to us at: [info@stafnelaw.com](mailto:info@stafnelaw.com) Please detail your experience and why you believe this to position to be a good fit for you. This position will be open until filled.