



LOS ANGELES COUNTY PUBLIC DEFENDER CONTRACTING OPPORTUNITY FOR REMOVAL DEFENSE ATTORNEYS AND PARALEGALS

The Los Angeles County Public Defender's Office (LACPDO), the first and largest indigent criminal defense agency in the nation, is dedicated to upholding the legal rights of our vulnerable non-citizen residents. In the face of stringent immigration policies and aggressive enforcement, LACPDO is committed to providing legal representation to all vulnerable populations, including immigrants. We have mobilized and expanded our Immigration Law Unit to enhance our ability to not only protect the liberty of our non-citizen clients, but also safeguard their homes, jobs, and the integrity of their families. Through these efforts, we aim to ensure that the fundamental rights and dignities of our clients are preserved.

To continue expanding services to non-citizen residents, LACPDO is seeking qualified Attorneys and Paralegals to enter into Agreements with the County (Contractors). The Agreement would allow Contractors to bid for work orders for the roles of Lead Immigration Attorney, Immigration Attorney, and Paralegal who will provide services to former clients of LACPDO facing, or at risk of facing, removal from the United States in a California Immigration Court due to an arrest or conviction in the Los Angeles County criminal legal system.

If a contractor is selected for a Work Order, the contracted billing rates are as follows:

LEAD IMMIGRATION ATTORNEY (\$145.00/hour – up to \$301,600 per year)

IMMIGRATION ATTORNEY (\$130.00/hour – up to \$270,400 per year)

Services may include but are not limited to reviewing and evaluating immigration cases, evaluating cases for possible post-conviction relief in state court, filing motions and notices, appearing in court, interviewing witnesses, conducting research, advising clients, representing individuals in immigration matters, developing a screening process to determine eligibility for non-citizens seeking representation in removal proceedings, and conducting trainings.

The Lead Attorney may supervise the Removal Defense Team.

PARALEGAL (\$41.11/hour – up to \$85,509 per year)

Paralegal services may include but not limited to case planning, development, and management; legal research; reviewing case materials and documents; drafting memorandums, motions, and correspondence under attorney supervision; interviewing clients and witnesses; completing forms; completing document and record requests; gathering facts and retrieving information; drafting and analyzing legal documents; and collecting, complying with, and utilizing technical information to make recommendations to an attorney.

REQUIREMENTS

Attorneys:

1. Vendor must have a minimum of two (2) years of experience in removal defense, in the capacity of an Attorney, within the last seven (7) years. This experience must include detained removal defense in immigration courts or services, equivalent or similar to the Services stated in Paragraph 2.1 (Scope of Work).
2. Must hold an active membership, in good standing, with the State Bar of California and must provide verification of such membership.

Paralegal:

1. Must have a minimum of one (1) year experience in removal defense, within the last two (2) years, in the capacity of a Paralegal, including detained removal defense in immigration courts or services equivalent (please refer to Paragraph 2.1 of the RFSQ).

Additionally, attorneys and paralegals must have

1. A valid California Class "C" Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
2. The ability to perform light physical effort, including occasional light lifting to a 10-pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.
3. Strong writing and communication skills and submit a sample written report with their statement of qualifications.
4. Two References (please refer to Paragraph 3.3.4 of the RFSQ).

To apply, please click on the following link: <https://bit.ly/applypubdef>