Position Announcement for Summer Legal Intern (Volunteer Position)

The Pro Se Staff Attorney’s Office works primarily on prisoner civil rights cases, writs of habeas corpus and civil cases for self-represented litigants. We are seeking a Summer Legal Intern primarily for research and writing assignments. This is a volunteer position.

Assignments include, but are not limited, to the following:

- Researching and updating legal analysis concerning federal constitutional, civil rights, habeas corpus, and federal procedural law.
- Checking citations for accuracy in existing documents.
- Monitoring daily slip opinions from the U.S. Supreme Court and the Fourth Circuit Court of Appeals for new developments in relevant law and providing case summaries.
- Working closely with attorneys to proof existing form orders for accurate and up to date legal analysis.
- Other research and writing duties as assigned.

Qualifications and Requirements:

- Current J.D. candidates who will have completed at least two semesters of law school, including federal civil procedure and legal research and writing by the time the internship begins.
- Experience in the use of Westlaw or Lexis; knowledge of proper legal citation form; and skills in the use of Word.
- Accuracy and attention to detail, as well as ability to work independently, are essential.
- Minimum of 15 - 20 hours per week for 8 to 12 weeks. Dates and hours are flexible.
- This position is available in our Baltimore office.

Benefits

- Improve skills in legal research and writing, and proper citation form.
- Develop knowledge of federal law and practice including civil rights (prisoner and non-prisoner), habeas corpus and federal civil procedure.
- Experience working in a professional environment with experienced attorneys.
- If eligible, academic credit will be considered (must complete necessary paperwork).

How to apply:

Submit your cover letter, resume, unofficial transcript and writing sample (ten-page limit) to Betsy_Sterling@mdd.uscourts.gov.

Applications must be received on or before 5 p.m. on May 8, 2020. Interviews will be scheduled on a rolling basis. Only applicants who are selected for an interview will be contacted.