

L A M D

INTERNSHIP PROGRAM

United States District Court Middle District of Louisiana

Program Overview

The internship program is a community outreach program designed to allow college students the opportunity to acquire the knowledge and skills necessary for a career in the criminal justice profession and the public administration profession. Students are exposed to the inter-workings of the United States District Court for the Middle District of Louisiana.

The intern will gain exposure to electronic filing, records management, and docket sheets. She/he will also have exposure to identifying legal documents while scanning and performing various other functions in the office. Occasionally the intern may be able to observe court proceedings. Since the intern is considered a direct reflection of the United States District Court for the Middle District of Louisiana the highest standard of comportment and appearance are mandatory.

PROGRAM CONTACT:

Lisa Warm, HR Specialist
U. S. District Court
Middle District of Louisiana
777 Florida Street, Suite 139

Phone: 225.389.3541

Fax: 225.389.3542

Email: humanresources@lamd.uscourts.gov

Expectations

The intern will be expected to complete various facets of the Clerk's Office, including operational and administrative services support to the court. The level of participation will depend on the job performance and maturity of the intern.

Educational Requirements

The applicant must be in the senior year of undergraduate work, or in a post-graduate program, following an educational course of work in the areas of, but not limited to:

- Criminal Justice
- Law
- Social Sciences
- Humanities
- Public Administration

All applicants seeking an internship with the United States District Court for the Middle District of Louisiana must have a valid Louisiana Driver's License with proof of insurance. The applicant must be a United States Citizen free of any prior criminal history. A criminal background search will be conducted prior to any confirmation.

Gratuitous Service

Services of an appointed intern are to be rendered solely as a volunteer. Thereby waiving any claim or right to receive a salary or other compensation in consideration of the performance of the duties assigned by the Clerk of Court. The intern is not entitled to receive Federal Employees' Retirement System credit, Civil Service Retirement credit, or other related personnel benefits as a consequence of this voluntary internship.

Work Hours

Work hours will be established in accordance with office need and individual school requirements. A four (4) hour block of time per day will be expected with a minimum of two (2) days or eight (8) hours per week. The applicant should submit a complete applicant's packet complete with a resume, a copy of current school transcripts, and a letter of recommendation from their school faculty advisor. The applicant's packet should be submitted via email or faxed to the program contact listed on the first page.