



VOLUNTEER UNITED STATES DISTRICT COURT
(Non-paid Internship)

INTERNSHIP PROGRAM & REQUIREMENTS

The United States District Court of the Middle District of Louisiana offers unpaid internships during the fall, spring, and summer terms. The internship program exists to give college-level students the opportunity to acquire first-hand federal experience, knowledge and skills, in the criminal justice and/or public administration profession(s). Although the internship is unpaid, it offers students invaluable hands-on experience of the inter-workings of the United States District Court for the Middle District of Louisiana.

The intern may gain exposure to electronic filing, records management, and docket sheets. She/he will also have exposure to legal document identification while scanning and performing various other functions within the office. Occasionally, the intern may have the opportunity to observe court proceedings. The intern is considered a direct reflection of the United States District Court for the Middle District of Louisiana, therefore the highest standard of conduct, confidentiality, and appearance are both expected and mandatory.

Students are able to intern in the following departments:

- Automation
- Human Resources
- Jury
- Operations

Requirements:

In order to participate in the Internship Program, a candidate must:

- Be a U.S. Citizen or eligible to work in the United States
- Be enrolled in or attending a college or university that is accredited by one of the regional or national institutional associations recognized by the U.S. Secretary of Education
- Be enrolled in the senior year of a degree seeking program (undergraduate or post graduate) following an educational course of work in the following areas, but not limited to:
 - Computer Science
 - Criminal Justice
 - Human Resources
 - Humanities
 - Information Technology
 - Law
 - Public Administration
 - Social Sciences
- Adhere to the rules, regulations and policies of the court including the *Code of Conduct for Judicial Employees* which is available to applicants for review upon request.
- Be able to pass a background investigation for security clearance.

Qualifications:

It is expected that interns have:

- General knowledge of general office practices and equipment;
- Basic skills in office administration to include typing, data entry, file maintenance, record keeping and presentation preparation is needed;
- Excellent communication, interpersonal and organizational skills, which include the ability to manage multiple tasks and deadlines, are essential;
- Understanding the importance of the confidentiality issues inherent to the courts is critical, and
- Ability to exercise mature judgment.

Expectations:

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

Gratuitous Service:

Services of an appointed intern are to be rendered solely as a volunteer. Participant(s) thereby waive 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) or eight (8) hours per week.

Application Process:

Those interested in being considered for the internship program are invited to submit an application packet composed of the following:

- Letter of Interest
- Resume
- Current Transcripts
- Letter of Recommendation from faculty advisor

Applications will not be considered complete until all of the items listed above have been received by Human Resources. Hard copies will not be accepted. Please email or fax your complete applicant's packet to:

humanresources@lamd.uscourts.gov

(Attachment must be saved as one PDF file – Multiple attachments WILL NOT be accepted)

OR

Attention: Human Resources; fax number (225) 389-3542

Once the applicant has submitted their application packet, they may proceed to the next phase of the selection process and be invited to interview for the internship program.