



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK**

Reply to Northern Division Address

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Position Announcement for Unpaid Summer Intern

The Pro Se Staff Attorney's Office for the U.S. District Court is looking for a Summer Intern to assist in researching and updating our database of legal research concerning prisoner civil rights, habeas corpus, and federal rules of civil procedure. The position is unpaid.

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

- Checking citations for accuracy in existing documents.
- Researching and updating legal analysis concerning federal constitutional, habeas corpus, and procedural law.
- Monitoring daily slip opinions from the U.S. Supreme Court and the Fourth Circuit Court of Appeals for new developments in relevant law.
- Working closely with the Staff Attorneys to proof existing form orders and saved legal analysis for accuracy.
- Other research duties as assigned.
- Researching other areas of federal law to assist in determining if non-prisoner pro se litigants have stated a colorable claim.

Qualifications and Requirements:

- Current J.D. candidates who will have completed at least two semesters of law school, including 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

- Opportunities to improve skills in legal analysis, citation form, and writing.
- Learning about prisoner civil rights, federal habeas corpus litigation, federal civil procedure, and other applicable federal law.
- Experience working in a professional environment with experienced attorneys.
- Academic credit (must complete necessary paperwork).

How to apply:

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

Applications must be received on or before 5 p.m. on May 15, 2018. Interviews are scheduled on a rolling basis. Only applicants who are selected for an interview will be contacted.

The United States District Court is an Equal Opportunity Employer. Applicants must be U.S. citizens or eligible to work in the United States. All applications will be reviewed to identify the best qualified candidates. The successful candidate for this position is subject to a full fingerprint and background records check.

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Southern Division • 200 U.S. Courthouse • 6500 Cherrywood Lane • Greenbelt, Maryland 20770 • 301-344-0660

Visit the U.S. District Court's Website at www.mdd.uscourts.gov