
Undergraduate Volunteer Program United States Attorney's Office

The Undergraduate Volunteer Program is an internship program designed to expose students to the daily operations of a federal prosecutor's office and to give students a bird's eye view of how criminal and civil cases are developed from inception through trial. These internships are without salary (no college work funds are available). However, we will be happy to meet all requirements to allow students to earn academic credit. Our summer program requires students to work a minimum of 6-8 hours per day, for a total of 240 hours, or approximately 2 months. Our Fall and Spring program requires a minimum of 16 hours per week, preferably two (2) eight hour days for a minimum of 12 weeks.

Typical duties of students assigned to work with Paralegal Specialists are as follows:

- transcribing tapes
- creating exhibit binders, labeling exhibits
- preparing subpoenas for case information
- receive and index case material
- send out discovery information to opposing counsel
- create and bind witness statements
- attend document reviews
- attend witness interviews
- other duties as assigned

PLEASE NOTE:

Although internships are unpaid, a security package must be completed and favorably adjudicated. U.S. Citizenship is a requirement.

Please e-mail your resume no later than October 26, 2007 to:
patricia.amitrano@usdoj.gov