

FEDERAL PUBLIC DEFENDER
CENTRAL DISTRICT OF CALIFORNIA
321 EAST 2nd STREET
LOS ANGELES, CALIFORNIA 90012-4202
213-894-2854
213-894-0081 FAX

SEAN K. KENNEDY
Federal Public Defender

MARK R. DROZDOWSKI
*Supervising Attorney
Capital Habeas Unit*

**INTERNSHIP PROGRAM
CAPITAL HABEAS UNIT PARALEGAL DEPARTMENT**

The Office of the Federal Public Defender for the Central District of California is accepting applications for internships in the paralegal department of its Capital Habeas Unit (CHU). A CHU Paralegal provides litigation support to attorneys and investigators in the representation of death-sentenced prisoners in federal and state habeas corpus proceedings, as well as in noncapital cases. The goal of the CHU internship program is to provide paralegal students/volunteers with the opportunity to observe the atmosphere and inner workings of the office, and experience what it is like, to the extent practicable, to be a paralegal in the CHU.

Applicants for internship must be students currently enrolled and in good standing with a paralegal certification program accredited by the American Bar Association. Applicants may also be students who have graduated from an ABA program.

Applicants must submit a resume and a brief letter of interest outlining their goals as a paralegal in training. Applicants must also submit a letter of recommendation from an instructor or administrator of the program in which academic credit will be earned, or from which the applicant has recently graduated. Wherever possible, applicants should also provide a copy of the school's application for internship credit, or indicate in advance any particular requirements of their academic program. All internships are designated as non-paying, and are ordinarily structured by -- and limited to -- the academic semester.

All internships commence at the start of every quarter. The minimum commitment required is 16 hours per week for the duration of the entire quarter. The deadline to submit applications for each quarter is set forth below:

Quarter 1 (January 1st to March 31st)	<u>Deadline:</u> December 1st
Quarter 2 (April 1st to June 31st)	<u>Deadline:</u> March 1st
Quarter 3 (July 1st to September 30th)	<u>Deadline:</u> June 1st
Quarter 4 (October 1st to December 31st)	<u>Deadline:</u> September 1st

At the conclusion of the internship period, an intern will have completed most of, if not all of, the following tasks:

- Work in a team environment
- Read opinions on assigned cases
- Attend team meetings and trainings
- Assist with managing large case files
- Review & summarize records
- Enter data into databases
- Scan & OCR documents
- Review and analyze documents
- Prepare summary of case law
- Prepare witness/subject files

Applications will be accepted by electronic mail, provided that the documents are signed and in Adobe PDF format. Send to Jesse_Wallis@fd.org, with the following in the subject line: PARALEGAL INTERNSHIP APPLICATION. Applications may also be mailed to:

Jesse Wallis, Chief Paralegal
Capital Habeas Unit
Office of the Federal Public Defender
321 East Second Street
Los Angeles, California, 90012-4206

NO TELEPHONE CALLS OR FACSIMILES PLEASE.

THE OFFICE OF THE FEDERAL PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.