APPLICATION INFORMATION FOR SPRING 2018 INTERNSHIPS

USAO NORTHERN DISTRICT OF ILLINOIS
Dirksen Federal Courthouse
219 South Dearborn Street, 5th Floor
Chicago, IL 60604

ATTN: Monica LeKostaj, Administrative Assistant for the Law Student Intern Program
Telephone: (312) 353-1091
Email: monica.lekostaj@usdoj.gov (for questions only)

All application packages must be received in the U.S. Attorney’s Office by Tuesday, September 5, 2017.

The USAO for the Northern District of Illinois is responsible for prosecuting all federal crimes within the district. The Office also represents the United States and its departments and agencies in civil proceedings filed in federal court and in the Seventh Circuit. The primary goals of the Law Student Intern Program are to provide law students with the greatest possible exposure to and participation in federal trial and appellate practice and to obtain excellent legal talent to assist this Office in handling its multitude of cases.

Projected No. of Volunteers: 13

Internship Location: Chicago, Illinois

Application Materials:
- Resume, personal statement reflecting your background and your interest in participating in this program,
- legal writing sample,
- three letters of recommendation (preferably legal), and
- law school transcript (unofficial is acceptable).

Recommendation letters, whether or not submitted in sealed envelopes, may be included by the student with the application materials. Please make every effort to include them with the application to avoid delay.

Qualifications:

Students must be second-year or third-year law students by the beginning of the spring term. Applicants must be U.S. citizens.

Residency Requirement: For a total of three years (not necessarily consecutive years) of the past five years immediately prior to applying for a position, the applicant must have: 1) resided in the United States; 2) worked for the U.S. overseas in a federal or military capacity; or 3) been a dependent of a federal or military employee serving overseas. The Residency Requirement ensures an adequate background investigation can be completed. Due to the sensitive nature of the work performed by the Office, all offers to candidates are conditioned upon the successful completion of a
required background investigation. Interns are not permitted to work in a legal capacity - private or public - during the internship.

Application Deadline: Tuesday, September 5, 2017

Minimum Weeks Required: Spring Internship - 16 hours per week for 12 weeks

Academic credit: Work-study or academic credit may be available through a student's law school. Students must make arrangements through his/her law school. This Internship is not compensated. No matching contributions available; all compensation must be provided by law school.

Assignments: The work of the law student interns includes assisting in all aspects of trial preparation, legal research, writing memoranda of law, drafting pleadings and appellate briefs, assisting in preparation and taking of depositions, assisting in pretrial conferences and trials of civil and criminal cases.