

**D.C. SEMESTER IN PRACTICE PROGRAM
FALL 2016 PLACEMENT SUGGESTIONS**

1. American Bar Association – Rule of Law Initiative
2. Center for Medicare Advocacy*
3. Consumer Financial Protection Bureau – Legal Division
4. Federal Communications Commission – Public Safety & Homeland Security, Cybersecurity & Communications Reliability Division*
5. Federal Communications Commission – Public Safety & Homeland Security, Policy Division
6. Federal Labor Relations Authority-Administrative Law Judges
7. Food and Drug Administration (multiple positions)*
8. Future of Music Coalition
9. House Ways & Means Committee, Subcommittee on Oversight (Majority)
10. Human Rights Campaign
11. International Trade Commission
12. National Labor Relations Board, Compliance Unit, Division of Operations-Management
13. National Women’s Law Center
14. Overseas Private Investment Corp (OPIC)
15. Public Defender Service for the District of Columbia
16. Recording Industry Association of America
17. Senate Committee on the Judiciary, Subcommittee on Immigration & the National Interest (Majority)*
18. Student Press Law Center
19. U.S. Court of Federal Claims -- Office of Special Masters
20. U.S. Department of Commerce -- Office of the Chief Counsel for International Commerce
21. U.S. Department of Health and Human Services – Office of Counsel to the Inspector General
22. U.S. Department of Homeland Security – Office of General Counsel
23. U.S. Department of Justice – Civil Division, Office of Immigration Litigation (Appellate Division)
24. U.S. Department of Justice – Civil Division, Office of Immigration Litigation (District Court Division)
25. U.S. Department of Justice - Civil Rights Division, Office of Special Counsel for Immigration-related Unfair Employment Practices
26. U.S. Department of Justice – Criminal Division (*multiple opportunities*)
27. U.S. Department of Justice – Environment and Natural Resources Division
28. U.S. Department of State- Office of Private International Law, Office of the Legal Adviser*
29. U.S. Department of Transportation – Maritime Administration, Office of Chief Counsel
30. U.S. Equal Employment Opportunity Commission -- Office of Legal Counsel
31. U.S. General Services Administration – Office of Counsel to Inspector General
32. U.S. Securities and Exchange Commission
33. U.S. Trade Representative – Office of China Affairs (Chinese language skills required)
34. Washington Legal Foundation

***New placements**

NOTE: We are not able to guarantee students will receive particular placement offers.

**American Bar Association
Rule of Law Initiative**

The American Bar Association Rule of Law Initiative (ABA ROLI) is a mission-driven, non-profit program grounded in the belief that rule of law promotion is the most effective long-term antidote to the most pressing problems facing the world today, including poverty, conflict, endemic corruption and disregard for human rights. The ABA established the program in 2007 to consolidate its five overseas rule of law programs, including the Central European and Eurasian Law Initiative (CEELI), which it created in 1990 after the fall of the Berlin Wall. ABA ROLI implements legal reform programs in more than 40 countries in Africa, Asia, Europe and Eurasia, Latin America and the Caribbean, and the Middle East and North Africa. The ABA Rule of Law Initiative has more than 400 professional staff working in the United States and abroad, including a cadre of short- and long-term expatriate volunteers who, since the program's inception, have contributed more than \$200 million in *pro bono* technical legal assistance.

RESPONSIBILITIES:

Responsibilities will vary depending on the section's immediate needs. Duties may include assisting the department with the management of international programs, monitoring the political and economic developments in a region, researching areas of interest, aiding with correspondence, working with program and in-country staff on day-to-day support tasks, and performing administrative duties requested by the relevant office staff.

APPLICATION:

Application requires résumé, cover letter, transcript (unofficial is fine) and writing sample (5-10 pages). Cover letters should be addressed to:

**Mr. Simon Conte
Rule of Law Initiative
American Bar Association
740 15th Street, NW
Washington, D.C. 20005**

Center for Medicare Advocacy

Multiple opportunities are available. Please visit the website for additional information:
<http://www.medicareadvocacy.org/about/internship-opportunities/>

**Consumer Financial Protection Bureau
Legal Division**

The Legal Division of the Consumer Financial Protection Bureau (CFPB) seeks 2L or 3L law students for its Washington, DC office starting in January 2016 and ending in May 2016. The central mission of the Consumer Financial Protection Bureau (CFPB) is to make markets for consumer financial products and services work for Americans—whether they are applying for a mortgage, choosing among credit cards, or using any number of other consumer financial products. The consumer bureau is working not only to write effective rules, but also to educate consumers, enforce the law and study consumer financial markets. Above all, this means ensuring that consumers get the information they need to make the financial decisions they believe are best for themselves and their families—that prices are clear up front, that risks are visible, and that nothing is buried in fine print. In a market that works, consumers should be able to make direct comparisons among products and no provider should be able to build, or feel pressure to build, a business model around unfair, deceptive, or abusive practices.

The Legal Division serves as counsel to the Bureau, advising the Director on all legal matters; reviewing documents for clearance, rulemakings, enforcement, and other policymaking projects; handling defensive, appellate, and amicus litigation; managing and overseeing responses to Congressional requests for information; and ensuring compliance with federal ethics regulations and other federal guidelines. The Legal Division has three components: (1) General Law, Ethics, and Oversight, (2) Law and Policy, and (3) Litigation.

Law students will conduct legal research and draft memoranda to support the work of the Legal Division. You may have the opportunity to: (1) Research novel questions of law and present your analysis to the Legal Division’s staff and leadership; (2) Assist Legal Division staff in litigation activities; (3) Attend Legal Division and Bureau-wide trainings; and (4) Assist Legal Division staff in the clearance process and policy and rulemaking initiatives.

This is an excellent opportunity for students to be involved in, and learn about, substantive consumer protection laws, the enforcement of those laws, and the generally applicable laws that govern the work of federal agencies. Students may work a maximum of 40 hours per week. This position is unpaid. Academic credit may be obtained with the permission of the student’s law school. Students must sign the CFPB Student Volunteer Agreement, and will be responsible for obtaining their school representative’s signature as well.

QUALIFICATIONS:

Law students should have excellent research and writing skills and solid academic credentials.

CITIZENSHIP:

Student volunteers are required to be United States citizens.

APPLICATION:

To apply for the externship position, please send a cover letter, resume, writing sample, and unofficial law school transcript to Joseph Frisone, Joseph.Frisone@cfpb.gov. The cover letter should include a statement that indicates how many hours per week you will be able to commit to the externship. Preference will be given to applicants who can commit forty hours per week. The cover letter should also include a statement affirming that you are a United States citizen.

**Federal Communications Commission
Public Safety & Homeland Security, Cybersecurity & Communications Reliability Division**

For more information, please visit <https://www.fcc.gov/general/cybersecurity-and-communications-reliability-division-public-safety-and-homeland-security>. Contact Professor Heywood for application instructions.

**Federal Communication Commission
Public Safety & Homeland Security Bureau, Policy Division**

The Policy Division drafts, develops, and administers rules, regulations, and policies, including those pertaining to 700 MHz and 800 MHz spectrum, 911/Enhanced 911 (E911), Public Safety Answering Points (PSAPs), operability and interoperability for public safety communications. In addition, the Policy Division oversees the licensing of spectrum for public safety entities (e.g., police and fire departments).

RESPONSIBILITIES:

The intern will assist with analysis of a broad spectrum of legal issues relating to the policies, programs and regulations of the agency. He/she will perform legal research on a variety of issues and also may be required to prepare written summary of research findings. Additionally, the intern will assist in the preparation of legal memoranda and other Commission documents. The intern also will attend and participate in meetings with Commission personnel and outside parties.

QUALIFICATIONS:

Applicants should possess strong analytical, research, writing and organizational skills.

APPLICATION:

Application requires résumé, cover letter and a brief writing sample. Cover letters should be addressed to:

**Mr. John Evanoff
Public Safety and Homeland Security Bureau, Policy Division
Federal Communications Commission
445 12th Street, SW
Washington, D.C. 20554**

**Federal Labor Relations Authority
Administrative Law Judges**

The Federal Labor Relations Authority (FLRA) is an independent administrative federal agency created by Title VII of the Civil Service Reform Act of 1978, which allows certain non-postal federal employees to organize, bargain collectively, and participate through labor organizations of their choice in decisions affecting their working lives. FLRA Administrative Law Judges (ALJs) perform a variety of functions related primarily to conducting hearings and rendering recommended decisions in cases involving alleged unfair labor practices. ALJs also are required to render decisions involving applications for attorney fees filed under the Back Pay Act and the Equal Access to Justice Act.

RESPONSIBILITIES:

The intern will perform clerkship type duties for an administrative law judge, which includes conducting legal research, drafting of legal memoranda, orders, and decisions, and hearing preparation, all related to the proceedings we conduct pursuant to 5 CFR 2423.20 through 2423.34.

APPLICATION:

Application requires résumé, cover letter, transcript and a brief writing sample (5-10 pages). Cover letters should be addressed to:

**The Honorable Charles Center
Chief Administrative Law Judge
Federal Labor Relations Authority
1400 K Street, NW
Washington, D.C. 20424**

Dear Judge Center:

NOTE: Judge Center is a UGA Law alumnus.

Food and Drug Administration

Multiple opportunities are available. Please visit the website for specific information on offices and hiring specifications:

<http://www.fda.gov/AboutFDA/WorkingatFDA/FellowshipInternshipGraduateFacultyPrograms/ucm395746.htm>

Please note FDA is in Rockville so students living in DC should be prepared to take public transportation or drive.

Future of Music Coalition

Future of Music Coalition (FMC) is a national non-profit educational, research and advocacy organization that identifies, examines, interprets and translates the challenging issues at the intersection of music, law, technology and policy. FMC achieves this through continuous interaction with its primary constituency - musicians - and in collaboration with other creator/citizen groups.

FMC works toward its mission through three program areas: Research, Education and Policy. We organize public discussion of issues that impact musicians and the public at large, making sure to include a variety of voices in the conversation. We submit testimony, publish articles and speak on panels to make sure the creators' experience is heard. We generate original research to more completely illuminate the mechanics of the music industry.

FMC Policy interns work closely with the FMC Policy shop (including Casey Rae and Michael Bracy) to assist in the open source and legal research involved in thoroughly understanding all sides of current policy issues. The Policy Intern often has the opportunity to discuss these issues in depth with the Policy shop while creating briefs, attending hearings and drafting the occasional blog post.

FMC is a fast-paced but friendly work environment. Since some of our employees work from different cities, we rely heavily on email, conference calls and meetings to get our work done. Answering your email promptly, following through on assigned tasks to completion, and sticking to deadlines will be essential.

REQUIREMENTS:

Our most successful interns are outgoing, vibrant and confident people with some relationship to, and passion for, the music industry. In addition, we look for the usual stuff: excellent reading/writing skills, good email communication skills, attention to detail and working knowledge of MS Word, Excel and Internet skills are required. Knowledge of current events and/or policy issues that relate to the music industry are helpful, as is any other experience working in a not for profit office environment.

APPLICATIONS:

Application requires résumé, cover letter, a list of software proficiencies and a writing sample. Policy interns should submit two writing samples, including a writing sample in the more informal style of our blog. Cover letters should be addressed to:

Mr. Casey Rae
Deputy Director
Future of Music Coalition
1615 L Street, NW, Suite 520
Washington, D.C. 20036

**U.S. House of Representatives
Committee on Ways & Means (Majority)**

ESSENTIAL JOB FUNCTIONS:

- Assist Committee staff in conducting research, analyzing legislation, drafting memoranda, organizing hearings, and preparing for floor debate
- Monitor and track legislative developments within Committees and on the House floor in his or her assigned issue areas
- Provide administrative support and assistance to the Legislative Assistant
- Greet and screen visitors
- Meets attendance requirements as established by the office;
- Accepts performance based criticism and direction;
- Works well under pressure and handles stress in a very busy office;
- Performs other duties as assigned.

EDUCATION/EXPERIENCE:

- A bachelor's degree or higher education level is preferred, including strong academic credentials. Previous experience in government is not required, but candidates should have a general understanding of the legislative process and an interest in congressional oversight and/or tax policy.

SKILLS AND KNOWLEDGE REQUIRED:

- Possess strong writing, analytical, and organizational skills;
- Ability to work cooperatively and courteously with others and with good humor;
- Ability to juggle multiple projects under tight deadlines;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

APPLICATION:

Submit resume, cover letter and writing sample to:

**George Callas
Chief Tax Counsel, Committee on Ways and Means
U.S. House of Representatives
1102 Longworth HOB
Washington, DC 20525**

Human Rights Campaign

Human Rights Campaign (HRC) is the nation's largest lesbian, gay, bisexual and transgender civil rights organization dedicated to ending discrimination, securing equal rights and protecting the health and safety of the LGBT community. With a 150-person national staff and more than 1.5 million members and supporters, HRC lobbies the federal government on LGBT legislative and regulatory matters, advocates before the courts as an amicus curiae, participates in judicial and executive branch nominations process, leads and/or actively works on national civil rights coalitions, educates the public, participates in elections and works at the grassroots level on civil rights and political matters of national importance.

Law fellows (interns) work with HRC attorneys, outside counsel from major national law firms, lobbyists, and organizational allies and congressional and White House staff members on legislative, regulatory and internal corporate matters. Practice areas include constitutional, contract, criminal, education, employment, disability, family, benefits, tax, health care, immigration, intellectual property, media, military and real estate law. Fellows undertake projects involving sophisticated legal research and writing, analysis and drafting of legislation and administrative regulations, legislative and regulatory advocacy and national coalition work.

If you have any candidates that you think would be a good fit for our organization, please have them send a resume, cover letter, transcript and brief legal writing sample

APPLICATION:

Visit the website for details regarding the application process- <http://www.hrc.org/the-hrc-story/internships>

International Trade Commission

The United States International Trade Commission is an independent, quasi-judicial Federal agency with broad investigative responsibilities on matters of trade. The agency investigates the effects of dumped and subsidized imports on domestic industries and conducts global safeguard investigations. The Commission also adjudicates cases involving imports that allegedly infringe **intellectual property** rights. Through such proceedings, the agency facilitates a rules-based international trading system. The Commission also serves as a Federal resource where trade data and other trade policy-related information are gathered and analyzed. The information and analysis are provided to the President, the Office of the United States Trade Representative (USTR), and Congress to facilitate the development of sound and informed U.S. trade policy. The Commission makes most of its information and analysis available to the public to promote understanding of international trade issues.

The mission of the Commission is to (1) administer U.S. trade remedy laws within its mandate in a fair and objective manner; (2) provide the President, USTR, and Congress with independent analysis, information, and support on matters of tariffs, international trade, and U.S. competitiveness; and (3) maintain the Harmonized Tariff Schedule of the United States (HTS).

Please contact Professor Heywood for further information about this opportunity.

**National Labor Relations Board
Compliance Unit
Division of Operations-Management**

The National Labor Relations Board (NLRB) is an independent federal agency created in 1935 to enforce the National Labor Relations Act. The NLRB conducts secret-ballot elections to determine whether employees want union representation and investigates and remedies unfair labor practices by employers and unions.

The Division of Operations-Management assists the General Counsel in managing the Agency's regional offices and supporting the enforcement of the National Labor Relations Act. The NLRB's newly formed Compliance Unit is located within the Division of Operations-Management. The Compliance Unit works with the Agency's Field Offices, the Division of Enforcement Litigation, and the Division of Legal Service and General Litigation, on a broad range of issues including, but not limited to, derivative liability, bankruptcy, securing settlements, and compliance with informal settlements, Board orders and Court judgments.

NLRB seeks a law student to assist the Division's Compliance Unit with case evaluation, legal research, settlement templates, training materials, drafting of sample pleadings, and project management. The intern will work directly with the Assistant to the General Counsel and two Deputy Assistant General Counsels and will research federal and state security and collection law, draft legal memoranda and federal court pleadings, draft civil discovery subpoenas and other discovery requests, and develop training resources to advance the Agency's Best Compliance Practices. There will be as many opportunities for hands-on experience. The intern will produce written work products (useful for future employment writing samples).

QUALIFICATIONS:

Law students who have completed their first or second year of law school and who have a strong interest in public sector work.

APPLICATION:

Applicants should send résumé, cover letter, transcript (unofficial is fine) and short writing sample (5-10 pages). Cover letters should be addressed to:

**Joan A. Sullivan, Deputy Assistant General Counsel
National Labor Relations Board
Compliance Unit
Division of Operations Management
1099 14th Street, N.W. Suite 10200
Washington, D.C. 20005-3419**

National Women's Law Center

The National Women's Law Center (NWLC) seeks law student interns each semester.

Intern Duties and Responsibilities

Students selected will be assigned to one attorney mentor, but may work with several attorneys during the course of the semester. The program attempts to match student preferences as to substantive areas and provide students with varied work assignments which may include writing briefs, drafting complaints, writing articles and fact sheets, commenting on proposed federal agency regulations, preparing Congressional testimony, researching legislative history, and attending court, executive branch and Congressional proceedings. It is not possible, however, to guarantee that each student will participate in litigation or other specific activities undertaken by the Center.

The NWLC office is an extremely friendly environment with many opportunities to learn and make professional connections. NWLC offers brown-bag lunches on a variety of timely topics and encourages interns to make the most of their time with the organization.

APPLICATION:

Please submit a cover letter indicating which program area(s) you are interested in (Education & Employment, Family Economic Security, Health & Reproductive Rights, Judges & the Courts and/or Cross-Cutting Issues), when you are available to intern, and how many hours per week you can intern. A full application includes a cover letter, resume, transcript, a 5-10 page writing sample, and contact information for three references. Electronic submissions are preferred. Please submit your complete application to humanresources@nwlc.org and include the position title in the subject line.

Hard copies may be addressed to:

**Human Resources
National Women's Law Center
11 Dupont Circle, Suite 800
Washington, DC 20036
FAX: 202-588-5185**

**Overseas Private Investment Corporation (OPIC)
Department of Legal Affairs**

OPIC is the U.S. Government's development finance institution. It mobilizes private capital to help solve critical world challenges and in doing so, advances U.S. foreign policy. Because OPIC works with the U.S. private sector, it helps U.S. businesses gain footholds in emerging markets, catalyzing revenues, jobs and growth opportunities both at home and abroad. OPIC achieves its mission by providing investors with financing, guarantees, political risk insurance, and support for private equity investment funds.

Established as an agency of the U.S. Government in 1971, OPIC operates on a self-sustaining basis at no net cost to American taxpayers. OPIC services are available for new and expanding business enterprises in more than 150 countries worldwide. To date, OPIC has supported more than \$200 billion of investment in over 4,000 projects, generated an estimated \$75 billion in U.S. exports and supported more than 277,000 American jobs.

OPIC's Department of Legal Affairs, consisting of approximately twenty attorneys, interacts with every department at OPIC and plays an important role with respect to OPIC's overall program. The Department negotiates with individual countries the bilateral agreements allowing OPIC to offer its programs in that country. Once OPIC programs are in place, the Department represents OPIC in any negotiations with foreign governments, including settlement of OPIC's claims against the government after OPIC has compensated an insured investor. OPIC lawyers also draft project finance and investment funds legal documentation, review political risk insurance contracts, negotiate with investors and their counsel on the details of finance, funds and insurance transactions, and determine liability and the extent of compensation due in claims on OPIC insurance policies. In the event of a dispute under an insurance policy, the Department may represent OPIC in arbitration, the dispute resolution mechanism called for in OPIC insurance contracts. If OPIC chooses to rely on outside counsel (for example, local counsel in a project country), OPIC lawyers select and supervise retained attorneys. Finally, OPIC depends on the Department to provide any legal advice it may require as a corporation on a wide range of general corporate, legislative, and administrative matters.

For a law student interested in finance and the legal aspects of international business transactions, an OPIC internship provides exposure to many facets of international investment, from structuring project financings to the assessment of political risks and evaluation of claims in connection with OPIC's insurance contracts. An internship with OPIC's Department of Legal Affairs gives students a comprehensive overview of the operations and effectiveness of OPIC programs in support of international transactions.

The internship is an opportunity for practical application of legal principles in such areas as corporate law, administrative law, public international law, international business transactions, insurance, banking, and finance. Law student interns help OPIC's attorneys advise OPIC in matters relating to insurance, finance, investment funds and administration and can be assigned to a number of legal research and writing projects. The Department makes every effort to match required research assignments to our interns' areas of particular interest.

QUALIFICATIONS:

- U.S. citizenship
- No felony convictions
- If a male born after December 31, 1959, must be registered with the Selective Service System
- Must be enrolled full time in an accredited law school, and must not have graduated before the internship would be served.

- Candidates must have an outstanding academic record. OPIC will request an official transcript for applicants under consideration.
- Must have experience or demonstrated interest in finance and international law and development, as evidenced by an academic or employment background in banking, finance, international affairs, etc.
- Superior writing abilities
- Must provide date of birth and Social Security Number

APPLICATION:

Applicants for OPIC legal internships must apply using OPIC's on-line web application form. The online application requires a résumé, cover letter, writing sample and some screening questions. Your cover letter should demonstrate knowledge of OPIC and identify your particular interest in the agency. Cover letters should be addressed to:

**Ms. Amy Bailey
Assistant General Counsel
Overseas Private Investment Corporation
1100 New York Avenue, NW
Washington, D.C. 20527**

Public Defender Service for the District of Columbia

The Public Defender Service for the District of Columbia (PDS) provides and promotes quality legal representation to indigent adults and children facing a loss of liberty in the District of Columbia and thereby protects society's interest in the fair administration of justice. PDS is a federally funded, independent organization, governed by an eleven-member Board of Trustees. PDS is recognized as one of the best public defender offices in the country—local or federal. It has become the national standard-bearer and the benchmark by which other public defender systems often measure themselves.

In the District, PDS and the DC courts share the responsibility for providing constitutionally mandated legal representation to people who cannot pay for their own attorney. Under the District's Criminal Justice Act (CJA), the courts generally appoint PDS to the more serious, more complex, resource-intensive, and time-consuming criminal cases and juvenile delinquency cases.

PDS attorneys also handle criminal appeals, almost all parole revocation hearings, most Drug Court sanction hearings, and represent people facing involuntary commitment in the mental health system, children with special education needs facing delinquency charges, and clients in civil proceedings that were triggered by their criminal charges or their incarceration.

PDS is composed of four functional areas: Legal Services, Legal Support Services, Technical Assistance to the District of Columbia Court System, and Executive and Administrative Management.

RESPONSIBILITIES:

The PDS law clerk program gives law students an opportunity to assist attorneys in all aspects of case preparation. Law clerks perform legal research, draft motions, interview incarcerated and institutionalized clients, perform field investigation, represent juveniles in institutional disciplinary hearings, respond to inmate letters request legal assistance, attend discovery conferences, prepare pretrial motions, attend trials, parole hearings and appellate arguments and perform a wide range of research and case preparation duties. Law clerks usually work with a group of attorneys in the Trial, Appellate, Mental Health, Special Litigation, Civil Legal Services, Community Defender or Parole Divisions.

QUALIFICATIONS:

PDS is highly selective and seeks students with a strong academic record, demonstrated interest in criminal law and/or commitment to public service.

APPLICATION:

Application requires résumé, cover letter, brief legal writing sample and a grade list. Cover letters should be addressed to:

Ms. Jennifer Thomas
Director of Legal Recruiting
Public Defender Service for the District of Columbia
633 Indiana Avenue, NW
Washington, D.C. 20004

Recording Industry Association of America

The Recording Industry Association of America (RIAA) is the trade organization that supports and promotes the creative and financial vitality of the major music companies. Its members are music labels that comprise the most vibrant record industry in the world. RIAA members create, manufacture, and/or distribute approximately 85% of all legitimate recorded music produced and sold in the U.S. RIAA works to protect the intellectual property and First Amendment rights of artists and music labels; conduct consumer, industry and technical research; and monitor and review state and federal laws, regulations and policies.

APPLICATION:

Application requires résumé, cover letter, transcript and writing sample (5-10 pages). Cover letters should be addressed to:

Mr. Steven Gottlieb
Vice President and Counsel, Public Policy and Industry Relations
Recording Industry Association of America
1025 F Street, NW, 10th Floor
Washington, D.C. 20004

**U.S. Senate Committee on the Judiciary
Subcommittee on Immigration & the National Interest (Majority)**

Additional information regarding the work of the Committee:

<http://www.judiciary.senate.gov/about/subcommittees#immigration>

APPLICATION:

Application requires résumé, cover letter, brief legal writing sample and a transcript (unofficial is fine).
Cover letters should be addressed to:

**Gene P. Hamilton
General Counsel
Subcommittee on Immigration & the National Interest
Senate Committee on the Judiciary
224 Dirksen Senate Office Building
Washington, D.C. 20510**

Mr. Hamilton is a graduate of the University of Georgia.

Student Press Law Center

The Student Press Law Center (SPLC) is a nonpartisan, nonprofit organization that serves as a source of legal assistance for the student media and the public, providing information on subjects ranging from libel and invasion of privacy to freedom-of-information law and censorship.

APPLICATION:

To apply for an internship, send a cover letter describing your interest in and qualifications for working with SPLC along with a résumé, samples of your news writing and the names and telephone numbers of two professional or academic references. Cover letters should be addressed to:

Mr. Frank D. LoMonte, Esq.
Executive Director
Student Press Law Center
1101 Wilson Blvd., Suite 1100
Arlington, VA 22209

NOTE: Frank LoMonte is a UGA Law Alumnus.

**United States Court of Federal Claims
Office of Special Masters (OSM)**

*This is a helpful placement for students interested in health law or with a science background. Additionally, OSM often hires post-graduate law clerks from their intern pool.

The OSM resolves cases alleging vaccines caused an injury pursuant to the National Childhood Vaccine Injury Act of 1986. Special Masters act as trial judges making final decisions, determining whether the vaccine caused injury, establishing the amount of damages and awarding attorneys' fees. Externs assist Special Masters with case management including preparing orders, reviewing filings and legal briefs, editing opinions, analyzing legal petitions and drafting legal memoranda. Visit the website for additional information about the Office of Special Masters: www.uscfc.uscourts.gov/vaccine-programoffice-special-masters

APPLICATIONS:

Application requires résumé, cover letter and unofficial law school transcript. Cover letters should be addressed to:

**Nora Beth Dorsey
Special Master
United States Court of Federal Claims
Office of Special Masters
717 Madison Place, N.W.
Washington, D.C. 20005**

Dear Special Master Dorsey:

NOTE: Special Master Dorsey is a UGA Law alumna.

**U.S. Department of Commerce
Office of the Chief Counsel for International Commerce**

OCC-IC provides legal advice and support to the International Trade Administration (ITA) on international trade, investment, export promotion and antitrust matters. International Commerce attorneys work closely with the Office of the U.S. Trade Representative, the State Department, other government agencies, and the private sector. Our eleven attorneys primarily focus on:

Multilateral and Bilateral Trade and Investment Agreements: Providing advice on interpretation, application and enforcement of the World Trade Organization agreements, as well as regional and bilateral free trade agreements like the NAFTA; and supporting and participating in multilateral and bilateral negotiations related to international trade, intellectual property rights, and cross-border investment.

Bringing Down Trade Barriers: Advising ITA on addressing barriers to U.S. exports and foreign investment, including foreign infringement of U.S. intellectual property rights. We work with ITA to determine the nature of the barrier, the international legal requirements applicable, and the legal and policy tools available to address the barrier.

Promoting U.S. Exports: Providing legal support to the U.S. & Foreign Commercial Service and other parts of ITA in promoting U.S. exports through trade missions and other activities.

OCC-IC works to ensure that interns have meaningful and interesting assignments that include client contact and participating in interagency meetings. Each intern will each be assigned a supervisor, who will meet with the intern on a regular basis to discuss progress. The internship is a fulltime volunteer position: up to 40 hours a week for at least eight weeks.

Candidates who are interested in a unique international law experience, and who have a background or demonstrated interest in international trade and investment law, are encouraged to apply. Candidates must have completed at least one year of law school before commencing the internship. Since this is an unpaid position, candidates should inquire of their law school as to whether funding or financial aid would be available to them while working as an intern in OCC-IC. An applicant must be a U.S. citizen to be considered.

APPLICATION:

Cover letter, resume, a five-to-ten page writing sample (preferably on an international law subject), and law school transcript.

**U.S. Department of Health and Human Services
Office of Counsel to the Inspector General**

The Office of Counsel to the Inspector General (OCIG) for the United States Department of Health and Human Services (HHS) seeks second and third year law students with a demonstrated interest in government and health care law.

OCIG promotes the mission of the Office of Inspector General (OIG) through timely, accurate, and persuasive legal advocacy and counsel. Legal externs will investigate cases, perform legal research, draft briefs, and write legal memorandums. Each legal extern will have an opportunity to work with all three branches of OCIG: the Administrative and Civil Remedies Branch, the Industry Guidance Branch, and the Advice Branch.

The Administrative and Civil Remedies Branch handles civil fraud and abuse cases involving Medicare, Medicaid, and other programs; works with DOJ in global resolution of civil False Claims Act cases; initiates administrative cases; and defends the decision to exclude providers from participating in Federal health care programs. The Industry Guidance Branch issues advisory opinions to the public and health care industry on whether an activity constitutes grounds for sanction under the Anti-Kickback Statute, Civil Monetary Penalties Law or other authorities, and provides legal advice to HHS and DOJ on the Anti-Kickback Statute. The Advice Branch advises on issues such as the scope and exercise of the Inspector General's authorities and responsibilities; investigative techniques, procedures, conduct, and resolution; audits and inspections; and impact of legislative proposals.

Students should possess a demonstrated interest in health care law and public service. Offers generally are made by mid-April.

APPLICATION:

Application requires résumé, cover letter, transcript (unofficial is fine) and writing sample (5-10 pages). Applications must be submitted in a single PDF file. Cover letters should be addressed to:

Ms. Geeta Taylor
Senior Counsel
Office of Counsel to the Inspector General
U.S. Department of Health and Human Services
330 Independence Avenue, SW
Washington, DC 20201

**U.S. Department of Homeland Security
Office of the General Counsel**

The Department of Homeland Security (DHS) Office of the General Counsel (OGC) is seeking applicants for the Fall and Spring semesters for the OGC Legal Externship Program. The program offers externs the opportunity to earn credit while working at DHS. OGC may also provide externs with the opportunity to visit one or more DHS operational sites in the Washington, D.C. area.

The General Counsel is the chief legal officer for DHS and oversees and integrates more than 1800 attorneys throughout the Department. OGC is responsible for ensuring that departmental activities comply with applicable legal requirements, as well as establishing that the Department's efforts to secure the Nation are consistent with the civil rights and civil liberties of our citizens and observe the rule of law. This Externship Program will be in the headquarters office of the General Counsel's Office. The headquarters law divisions are: Ethics, General Law, Immigration, Intelligence, Legal Counsel, Operations and Enforcement, National Protection and Programs, Regulatory Affairs, and Technology Programs.

REQUIREMENTS:

Applicants are required to undergo a suitability determination. Students are required to enroll in at least one externship credit through their law schools and must satisfy their law school's externship program requirements. The Externship is unpaid. Other requirements include:

- ✓ Must be a United States Citizen;
- ✓ Must be a rising 2L, rising 3L or LLM Student at the time of application;
- ✓ Must have academic achievement (GPA of 3.5 or higher required or Top 1/3 of the class preferred);
- ✓ Must possess exceptional research, writing, and analytical skills; and
- ✓ Must have demonstrated interest in homeland or national security law; this may be demonstrated through coursework that directly relates to the DHS mission or extracurricular activities.

APPLICATION:

Interested students should submit a cover email, resume, transcript, and two references. Please also specify in your cover email if there is a specific Legal Division you would prefer to work with and why. Please note that in limited circumstances, fall externs may stay through the spring, and spring externs may stay through the summer. Cover letters should be addressed to:

**Ms. Alexandra Edwards
Office of the General Counsel
Department of Homeland Security
Mail Stop 3650
Washington, DC 20528**

**U.S. Department of Justice
Civil Division-Office of Immigration Litigation (Appellate Division)**

The Office of Immigration Litigation (OIL) oversees all civil immigration litigation, both affirmative and defensive, and is responsible for coordinating national immigration matters before the federal district courts and circuit courts of appeals. OIL provides support and counsel to all federal agencies involved in alien admission, regulation, and removal under U.S. immigration and nationality statutes. OIL attorneys work closely with United States Attorneys' Offices on immigration cases. The office is divided into two functional sections, an Appellate Section and a District Court Section.

RESPONSIBILITIES:

Responsibilities may include drafting motions and appellate briefs, writing case summaries for weekly litigation reports, conducting legal research and preparing memoranda, and performing other litigation support.

QUALIFICATIONS:

Students must maintain a cumulative grade point average of 3.00 or higher, have an interest in appellate litigation and/or immigration law, and demonstrate strong research and writing skills. Background checks are required and students must be United States citizens.

APPLICATION:

Application requires résumé, cover letter, transcript and writing sample (5-10 pages). Cover letters should be addressed to:

**Ms. Terri Leon-Benner
U.S. Department of Justice
Civil Division – Office of Immigration Litigation
950 Pennsylvania Avenue, NW
Washington, D.C. 20530**

**U.S. Department of Justice
Civil Division-Office of Immigration Litigation (District Court Division)**

The Office of Immigration Litigation, District Court Section (OIL-DCS) is a highly active litigation section in the Department of Justice's Civil Division. OIL-DCS handles immigration matters at the district court level in any of the 94 federal district courts nationwide and provides centralized expertise on district court-related immigration matters. Created in 1983, the Office of Immigration Litigation defends and preserves the Executive Branch's authority to administer U.S. immigration and nationality matters. The District Court Section was officially created on February 26, 2008.

In addition to district court cases, OIL-DCS handles matters in the courts of appeals that arise from its district court cases. The District Court Section is one of the few sections within the Department of Justice in which an attorney might handle a case at both the trial and appellate levels.

OIL-DCS currently employs over 50 attorneys, all of whom handle a variety of matters within the section. Some DCS attorneys possess specialized expertise in specific subject areas, such as detention, employment-based immigration, denaturalization, or terrorism-related immigration issues.

OIL-District Court Section attorneys' work can take them to any district court or court of appeals in the nation, which affords them the opportunity to gain valuable experience in trial court and appellate practice. In addition to its geographic variety, the section's work spans complex areas of federal law. OIL-DCS work frequently addresses questions of federal jurisdiction, statutory interpretation, administrative law, and constitutional law – all in the context of federal immigration law, regulations, and policy.

QUALIFICATIONS:

Students must maintain a cumulative grade point average of 3.3 or higher, have an interest in appellate litigation and/or immigration law, and demonstrate strong research and writing skills. Background checks are required and students must be United States citizens.

APPLICATION:

Application requires résumé, cover letter, transcript, writing sample (5-10 pages) and a list of three references. Cover letters should be addressed to:

**Ms. Flor Suarez
Office of Immigration Litigation, District Court Section
U.S. Department of Justice
450 5th Street, NW
Washington, D.C. 20530**

**U.S. Department of Justice
Civil Rights Division
Office of Special Counsel for Immigration-related Unfair Employment Practices**

The Office of Special Counsel for Immigration-related Unfair Employment Practice enforces the anti-discrimination provision (§ 274B) of the Immigration and Nationality Act (INA), 8 U.S.C. § 1324b which prohibits: 1) citizenship status discrimination in hiring, firing, or recruitment or referral for a fee, 2) national origin discrimination in hiring, firing, or recruitment or referral for a fee, 3) document abuse (unfair documentary practices during the employment eligibility verification, Form I-9, process, and 4) retaliation or intimidation.

RESPONSIBILITIES:

This position involves assisting our staff in investigating allegations of discrimination, such as conducting legal research, reviewing documents, compiling data, drafting letters, preparing legal memoranda, and sitting in on and/or conducting witness interviews, as well as policy-related work, such as preparing comments on proposed regulations and draft legislation, and attending legislative hearings and interagency meetings.

QUALIFICATIONS:

The ideal candidate has strong research, writing and communication skills as well as an interest in learning. Demonstrated interest or experience in immigration or employment discrimination a plus but not required. Positions with the Department of Justice are open to U.S. citizens only.

APPLICATION:

The application requires résumé, cover letter, transcript and short writing sample (5-10 pages). Cover letters should be addressed to:

**Ms. Jennifer Sultan
U.S. Department of Justice
Civil Rights Division- Office of Special Counsel for Immigration-related Unfair Employment Practices
950 Pennsylvania Avenue, NW
OSC, NYA 9000
Washington, D.C. 20530**

U.S. Department of Justice-Criminal Division

Multiple opportunities are available in the Criminal Division of the Department of Justice:
<http://www.justice.gov/legal-careers/law-students>. Past students have interned with the Fraud and Public Integrity sections of the Criminal Division.

**U.S. Department of Justice
Environment and Natural Resources**

The Environment and Natural Resources Division litigates in five key areas: pollution, lands and natural resources, wildlife, Indian resources, and land acquisition. Attorneys represent many federal agencies by preparing and arguing civil and criminal enforcement cases, appeals, and by defending challenged federal agency actions arising from well over 100 federal environmental laws. Cases are at the cutting edge of environmental protection. The Division's work protects our environment for future generations.

Job Description:

Assignments will vary. In general, interns assist the Division's trial lawyers in preparing cases for filing and supporting the litigation effort post-filing, and assist the Division's appellate lawyers in researching issues on appeal. Responsibilities typically include conducting legal research, drafting motions, discovery, and memoranda of law dealing with a variety of federal environmental and natural resource issues. The Division handles cases covering a broad spectrum of issues including the protection of endangered species and civil and criminal enforcement of federal pollution control laws. An internship provides an outstanding opportunity to work on cutting edge issues of environmental law.

Qualifications:

First-year (second-semester), second-year and third-year law students are eligible to apply. ENRD has a preference for students with strong academic qualifications, research and writing skills and who have an interest in litigation, environmental law, and/or public interest law.

Legal interns must be US citizens and have maintained residency in the United States for 3 of the past 5 years, with exceptions for U.S. military or government service. If the applicant is a dual citizen, they should be prepared to fill out additional paperwork regarding the dual citizenship.

Legal intern applicants must complete a background check. The screening will specifically inquire into an applicant's police record, payment of taxes, issues of indebtedness, and drug use, specifically within the last year.

APPLICATION:

Submit the below materials to applyintern.enrd@usdoj.gov specifying Fall 2016 in the subject line.

- [Section application form](#)
- Cover letter stating hours/days available to work;
- Resume (which includes your country of citizenship);
- Writing sample;
- Copy of your most recent transcript (official or unofficial);
- Three references with contact information, including telephone and email (letters of recommendation not required); and .

**U.S. Department of State
Office of Private International Law**

The Office of Private International Law in the Legal Adviser's Office of the State Department is looking to fill our extern positions for fall 2016 and spring 2017 semesters. We generally have one or two unpaid positions (part-time or full-time) available each semester. Externs work directly with attorneys in conducting research, analyzing issues, preparing memoranda and other documents, developing negotiating positions, and otherwise assisting in the day-to-day work of the office. Applicants must receive academic credit for the externship.

Background: The Office of Private International Law (L/PIL), Office of the Legal Adviser, Department of State is responsible for the negotiation, interpretation, and monitoring of conventions, model laws and rules, legislative guidelines, and other international instruments governing private transactions that cross international borders. Private international law topics include areas such as the enforcement of judgments and arbitral awards, conflicts of laws, alternative dispute resolution, family law, investment securities, insolvency, electronic commerce, transportation, commercial finance, and international judicial assistance (service, discovery, legalization), as well as laws governing wills, trusts, and estates.

L/PIL's work arises primarily in connection with international organizations such as the U.N. Commission on International Trade Law, the Hague Conference on Private International Law, the International Institute for Unification of Private International Law (UNIDROIT), and the Organization of American States. The office also works closely with experts and domestic organizations involved in private international law matters, including the American Bar Association and the Uniform Law Commission. Further information is available on our office website: <http://www.state.gov/s/l/c3452.htm>.

Qualifications: Applicants must be U.S. citizens, and externs will be required to obtain a security clearance prior to commencing work. Applicants must possess strong writing and analytical skills. Students who will be in their third year of law school at the time of the externship are strongly preferred.

To Apply: Send a cover letter, resume, transcript (including in-progress coursework), and a legal writing sample to PIL@state.gov by **February 26, 2016**. Recommendation letters are welcome but not required. Applicants should indicate in their cover letters which semester(s) they would be available (fall 2016 and/or spring 2017). Please note that applications sent to the Office of the Legal Adviser regarding any other openings are not forwarded to L/PIL.

**U.S. Department of Transportation
Maritime Administration, Office of Chief Counsel**

The Maritime Administration, Office of Chief Counsel, is engaged in a broad and complex federal agency legal practice. The work includes a full range of support for Maritime Administration programs and the work necessary to support the agency. Work is carried on in the Divisions of Maritime Programs, General Law and Litigation, and Legislation and Regulations, as well as by specialized international law, employment law, environmental law and government contract attorneys. The Maritime Administration's legal intern program is designed to afford every intern with experience in several areas of practice as well as with general exposure to the Agency's mission as a whole.

REQUIREMENTS:

Applicants must be a U.S. citizen and have strong writing, verbal communication, and organization skills. Experience in the maritime industry is preferred but not required.

APPLICATION:

Application requires résumé, cover letter, transcript and writing sample (5-10 pages). Cover letters should be addressed to:

**Ms. Michaela E. Noble
U.S. Department of Transportation
Maritime Administration, Office of Chief Counsel
1200 New Jersey Avenue, SE Mail Stop 4
Washington, D.C. 20590**

**U.S. Equal Employment Opportunity Commission
Office of General Counsel**

The Office of Legal Counsel (OLC), akin to an in-house counsel, is located at EEOC Headquarters in Washington. Students are eligible for positions in (1) Coordination and Guidance Program; and (2) Freedom of Information Act (FOIA) Program.

Lawyers in the **Coordination and Guidance Program** draft regulations and policy documents interpreting federal antidiscrimination laws that apply to the majority of U.S. workplaces. Attorneys also work with other federal agencies on equal employment opportunity issues to ensure consistency and eliminate duplication of enforcement efforts across the federal government. The attorneys also advise the EEO Commissioners, EEOC office and the public about EEOC policy matters.

FOIA Program attorneys and staff oversee compliance with FOIA legal and reporting requirements, respond to document requests and maintain the EEOC's FOIA regulations and policy.

OLC interns perform in-depth legal research, prepare detailed legal memoranda, assist in drafting guidance on compliance with EEOC-enforced laws, update agency materials to reflect recent legal developments and respond to disclosure requests. Interns may have the opportunity to attend Commission meetings and coordination meetings with other federal agencies.

Successful applicants possess strong legal research, analysis and writing skills. Students should possess a demonstrated interest in civil rights issues, labor and employment law or public interest law.

APPLICATION:

Application requires résumé, cover letter, transcript (unofficial is fine) and writing sample (5-10 pages). Cover letters should be addressed to:

**Mr. Raymond Peeler
U.S. Equal Employment Opportunity Commission
Office of Legal Counsel
131 M Street, NE
Washington, D.C. 20507**

**U.S. General Services Administration
Office of Counsel to the Inspector General**

With a staff consisting of attorneys and support personnel headquartered in Washington, DC, the Office of Counsel provides legal services to the nationwide operations of the Office of the Inspector General (OIG). The office provides legal counsel to the OIG in litigation arising out of or affecting OIG operations and provides support to U.S. Attorneys' Offices and the Department of Justice in civil fraud and other procurement-related litigation involving GSA contracts and programs.

The Office of Counsel is also responsible for representing the OIG in personnel matters; managing the OIG's disclosure obligations under the Freedom of Information Act and the Privacy Act; providing legal support for OIG audits and investigations; conducting the OIG's ethics program; and reviewing OIG policies, contracts, and publications.

RESPONSIBILITIES:

Conduct research on legal issues or policy matters; gather facts and analyze pertinent law to form legal opinions; brief, verbally or in writing, OIG attorneys and managers on the results of the research and analysis. The intern also will draft correspondence and legal memoranda, search official files, review responsive documents, and respond to requests made under the Freedom of Information Act, the Privacy Act, and discovery procedures.

The legal intern will report to a supervisory attorney, who will coordinate assignments, provide guidance, and review the intern's work. Assignments may be provided orally or in writing, generally with broad instructions as to the manner in which an assignment is to be performed. The legal intern is responsible for ensuring accuracy and timely completion of assignments.

CONFIDENTIALITY:

The legal intern shall maintain all official information obtained pursuant to the internship in a confidential manner and subject to existing restrictions prohibiting the disclosure of sensitive Government information under the Freedom of Information Act, Privacy Act, the Trade Secrets Act, administrative and judicial protective orders, GSA OIG policy, and all other pertinent civil and criminal laws prohibiting the disclosure of information.

APPLICATION:

Application requires résumé, cover letter, writing sample (5 pages is sufficient) and law school transcript. Cover letters should be addressed to:

**Richard P. Levi
Counsel to the Inspector General
Office of Inspector General
General Services Administration
1800 F Street, NW
Washington, D.C. 20405**

U.S. Securities & Exchange Commission

The SEC boasts robust programs in which students experience real world and real time assignments that are directly related or are in support of our mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation through securities and financial market regulation.

Students work with SEC Staff members on projects covering a broad range of the Commission's mission such as conducting investigations of industry and issuer practices, assisting in the litigation of enforcement actions, and drafting proposed statutes and rules. SEC Staff members serve as professional mentors, assisting with research and writing projects as well as providing advice and guidance on career development. Students are invited to attend seminars, workshops, and commission meetings as a part of their service at the SEC.

Interested students must apply through the following job opportunity announcements posted on USAJobs.gov to be considered and should follow the instructions provided there:

https://www.sec.gov/jobs/jobs_apply.shtml#howtoapply. <http://www.justice.gov/legal-careers/law-students>

**Office of the United States Trade Representative
Office of China Affairs**

The Office of the U.S. Trade Representative (USTR) is responsible for developing and coordinating U.S. international trade, commodity, and direct investment policy, and overseeing negotiations with other countries. The head of USTR is the U.S. Trade Representative, a Cabinet member who serves as the president's principal trade advisor, negotiator, and spokesperson on trade issues.

USTR is part of the Executive Office of the President. Through an interagency structure, USTR coordinates trade policy, resolves disagreements, and frames issues for presidential decision. USTR also serves as vice chairman of the Board of Directors of the Overseas Private Investment Corporation (OPIC), is on the Board of Directors of the Millennium Challenge Corporation, is a non-voting member of the Export-Import Bank Board of Directors, and a member of the National Advisory Council on International Monetary and Financial Policies.

The Office of China Affairs is responsible for managing USTR's formulation and implementation of U.S. trade policy for China, Taiwan, Hong Kong, Macao and Mongolia, with the goal of increasing access for U.S. products and services in these markets and ensuring that WTO and other commitments are enforced.

RESPONSIBILITIES:

Assignments may include research, analysis, statistics, coordination of briefing books, report preparation, meeting and conference planning, letter writing, and covering meetings, hearings, and/or legislative markups.

Due to the fact that this is a volunteer program, USTR does not provide stipends. No assistance with housing, transportation, or other arrangements is available. Applicants must be U.S. citizens. Selected applicants will be required to obtain a favorable security determination as a prerequisite to employment. USTR is a drug-free workplace. Recent or current drug use is not acceptable, and selectees will be required to complete a confidential pre-employment security questionnaire that includes questions on alcohol and drug use. USTR reserves the right to disapprove tentative selectees based on information provided in this questionnaire.

QUALIFICATIONS:

A strong preference is given to students who can read or speak Chinese.

APPLICATION:

Application requires résumé, cover letter and writing sample (5-10 pages). The cover letter should briefly state the reason for applying and your expectations from an internship with USTR. Cover letters should be addressed to:

**Ms. Audrey Winter
Deputy Assistant U.S. Trade Representative for China
Office of the U.S. Trade Representative
1724 F Street, NW
Washington, D.C. 20508**

Washington Legal Foundation

Washington Legal Foundation (WLF) is the nation's premier public interest law and policy center. Our mission is to preserve and defend America's free enterprise system by litigating, educating, and advocating for free market principles, a limited and accountable government, and individual and business liberties.

WLF seeks a full-time law clerk for the litigation division. Duties include legal research and writing, assisting in preparing briefs and submitting regulatory comments, and some light administrative duties. Top 25% and law journal preferred. Strong writing and editing skills are mandatory.

APPLICATION:

Be prepared to send a cover letter (expressing your interest in the position as well as dates and time of availability), resume, and a legal writing sample in advance of any interview. Cover letters should be addressed to:

Mark Chenoweth
General Counsel
Washington Legal Foundation
2009 Massachusetts Avenue, N.W.
Washington, D.C. 20036
