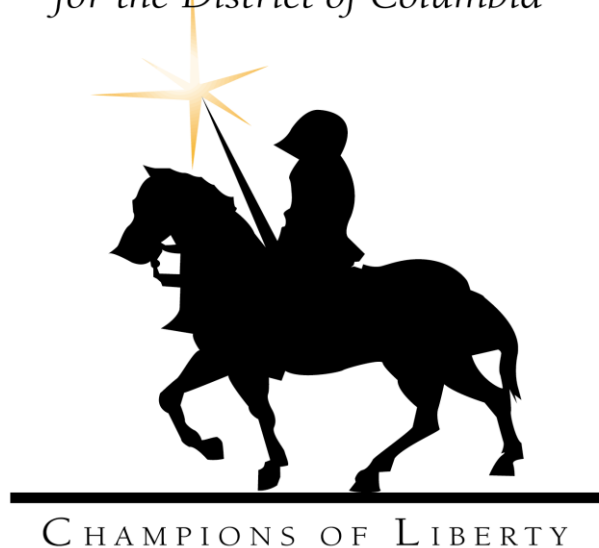


CRIMINAL LAW INTERNSHIP PROGRAM

THE PUBLIC DEFENDER SERVICE

for the District of Columbia



CHAMPIONS OF LIBERTY

INFORMATIONAL BULLETIN

2012-2013

Dear Prospective Interns:

Thank you for your interest in the Criminal Law Internship Program (CLIP) at the Public Defender Service for the District of Columbia (PDS). The following pages will provide you with information for the position of Intern Investigator. Please review all the information carefully.

The Criminal Law Internship Program is one of the preeminent legal internship opportunities in the United States. It has been described by *The Washington Post* as one of the finest pre-law experiences available, and *The Princeton Review* has consistently ranked the program as one of the most hands-on internship programs in the nation, stating that the program is "a criminal law internship at its in-your-face best." Former participants of the program, produced in its 30-year history, are now among the most prestigious members of the legal community.

We offer a unique learning experience that can both prepare you for graduate-level work and provide you with the experience necessary for employment in any field.

I hope that you will find the attached materials informative, but please do not hesitate to contact the Internship Office if you have any questions or concerns. I look forward to receiving your application online.

Sincerely,



Stephen Albers
Internship Supervisor
Criminal Law Internship Program
Public Defender Service for the District of Columbia

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The mission of the Public Defender Service for the District of Columbia (PDS) is to provide and promote quality legal representation to indigent adults and children facing a loss of liberty in the District of Columbia and thereby protecting society's interest in the fair administration of justice.

General Description and Intern Duties

The **Criminal Law Internship Program (CLIP)** at the Public Defender Service for the District of Columbia (PDS) provides undergraduate and graduate students with the fundamental investigative techniques and the relevant criminal law knowledge needed to assist staff attorneys. The internship kicks-off with an intensive weeklong training session that orients interns to PDS and the city. In the second week, Intern Investigators are partnered together, assigned to one to two staff attorneys, and are responsible for all investigative aspects of their attorneys' cases. Intern Investigators will be assigned to staff attorneys in the Trial Division, but some also investigate for the Civil Division, Parole Division, and Community Defender Division. Regardless of the division, interns should expect to work zealously for their clients!

Intern Investigators are provided direction and supervision by both the Supervisory Investigator in charge of the Internship Program and the Staff Attorney. Typical investigative tasks include locating and interviewing witnesses, interviewing clients, taking detailed witness statements, performing extensive criminal background checks, serving subpoenas, testifying, photographing, measuring and diagramming crime scenes, preparing courtroom exhibits, writing reports regarding investigative activities, assisting with case development, and generally assisting the assigned attorney(s) in and out of the courtroom. Intern Investigators will be given some clerical duties, but the majority of their work is performed out in the community.

The Staff Attorneys in our Trial Division represent adults and juveniles facing felony and serious misdemeanor charges which require a thorough investigation to provide our clients with the highest quality legal representation. Although PDS employs a staff of professional Staff Investigators, Intern Investigators perform a significant

portion of the investigative working closely with their Staff Attorneys on a daily basis. As the program progresses, additional meetings and training sessions are scheduled to discuss topics that are relevant to the role of the Intern Investigators.

To understand just how crucial investigation is to PDS's clients, it is important to know that each court system across the country has different rules specifying what information the prosecution is required to provide to the defense and when they must provide it. In the District of Columbia, the prosecution need not (and generally does not) give the defense the names and addresses of witnesses or the substance of their statements. To be prepared for trial, the defense must discover who the witnesses are, and interview them to find out what they know in advance of trial. No one has an obligation to speak with the defense, so Intern Investigators must rely upon a combination of charm, honesty, and persuasion to obtain interviews.

This is not a desk job. Nor is it an opportunity to just observe an attorney at work. Each Intern Investigator is an important member of a defense team, enabling our clients to assess the strengths and weaknesses of the charges brought against them, and to provide a coherent defense.

When shuffling papers at the local law firm just won't do it for you, its time to seriously consider the Public Defender Service for D.C. The PDS internship is a remarkably hands-on experience, where, in the words of a former intern, "you're out there scrapping, interviewing witnesses, photographing crime scenes, working with attorneys-doing real work for real cases." Add one-of-a-kind field trips, extensive investigative training, and the rush of having the nation's capitol as your training ground, and you've got a criminal law internship at its in your face best.

-The Princeton Review

Training: The first week of the internship is rigorous training, with presentations by various PDS staff and executives. We ask that no intern miss any part of the training week, regardless of their schedule during their participation.

Hours: Training is during regular business hours. On occasion after training, working hours may, extend past nine to five, Monday through Friday. Intern Investigators' varied responsibilities require a willingness to work irregular hours. Each Intern Investigator is responsible for the completion of assigned tasks and for planning

with their attorney how and when those tasks are to be accomplished. Some Intern Investigators may hold outside part-time jobs, take classes or be involved in organized programs that require attendance at seminars while working for PDS. However, in order to ensure thorough investigation on behalf of our clients and to maximize participants' experiences, a commitment of 40 hours per week is preferable.

A Day In the Life of a PDS Intern Investigator

7:40 AM-Your attorney calls to remind you to dress appropriately for court
8:30 AM-Meet attorney and walk to the courthouse for trial
9:30 AM-Testify in court re: statement you took from Witness #1
11:20 AM-Take pictures of the crime scene for another case
12:45 PM-Pick up lunch on the way to another witness' home
1:30 PM-Attempt to interview a government witness, but she's not home
2:05 PM-Pick up client's medical records from a hospital
3:00 PM-Deliver the medical records to your attorney. Start background checks on government witnesses
3:50 PM-Watch your attorney's closing arguments
5:15 PM-Meet with your attorney
6:00 PM-Interview and take a written statement from a witness
8:20 PM-Visit Client at the DC Jail

Program Specifics

Intern Investigators must:

- Be available to start on one of our training dates (see end of bulletin)
- Be attending or have recently graduated from a four-year undergraduate institution or a graduate school.
- Be able to make a minimum 12 week commitment (with minimal days off)
- Attend the full week of training
- Volunteer at least 24 hours per week, 3 full days a week, though 40 hours are strongly preferred

Background: No specific investigative or legal background is required, and students from all majors are considered. Applicants must display strong written and oral communication skills and a strong work ethic. Fluency in a second language is also highly sought in applicants. Non-US citizens are eligible to participate as volunteers. The Public Defender Service is strongly committed to the principle of diversity and actively encourages applications from people of varied and diverse backgrounds.

Dress Code: Intern Investigators normally work in casual clothes; jeans and sneakers are the norm. They should be prepared to dress more formally if they are required to testify in court or interview individuals with whom business attire is appropriate.

Location: The PDS main office is located at 633 Indiana Ave, NW between Judiciary Square Metro and the National Archives Metro. **See what's near PDS.**

Field Work: It should be noted that there are inherent risks in living and working in

an urban area that are different from those of college campuses in smaller towns. Intern Investigator training emphasizes how to remain safe while working at PDS.

Transportation: Intern Investigators spend significant time traveling within DC and surrounding areas, visiting witnesses, crime scenes, and collecting documents. It is beneficial to have full-time access to a vehicle, but it is not required. All work related travel expenses and most parking expenses incurred while on the job are reimbursed. All personal vehicles used by PDS Intern Investigators in conducting official PDS business must be covered by liability insurance and is the responsibility of the Intern Investigator. Those Intern Investigators with vehicles should also have their own automobile insurance. Proof of that insurance is necessary at the commencement of the program. PDS cannot provide insurance coverage for vehicles or drivers in the program. Intern Investigators without a vehicle may be reimbursed for on-the-job Metro and bus fare.

Funding: Interns are encouraged to seek out public interest fellowships or grants that may be available through their colleges, universities, or other public interest foundations. Fellowships through PDS are based on the availability of funding. PDS reserves the right to choose not to award or extend Fellowships based on the lack of available funds, or for any of the reasons described below. Fellowships are reserved for those interns who have already participated in CLIP for at least one semester and are returning for a subsequent semester, while providing investigative support between normal internship sessions. The student must have displayed superior investigative skills and have excellent reviews. Fellows are chosen by the Supervisory Staff Investigator, as well as the Chief and Deputy Chief of Investigations.

Housing: PDS does not offer intern housing, but is happy to provide incoming interns with a housing guide offering information on obtaining their own housing in the DC area. PDS can also provide Intern Investigators with information on other Intern Investigators that are looking for housing, if interns are interested in rooming together.

Health Insurance: Participants are responsible for having their own health insurance coverage.



Perks

Training: Intern Investigators receive extensive training in investigation skills, including subpoena service, statement writing, interviewing techniques, and an overview of the criminal justice system. These skills are often applicable to and valuable in many professions.

Tours and Lectures: Each term, CLIP offers tours, lectures, and events designed to expose Intern Investigators to many facets of the criminal justice system. In the past, Intern Investigators have met informally with prosecutors from the US Attorney's Office, vice squad officers, homicide detectives, and DC Superior Court judges. Scheduled tours have included St. Elizabeth's Mental Hospital, the autopsy room at the Office of the Chief Medical Examiner, the Mobile Crime Unit operated by the Metropolitan Police Department, and tours at the DC Jail and the Correctional Treatment Facility.

Court Watching: Intern Investigators observe plea negotiations and discovery conferences with prosecutors, client interviews, and a variety of pre and post-trial court hearings. In addition, there is always a trial at DC Superior Court in which PDS is involved. Intern Investigators are encouraged to "court watch" during their free time.

LSAT Discount: Many Intern Investigators take a preparatory course for LSAT, GRE or other exams. Stanley Kaplan, Testmasters and Princeton Review offer PDS Intern Investigators a 15% discount for LSAT, GMAT, GRE, and MCAT preparatory courses located in the DC area.

School Credit: Many undergraduate institutions will offer credit for their participation. Credit hours offered and requirements for receiving credit vary widely by institution. It is the Intern Investigator's responsibility to arrange credit with their institution, and to supply the Supervisory Investigator with any documents or requirements that the Intern Investigator needs completed in order to obtain credit. The Supervisory Investigator will complete any paperwork and supply any reviews necessary to the institution.

Selection Process and Application Information

The application process for the Criminal Law Internship Program is highly competitive, particularly for the summer sessions. There are application priority deadlines for each semester; however, applications are evaluated on a rolling basis and it is not unusual to review applications up to a year in advance. Because applications are considered as they are received, it is recommended that serious candidates for any session submit their applications as soon as possible.

Applications must be received by the listed deadline to be guaranteed for consideration for any session. Applications received after the listed deadlines are not guaranteed.

Heavy consideration is given to the quality of thought and creativity in the essay portion of the application. Recommendation letters are not required, but they can be helpful. Letters should be submitted with the application. Due to the high volume of applications, not all individuals should expect an interview and therefore should submit any supporting material within their application packet.

Once the applications are received and reviewed, interviews will be conducted for those who are being considered.

Internship Sessions

	Winter 2012/ Spring 2013	Summer Semester 2012	Fall Semester 2012	Winter 2012/ Spring 2013	Summer Semester 2013
EARLY PRIORITY DEADLINE:	must be received before <u>March 5th, 2012</u>	must be received before <u>March 19th, 2012</u>	must be received before <u>August 6th, 2012</u>	must be received before <u>December 12th, 2012</u>	must be received before <u>February 11th, 2013</u>
INTERNSH IP DATES:	January 23 rd , 2012- April 13 th , 2012 March 26 th , 2012- June 15 th , 2012	May 7 th , 2012 – July 27 th , 2012 May 21 st , 2012 – August 10 th , 2012 June 4 th , 2012 – August 24 th , 2012 June 18 th , 2012 – September 7 th , 2012	August 27 th , 2012 – November 16 th , 2012 September 24 th , 2012– December 14 th , 2012	January 7 th 2013- March 29 th 2013 February 11 th 2013- May 3 rd 2013	May 6, 2013- July 26 th , 2013 May 20 th , 2013- August 9 th , 2013 June 3 rd , 2013- August 23 rd , 2013 June 17 th , 2013- September 3 rd , 2013

**internship dates are subject to change*

**If you are interested in applying for a later term, please contact the Internship Supervisor*

***Be reminded that the first full week is a mandatory training week*

Connect with The Criminal Law Internship Program and PDS

Website: www.pdsdc.org

Twitter: <http://twitter.com/pdsdc>

Facebook:

www.facebook.com/pages/The-Public-Defender-Service-for-the-District-of-Columbia/151947788170124

Email: internship@pdsdc.org

Phone: 202-824-2307 or 202-824-2322

Fax: 202-824-2907 or 202-824-2923