

Component Contacts, Pre-Interview Submissions (Honors Program & Summer Law Intern Program) and Honors Program Interview Locations for 2014-2015

Pre-Interview Submissions: (Honors Program and Summer Law Intern Program). The components listed below request writing samples, resumes, or transcripts from Honors Program interview candidates and Summer Law Intern Program candidates selected for consideration for employment. Candidates should comply with the submission requirements listed for each component that selected them, ensuring they are following directions for the Honors Program or SLIP, as appropriate, as guidance differs. All questions relating to the writing sample or other submissions should be directed to the Contact listed for the specific component.

Honors Program Interview Locations: Specific interview locations for each component and directions are listed below. For information about interview scheduling and travel, visit Honors Program Interviews. We understand that many candidates will be traveling with very tight schedules: you are welcome to bring your luggage to your interview.

- **Directions to the Robert F. Kennedy (Main Justice) building:** Many (but not all) Washington, D.C. area Honors Program interviews will be conducted at the Robert F. Kennedy (Main Justice) building. The Robert F. Kennedy (Main Justice) building is located at 950 Pennsylvania Avenue, NW, Washington, D.C., between 9th and 10th Streets. Candidates should enter the RFK Building through the Visitor's Center on Constitution Avenue. The nearest Metrorail stations are Archives/Navy Memorial (Green/Yellow Lines) located on Pennsylvania Avenue (two blocks from the Constitution Avenue entrance) and Federal Triangle (Blue/Orange Lines) located on 12th Street (two and one-half blocks from the Constitution Avenue entrance). Public parking is extremely limited.

(Click on the Component Name or Scroll Down for Specific Information)

Antitrust Division

Civil Division

Civil Rights Division

Criminal Division

Criminal Division-Asset Forfeiture Fellowship

Drug Enforcement Administration

Environment and Natural Resources Division

Executive Office for Immigration Review

- Board of Immigration Appeals
- Office of the Chief Administrative Hearing Officer
- Office of the Chief Immigration Judge
- Office of the Director, EEO Staff (SLIP pre-interview submissions only)
- Office of Legal Access Programs
- Office of General Counsel

Federal Bureau of Prisons

Indian Country Fellowship

National Security Division

Office of Information Policy

Office of the Inspector General

Office of Justice Programs (Office for Civil Rights)(SLIP pre-interview submissions only)
Tax Division
U.S. Attorney for the Southern District of Alabama (SLIP pre-Interview Submissions only)
U.S. Attorney for the District of Arizona
U.S. Attorney for the Central District of California
U.S. Attorney for the Eastern District of California
U.S. Attorney for the Southern District of California
U.S. Attorney for the Southern District of New York
U.S. Attorney's Office for the Northern District of Ohio
U.S. Attorney's Office for the Middle District of Pennsylvania (SLIP pre-Interview Submissions only)
U.S. Trustee Program

Antitrust Division:

CONTACT	Toni Butterworth at (202) 514-3697; Toni.Butterworth@usdoj.gov ; or the main Personnel line at (202) 514-2469.	
INTERVIEW LOCATIONS	Washington, DC: The Antitrust Division will be conducting Washington D.C. interviews at the Liberty Square Building, 450 5th Street, N.W. Candidates should report to the Security Office, located on the 5th Street entrance and inform the security officer that they are coming for an interview with the Antitrust Division. Candidates should contact Toni Butterworth at (202) 514-3697 or the main Personnel line at (202) 514-2469. The nearest metro stations are Archives/Navy Memorial (Green/Yellow Lines) or Judiciary Square (Red Line). It is about a 5 – 7 minute walk from either station or from Main Justice to the Liberty Square building. <i>Washington DC interviews are centrally scheduled. Candidates should submit a Travel Survey to book an interview.</i>	
Washington, D.C. (Honors Program only)		
Chicago, New York, and San Francisco Field Office Interviews (Honors Program only)	The Antitrust Division's Chicago, New York, and San Francisco offices will interview in their respective cities. <i>The Antitrust Division will schedule those interviews, notify candidates, and make appropriate travel arrangements.</i>	
	Chicago Field Office The ATR Chicago Field Office will interview at the Rookery Building, 209 South LaSalle St., Suite 600, Chicago, IL 60604. Candidates should contact Janice Swallow at (312) 984-7239 upon arrival.	
	New York Field Office The ATR New York Field Office will interview at 26 Federal Plaza, Room 3630, New York, NY 10278. Candidates should contact Caitlin Morrison at (212) 335-8014 upon arrival.	
	San Francisco Field Office The ATR San Francisco Field Office will interview at 450 Golden Gate Avenue, Room 10-0101, San Francisco, CA 94102. Candidates should contact Jan Cummins at (415) 436-6660 upon arrival.	
PRE-INTERVIEW SUBMISSIONS	The Antitrust Division requests a writing sample and a transcript.	
	Submission Deadline	Within 7 business days following notification of selection for an interview.
	Writing Sample Format	Microsoft Word or Adobe Acrobat PDF
(Honors Program and Summer Law Intern Program)	Type of Writing Sample	Interview candidates should submit one writing sample only, not to exceed 15 pages in length. An excerpt from a longer piece is acceptable. The sample should provide evidence of the candidate's skills in legal analysis and writing. It should represent the candidate's own work, without extensive editing by anyone else.
	Submission Method	Submit a writing sample and transcript by e-mail as an attachment to: atr.personnel@usdoj.gov . If transcript cannot

		be sent via e-mail, it can be faxed to (202) 514-0580. All submissions should include a standard subject line formatted as: HP Writing Sample and Transcript – Name of Candidate - or - SLIP Writing Sample – Name of Candidate
	Special Instructions	Candidates should place their names in the top right-hand corner of the documents.

Civil Division:

CONTACT	Crystal Roy at (202) 305-2718; or Alexander Kent at (202) 353-2776. Thursday/Friday: Meghan Killiany at (202) 616-7926	
INTERVIEW LOCATIONS (Honors Program only)	Candidates, except those interviewing with the Federal Programs Branch, should report to Room 7644, RFK Building (Main Justice) (See directions at the top of the page.) Upon entering the Main Justice/RFK bldg., proceed down the central hallway, through the Courtyard, to the Pennsylvania Avenue side of the building, then take the center elevator bank to the 7th floor. Candidates selected by the Federal Programs Branch should report to 20 Massachusetts Avenue, N.W., Washington, D.C. 20530 at least 5 minutes early and tell the security officer that they are coming for an interview with the Federal Programs Branch. Upon arrival, candidates should call Tamra Moore at (202) 514-8095 for an escort to the interview location. The nearest metro station is Union Station on the Red Line. Candidates should allow approximately 10 minutes to walk from Union Station to the 20 Massachusetts Ave. bldg.	
PRE-INTERVIEW SUBMISSIONS Honors Program and Summer Law Intern Program.	The Civil Division requests a writing sample, an electronic resume, and a transcript. (An unofficial transcript is acceptable.)	
	Submission Deadline	Not later than four business days following notification of selection for an interview.
	Format	Microsoft Word or Word Perfect or Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit one writing sample only, not to exceed 15 pages in length. An excerpt from a longer piece is acceptable. The sample should provide evidence of the candidate's skills in legal analysis and writing. It should represent the candidate's own work, without extensive editing by a third party.
	Submission Method	Submit by e-mail as an attachment to: <u>Civil.HP-SLIP@usdoj.gov</u> The email subject line should include the candidate's name and the letters "HP" or the words "Honors Program" For example, a sample submitted by "J.Q. Candidate" should read: HP Writing Sample – J.Q. Candidate
	Special Instructions	The document submitted should contain the candidate's name at the top, right corner. Each candidate selected for

		interview must also submit an electronic copy of his/her resume and transcript in addition to the writing sample. All submissions should be sent to the e-mail address listed above.
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Civil Rights Division:

CONTACT	Harry Vickers or Diane Turner at (202) 514-3934	
INTERVIEW LOCATION (Honors Program only)	The Civil Rights Division will interview in the Bicentennial Building, 600 E Street, NW, Conference Room 3102, Washington, D.C. 20005. Please arrive about 10 minutes early and check in at the visitor's center. Candidates should ask for Harry Vickers or Diane Turner at (202) 514-3934 for an escort to the third floor. The nearest Metro stations are Gallery Place Chinatown (green, red and yellow lines) or Archives Navy Memorial (yellow and green lines). The building is approximately an 8-10 minute walk from either station.	
PRE-INTERVIEW SUBMISSIONS (Honors Program only)	The Civil Rights Division requests a writing sample and a transcript. (An unofficial transcript is acceptable.)	
	Submission Deadline	Within 3 business days following notification of selection for an interview.
	Format	Microsoft Word or Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit one writing sample only, of sufficient length to demonstrate the candidate's legal writing abilities, but not to exceed 15 pages. An excerpt from a longer piece is acceptable. The sample should be the candidate's exclusive work, unedited by third parties.
	Submission Method	Submit by e-mail as an attachment to: Harry.Vickers@usdoj.gov and Diane.M.Turner@usdoj.gov
	Special Instructions	The email subject line should include the candidate's name and the letters "HP" or the words "Honors Program"

Criminal Division (Trial Attorney Interviews):

CONTACT	Mona Iyer, (202) 616-2147, Mona.Iyer@usdoj.gov	
INTERVIEW LOCATION (Honors Program only)	Candidates should report to the reception area outside of office 2109, RFK Building (Main Justice) and have a seat in the reception area. (See directions to Main Justice at the top of this page.) If you need assistance prior to your interview day, or on the day of your interview, please contact Mona Iyer, (202) 616-2147 or (202) 320-3815, Mona.Iyer@usdoj.gov .	
PRE-INTERVIEW SUBMISSIONS	The Criminal Division requests a writing sample, an electronic resume (PDF is ok), and an unofficial transcript.	
	Submission Deadline	No later than October 10, 2014 at midnight (Eastern Standard

(Honors Program only)		Time).
	Format	Microsoft Word or Adobe Acrobat
	Type of Writing Sample	Legal analysis writing sample not to exceed 10 pages in length. Please do not submit work that has been heavily edited by others. Extracts from an article, brief, or memorandum are acceptable. If the work was authored by more than one person, the candidate should highlight the portions that he or she authored.
	Submission Method	Submit by e-mail to crmwrtingsamples@usdoj.gov. Submit ONE email with THREE attachments (a resume, transcript and a writing sample). All submissions should be labeled as follows: Name of Submitter – Writing Sample Name of Submitter – Resume Name of Submitter – Transcript All submissions should include a standard subject line formatted as: Name of Submitter – Writing Sample , Resume, & Transcript
	Special Instructions	Candidates should place their names on the upper right-hand corner of the writing sample.

Criminal Division – Asset Forfeiture Fellowship Program:

CONTACT	Erin Dawson, (202)305-8308 or Michael Fazio, (202) 598-6768, michael.fazio@usdoj.gov .	
INTERVIEW LOCATION (Honors Program only)	Asset Forfeiture Fellowship Program candidates should report to 1400 New York Avenue NW, otherwise known as the Bond Building. Upon checking in with Security, AFMLS will be notified and send an escort for your interview. The Bond Building is about a 15 minute walk from Main Justice (the RFK Building). The nearest Metro stations are Metro Center (Red, Blue and Orange Lines) and McPherson Square (Blue and Orange lines). If debarking at Metro Center, take the 13th Street and G exit. If debarking at McPherson Square, take the 14th and I Street exit. The building is approximately a 5 minute walk from either station. If you need assistance prior to your interview day, or on the day of your interview, please contact Erin Dawson, (202)305-8308, or Michael Fazio, (202) 598-6768.	
PRE-INTERVIEW SUBMISSIONS	The Asset Forfeiture Fellowship Program requests a writing sample, an electronic resume, and a transcript. (An unofficial transcript is acceptable.)	
(Honors Program only)	Submission Deadline	No later than October 10, 2014 at midnight (Eastern Standard Time).
	Format	Microsoft Word or Adobe Acrobat (PDF)
	Type of Writing Sample	Electronic Resume (PDF is ok) and

		Legal analysis writing sample not to exceed 10 pages in length. Please do not submit work that has been heavily edited by others. Extracts from an article, brief, or memorandum are acceptable. If the work was authored by more than one person, the candidate should highlight the portions that he or she authored.
	Submission Method	Submit by e-mail as attachments to: AFMLS.hiring@usdoj.gov. Submit ONE email with THREE attachments (writing sample, resume, and transcript). All submissions should be labeled as follows: Name of Submitter – Writing Sample Name of Submitter – Resume Name of Submitter – Transcript The subject line of the e-mail should be “Candidate name-Writing Sample/Resume/Transcript.” For example, an e-mail submitted by “J.Q. Candidate” should have the following subject line: J.Q. Candidate-Writing Sample/Resume/Transcript
	Special Instructions	Candidates should place their names on the upper right-hand corner of the writing sample.

Drug Enforcement Administration:

CONTACT	Debra Rosario or Ikea Pickett at (202) 307-8188. An alternate number is (202) 307-7431.	
INTERVIEW LOCATION (Honors Program only)	Interviews will be conducted at the DEA Hearing Facility, Suite 901, Arlington, VA 22202. Candidates arriving by air should take MetroRail to the Crystal City metro station (on the Yellow and Blue Lines). The building is connected with the Shops at Crystal City, which has the Crystal City Metro stop in the mall. Candidates should report to the Security Desk at least 5 minutes prior to their interview and call Debra Rosario or Ikea Pickett at (202) 307-8188. An alternate number is (202) 307-7431.	
PRE-INTERVIEW SUBMISSIONS (Honors Program only)	The DEA requests two writing samples, a current résumé, and a transcript. All documents should be sent both electronically and in hard copy.	
	Submission Deadline	Not later than 10 business days after notification of selection for an interview.
	Format	Microsoft Word or Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit two writing samples. The samples should be original pieces that have not been extensively edited by a third party (e.g., not a heavily-edited law review article or a judicial opinion).
	Submission Methods	Submit the writing samples, résumé, and transcript by e-mail as attachments to: DebraLynn.Rosario@usdoj.gov The email subject line should reflect: “Honors Program Submission” and include the candidate’s name. For example, documents submitted by “J.Q. Candidate” could read: Honors Program Submission - J.Q. Candidate <u>Hard copies should be sent to:</u>

		Judge John J. Mulrooney, II Chief Administrative Law Judge, Office of Administrative Law Judges, DEA, 8701 Morrisette Drive, Springfield, VA 22152.
	Special Instructions	The documents submitted should contain the candidate's name at the top, right corner. Candidates should ensure their full name and law school are on the transcript.

Environment and Natural Resources Division:

CONTACT	Janelle Marshall at (202) 514-5494	
INTERVIEW LOCATION (Honors Program only)	Candidates should report to Patrick Henry Building, 601 D Street, N.W., Washington, D.C., and check in at the Security Desk. Candidates should contact ENRD Main HR # (202) 616-3144, Janelle Marshall (514-5494) or Jacob Castellaw (514-4150) for an escort to the Second Floor. Interviews will be conducted in Rooms 2711 and 2313. The nearest metro stations are Archives/Navy Memorial (Green/Yellow Lines) or Judiciary Square (Red Line). It is about a 5–7 minute walk from either station.	
PRE-INTERVIEW SUBMISSIONS (Honors Program only)	The Environment and Natural Resources Division requests a writing sample.	
	Submission Deadline	As soon as possible but not later than five days following notification of selection for an interview.
	Format	Microsoft Word or Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit one sample only reflecting the candidate's best writing. The sample should be an original piece of the candidate's choice, not too lengthy, and should not have been extensively edited by a third party (e.g., not a heavily-edited law review article or a judicial opinion).
	Submission Method	Submit by e-mail as an attachment to: Janelle.Marshall@usdoj.gov The email subject line should reflect: "Honors Program Writing Sample" and the candidate's name. For example, a sample submitted by "J.Q. Candidate" could read: Honors Program Writing Sample – J.Q. Candidate
	Special Instructions	The document submitted should contain the candidate's name at the top, right corner.

Executive Office for Immigration Review

CONTACTS	<u>Office of the Chief Immigration Judge:</u> Celia Kuiken, (703) 605-1705 or OCIJ main number, (703) 305-1247 <u>Office of General Counsel</u> Emmett Soper, (703) 305-0470
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	<u>Board of Immigration Appeals</u> Contact: Mark Cappello, (703) 305-0197 <u>Office of the Chief Administrative Hearing Officer</u> Camilla Johnson, (703) 305-0864 <u>Office of Legal Access Programs</u> Steven Lang (703) 305-1295 Sergio Rameiz (703) 305-0422 EOIR: Inez Patten, (703) 605-1160; alternate Kimberly Coleman, (703) 305-0665.	
INTERVIEW LOCATION (Honors Program only)	EOIR Honors Program Interviews will be conducted in Falls Church, VA for all candidates interviewing with Office of the General Counsel, Board of Immigration Appeals, Office of Legal Access Programs, and the Office of the Chief Administrative Hearing Officer. <i>Candidates interviewing with any of the offices listed above <u>and</u> the Office of the Chief Immigration Judge will also interview in Falls Church, VA.</i> Candidates interviewing <u>only</u> with the Office of the Chief Immigration Judge may be directed to Immigration Courts located in other major U.S. cities. See the appended table at the bottom of this listing for directions. FALLS CHURCH, VA, INTERVIEWS: EOIR will interview at 5107 Leesburg Pike (One Skyline Tower), 24th, 25th and 26th floors, Falls Church, VA 22041. Directions to the building and to specific interviewing sections (OCIJ, BIA, OGC, OLAP, and OCAHO) are in the table below.	
PRE-INTERVIEW SUBMISSIONS This applies to all EOIR components. (Honors Program and Summer Law Intern Program)	The EOIR requests an electronic writing sample, current résumé, and a transcript.	
	Submission Deadline	Not later than 5:00 p.m. (Eastern Time), October 6, 2014
	Format	Microsoft Word or Adobe (PDF)
	Type of Writing Sample	Interview candidates should submit one writing sample only, not to exceed 10 pages. The sample should be an original piece that has not been extensively edited by a third party (e.g., not a heavily-edited law review article or a judicial opinion). <u>An excerpt of a longer piece is acceptable.</u>
	Submission Method	Submit writing sample, résumé, and a transcript (unofficial is acceptable) by e-mail as an attachment to: to SAM-2014-EOIR@usdoj.gov The email subject line should reflect: Honors Program Supplemental Application Materials or SLIP Supplemental Application Materials. For example, a sample submitted by an Honors Program candidate named "J.Q. Candidate" could read: "Honors Program Supplemental Application Materials (J.Q. Candidate)."
	Special Instructions	The document submitted by e-mail should contain the candidate's name at the top, right corner. Candidates should ensure their full name and law school is on the

		transcript. Candidates may bring updated resumes and/or transcripts to the interview. Note: Honors Program candidates interviewing with EOIR's Office of the Chief Immigration Judge (OCIJ) will be asked to complete a geographic preference sheet at the interview.
WASHINGTON, D.C. INTERVIEWS (HONORS PROGRAM ONLY) OCIJ, OGC, BIA, OCAHO, and OLAP <u>Office of the Chief Immigration Judge (OCIJ):</u> Interview location/room: 25th Floor, interviewer's office. Contact: Celia Kuiken, (703) 605-1705 or OCIJ main number, (703) 305-1247. Instructions to Candidate: You will enter the One Skyline Tower, 1st Floor building lobby and be screened via the magnetometer and ex-ray (for personal belongings). Please sign in with the security guards in the building lobby and take the elevators to the 25th floor. The door with a window next to it opens to the OCIJ reception area. Knock on the door and the Receptionist will let you in. Wait in the reception area for your interviewer, who will escort you to the interview location. <u>Office of General Counsel (OGC)</u> Contact: Emmett Soper at (703) 305-0470. Instructions to Candidate: You will enter the One Skyline Tower, 1st Floor building lobby and be screened via the magnetometer and ex-ray (for personal belongings). From the building lobby, please call the OGC main line at (703) 305-0470 and ask for Mr. Soper. He or someone else from the office will meet you there and escort you to the interview location. <u>Board of Immigration Appeals (BIA)</u> Interview location/room: 24th Floor, Room 2400 thru glass doors Contact: Mark Cappello – (703) 305-0197 <u>Office of the Chief Administrative Hearing Officer (OCAHO)</u> Interview location/room: 25th Floor, Suite 2519 Contact: Camilla Johnson – (703) 305-0864 Instructions to candidate: You will enter One Skyline Tower, 1st Floor and be screened via the magnetometer and ex-ray (for personal belongings). Once you have been screened, you will be directed to the Visitor's Center		There are three options for local travel to the EOIR Falls Church, VA, Headquarters. The drop point for all shuttle and bus options is the same. Exit the shuttles and busses at the rear entrance of 5113 Leesburg Pike (Four Skyline Place), where the pick- up/drop point is located. Interview candidates arriving by air at Reagan National Airport should use option 1 or option 2, below. Walking directions to the interview location from the shuttle drop point and the 28F/28G MetroBus stop are available at www.justice.gov/careers/legal/walking-directions.pdf. (1) Candidates may take MetroRail to the Pentagon City Metro Station, then transfer to the free Skyline Crystal Express Shuttle (pick-up point is located close to the Metro escalators, on S. Haynes St. near 12th St. by the entrance to Nordstrom). Be prepared to show photo ID and your interview notification if asked to do so. Shuttle schedules and maps of the pick-up and drop points are available at http://www.tenantsatskyline.com/amenities/shuttle-bus-service/. Candidates arriving at Reagan/National Airport should take MetroRail to the Pentagon City station (two stops from the airport on the Yellow and Blue Lines), then transfer to the Skyline Crystal Express Shuttle as described above. Do not take the metro to the East Falls Church or West Falls Church Metro stations. (2) Alternatively, candidates may take MetroRail to the Pentagon (three stops from Reagan National Airport), then take the 28F/28G MetroBus to the interview location. MetroBus fare is \$1.75. Schedules and maps for the 28F/28G MetroBus are available at http://www.wmata.com/bus/timetables/va/28fg.pdf. If the direct link does not work, simply enter this URL into your browser or go to www.wmata.com and look for the timetable for the 28 F, G, Skyline City Line bus. (3) As a third option, candidates may take a free Skyline Ballston Express Shuttle from the Ballston Metro Station. See http://www.tenantsatskyline.com/amenities/shuttle-bus-service/ for more information. For information on parking near the Ballston Metro Station see http://transportation.arlingtonva.us/locations/ballston-public-parking-garage/.

where the security guards will issue you a visitor's badge and call your sponsor to meet you there (please have your sponsor's contact information available). Your sponsor will escort you to your interview location. <u>Office of Legal Access Programs (OLAP)</u> Interview location/room: 26th Floor, Suite 2600 Contact: Steven Lang, (703) 305-1295, or Sergio Rameiz, (703) 305-0422	
CALIFORNIA OCIJ INTERVIEWS (HONORS PROGRAM ONLY) San Diego Immigration Court 401 West "A" Street, Suite 800 San Diego, CA 92101 (619) 557-6052 Available for interviews on dates below. Week 1: all dates Week 2: Tuesday, Oct 28 - Friday, Oct 31 Week 3: Monday, Nov 3 -Thursday, Nov 6	The San Diego Immigration court is located at 401 West A Street, Suite 800, in downtown San Diego at the corner of West A Street and Columbia Street. Prior to reporting to the 8th floor, candidates will be required to clear security. The security office on that floor will also have your name listed for interview that day. At the front window, ask for Glenda Viray, Staff Assistant to the Asst. Chief immigration Judge, who will be paged to escort you to the waiting area for your interview. Candidates arriving at San Diego International Airport who are not authorized an overnight stay (i.e., are arriving and departing the same day) should take a taxi to and from the interview site. Taxi fare from the airport is approximately \$15 round trip. Local candidates and candidates driving private cars there are parking lots around the building with ample spots available, but it may be expensive.
COLORADO OCIJ INTERVIEWS (HONORS PROGRAM ONLY) Denver Immigration Court 1961 Stout Street, Suite 3101 Denver, CO Available for interviews on dates below. Week 1: Monday, Oct 20 - Thursday, Oct 24 Week 2: Tuesday, Oct 28 - Friday, Oct 31. Week 3: Monday, Nov 3 -Thursday, Nov 6.	The Denver Immigration Court is located at 1961 Stout Street, Suite 3101, in downtown Denver at the corner of Stout Street and 19th street in the Byron G. Rogers Federal Building and Courthouse. Prior to reporting to the 3rd floor, candidates will be required to clear security. Please allow for at least 15 minutes to clear security and make sure that you have a Government-issued ID. When you get to the third floor, please let the receptionist know that you are here for an interview. Candidates arriving at Denver International Airport ("DIA") can either take a taxi for approximately \$50, SuperShuttle for approximately \$25, or an RTD bus for \$11. DOJ will reimburse up to the cost of the SuperShuttle fare since public transportation is available. The cost listed is each way. To find the RTD bus shuttle times, go to http://www.rtd-denver.com/skyride.shtml. You will take the AF bus to the Denver Bus Center. The Denver Bus Center is located at 19th and Curtis and is about two blocks away from the Denver Immigration Court. Candidates flying into DIA should allow for at least one hour travel between the airport and the Court. Local candidates should be advised that meter parking is available around the Courthouse as are surface lots. If parking, note that some meters may have hour limits. We highly recommend parking at a meter that allows at least two hours for parking. For any other further questions please contact Alec Revelle, the Court Administrator for Denver, at alec.revelle@usdoj.gov or (303) 291-3112. You may also

	contact Deanna DeHerrera, the Supervisory Legal Assistant at the Denver Immigration Court, at deanna.deherrera@usdoj.gov or (303) 291-3102.
NEW YORK OCIJ INTERVIEWS (HONORS PROGRAM ONLY) New York Immigration Court 26 Federal Plaza, 12th Floor Room 1237 New York, NY 10278 (917) 454-1040 Available for interviews on dates below. Week 1: all dates Week 2: Tuesday, Oct 28 - Friday, Oct 31 Week 3: all dates	The New York Immigration court is on the 12th floor of 26 Federal Plaza in downtown New York. Prior to reporting to the 12th floor, candidates will be required to clear security. In the lobby, there are multiple sets of elevators. Look for the elevator bank marked 1-12 or 12-21 and take it to the 12th floor. Once on the 12th floor, you will immediately see signs for the Immigration Court. At the front window, ask for Felicia Ward, Administrative Assistant to the Asst. Chief Immigration Judge, who will be paged to escort you to the waiting area for your interview. Transportation: (Costs listed here may have increased.) <u>Subway Information:</u> Candidates traveling from the east side in mid-town Manhattan should take the 4 or 5 Express subway trains or the 6 Local subway train from the Grand Central Subway Station to the Brooklyn Bridge Station (approximately 10 minute ride on the express or a 20 minute ride on the local). If traveling from the west side of Manhattan, they should take the West Side IRT subway 2 or 3 or the 8th Avenue line "A" subway to Chambers Street Station and walk 1 block east to Broadway and then 2 blocks north towards Canal Street and our office is located on Broadway between Duane and Worth Street. An "A" Subway Metro card cost is \$2.25 each way; a Metro card must be purchased at the subway station. If arriving by air at JFK or La Guardia airports, there is bus transportation provided by NYC Airporter Express Bus which conveniently drops off passengers at Grand Central Terminal Station, East 42nd Street, where the candidate can take the subway to our office (see Subway Information above). The bus transportation fee from JFK is \$15.50 each way. Bus transportation from La Guardia is \$12.50 each way or \$22 round trip. Buses run every half hour. For more information and to purchase tickets, candidates can go online at www.nycairporter.com If arriving by air at Newark, candidates can use the Newark Airport Express bus that costs \$16 each way and \$28 round trip. The bus will drop off passengers at Grand Central Station Terminal at East 42nd Street where one can take the subway to our office (see Subway Information, above). <u>Train Transportation:</u> For those who are traveling to NYC via train/rail system, there are two major train stations- • Penn Station, West Side of Manhattan at 32-34th Street; there are 2 subway lines at 34th Street adjacent to Penn Station: Upon arrival, candidates can take the "A" train at the 34th Street station; or the IRT West Side subway lines # 2 or 3 at the 34th Street station to the Chambers Street Station (see Subway Information, above) • Grand Central Train Station where the east side subway lines are easily accessible (see Subway Information, above).

	<u>Taxis from Airports:</u> There is reliable and available public transit service in New York City. Candidates will be reimbursed at the rates applicable for bus or train transportation (including subway fares). Taxi information is provided as a courtesy, with the caveat that candidates will not be reimbursed for costs exceeding the public transit fares. • From John F. Kennedy (JFK) Airport, Queens County, to lower Manhattan there is a flat taxi fee of \$52 (plus a NY State tax surcharge of \$.50 will be added on the trip). • From La Guardia International Airport, Queens County: There is no set NYC taxi fare for trips to and from La Guardia. The regular NYC taxi metered rate of fare applies. • From Newark Liberty International Airport, New Jersey: To NYC, the fare is negotiated in advance. • From NYC to Newark, the NYC taxi fare is the regular metered rate of fare, plus a \$17.50 surcharge, plus all tolls going to and returning from the airport.
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Federal Bureau of Prisons:

CONTACT	William Baumgartel at (202) 514-9093; wbaumgartel@bop.gov OR Katy Tong at (202)514-6105; stong@bop.gov	
INTERVIEW LOCATION (Honors Program only)	BOP will interview at 320 First Street, N.W., Washington, DC. Candidates interviewing with BOP should report to the Security Desk and call William Baumgartel or Katy Tong (numbers above) The nearest Metrorail stations are Union Station and Judiciary Square on the Red Line. It is about a 7 to 10 minute walk from either station.	
PRE-INTERVIEW SUBMISSIONS Honors Program and Summer Law Intern Program	The Federal Bureau of Prisons requests a writing sample.	
	Submission Deadline	Not later than five business days prior to the interview date
	Format	Microsoft Word or Adobe Acrobat (PDF)
	Type of Writing Sample	Candidates selected for consideration for employment should submit one sample only reflecting the candidate's best writing. The sample should be an original piece of the candidate's choice, not more than 10 pages in length.
	Submission Method	Submit by e-mail as an attachment to: wbaumgartel@bop.gov The email subject line should reflect the name of the Program and include the candidate's name. For example, a sample submitted by SLIP candidate "J.Q. Candidate" could read: SLIP Writing Sample -J.Q. Candidate
	Special Instructions	The document submitted should contain the candidate's name at the top, right corner.

Executive Office for U.S. Attorneys/Gaye L. Tenoso Indian Country Fellowship:

CONTACT	Jeannie Chen, (202) 252-5852	
INTERVIEW LOCATION	Interviewing on November 6 and 7 only. Interviews will be conducted in the AGAC I Conference Room at the Robert F. Kennedy (RFK) Building (Main Justice). , 950 Pennsylvania Avenue, N.W., Washington, D.C., 20530. (See directions to Main Justice at the top of this page.) Upon arriving at the Visitor's Center on Constitution Avenue, candidates should call (202) 252-1300 for an escort to their interview. If assistance is needed, or for emergencies and/or travel delays on the actual day of interview contact Jeannie Chen at the number above.	
PRE-INTERVIEW SUBMISSIONS	The Executive Office for the United States Attorneys requests a cover letter, writing sample, résumé, and unofficial transcript.	
	Submission Deadline	As soon as possible after notification of selection for an interview.
	Format	Hard copy print version or electronic submission (Microsoft Word or Word Perfect or Adobe Acrobat PDF) is acceptable
	Type of Writing Sample	Interview candidates should submit one legal writing sample, not to exceed 15 pages in length, to demonstrate the candidate's writing and analytical abilities. The sample should be the candidate's exclusive work and should not have been extensively edited by a third party. Excerpts from longer articles, briefs, or memoranda are acceptable. If the work was authored by more than one person, the candidate should highlight the portions that he or she authored.
	Submission Method	Submit writing sample by e-mail, along with a cover letter, resume, and a transcript to: <u>Jeannie.Chen@usdoj.gov</u> The email subject line should include the candidate's name and the words "Honors Program Pre-Interview Submissions" Or, submit by fax, Attention: Jeannie Chen, at (202) 252-5861.
	Special Instructions	Each candidate should place his or her name in the upper right hand corner of each page of the writing sample.

Office of the Inspector General

CONTACT	Brandie S. Miller, (202) 616-4512
INTERVIEW LOCATION (Honors Program only; SLIP interviews will occur by	The OIG will interview at the Robert F. Kennedy Building, 950 Pennsylvania Avenue, N.W., Washington, D.C., 20530. (See directions to Main Justice at the top of this page.) Upon arriving at the Visitor's Center, candidates should contact the OIG Front Office at (202) 514-3435. An OIG representative will come downstairs to greet the candidate. Candidates will initially report to Room 4607, RFK Building. If assistance is needed, or for emergencies and/or travel delays on the actual day of interview contact Brandie S. Miller at (202) 616-4512 or the OIG Front Office at (202) 514-3435.

telephone)		
PRE-INTERVIEW SUBMISSIONS (Honors Program and Summer Law Intern Program)	The OIG requests a writing sample and a transcript. (An unofficial transcript is acceptable.)	
	Submission Deadline	No later than 1 week following notification of selection for an interview.
	Format	Microsoft Word or Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit one writing sample only, of sufficient length to demonstrate the candidate's legal writing abilities, but not to exceed 15 pages. An excerpt from a longer piece is acceptable. The sample should be the candidate's own work, unedited by third parties.
	Submission Method	Submit by e-mail as an attachment to: <u>OIG.HP-SLIP@usdoj.gov</u>
	Special Instructions	The email subject line should include the candidate's name and the letters "HP" (Honors Program) or "SLIP" (Summer Law Internship Program), as appropriate. For example: A sample submitted by Honors Program applicant "Jane Candidate" should read: HP Writing Sample - Jane Candidate A sample submitted by SLIP applicant "Jane Candidate" should read: SLIP Writing Sample - Jane Candidate

Office of Information Policy:

CONTACT	Christina Troiani at christina.troiani@usdoj.gov or 202.514.5105; Sean O'Neill at 202-305-2137 or Sean.O'Neill@usdoj.gov ; Laurie Day at laurie.day@usdoj.gov or 202-514-4386; or Bobak Talebian at bobak.talebian@usdoj.gov or 202-616-5488.	
PRE-INTERVIEW SUBMISSIONS (SLIP only)	The Office of Information Policy requests a writing sample, transcript and a current resume, both electronically and in hard copy.	
	Submission Deadline	No later than 5 days after notification of selection.
	Format	Microsoft Word, Word Perfect or Adobe Acrobat (PDF)
	Type of Writing Sample	Electronic Resume (PDF is ok) and Legal analysis writing sample not to exceed 10 pages in length. Please do not submit work that has been heavily edited by others. Extracts from an article, brief, or memorandum are acceptable. If the work was authored by more than one person, the candidate should highlight the portions that he or she authored.
	Submission Method	Submit as attachments by e-mail to: christina.troiani@usdoj.gov All submissions should include a standard subject line formatted as: HP Pre-Interview Submissions – Name of Submitter

		For example, a sample submitted by “J.Q. Candidate” should read: Writing Sample/Resume – J.Q. Candidate Hard copy submissions should be mailed to: U.S. Department of Justice Office of Information Policy Attn: Christina Troiani Suite 11050 1425 New York Avenue N.W. Washington, D.C. 20530
	Special Instructions	Candidates should place their name on the upper right-hand corner of the sample.

Office of Justice Programs (Office for Civil Rights):

CONTACT	Tamara L. Baxter, 202-616-6484 or Tamara.Baxter@usdoj.gov	
PRE-INTERVIEW SUBMISSIONS	The OJP Office for Civil Rights requests a writing sample, electronic resume and transcript (unofficial is acceptable).	
(Summer Law Intern Program only)	Submission Deadline	As soon as possible but not later than five days following notification of selection for an interview.
	Format	Microsoft Word or Adobe Acrobat
	Type of Writing Sample	Candidates selected for interview should submit one writing sample only not to exceed 10 pages. The sample should demonstrate the candidate's writing and analytical abilities and be the candidate's exclusive work product, unedited by third parties.
	Submission Method	By e-mail to Tamara.Baxter@usdoj.gov . Please clearly identify each attachment.
	Special Instructions	The e-mail subject line should contain the candidate's name followed by: SLIP 2014-2015

National Security Division:

CONTACT	Tammy Green, (202) 616-0240 or Emily Sullivan at (202) 514-9839.	
INTERVIEW LOCATION (Honors Program only)	The National Security Division will interview at the RFK Building (Main Justice). (See directions to Main Justice at the top of this page). After clearing security, candidates should report to Room 7640 and contact Tammy Green, (202) 616-0240. An alternate contact is Emily Sullivan at (202) 514-9839.	
PRE-INTERVIEW SUBMISSIONS	The National Security Division requests a writing sample and an electronic resume.	
(Honors Program only)	Submission Deadline	As soon as possible but not later than five days following notification of selection for an interview.
	Format	Microsoft Word or Adobe Acrobat
	Type of Writing Sample	1. Electronic Resume (PDF is ok) and 2. One sample only reflecting the candidate's best

		writing -- legal analysis writing sample strongly preferred -- not to exceed 10 pages in length. Please do not submit work that has been heavily edited by others. Extracts from an article, brief, or memorandum are acceptable. If the work was authored by more than one person, the candidate should highlight the portions that he or she authored.
	Submission Method	Submit by e-mail as an attachment to: Tammy.Green@usdoj.gov The email subject line should reflect: "Writing Sample – Honors Program" and the candidate's name. For example, a sample submitted by "J.Q. Candidate" could read: Writing Sample – Honors Program (J.Q. Candidate) For example, a sample submitted by "Jane Q. Candidate" should read: Honors Program Writing Sample – Jane Q. Candidate
	Special Instructions	The document submitted should contain the candidate's name at the top, right corner.

Tax Division: (Please note that there are separate tables for pre-interview submissions for the Honors Program and the SLIP)

CONTACT	For the Honors Program: Allie Yang-Green at (202) 514-9641 or Dara Oliphant at (202) 616-2470. For the Summer Law Intern Program: Rachel Cramer at (202) 514-6540.	
INTERVIEW LOCATION (Honors Program only)	The Tax Division will interview at the Robert F. Kennedy Building, 950 Pennsylvania Avenue, N.W., Washington, D.C., 20530. (See directions to Main Justice at the top of this page.) Upon arriving at the Visitor's Center, candidates should contact the Tax Division Front Office at (202) 514-2901. A Tax Division representative will come downstairs to greet the candidate. Candidates will initially report to Room 4141, RFK Building. If assistance is needed, or for emergencies and/or travel delays on the actual day of interview contact Allie Yang-Green at (202) 514-9641 or Dara Oliphant at (202) 616-2470. Please arrive at the building at least 15 minutes before the interview time to clear security.	
PRE-INTERVIEW SUBMISSIONS	The Tax Division requests a writing sample, a resume and a transcript. (An unofficial transcript is acceptable.)	
(Honors Program Only)	Submission Deadline	Please submit within 3 days following notification of selection for an interview.
	Format	Microsoft Word or Adobe Acrobat PDF (strongly encouraged)
	Type of Writing Sample	Interview candidates should submit one writing sample only, reflecting his or her best writing. The sample should be an original piece - if possible, an advocacy piece (e.g., a brief or motion) - and not one extensively edited by a third party (e.g., not a heavily-edited law review article or judicial opinion).
	Submission Method	Submit by e-mail as an attachment to: Tax.Honors@usdoj.gov. Candidates may contact Allie Yang-

		Green or Dara Oliphant (numbers listed above) for an alternate submission method. All email submissions should include a subject line formatted as: Honors Program - Candidate First and Last Name. For example, an email subject line by Honors Program candidate "Jane Q. Candidate" could read: Honors Program - Jane Q. Candidate.
	Special Instructions	Candidates should place their name in the top right-hand corner of the writing sample. Candidates must ensure that their full name and law school are on the transcript.
PRE-INTERVIEW SUBMISSIONS	The Tax Division requests a writing sample and a transcript. (An unofficial transcript is acceptable.)	
(Summer Law Intern Program Only)	Submission Deadline	To be provided at the time the candidate is contacted for a telephone interview.
	Format	Microsoft Word or Adobe Acrobat PDF (strongly encouraged)
	Type of Writing Sample	Candidates who are notified of selection for consideration for employment will be asked to provide a writing sample prior to a telephone interview. The candidate will be given the email address to use for submission upon being contacted for the interview. The sample should reflect his or her best writing and be an original piece – if possible, an advocacy piece (e.g., a brief of motion) – and not one extensively edited by a third party (e.g., not a heavily-edited law review article or judicial opinion).
	Submission Method	Submit by e-mail as an attachment to the address provided when contacted for a telephone interview. All submissions should include a standard subject line formatted as: SLIP Writing Sample –Candidate First and Last Name For example, a sample submitted by "Jane Q. Candidate" should read: SLIP Writing Sample – Jane Q. Candidate
	Special Instructions	Candidates should place their name in the top right-hand corner of the document and indicate that it is for the Summer Law Intern Program. The Division prefers candidates to e-mail their transcript to the address provided, but if that is not possible, candidates can fax their submissions to 202-514-6649. Candidates must ensure that their full name and law school are on the transcript.

U.S. Attorney for the Southern District of Alabama

CONTACT	Jimmie Jones, Human Resources Officer Email: jimmie.jones2@usdoj.gov Phone: 251.441.5845	
PRE-INTERVIEW SUBMISSIONS	The USAO requests a cover letter, current résumé, writing sample limited to 15 pages and a transcript. All documents should be submitted electronically. An unofficial transcript is acceptable.	
(SLIP Only)	Submission Deadline	Within 5 business days after notification of selection for an interview.
	Format	Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit one writing sample only,

		not to exceed 15 pages in length. An excerpt from a longer piece is acceptable. The sample should provide evidence of the candidate's skills in legal analysis and writing. It should represent the candidate's own work, without extensive editing by anyone else.
	Submission Methods	Submit the requested documents by e-mail as attachments to: jimmie.jones2@usdoj.gov . The email subject line should reflect the candidate's name and program, for example: "J.Q. Candidate – Summer Law Intern Program Pre-Interview submissions."
	Special Instructions	The documents submitted should contain the candidate's name at the top, right corner. Candidates should ensure their full name and law school are on the transcript.

U.S. Attorney for the District of Arizona

CONTACT	Carrie Dokken at (602) 514-7500	
INTERVIEW LOCATION	Two Renaissance Square, 40 N. Central Ave., Suite 1200, Phoenix, AZ 85286. The office is located approximately 15 minutes from Sky Harbor Airport offering several methods of transportation to include bus, light rail and taxi. Candidates should report to the reception area at least 10 minutes prior to their interview. Upon arrival, candidates should inform the receptionist they are there for an Honors Program interview.	
PRE-INTERVIEW SUBMISSIONS	The USAO requests a cover letter, current résumé, writing sample limited to 15 pages and a transcript. All documents should be submitted electronically.	
	Submission Deadline	Within 5 business days after notification of selection for an interview.
	Format	Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit one writing sample only, not to exceed 15 pages in length. An excerpt from a longer piece is acceptable. The sample should provide evidence of the candidate's skills in legal analysis and writing. It should represent the candidate's own work, without extensive editing by anyone else.
	Submission Methods	Submit the requested documents by e-mail as attachments to: usaaz_attorneyapps@usa.doj.gov The email subject line should reflect: "Honors Program Submission" and include the candidate's name. For example, documents submitted by "J.Q. Candidate" could read: Honors Program Submission - J.Q. Candidate
	Special Instructions	The documents submitted should contain the candidate's name at the top, right corner. Candidates should ensure their full name and law school are on the transcript.

U.S. Attorney for the Central District of California:

CONTACT	Christine Salazar, Secretary to the Chief Assistant U.S. Attorney, at (213) 894-5633.	
INTERVIEW LOCATION	The Central District of California will interview at 312 North Spring Street (12th Floor), Los Angeles, California. Candidates should report to the 12th floor and contact Christine Salazar, Secretary to the Chief Assistant U.S. Attorney, at (213) 894-5633. Interview candidates arriving at Los Angeles International Airport (LAX) or Burbank Airport who are not authorized an overnight stay (i.e., are arriving and departing the same day) should take a taxi to and from the interview site. Round trip taxi fare from LAX is approximately \$100 - \$120; slightly less from Burbank. This is a reimbursable expense. Remember to request a receipt from the driver. Due to the cost, you must submit a receipt with your reimbursement request. Candidates who are authorized an overnight stay should reserve a hotel room in close proximity to the airport and use hotel shuttles between the hotel and the airport, when available. If shuttles are not available, reimbursement for taxi fare will be authorized between the airport and the hotel, the hotel and the interview site, and the interview site and the airport. For planning purposes, please note that round trip taxi fare between LAX and the U.S. Attorney's Office is approximately \$100 - \$120. Receipts are required when requesting reimbursement for taxi fare because of the cost. The Department will not authorize reimbursement for multiple trips between the interview site and the hotel: candidates staying overnight prior to an interview should check out the morning of the interview and take their luggage with them to the interview site; candidates remaining overnight following an interview should proceed directly to the interview site upon arrival and check into the hotel following the interview.	
PRE-INTERVIEW SUBMISSIONS	The Central District of California requests a writing sample, résumé, and transcript.	
	Submission Deadline	As soon as possible after notification of selection for an interview.
	Writing Sample Format	Hard copy print version (no electronic submission)
	Type of Writing Sample	Interview candidates should submit one sample only, of sufficient length to demonstrate the candidate's writing and analytical abilities. The sample should be the candidate's exclusive work, and should not have been extensively edited by a third party. Candidates who have published writings on legal topics (e.g., books, law review articles, etc.) should include a list giving full citations, dates, and a general description of the subject matter.
	Submission Method	Submit by mail, along with a cover letter, resume, and a transcript to: Karen I. Meyer Acting Chief Assistant United States Attorney United States Courthouse, 12th Floor 312 North Spring Street Los Angeles, California 90012
	Special Instructions	Candidates must attach a cover letter, current resume, and a law school transcript to the writing sample, and indicate that he or she was selected for an Honors Program interview. An unofficial transcript is acceptable.

U.S. Attorney for the Eastern District of California:

CONTACT	Mary Wenger at (916) 554-2730; mary.wenger@usdoj.gov ; or the main office line at (916) 554-2700.	
INTERVIEW LOCATION	Robert T. Matsui United States Courthouse, 501 I Street, Suite 10-100, Sacramento, CA 95814. Candidates should report to the U.S. Attorney's Office reception on the 10 th floor of the courthouse. To enter the courthouse through security, the candidate will need a driver's license or other similar identification. The courthouse is approximately 11 miles (20 minutes by car; approximately \$40 taxi fare) from the Sacramento International Airport, and is across the street from the Sacramento Amtrak station. Public parking is not available in the courthouse building but is available at the Amtrak station and in a lot adjacent to Old Sacramento.	
PRE-INTERVIEW SUBMISSIONS	The Eastern District requests a resume, writing sample and unofficial transcript.	
	Submission Deadline	Within 5 business days following notification of selection for an interview.
	Writing Sample Format	Adobe Acrobat PDF or Microsoft Word
	Type of Writing Sample	Interview candidates should submit one writing sample only, not to exceed 15 pages in length. An excerpt from a longer piece is acceptable. The sample should provide evidence of the candidate's skills in legal analysis and writing. It should represent the candidate's own work, without extensive editing by anyone else.
	Submission Method	Submit the resume, writing sample and transcript as attachments to an email sent to mary.wenger@usdoj.gov . If any document cannot be sent via e-mail, it can be faxed to Mary Wenger at (916) 554-2900. All writing sample submissions should include a standard subject line formatted as: HP Writing Sample – Name of Candidate For example, a sample submitted by "J.Q. Candidate" should read: HP Writing Sample – J.Q. Candidate
	Special Instructions	Candidates should place their name in the top right-hand corner of the writing sample.

U.S. Attorney for the Southern District of California:

CONTACT	Nitza Williamson at (619) 546-9273	
INTERVIEW LOCATION	The Southern District of California will interview at the United States Attorney's Office, 880 Front Street, Room 6293, San Diego California, 92101. Upon arrival, candidates should contact Nitza Williamson at (619) 546-9273. Taxi to and from airport is authorized (no public transportation – cost is approx. \$20 each way). Interviews dates are limited to October 20, 21, 23 and November 5, 6, 7 and 10th.	
PRE-INTERVIEW SUBMISSIONS	The Southern District of California requests a cover letter, writing sample, résumé, and transcript.	
	Submission Deadline	Within two weeks after notification of selection for an interview.
	Writing Sample Format	Hard copy print version or electronic submission (Microsoft Word or Word Perfect or Adobe Acrobat PDF) is acceptable
	Type of Writing Sample	Interview candidates should submit one legal writing sample,

		not to exceed 15 pages in length, to demonstrate the candidate's writing and analytical abilities. The sample should be the candidate's exclusive work and should not have been extensively edited by a third party. Excerpts from longer articles, briefs, or memoranda are acceptable. If the work was authored by more than one person, the candidate should highlight the portions that he or she authored.
	Submission Method	Submit writing sample by e-mail, along with a cover letter, resume, and a transcript to: Nitza.Williamson@usdoj.gov The email subject line should include the candidate's name and the words "Honors Program Pre-Interview Submissions" Or, submit by fax, Attention: Nitza Williamson, at (619) 546-0620.
	Special Instructions	Candidates should place their name in the top right-hand corner of the writing sample.

U.S. Attorney for the Southern District of New York:

CONTACT	Mr. Neil M. Corwin, Executive Assistant United States Attorney, at (212) 637-2707, or his administrative assistant, Terry Williams, 212-637-2569.
INTERVIEW LOCATION	Candidates should use public transit (bus, train, subway, or shuttle service) from airports/train stations to Manhattan. Please note that costs may have increased. The Southern District of New York will interview at One St. Andrew's Plaza, Room 834, New York, NY 10007 (lower Manhattan). Candidates should allow 5-10 minutes after arrival to clear security, then contact Neil Corwin, 212-637-2707, or his administrative assistant, Terry Williams, 212-637-2569. One of these contacts will meet candidates in the lobby once the security guards advise that the candidate has signed in. The office is located within a plaza approximately 100-200 feet across from the New York City Municipal Building. The Municipal Building is located at the intersection of Centre Street and Chambers Street, across the street from City Hall Park by the Manhattan entrance to the Brooklyn Bridge. One St. Andrew's Plaza is a brown, brick building, standing between St. Andrew's Church and New York City Police Headquarters and is close to the two U.S. Courthouses at 40 Foley Square and 500 Pearl Street. <u>Subway Information:</u> Candidates traveling from the east side in mid-town Manhattan should take the #4 or #5 Express subway trains or the #6 Local subway train from the Grand Central Subway Station to the Brooklyn Bridge Station (approximately 10-15 minute ride). If traveling from the west side of Manhattan, they should take the West Side IRT subway #1, 2, 3 or the 8th Avenue line "A" or "C" subway to Chambers Street Station and walk east on Chambers Street toward the Municipal Building and our office. Subway Metro card cost is \$2.50 each way; a Metro card must be purchased at the subway station. <u>Airport Transportation Information</u> <u>Bus service:</u> If arriving by air at JFK or La Guardia airports, there is bus transportation provided by NYC Airpporter Express Bus which conveniently drops off passengers at Grand

	Central Terminal Station, East 42nd Street, where the candidate can take the subway to our office (see Subway Information above). The bus transportation fee from JFK is \$16.00 each way or \$29.00 round trip. Bus transportation from La Guardia is \$13.00 each way or \$23 round trip. Buses run every half hour. For more information and to purchase tickets, candidates can go online at www.nycairporter.com If arriving by air at Newark, candidates can use the Newark Airport Express bus that costs \$16 each way and \$28 round trip. The bus will drop off passengers at Grand Central Station Terminal at East 42nd Street where one can take the subway to our office (see Subway Information, above). <u>Taxis from Airports:</u> There is reliable and available public transit service in New York City. Candidates will be reimbursed at the rates applicable for bus or train transportation (including subway fares). Taxi information is provided as a courtesy, with the caveat that candidates will not be reimbursed for costs exceeding the public transit fares. From John F. Kennedy (JFK) Airport, Queens County to lower Manhattan, there is a flat taxi fee of \$52 (plus a NY State tax surcharge of \$.50 will be added on the trip). From La Guardia International Airport, Queens County: There is no set NYC taxi fare for trips to and from La Guardia. The regular NYC taxi metered rate of fare applies. The taxi fare from La Guardia to lower Manhattan is estimated to be at least \$35. From Newark Liberty International Airport, New Jersey to lower Manhattan, the fare is negotiated in advance but is estimated to be at least \$50 not including tolls.										
PRE-INTERVIEW SUBMISSIONS	The Southern District of New York requests Honors Program candidates to submit the same materials as a regular AUSA applicant. This includes but is not limited to a special form, a personal resume, a law school transcript, a state bar certification, two letters of recommendation, and two writing samples. The link to this information is: www.justice.gov/usao/nys/employmentAUSA.html. <table> <tr> <td>Submission Deadline</td><td>As soon as possible after notification of selection.</td></tr> <tr> <td>Format</td><td>As specified on the Southern District of New York website.</td></tr> <tr> <td>Type of Writing Sample</td><td>The writing samples should be your individual work product and consist of a minimum of ten pages each. However, if you are submitting briefs, memoranda, etc., in which other lawyers contributed to the work product, we ask that you identify the argument, point, etc., which you specifically researched and wrote.</td></tr> <tr> <td>Submission Method</td><td>Please send all forms and additional documents to: Mr. Neil M. Corwin Executive Assistant United States Attorney One St. Andrew's Plaza, Room 834 New York, New York, 10007</td></tr> <tr> <td>Special Instructions</td><td>Questions about submission of incomplete packets (e.g., waiting for a state bar certification) or other matters should be addressed to Mr. Neil M. Corwin, Executive Assistant United States Attorney, at (212) 637-2707.</td></tr> </table>	Submission Deadline	As soon as possible after notification of selection.	Format	As specified on the Southern District of New York website.	Type of Writing Sample	The writing samples should be your individual work product and consist of a minimum of ten pages each. However, if you are submitting briefs, memoranda, etc., in which other lawyers contributed to the work product, we ask that you identify the argument, point, etc., which you specifically researched and wrote.	Submission Method	Please send all forms and additional documents to: Mr. Neil M. Corwin Executive Assistant United States Attorney One St. Andrew's Plaza, Room 834 New York, New York, 10007	Special Instructions	Questions about submission of incomplete packets (e.g., waiting for a state bar certification) or other matters should be addressed to Mr. Neil M. Corwin, Executive Assistant United States Attorney, at (212) 637-2707.
Submission Deadline	As soon as possible after notification of selection.										
Format	As specified on the Southern District of New York website.										
Type of Writing Sample	The writing samples should be your individual work product and consist of a minimum of ten pages each. However, if you are submitting briefs, memoranda, etc., in which other lawyers contributed to the work product, we ask that you identify the argument, point, etc., which you specifically researched and wrote.										
Submission Method	Please send all forms and additional documents to: Mr. Neil M. Corwin Executive Assistant United States Attorney One St. Andrew's Plaza, Room 834 New York, New York, 10007										
Special Instructions	Questions about submission of incomplete packets (e.g., waiting for a state bar certification) or other matters should be addressed to Mr. Neil M. Corwin, Executive Assistant United States Attorney, at (212) 637-2707.										

U.S. Attorney for the Northern District of Ohio:

CONTACT	Antoinette Burrell, Secretary to First Assistant U.S. Attorney, (216) 622-3680	
INTERVIEW LOCATION	The Northern District of Ohio will interview at the Office of the U.S. Attorney, 801 West Superior Avenue, Suite 400, Cleveland, Ohio. This office is located in the Carl B. Stokes Federal Courthouse. Candidates should note that the entrance is on Huron Road, even though the street address is listed as West Superior. The main office telephone number is (216) 622-3600. Candidates should arrive at least 15 minutes prior to the interview start time. Upon arrival, candidates should contact Antoinette Burrell at (216) 622-3680. Interviews will begin at 8:30 a.m., and may consist of multiple rounds of interviews. For directions to the office, visit http://www.ohnd.uscourts.gov/home/information-about-the-court/locations/cleveland/. Candidates arriving at Cleveland Hopkins International Airport should take a taxi to the hotel or interview site, as appropriate. The one way cost is approximately \$34.50. The airport is approximately 13 miles from the Courthouse; estimated travel time is 18 minutes. Taxi service can be arranged at www.clevelandairport.com/Transportation/Taxis.aspx. Candidates arriving at Cleveland Hopkins International Airport may also take the Regional Transit Authority Train which is located at the airport with the final stop in Tower City which is directly connected to the courthouse via a tunnel walkway. The cost is \$2.25 (exact change is required) but applicants will then need to walk to their hotel with luggage – candidates may wish to consider the distance to the hotel prior to booking lodging. Candidates arriving by car should plan ahead for parking by visiting http://www.cleveland.com/visit/wide/index.ssf?/visit/wide/110102parking.html. Public transportation options include: • RTA buses – Cost is \$2.25 one way. Website is www.riderta.com/fares/ • Laketrans - cost is \$3.75 one way. Website is www.laketrans.com/fares/ • Trains: Cost is \$2.25 one way. Nearest train station is in Tower City. Website is http://www.riderta.com/pd_airport.asp	
PRE-INTERVIEW SUBMISSIONS	The Northern District of Ohio requests a writing sample and an unofficial law school transcript.	
	Submission Deadline	Not later than close of business October 10, 2014.
	Format	Microsoft Word or Adobe Acrobat
	Type of Writing Sample	One sample only reflecting the candidate's best writing -- legal analysis writing sample strongly preferred -- not to exceed 10 pages in length. Please do not submit work that has been heavily edited by others. Extracts from an article, brief, or memorandum are acceptable. If the work was authored by more than one person, the candidate should identify the portions that he or she authored.
	Submission Method	Submit by e-mail as an attachment to: USAOHN.Honors@usdoj.gov The email subject line should reflect: "Attorney General's Honors Program" and the candidate's name.
	Special Instructions	The writing sample submitted should contain the candidate's

		name at the top, right corner.
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U.S. Attorney for the Middle District of Pennsylvania

CONTACT	Christine Osborne, 570-207-4809 christine.osborne@usdoj.gov	
PRE-INTERVIEW SUBMISSIONS	The USAO requests a cover letter, current résumé, writing sample limited to 15 pages and a transcript. All documents should be submitted electronically.	
(SLIP Only)	Submission Deadline	Within 5 business days after notification of selection for an interview.
	Format	Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit one writing sample only, not to exceed 15 pages in length. An excerpt from a longer piece is acceptable. The sample should provide evidence of the candidate's skills in legal analysis and writing. It should represent the candidate's own work, without extensive editing by anyone else.
	Submission Methods	Submit the requested documents by e-mail as attachments to: christine.osborne@usdoj.gov . The email subject line should reflect the candidate's name and program, for example: "J.Q. Candidate – Summer Law Intern Program Pre-Interview submissions."
	Special Instructions	The documents submitted should contain the candidate's name at the top, right corner. Candidates should ensure their full name and law school are on the transcript.

United States Trustee Program:

CONTACT	Velicia Jacobs at (202) 616-1016; or Keisha Contreras at (202) 514-0721.	
INTERVIEW LOCATION (Honors Program only)	Candidates should report to the General Accountability Office Bldg. (GAO Bldg.) at 441 G Street, N.W., Washington, D.C. 20530 at least 10 minutes early and tell the security officer that you are coming for an interview with the United States Trustee Program. Upon arrival, candidates should call Keisha Contreras at (202) 514-0721 for an escort to the interview location. The nearest metro station is Judiciary Square on the Red Line. Candidates should allow approximately 5 minutes to walk from the Judiciary Square Station to the GAO Bldg.	
PRE-INTERVIEW SUBMISSIONS	The U.S. Trustee Program requests a writing sample and a transcript. (An unofficial transcript is acceptable.)	
(Honors Program only)	Submission Deadline	Writing samples and transcripts will be collected at the time of the interview.
	Format	Microsoft Word or Adobe Acrobat (PDF)
	Type of Writing Sample	Interview candidates should submit one writing sample only, reflecting his or her best writing.
	Submission Method	Submit in printed format at the time of the interview.
	Special Instructions	The document submitted should contain the candidate's name at the top, right corner.