

Position Available: **e-Litigation Volunteer Student Internship**

**United States Attorney's Office**

Western District of Michigan  
P.O. Box 208  
Grand Rapids, MI 49501-0208

ATTN: Human Resources

Telephone: (616) 808-2080

E-mail: [USAMIW.personnel@usdoj.gov](mailto:USAMIW.personnel@usdoj.gov)

The mission of the United States Attorney's Office for the Western District of Michigan is to uphold the rule of law, to keep the District safe, and to protect civil rights. The Criminal Division is primarily responsible for prosecuting federal crimes from acts of terrorism to public corruption, white-collar crime, organized crime and drug trafficking, internet-related crimes, and many other criminal acts. Through its Civil Division, the Office is charged with enforcing federal civil rights and environmental laws, defending agencies of the United States, and recovering funds from violators of U.S. criminal, regulatory, and civil laws.

**Projected No. of  
Volunteers:**

2

**Internship Location(s):**

Grand Rapids, MI

**Application Materials:**

Cover letter, resume, dates of availability, email address, and telephone number(s) where the student can be reached. Veterans should send a DD-214. **Please email all documents combined into one .pdf file [USAMIW.personnel@usdoj.gov](mailto:USAMIW.personnel@usdoj.gov) . Post mail also accepted.**

United States Attorney's Office  
Western District of Michigan  
Attention: Judy Cannon Groce  
P.O. Box 208  
Grand Rapids, MI 49501-0208

**Qualifications:**

College students in an accredited program. Students who will graduate prior to or during the course of the internship are not eligible. **Must be a U.S. citizen.** A background check is required because of the sensitive nature of the work performed by the United States Attorney's Office. The background check requires substantial input from the candidate and results are returned after approximately four weeks.

**Application Deadline:** May 20, 2023

**Minimum Weeks  
Required:**

10 weeks and 200 hours minimum

**Salary:**

Volunteer (without compensation) or for course credit.

**Assignments:**

The Electronic Litigation Volunteer Student Intern(s) will join the eLitigation Division, which uses litigation support software and information technology systems to manage the USAO's electronic evidence throughout its lifecycle. Typical assignments may include researching and proposing software solutions for effective, efficient, and defensible handling of electronic materials; assisting customers in identifying and describing IT requirements for business and legal applications; defining and creating databases for electronic evidence; organizing evidence through automated means such as processing, scanning, indexing, and production of documents into a database; using established procedures to manipulate and present data in various formats for trial presentation and other litigation; producing electronic evidence into a deliverable electronic format; tracking evidence throughout its lifecycle; resolving hardware and software interface and interoperability problems; providing user training and assistance on routine applications, litigation support software, computer systems, and networked storage devices; and assisting with SharePoint website design and maintenance

**Web Site:**

<http://www.usdoj.gov/usao/miw/>

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