

**UNITED STATES ATTORNEY'S OFFICE, EASTERN DISTRICT OF VIRGINIA  
NORFOLK OFFICE**

101 W. Main Street, Suite 8000  
Norfolk, Va. 23510

ATTN: Cindy Greene, Administrative Services Specialist

**The mission of the United States Attorney's Office for the Eastern District of Virginia is to enforce federal law and defend the United States, consistent with the priorities of the Attorney General and the United States Attorney, recognizing the value and dignity of all people and the importance of strong relationships with the members of the judicial and law enforcement communities.**

**Projected No.**

**of Volunteers:** @ 0-2 law student interns for the Fall & Spring in criminal  
@ 6 law student interns for the Summer (4 criminal and 2 civil)

**Internship**

**Location(s):** Norfolk, VA

**Application**

**Materials:** Please submit a brief cover letter, resume with grade point averages for all academic work listed on resume, at least one writing sample, an official law school transcript, and 3 references who can speak to skills and abilities. **(Transcripts and grade point averages should be updated as grades are available. So, if transcripts and grade point averages are not available at time of application, please update as information becomes available.)** Please note preference – civil or criminal. **Please send packets and grade or resume updates via mail (not e-mail, and please no phone or e-mail inquiries).**

**Qualifications:** First Year (second semester), second and third-year law students. Must be a U.S. citizen and maintain a grade point average of 3.0 or higher. It is the policy of the U.S. Attorney's Office to require that a background review be conducted on all applicants who are hired. Therefore, it is imperative that all security forms be completed and returned in a timely fashion.

**Application**

**Deadline:** **No applications will be accepted before or after the time frames announced below.**

Spring Program: August 1st to September 1st

Summer Program: December 1st to February 1st

Fall Program: April 1st to May 1st

**Inquiries/Application**

**Status:** Applicants will **only** be contacted by the U.S. Attorney's Office, if more information is needed or if an interview is requested. Applicants interviewed will only be contacted if an offer is extended. **For confirmation that materials have been received, delivery confirmation from postal carrier is suggested.**

**Salary:** Volunteer (without compensation).  
(Credit may be given for some school programs, or public law stipends also might be available through certain school programs.) Students should contact their law school for specific intern or work-study requirements prior to applying for such a position.

**Assignments:** Responsible for assisting attorneys with all facets of case preparation including: researching legal issues, drafting/writing motions and responses and various pleadings, providing trial support to attorneys, and interviewing witnesses.

**Web Site:** <http://www.usdoj.gov/usao/vae>

**Length of Summer Program:** 10 full weeks, starting the day after Memorial Day.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.