

USAO WESTERN DISTRICT OF LOUISIANA
Human Resources Office
300 Fannin St.
Suite 3201
Shreveport, LA 71101-3068

ATTN: HR Officer
Telephone: (318) 676-3600
Fax: (318) 676-3641

The USAO serves as the principal litigator for its judicial district and is responsible for coordinating multiple agency investigations within the district. The United States Attorney has the responsibility and authority to prosecute violations of federal criminal statutes, defend the government in civil actions, seek the enforcement of a variety of civil enforcement statutes, and institute proceedings for the collection of fines and penalties among other things.

Projected No. of Volunteers: 4

Internship Location(s): Shreveport (2), Lafayette (2)

Application Materials: Cover letter, resume, official law school transcript, legal writing sample, date when available, and telephone number(s) where a student can be reached in the day and evenings.

Qualifications: First-year (second semester), second- and third-year law students. Law school graduates are not eligible for summer positions. Must be a U.S. citizen and will be subject to a background investigation due to the sensitive nature of the work performed by the office.

Application Deadline: Fall: June 1
Spring: October 1

Minimum Weeks Required:

Academic credit: Work-study credit possible.

Assignments: Typical assignments will include assisting with all facets of case preparation including: researching legal issues, drafting/writing motions and responses and various pleadings, providing trial support to AUSAs, interviewing witnesses, and assembling exhibits for trial.

Web Site: www.usdoj.gov/usao/law

How to apply: Mail the application materials to the address above or email the materials to USALAW.HRO@usdoj.gov (.pdf format).