

**UNITED STATES ATTORNEY'S OFFICE  
EASTERN DISTRICT OF VIRGINIA  
101 W. Main Street, Suite 8000  
Norfolk, Va. 23510**

ATTN: Rebecca Gantt, Intern/Extern Coordinator

**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.**

<b>Projected No. of Volunteers</b>	0-2 law student externs for the Fall & Spring (criminal and civil) 2-4 law student interns for the Summer (3 criminal and 1 civil)
<b>Location</b>	Norfolk, Virginia (minimum three days a week required in person for summer interns; up to two days of telework available upon approval)
<b>How to Apply</b>	Please submit a cover letter, resume, writing sample of no greater than 10 pages, and unofficial law school transcript in a single combined PDF attachment using the file format LastnameFirstname (e.g., SmithJane.pdf). Please address your cover letter to: "Dear Summer Intern Coordinators" or "Dear Fall/Spring Extern Coordinators", as applicable. References may be requested following interview. <b>Please note preference in cover letter – CIVIL OR CRIMINAL</b> <b>Please send packets and any grade or resume updates via email to: rebecca.gantt@usdoj.gov</b>
<b>Qualifications</b>	Must be a rising second or third-year law student and a U.S. Citizen. It is the policy of the U.S. Attorney's Office to require that a <u>background review</u> be conducted on all applicants selected. All offers conditional on a satisfactory background review.
<b>Application Deadlines</b>	<b>No applications will be accepted before or after the below time frames:</b> Spring Program: August 1 <sup>st</sup> to September 30 <sup>th</sup> Summer Program: December 1 <sup>st</sup> to January 31 <sup>st</sup> Fall Program: April 1 <sup>st</sup> to May 31 <sup>st</sup>
<b>Assignments</b>	Responsible for assisting attorneys with all facets of case preparation including: researching legal issues; drafting/writing motions, responses, and other pleadings; providing trial support; and factual analysis including interviewing witnesses and reviewing evidence. In-court opportunities available for rising 3Ls who obtain a third-year practice certificate.
<b>Salary</b>	Volunteer (without compensation). Students also responsible for paying for parking, which is available in garage at discounted student rate. Students should contact their law school for specific information regarding school credit and any public interest stipends.
<b>Length of Program</b>	Summer Program: Minimum 10 full weeks; 8 hours daily Monday – Friday during normal working hours

Externships: Minimum 8 hours weekly

All Programs: Start and end dates to be determined by mutual agreement,  
dependent on academic calendar.

**Inquiries/Application Status** Applicants will only be contacted if more information is needed or if selected for an interview. Interviews will be conducted remotely via video.  
Please email Rebecca Gantt at [rebecca.gantt@usdoj.gov](mailto:rebecca.gantt@usdoj.gov) with any inquiries.

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