

**UNITED STATES ATTORNEY'S OFFICE  
DISTRICT OF NEW MEXICO  
VOLUNTEER OPPORTUNITIES**

Contact:

Human Resources Office

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Albuquerque, NM 87102

ATTN: Jami Beaudet, Human Resources Specialist  
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The Office of the United States Attorney for the District of New Mexico is charged with the primary responsibility for prosecuting all federal crimes from acts of terrorism to public corruption, white collar crime, organized crime and gang activities, internet-related crimes, and many other criminal acts. Through its Civil Division, the Office is charged with defending agencies of the United States, enforcing regulatory agencies' authority, and recovering funds from violators of U.S. criminal, regulatory, and civil laws.

**Internship** Albuquerque, NM and Las Cruces, NM  
**Location(s):**

**Application** Cover letter, resume, date when available, and telephone  
**Material:** number(s) where student can be reached in the day and evening.  
In addition, law students should submit an official law school transcript and legal writing sample.

**Qualifications:** **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. The Department of Justice Student Volunteer Service Agreement must be completed for all student volunteers and signed by the student, school official, and U.S. Attorney's Office designee. Law Students: First-year (second semester) and second- and third-year law students will be considered.

**Application** September 15<sup>th</sup> for Spring Program (January – May)  
**Deadline:** February 15<sup>th</sup> for Summer Program (June – August)  
May 15<sup>th</sup> for Autumn Program (September – December)

**Minimum Weeks  
Required:**

10

**Salary:**

Volunteer (without compensation) or work-study credit.

**Assignments:**

Law Students: Typical assignments include assisting with all facets of case preparation, such as: researching legal issues, drafting/writing motions and responses and various pleadings, providing trial support to Assistant United States Attorneys, interviewing witnesses, and assembling exhibits for trial.

Additional volunteer experience opportunities are available for Paralegal and Administrative positions.