

Position Available: **Civil Division Volunteer Student Internship – Spring 2026**

United States Attorney's Office

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

ATTN: Human Resources
Telephone: (616) 456-2404
E-mail: USAMIW.personnel@usdoj.gov

The United States Attorney's Office for the Western District of Michigan is responsible for prosecuting federal crimes from acts of terrorism to public corruption, white-collar crime, organized crime and gang activities, drug crimes, internet-related crimes, and many other criminal acts. Through its Civil Division, the Office is charged with defending the United States and its agencies in civil litigation and with investigating and bringing affirmative civil claims against violators of federal laws and regulations.

**Projected No. of
Volunteers:**

1

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.** Post mail also accepted.

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Attention: Britni Michael
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:

September 19, 2025.

**Minimum Weeks
Required:**

10 weeks and 200 hours minimum

Salary:

Volunteer (without compensation) or for course credit.

Assignments:

The Civil Division Volunteer Student Intern will be responsible for providing a variety of general clerical support services. Typical work assignments will include: maintaining and updating calendars, opening and closing cases, assembling and organizing files and records for archiving, copying exhibit compilations, copying CDs and other media, file organization, and other duties as assigned.

Web Site:

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

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