



***Office of the Federal Public Defender
for the Eastern District of Virginia
Michael S. Nachmanoff, Federal Public Defender***

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Office Website: www.vaefpd.org

INTERNSHIP INFORMATION

Updated: October 18, 2011

The Office of the Federal Public Defender for the Eastern District of Virginia was created in 2001 in accordance with an Act of Congress. The Office represents indigent defendants accused of federal offenses ranging from misdemeanors to capital murder. The mission of the Office is to provide quality representation to indigent defendants at every stage of the criminal justice process. Representation includes counsel, investigative, expert, and other services necessary for an adequate defense.

The Office is managed by the Federal Public Defender, who oversees offices located in Alexandria, Richmond and Norfolk, Virginia. Each of these offices is staffed by, among others, Assistant Federal Public Defenders ("AFPD"), research and writing attorneys, sentencing specialists, investigators, paralegals, and various support personnel. The AFPDs, together with the above staff, handle caseloads comprised of federal misdemeanors, felonies, probation and supervised release violations, grand jury representations, direct appeals to the U.S. Court of Appeals for the Fourth Circuit, and petitions for writs of certiorari to and arguments before the U.S. Supreme Court.

Each office also has a limited number of placements for non-salaried legal interns. Interns have the unique opportunity to receive hands-on experience in the preparation of the defense of criminal cases in federal court. Interns may be asked to conduct legal research, draft motions, memoranda, and appellate briefs and/or habeas corpus petitions. They also might be asked to assist with factual investigation, trial preparation (including client/witness interviews and help with case-planning strategy), and sentencing matters. Moreover, interns are encouraged to observe court proceedings.

Interns are assigned to work directly with one or more AFPDs, who along with the Federal Public Defender, will supervise their work. Interns will receive frequent informal feedback

from their attorneys, and, if requested, a formal evaluation of their performance at the end of the term. Interns also may be invited to attend informal lectures on criminal practice in federal court.

All interns are expected to commit to working a specific number of hours per week. Approximately fifteen to twenty (15-20) hours per week is the norm during the school year, and approximately forty (40) hours per week for the summer months.

Law students of any year may apply for an internship, but preference will be given to second and third year students. Interns will be selected on the basis of their past work or school experiences, their desire to work in this Office, their demonstrated level of maturity and competence, as well as the level of commitment they are prepared to make to the work of the Office.

Persons interested in applying for a legal intern position must complete the attached application and submit it, along with: (1) a current resume, (2) a writing sample, (3) an official or unofficial law school transcript, (4) a cover letter or essay (as described in the application), and (5) a list of references. For **school-year internships**, applications and inquiries should be forwarded to the office in which the applicant is interested in working: for Alexandria, AFDK Kenneth Troccoli (703-600-0870; kenneth_troccoli@fd.org); for Richmond, Supervisory AFDK Robert J. Wagner (804-565-0808; robert_wagner@fd.org); and for Norfolk, AFDK Larry Dash (757-457-0860; larry_dash@fd.org). **All summer internship application materials should be sent to the Alexandria Office to the attention of Kenneth Troccoli.**

Applicants and inquiries should indicate in which office or offices you would be willing to work, and the amount of time (fifteen hours per week, forty hours per week, or more) to which you are able to commit.

There is no application deadline for school-year internships. The application deadline for summer 2012 internships is **February 29, 2012**. (Applications, including all attachments, must be postmarked by that date in order to be considered. Please note that intern positions are filled on a rolling admissions policy, meaning that your application will be considered as soon as it is complete.) **No e-mail applications please.**

**OFFICE OF THE FEDERAL PUBLIC DEFENDER
EASTERN DISTRICT OF VIRGINIA
Legal Intern Application***

BACKGROUND INFORMATION

Full Name: _____

Current Address: _____

Telephone Nos. (including area code): _____

E-Mail: _____

Complete summer address if different from above (including telephone nos. and e-mail):

EDUCATION (You may attach a resume in lieu of providing this information)

List the colleges, universities and law schools attended, and the dates and degrees earned, and approximate class ranking (by percentage or quartile):

School Currently Attending: _____

Class Yr.: _____

* This application may be hand or typewritten. It also is available on the Office website at www.vaefpd.org. If you require more space for your answer than is provided following the question, please use additional sheets, identifying the question, and attach the supplemental sheets to the end of this application. This Office provides equal internship opportunity to all persons regardless of their race, gender, national origin, sexual orientation, religion, age, or handicap. No person will be denied an internship for any of these reasons. Although interns serve "at-will," no intern will be terminated or subjected to adverse action because of race, gender, national origin, sexual orientation, religion, age, or handicap.

List your law school honors (e.g. law review, moot court participation or class standing):

List all the classes you have taken related to criminal law, criminal procedure, evidence, or constitutional law.

EMPLOYMENT/WORK EXPERIENCE (You may attach a resume in lieu of providing this information)

List all noteworthy employment/work experience including the date/place of the work, positions held, and responsibilities. Do not overlook part-time or volunteer work.

OTHER SKILLS

List all of your skills and capabilities in the following areas:

Command of languages other than English: _____

Computer Skills:

Legal Research on either Westlaw or Lexis-Nexis: _____

Word Processing: _____

Other Notable Skills: _____

SUPPLEMENTAL INFORMATION

List all instances, if any, in which you were arrested or charged in any civil or criminal proceeding (including school disciplinary charges) with any illegal conduct or conduct alleged to involve moral turpitude, dishonesty, and/or unethical conduct.

References (with telephone numbers): _____

List all other noteworthy information that you wish to mention.

Proposed dates of internship: _____ to _____

Proposed internship hours: _____ Full-time _____ Part-time

Is this internship for credit? _____ No. of credits: _____

List all financial assistance from an educational institution that you will receive for this internship:

In which office or offices (Alexandria, Richmond or Norfolk) are you willing to serve as an intern? _____

How did you find out about this internship? _____

COVER LETTER/ESSAY

In either a cover letter or on a separate typewritten page, state the reasons you want this internship.

The foregoing is true and correct to the best of my knowledge and belief.

Date: _____ Signature of Applicant: _____