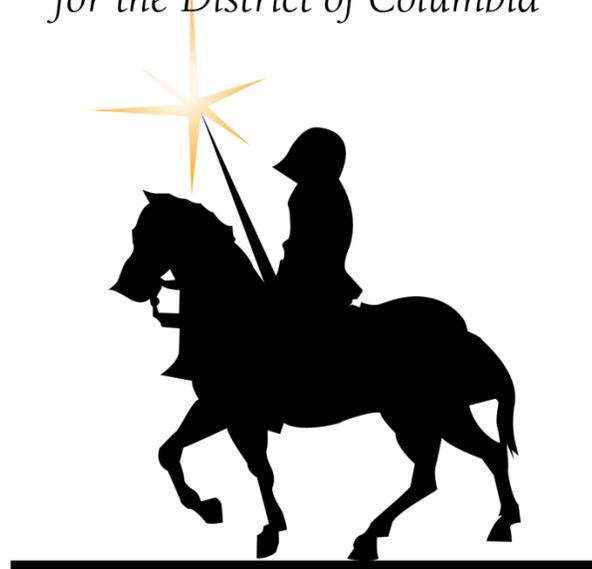


CRIMINAL LAW INTERNSHIP PROGRAM

THE PUBLIC DEFENDER SERVICE

for the District of Columbia



CHAMPIONS OF LIBERTY

INFORMATIONAL BULLETIN
2016-2017

Dear Prospective Interns:

Thank you for your interest in the Criminal Law Internship Program (CLIP) at the Public Defender Service for the District of Columbia (PDS). The following pages will provide you with in-depth information for the position of Intern Investigator. Please review all the information carefully.

The Criminal Law Internship Program is one of the preeminent legal internship opportunities in the United States. It has been described by *The Washington Post* as one of the finest pre-law experiences available, and *The Princeton Review* has consistently ranked the program as one of the most hands-on internship programs in the nation, stating that the program is "a criminal law internship at its in-your-face best." Former participants of the program, produced in its 35-year history, are now among the most prestigious members of the legal community.

We offer a unique learning experience that can both prepare you for graduate-level work and provide you with the experience necessary for employment in any field.

I hope that you will find the attached materials informative, but please do not hesitate to contact the Internship Office if you have any questions or concerns. I look forward to receiving your application online.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M Hanna', with a long horizontal line extending to the right.

Matthew Hanna
Internship Supervisor
Criminal Law Internship Program
Public Defender Service for the District of Columbia

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The mission of the Public Defender Service for the District of Columbia (PDS) is to provide and promote quality legal representation to indigent adults and children facing a loss of liberty in the District of Columbia, thereby protecting society's interest in the fair administration of justice.

[General Description and Intern Duties](#)

The **Criminal Law Internship Program (CLIP)** at the Public Defender Service for the District of Columbia (PDS) provides undergraduate and graduate students with the fundamental investigative techniques and the relevant criminal law knowledge needed to assist Staff Attorneys. The Internship kicks-off with an intensive week long training session that orients interns to PDS and the city. In the second week, Intern Investigators are partnered together, assigned to one or more Staff Attorneys and are responsible for all investigative aspects of their attorneys' cases. Intern Investigators will be assigned to Staff Attorneys in the Trial Division, but some also investigate for the Parole Division, Community Defender Division and Special Litigation Division. Regardless of the division, Interns should expect to work zealously for their clients!

Intern Investigators are provided direction and supervision by both the Internship Supervisor and their assigned Staff Attorney(s). Typical investigative tasks include: locating and interviewing witnesses, interviewing clients, taking detailed witness statements, performing extensive criminal background checks, serving subpoenas, testifying, photographing, measuring and diagramming crime scenes, preparing courtroom exhibits, writing reports regarding investigative activities, assisting with case development and generally assisting the assigned attorney(s) in and out of the courtroom. Intern Investigators will be given some clerical duties, but the majority of their work is performed out in the community.

The Staff Attorneys in our Trial Division represent adults and juveniles facing felony and serious misdemeanor charges, which require thorough investigation to provide our clients with the highest quality legal representation. Although PDS employs a team of professional Staff Investigators, Intern Investigators perform a significant portion of the investigation, working closely with their assigned Staff Attorney(s) on a daily basis. As the program progresses, additional meetings and training sessions are scheduled to discuss topics that are relevant to the role of Intern Investigators.

To understand just how crucial investigation is to PDS's clients, it is important to know that each court system across the country has different rules specifying what information the prosecution is required to provide to the defense and when they must provide it. In the District of Columbia, the prosecution need not (and generally does not) give the defense the names and addresses of witnesses or the substance of their statements. Thus, to be prepared for trial, the defense must discover who the witnesses are and interview them to find out what they know in advance of trial. No one has an obligation to speak with the defense, so Intern Investigators must rely upon a combination of charm, honesty and persuasion to obtain interviews.

When shuffling papers at the local law firm just won't do it for you, it's time to seriously consider the Public Defender Service for D.C. The PDS internship is a remarkably hands-on experience, where, in the words of a former intern, "you're out there scrapping, interviewing witnesses, photographing crime scenes, working with attorneys - doing real work for real cases." Add one-of-a-kind field trips, extensive investigative training, and the rush of having the nation's capitol as your training ground, and you've got a criminal law internship at its in your face best.

-The Princeton Review

This is neither a desk job, nor is it an opportunity to just observe an attorney at work. Each Intern Investigator is an important member of a defense team, enabling our clients to assess strengths and weaknesses of the charges brought against them and to provide a coherent defense.

Training: The first week of the internship is a rigorous training course with presentations by various PDS staff and executives. We ask that no Intern miss any part of the training week, regardless of their schedule.

Hours: Training is during regular business hours. On occasion after training, working hours may extend past 9 to 5, Monday through Friday. Intern Investigators' varied responsibilities require a

willingness to work irregular hours. Each Intern Investigator is responsible for the completion of assigned tasks and for planning with their attorney how and when those tasks are to be accomplished. Some Intern Investigators may hold outside part-time jobs, take classes or be involved in organized programs that require attendance at seminars while working for PDS. However, in order to ensure thorough investigation on behalf of our clients and to maximize participants' experiences, a commitment of 40 hours per week is preferable.

A Day in the Life of a PDS Intern Investigator

- 7:40 AM** – Receive call from attorney with reminder to dress appropriately for court.
- 8:30 AM** – Meet attorney and walk to the courthouse for trial.
- 9:30 AM** – Testify in court re: statement you took from Witness #1.
- 11:20 AM** – Take pictures of the crime scene for another case.
- 12:45 PM** – Lunch on the run on the way to another witness' home.
- 1:30 PM** – Attempt to interview a government witness, but she isn't home.
- 2:05 PM** – Pick up client's medical records from a hospital.
- 3:00 PM** – Deliver records to attorney. Start background checks on government witnesses.
- 3:50 PM** – Watch your attorney's closing argument.
- 5:15 PM** – Meet with your attorney.
- 6:00 PM** – Interview and take a written statement from a witness.
- 8:15 PM** – Visit Client at the DC Jail.

Program Specifics

Intern Investigators must:

- Be available to start on one of our training dates (see end of this bulletin)
- Be a current student at an undergraduate institution or graduate school.
- Be able to make a minimum 12 week commitment (with minimal days off)
- Attend the full week of training.
- Volunteer at least 24 hours per week (3 full days) – 40 hour week is strongly preferred.

Background: No specific investigative or legal background is required and students from all majors are considered. Applicants must display strong written and oral communication skills, possess a strong work ethic and the ability to adapt in a dynamic environment. Fluency in a second language is also highly sought in applicants. Non-US citizens are eligible to participate as volunteers. The Public Defender Service is strongly committed to the principle of diversity and actively encourages applications from people of varied and diverse backgrounds.

Dress Code: Intern Investigators normally work in casual clothes; jeans and sneakers are the norm. Interns should be prepared to dress more formally if they are required to testify in court or interview individuals with whom business attire is appropriate.

[Location:](#) The PDS main office is located at 633 Indiana Avenue NW between the Judiciary Square Metro and the National Archives Metro. [See what's near PDS.](#)

[Field Work:](#) It should be noted that there are inherent risks in living and working in an urban area that are different from those of college campuses and smaller towns. Intern Investigator training emphasizes how to remain safe while working at PDS.



[Transportation:](#) Intern Investigators spend significant time traveling within DC and surrounding areas; visiting witnesses, crime scenes and collecting documents. It is beneficial to have full-time access to a vehicle, but it is not required. All work-related travel expenses and most parking expenses incurred while on the job are reimbursed. All personal vehicles used by Intern Investigators in conducting official PDS business must be covered by liability insurance and is the responsibility of the Intern. Interns with vehicles should also have their own automobile insurance. Proof of insurance is required at the commencement of the program. PDS cannot provide insurance coverage for vehicles or drivers in the program. Intern Investigators without a vehicle may be reimbursed for on-the-job Metro and bus fare.

[Funding:](#) Interns are encouraged to seek public interest fellowships or grants that may be available through their colleges, universities or other public interest foundations. Funding may be provided to Interns based on availability.

[Housing:](#) PDS does not offer Intern housing, but is happy to provide incoming Interns with a housing guide offering information on obtaining their own housing in the DC area. PDS can also provide Intern Investigators with information on other Intern Investigators that are looking for housing, if Interns are interested in rooming together.

[Health Insurance:](#) Interns are responsible for having their own health insurance coverage.

[Perks](#)

[Training:](#) Intern Investigators receive extensive training in investigation skills including: subpoena service, statement writing, interviewing techniques and an overview of the criminal justice system. These skills are often applicable to and valuable in many professions.

Tours and Lectures: Each session, CLIP offers tours, lectures and events designed to expose Intern Investigators to many facets of the criminal justice system. In the past, Interns have met informally with prosecutors from the US Attorney's Office, vice squad officers, homicide detectives and DC Superior Court judges. Tours have included St. Elizabeth's Mental Hospital, autopsy room at the Office of the Chief Medical Examiner, Mobile Crime Unit operated by the Metropolitan Police Department and tours at the DC Jail and Correctional Treatment Facility.

Court Watching: Intern Investigators observe plea negotiations and discovery conferences with prosecutors, client interviews and a variety of pre and post-trial court hearings. In addition, there is always a trial at DC Superior Court in which PDS is involved. Intern Investigators are encouraged to "court watch" during their free time.

LSAT Discount: Many Intern Investigators take preparatory courses for LSAT or other exams. Testmasters offers PDS Intern Investigators a 15% discount for LSAT prep courses located in the DC area.

School Credit: Many undergraduate institutions will offer credit for their participation. Credit hours offered and requirements for receiving credit vary widely by institution. It is the Intern Investigator's responsibility to arrange credit with their institution, and to supply the Internship Supervisor with any documents or requirements that the Intern Investigator needs completed in order to obtain credit. The Internship Supervisor will complete any paperwork and supply any reviews necessary to the institution.

Selection Process and Application Information

The application process for the Criminal Law Internship Program is highly competitive, particularly for the summer sessions. There are application "Early Priority Deadlines" for each session, however, applications are evaluated on a **rolling basis**, and it is not unusual to review applications up to a year in advance. Because applications are considered as they are received, it is recommended that serious candidates for any session submit applications as soon as possible.

Applications must be received by the listed priority deadline to be guaranteed for consideration for any session. Applications received after the listed priority deadlines may be reviewed, but they are not guaranteed such consideration.

Heavy consideration is given to the quality of thought and creativity in the Fact Pattern essay portion of the application. **Note:** the required essay prompt is found in the online application. Recommendation letters are not required, but they can be helpful. Letters can be submitted with the application or directly to our office. Due to the high volume of applications, not all individuals should expect an interview, and therefore should submit any supporting

material within their application packet. Once the applications are received and reviewed, interviews will be conducted for those who are being considered.

Apply online at www.pdsdc.org. Click on “Join Our Team” Bubble in the middle of the page, then select Criminal Law Internship Program.

Internship Sessions

	Summer Session 2016	Fall Session 2016	Winter/Spring Session 2017	Summer Session 2017	Fall Session 2017
EARLY PRIORITY DEADLINE*	must be received before <u>February 14, 2016</u>	must be received before <u>July 24, 2016</u>	must be received before <u>November 27, 2016</u>	must be received before <u>February 12, 2017</u>	must be received before <u>July 23, 2017</u>
INTERNSHIP DATES**	May 9, 2016- July 29, 2016 May 23, 2016- August 12, 2016 June 6, 2016- August 26, 2016 June 20, 2016- September 9, 2016	August 22, 2016- November 11, 2016 September 19, 2016 -December 9, 2016	January 9, 2017- March 31, 2017 February 6, 2017- April 28, 2017	May 8, 2017- July 28, 2017 May 22, 2017- August 11, 2017 June 5, 2017- August 25, 2017 June 19, 2017- September 8, 2017	August 21, 2017- November 10, 2017 September 18, 2017 - December 8, 2017

**Applying by this date means only that your application is guaranteed review. We accept applications on a rolling basis throughout the year and regularly review applications received after these dates.*

***Internship dates are subject to change.*

—If you are interested in applying for a later term, please contact the Internship Supervisor.

—Be reminded that the first full week is a mandatory training week.

Connect with the Criminal Law Internship Program and PDS

Website: www.pdsdc.org

Twitter: twitter.com/pdsdc

Facebook: facebook.com/pdsdc

Email: internship@pdsdc.org

Phone: 202-824-2307 / 202-824-2375

Fax: 202-824-2907 / 202-824-2101