



## *District of Columbia Courts*

### *Internship Program Openings*

**Division: Office of Auditor Master : Legal Internship**

#### **Description:**

The mission of the Office of Auditor Master is to assist the judiciary and parties in actions filed in the D.C. Superior Court by expeditiously stating accounts for persons under the authority of the Court who have defaulted in their fiduciary responsibilities and by resolving controversies involving complex financial computations and transactions in the Civil, Probate, and Tax Divisions and Family Court.

Pursuant to Orders of Reference, the auditor master conducts evidentiary hearings at which testimony is taken under oath. Upon conclusion of all hearings, the auditor-master prepares and files with the Court a report, which includes findings of fact and /or conclusions of law.

**Responsibilities:** In this position, the intern will assist the auditor-master in processing cases in the areas of probate, tax and family law.

- Attends and participates in evidentiary hearings;
- Researches legal problems and prepares memoranda for the auditor-master;
- Assists in resolving legal issues affecting the audit and stating of accounts;
- Assists in the preparation of reports, which includes findings of fact and conclusions of law.

#### **Qualifications:**

The applicant must have completed his/her first year of law school or be a law school graduate who desires practical experience to assist in passing the bar or securing legal employment. The student must be able to commit a minimum of 12 hours per week throughout the semester. Finally, the student will be subjected to an FBI criminal background check.

#### **Application Process:**

Applications should include the following:

- A District of Columbia Internship Application Form
- A Resume
- An unofficial Transcript
- Two Letters of Recommendation

**Please send all application packets to:**

Fetneh A. Fleischmann  
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Human Resources Division  
500 Indiana Avenue, NW  
Washington, DC 20001  
Phone (202).879.2887; Fax (202).879.2889