District of Columbia Courts

Internship Program Openings

Division: Family Court Operations
Branch: Courtroom Support and Quality Control Branch

Description:

The Courtroom Support and Quality Control Branch is responsible for the management, operation and quality assurance of all courtrooms in the Family Court Operations Division.

Responsibilities:

- Assist the Courtroom Clerks with the management and operations of the courtroom
- Check in attorneys and parties
- Make & distribute copies of court orders
- Scan pleadings and other court documents
- Maintain confidentiality of sealed and confidential case types
- Update the official court record
- Transport case files
- Assist judicial officers, management and staff as needed

Qualifications:

The applicant must be at least in his or her second year undergraduate program or in a graduate or law school program. The student must be in good standing at his or her university. It is preferred that all applicants have a GPA of 3.0 or better. 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
District of Columbia Courts
Human Resources Division
500 Indiana Avenue, NW
Washington, DC 20001
Phone (202).879.2887; Fax (202).879.2889