



District of Columbia Courts

Internship Program Openings

Division: Civil Division: Quality Review Branch

Description:

The Civil Division has jurisdiction over any civil action at law or in equity (excluding family matters) brought in the District of Columbia except where jurisdiction is exclusively vested in the federal court. The Civil Division is divided into four branches. The Quality Review Branch has the responsibility of monitoring and calendaring of all civil cases including Landlord & Tenant and Small Claims jury cases, as well as providing courtroom support for assigned calendar judges, and managing of courtroom staffing and operations.

Responsibilities:

- Assembles all cases to be heard by the court prior to the judge taking the bench.
- Assists with generating orders, praecipes and other documents in the courtroom.
- Identifies and accounts for exhibits.
- Insures that court case jackets are routed to the proper offices.
- Assists with preparation of the courtroom.
- Assists the courtroom clerk in seating all jurors.
- Reviews and scans returned notices.
- Retrieves notices from the IT department daily.
- Performs other administrative duties as assigned.

Qualifications:

The applicant must be at least in his or her third or fourth year of 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