

INTERNSHIP PROGRAM

UNITED STATES DISTRICT COURT

The United States District Court for the Central District of Illinois is always willing to accept applications for its INTERNSHIP PROGRAM.

THE COURT

The U.S. District Court for the Central District of Illinois is the federal trial court with jurisdiction over the central portion of the state. It is part of the judicial branch of the federal government. The Court is comprised of ten federal judges and their chambers staff, who perform the judicial and legal work of the court, and a Clerk's Office, which provides all administrative support for the Court in the areas of: records management, finance and budget, procurement, space and facilities, human resources, jury management, and information technology. The federal judiciary of the United States is among the most respected and prestigious institutions in the world. For more information about the federal courts and how they work, visit the website, *Inside the Federal Courts*, at <http://www.fjc.gov/federal/courts.nsf>.

TYPES OF INTERNSHIPS AVAILABLE

All internships in the U.S. District Court are strictly voluntary, unpaid positions.

1. The GENERAL OFFICE INTERNSHIP is available in the Clerk's Office in each of the Court's four courthouses: Peoria, Urbana, Springfield, and Rock Island. The intern will work under the supervision of the Division Manager. The intern will assist as needed with functions such as: updating court case files, opening and routing incoming mail, processing outgoing mail, preparing correspondence, helping the Division Manager with clerical functions, preparing records for cases on appeal, answering telephone calls, directing visitors to appropriate offices, helping jury clerks with processing of jurors and jury panel information, duplicating or scanning court documents, helping courtroom deputy clerks with court case exhibits, observing court proceedings, preparing informational packets for various cases, and performing other general office or project duties as assigned. Possible suitable majors include, *but are not limited to*: pre-law, legal studies, criminal justice, law enforcement, business, public administration, management, human resources.
2. The INFORMATION SERVICES INTERNSHIP is available in the Clerk's Office's division of Information Services in the Peoria, Urbana, and Springfield courthouses. The intern will work under the supervision of the Director of Information Services and will assist as needed with one or more of the following: desktop application support, local area network support, state-of-the-art electronic audio-visual evidence presentation systems in courtrooms, web site design/programming/maintenance, database design/programming/maintenance, continuity of operations/disaster recovery planning,

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statistical analysis, graphic design, other projects or tasks related to information management. Possible suitable majors include, *but are not limited to*: any information technology related major, statistics/mathematics, graphic design.

THE BENEFITS OF A FEDERAL COURT INTERNSHIP

Even though interns cannot receive pay or benefits from the Court, successful service as an intern in the federal judiciary can provide valuable knowledge and experience for careers in several fields, depending upon the type of internship held: the legal field, court operations and administration, criminal justice, law enforcement, business, information technology, statistical analysis, or graphic design. Interns are exposed to the actual workings of a federal trial court, working with judges, court managers, attorneys, case administrators, probation officers, law enforcement officers, jurors and members of the general public. Interns work alongside other Court personnel to fulfill our mission to provide equal justice for all.

Many colleges and universities offer course credit for participation in an internship program. Interns are strongly encouraged to check with their school to see if this is available.

MINIMUM QUALIFICATIONS

- 1) Must be a college undergraduate or graduate student who has general knowledge of filing, telephone usage, record keeping, etc.
- 2) Must have a commitment to regular attendance, maintain a positive and pleasant attitude, work well in a team environment, have a high level of energy, and must deal tactfully and effectively with attorneys, personnel from other federal agencies, and the public while maintaining a high quality standard of work.
- 3) Must be willing to sign an *Acknowledgment of Gratuitous Services and Waiver for Uncompensated Employees* form.
- 4) Must be willing to adhere to the *Code of Conduct for Judges and Judiciary Employees*.
- 5) Final candidates must be willing to undergo a records check with law enforcement agencies.

SELECTION PROCESS

The best qualified applicants will be invited for a personal interview.

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HOW TO APPLY

Submit a letter of interest and resume to: internships@ilcd.uscourts.gov , or

INTERNSHIPS/CONFIDENTIAL
Clerk's Office Internship
United States District Court
Central District of Illinois
600 E. Monroe Street, Room 210
Springfield, IL 62701

In your letter of interest, be sure to state clearly in which of the Court's four locations you would like to work: Peoria, Urbana, Springfield, or Rock Island. Also state the type of internship you seek: General Office or Information Services.

The Court reserves the right to modify the conditions of this internship program or to withdraw the announcement.

The United States District Court is an Equal Opportunity Employer