

INTERNSHIP PROGRAM

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

POSITION

The INTERNSHIP PROGRAM is available in the U.S. Courthouse in our four divisional offices: Fort Wayne, Hammond, Lafayette and South Bend. This is strictly a volunteer position under the supervision of the Division Manager. The Intern withdraws and updates files as needed for the work of the Court and returns them to the file room, assists in opening incoming mail and routing to appropriate destination, assists with the processing of outgoing mail, makes files available for inspection, prepares correspondence in response to inquiries regarding files, prepares records of files transmitted to the Federal Records Center, retrieves closed files and records from the Federal Records Center, assists with the archive retrieval program, assists the Division Manager with clerical functions, assists in preparing records for cases on appeal, answers telephone calls, directs visitors to appropriate offices, duplicates requested documents, assists courtroom deputy clerks with exhibit removal and/or destruction, observes court proceedings, prepares informational packets for various cases, and performs other general office or project duties as assigned.

MINIMUM QUALIFICATIONS

Following are the minimum qualifications for appointment:

- 1) High school student or graduate 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 the bar and the public while maintaining a high quality standard of work.
- 3) Be willing to sign an "Acknowledgment of Gratuitous Services and Waiver for Uncompensated Employees" form.

BENEFITS

Interns are not entitled to any benefits with the Court. All services are to be rendered solely on a voluntary basis. Some colleges and universities offer credit for participation in an internship program. You will need to check with your school to see if this is available.

SELECTION PROCESS

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

HOW TO APPLY

Submit a letter of interest and resume to: PERSONNEL/CONFIDENTIAL
United States District Court
Northern District of Indiana
204 S. Main Street, Room 304
South Bend, IN 46601

The court reserves the right to modify the conditions of this internship program or to withdraw the announcement. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. The final candidate will be subject to a records check with law enforcement agencies.

The United States District Court is an Equal Opportunity Employer.