



Trial Unit Paralegal, Federal Defender Program, Inc. (Atlanta, Georgia) — 2026

The Atlanta Federal Defender Program is seeking qualified applicants for the position of Paralegal to join our multidisciplinary team serving indigent persons charged with federal criminal offenses in the Northern District of Georgia.

① Information for Applicants

About Us

The Federal Defender Program, Inc. (FDP) is a private, nonprofit law firm devoted to uplifting our clients and their causes through excellence in federal criminal defense. Guided by compassion and dedication, we provide exceptional, client-centered representation through a multidisciplinary, team-based approach. Our teams—attorneys, investigators, mitigation specialists, paralegals, social workers, and administrative professionals—work collaboratively to pursue the best possible outcomes for every client.

Our clients are indigent persons charged with federal criminal offenses in the Northern District of Georgia. FDP represents approximately 85% of these individuals, with the remaining clients served by members of the Criminal Justice Act (CJA) Panel. The Northern District of Georgia encompasses the Atlanta, Gainesville, Newnan, and Rome Divisions with separate courthouses serving each. By far, the majority of Northern District of Georgia prosecutions take place in the Atlanta Division where our office is also located.

The most common cases we handle involve drug offenses, firearms offenses, fraud and financial crimes, and immigration offenses, though our work spans the full range of federal criminal litigation—from investigation through trial, sentencing, appeal, and post-conviction proceedings. Our representation also includes some capital defense work in the Trial Unit and post-conviction capital work in the Capital Habeas Unit.

FDP is a nonprofit Georgia corporation fully funded by the Administrative Office of the United States Courts. We are not a government agency, and our employees are not government employees.



Our Commitment to an Inclusive Workplace

We believe that valuing and respecting all people—and honoring each other's lived experiences—strengthens our ability to represent clients from every background. We know that excellent legal representation is supported by a diverse, collaborative, and inclusive workforce. FDP is committed to fostering a culture of acceptance and belonging that encourages creativity, productivity, and mutual respect. We value hard work, diversity, teamwork, creativity, flexibility, and fairness.

About the Role

Paralegals provide a range of in-depth case analysis and litigation support at all stages of federal criminal proceedings. A successful candidate must demonstrate personal and professional integrity and a commitment to helping indigent accused persons. General duties and responsibilities include, but are not limited to:

- Manage and assist teams with isolating, organizing, and summarizing case related documents while maintaining a searchable electronic case file;
- Assist attorneys in client meetings and aid in the summary and review of discovery when needed;
- Organize, format, index, review, and summarize complex discovery materials, including electronic documents and physical evidence;
- Work with trial team to identify best methods and use of litigation support technology for the review analysis, and organization of voluminous discovery, records, and electronically stored information (ESI) on a case-by-case basis;
- Coordinate with attorneys to develop and oversee the workflow and ensure that the chosen technology is properly communicated to the team and effectively utilized;
- Prepare demonstrative evidence and exhibits for pleadings and court proceedings;
- Provide litigation support for attorneys including managing exhibits, organizing witness documents, and using presentation software such as PowerPoint and Trial Director.

The role requires travel within the district, as well as occasional out-of-district and international travel for investigations, training, and litigation. All travel expenses will be reimbursed. The position may also involve varying work hours, including nights, weekends, and holidays.

This is an in-person position. After three months of employment, team members may be permitted to work remotely one day per week with supervisory approval.

This position occasionally requires lifting or moving materials weighing up to 25 pounds. Bilingual candidates are encouraged to apply.

Qualifications

To qualify for this position, candidates must have a Bachelor's degree from an accredited college or university and a minimum of three (3) years of specialized paralegal experience. Candidates should be proficient in using Adobe Acrobat, Microsoft Office 365 (MS Word, MS Excel, MS PowerPoint). They should also have exceptional technology skills, particularly with litigation support software such as CaseMap, dtSearch, TrialDirector, and experience with eDiscovery review platforms such as Everlaw, Casepoint, and Relativity. Proficiency in digital forensic tools such as Cellebrite Reader, Magnet AXIOM, and FTK Imager. A thorough understanding of legal terminology, federal court procedures, and the rules governing evidentiary hearings, trials, and sentencing proceedings is essential.

An ideal candidate must possess strong analytical, oral, technological and written communication skills, with experience in reviewing and summarizing complex discovery and legal documents. Candidates must be reliable, ambitious, organized, and highly organized, capable of working both independently and collaboratively in a fast-paced environment. Meticulous attention to detail is critical for success in this role.

Salary and Benefit Details

The salary for this position is set under the Judicial Salary Plan (JSP) and may fall within a range from Grade JSP-11 (\$78,972) to Grade JSP-14 (\$172,915), depending on qualifications and experience.

The position offers paid vacation, paid sick time, paid holidays, health insurance, life insurance, and participation in our 401k plan.

How to Apply

Interested applicants must answer the questions on the next two pages of this form and upload the required submissions as a single PDF file.

- **Apply Early:** Applicants are encouraged to apply as soon as possible.
- **Follow Instructions:** Applicants must follow all application instructions. Incomplete applications will not be considered.
- **You will be contacted only if selected for an interview.**
- **Rolling Interviews:** Rolling interviews will be conducted, and this position will remain open until filled.
- **Background Check:** This is a position of trust. Employment may be contingent upon the successful completion of a background check.
- **Confidentiality:** All applications will be treated confidentially.

Preference will be given to candidates who apply by August 31, 2026.

Important Notices

- **Equal Opportunity Employer:** FDP is an Equal Opportunity Employer. We hire without regard to race, color, creed, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military obligations, marital or parental status, or any other protected characteristic.
- **Non-Tolerance for Discrimination and Harassment:** FDP does not tolerate discrimination or harassment in any personnel decisions or workplace interactions.
- **Nonprofit Employees:** Employees of the Federal Defender Program are not federal employees. The Federal Defender Program, Inc. is a nonprofit corporation funded by the Judiciary.
- **Drug-Free Workplace:** FDP is a drug-free workplace.
- **Funding Contingency:** This position is contingent upon the availability of federal funding.

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