

**FEDERAL PUBLIC DEFENDER  
NORTHERN DISTRICT OF FLORIDA**

**POSITION ANNOUNCEMENT**

**Legal Intern – Trial Division  
Tallahassee, FL**

The Federal Public Defender for the Northern District of Florida is seeking Summer Legal Interns for its Trial Unit. The position will be based in our main office in Tallahassee, Florida.

**Description:** Trial Unit Legal Interns will assist attorneys with representation of indigent clients charged with federal crimes through all critical stages of the proceedings from arraignment, through trial and sentencing. This representation necessarily intersects with intellectual disability, mental health, and substance abuse issues, and interns can expect some cross-disciplinary projects and experience. Responsibilities include assisting trial attorneys and our on-staff investigator with all aspects of legal and factual development and case preparation. Tasks include research and writing on various topics such as the Fourth, Fifth and Sixth Amendment and the Federal Sentencing Guidelines, participating in defense strategy sessions, drafting pleadings to be filed in the U.S. District Court, attending evidence viewings, analyzing records and mitigation evidence, attending client interviews and taking notes, and assisting with field investigations. Interns will also accompany lawyers to various court proceedings including arraignment, motion hearings, sentencing hearings, and trials. Strong research and writing skills and the ability to adhere to deadlines are required. Applicants should have people skills, an interest in indigent defense and direct client representation, as well as a commitment to equal justice.

These positions may be paid *contingent on funding and other approval requirements*. Salary will be determined on the Judiciary Salary Plan and based on qualifications and experience, consistent with federal rules and regulations. Internships may be full-time or part-time, and must be completed in person. Consideration will be given to students who have demonstrated an interest in public service, human rights and/or social justice issues. Prior coursework in criminal procedure and evidence is preferred, but not required. Final candidates will be subject to a background check as required under the policy now in effect for the Administrative Office of the United States Courts.

**Application Process:** To apply for a legal internship position, applications should email a resume, cover letter, unofficial law school transcripts, and a writing sample to [FLN\\_Resumes@fd.org](mailto:FLN_Resumes@fd.org) and [Elizabeth\\_vallejo@fd.org](mailto:Elizabeth_vallejo@fd.org). In the subject line please reference “Trial Legal Internship.” Please address the cover letter to Elizabeth Vallejo, Assistant Federal Public Defender.

**Questions:** If you have any questions, please feel free to email Elizabeth Vallejo.

**The Federal Public Defender for the Northern District of Florida is an equal opportunity employer.**

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