Office of the Federal Public Defender

Eastern District of Virginia

Geremy C. Kamens, Federal Public Defender

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Richmond, Virginia 23219
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500 East Main Street
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Office Website: http://vae.fd.org

INTERNSHIP INFORMATION & APPLICATION

Updated: January 2025

The Office of the Federal Public Defender for the Eastern District of Virginia was created in 2001 in accordance with an Act of Congress. The Office represents indigent defendants accused of federal offenses ranging from misdemeanors to capital murder. The mission of the Office is to provide quality representation to indigent defendants at every stage of the criminal justice process. Representation includes counsel, investigative, expert, and other services necessary for an adequate defense.

The Office is managed by the Federal Public Defender, who oversees offices located in Alexandria, Richmond and Norfolk, Virginia. Each of these offices is staffed by, among others, Assistant Federal Public Defenders ("AFPD"), research and writing attorneys, sentencing specialists, investigators, paralegals, and various support personnel. The AFPDs, together with the above staff, handle caseloads comprised of federal misdemeanors, felonies, probation and supervised release violations, grand jury representations, direct appeals to the U.S. Court of Appeals for the Fourth Circuit, and petitions for writs of certiorari to and arguments before the Supreme Court.

Each office also has a limited number of placements for non-salaried legal interns. Interns have the unique opportunity to receive hands-on experience in the preparation of the defense of criminal cases in federal court. They may be asked to conduct legal research and/or, draft motions, memoranda, and appellate briefs. They also might be asked to assist with factual investigation, trial preparation (including client/witness interviews and help with case-planning strategy), and sentencing matters. Moreover, interns are encouraged to attend court proceedings.

Interns are assigned to work directly with one or more AFPDs, who along with the Federal Public Defender, will supervise their work. They will receive informal feedback from their attorneys, and, if requested, a formal evaluation of their performance at the end of the term. Interns also may be invited to attend informal lectures on criminal practice.

All interns are expected to commit to working a specific number of hours per week. Approximately fifteen to twenty (15-20) hours per week is the norm during the school year, and approximately forty (40) hours per week for the summer months.

Law students of any year may apply for an internship, but preference will be given to second and third year students. Interns will be selected on the basis of their past work or school experiences, their desire to work in this Office, their demonstrated level of maturity and competence, as well as the level of commitment they are prepared to make to the work of the Office.

Persons interested in applying for a legal intern position must complete the attached application and submit it, along with:

1) Current Resume
2) Writing sample
3) Official or unofficial law school transcript
4) Cover letter (as described in the application)

All application materials should be forwarded to the office (or offices) in which the applicant is interested in working:

Alexandria: Brooke Rupert, AFPD, & Cadence Mertz, AFPD
(703) 600-0800
VAE_EDVA_InternCoordinator@fd.org

Richmond: Carolyn Grady, AFPD & Laura Koenig, AFPD
(804) 565-0800
carolyn_grady@fd.org
laura_koenig@fd.org

Norfolk: Amanda Conner, AFPD & Michael Tagliabue, AFPD
(757) 757-457-0800
amanda_conner@fd.org
michael_tagliabue@fd.org

Applicants should indicate in which office or offices you would be willing to work, and the amount of time (part-time or full-time) to which you are able to commit to the position.

Applications for school-year internships will be considered on a rolling basis. Applications for summer internships should be submitted by January 31 of that year; applications received after this date may be considered on an as-available basis. Applications may be submitted by mail, fax, or email. **(If by email, all submitted documents must be** combined into one PDF file.)

NOTE: All applicants accepted for employment must undergo a background check. To facilitate this process, all applicants accepted for employment must be fingerprinted on the first day or prior to beginning employment. If applicant is a minor a parental consent form will be provided. By accepting a position, you are consenting to the required fingerprinting and background check.

BACKGROUND INFORMATION*

Full Name: _____

Current Address: _____ Summer Address: _____

Telephone: _____ Telephone: _____

Email: _____ Email: _____

EDUCATION

(You may refer to your resume in lieu of providing the following information)

List the colleges, universities and law schools attended, and the dates and degrees earned, and approximate class ranking (by percentage or quartile):

Name	Dates	Degree Earned

School Currently Attending: _____ Class Yr: _____

List your law school honors (e.g. law review, moot court participation or class standing):

List all of the classes that you have taken related to criminal law, criminal procedure, evidence, or constitutional law:

*This application may be hand or typewritten. If you require more space for your answer than is provided following the question, please use additional sheets, identifying the question, and attach the supplemental sheets to the end of this application. This Office provides equal opportunity to all persons regardless of their race, gender, national origin, sexual orientation, religion, age, or disability. No person will be denied a position for any of these reasons. Although interns serve "at-will," no one will be terminated or subjected to adverse action because of race, gender, national origin, sexual orientation, religion, age, or physical ability.

EMPLOYMENT/WORK EXPERIENCE

(You may refer to your resume in lieu of providing the following information)

List all noteworthy employment/work experience. Do not overlook part-time or volunteer work.

Place: _____ Dates: _____

Position / Title: _____

Responsibilities:

Place: _____ Dates: _____

Position / Title: _____

Responsibilities:

OTHER SKILLS

List all of your skills and capabilities in the following areas:

Command of languages other than English: _____

Legal Research on either Westlaw or Lexis-Nexis: _____

Word Processing: _____

Other Notable Skills:

SUPPLEMENTAL INFORMATION

List all instances, if any, in which you were arrested or charged in any civil or criminal proceeding (including school disciplinary charges) with any illegal conduct or conduct alleged to involve moral turpitude, dishonesty, and/or unethical conduct.

References (with telephone numbers):

Name	Title	Telephone # and Email

List all other noteworthy information that you wish to mention.

Proposed dates of position: _____ to _____

Proposed hours: _____

Is this internship for credit? Yes ☐ No ☐

Number of credits: _____

List all financial assistance from an educational institution that you will receive for this position:

In which office or offices are you willing to serve (If more than one, please rank them)?

1. _____ 2. _____ 3. _____

COVER LETTER

In a cover letter, state the reasons you want to work in this Office.

The foregoing is true and correct to the best of my knowledge and belief.

Signature of Applicant: _____ Date: _____