

# Clerk's Office Internship Program

In an effort to give back to the community, the Clerk's Office offers two to four month, unpaid internships for undergraduate students seeking experience in court administration, public administration, public policy, government, and other related fields.

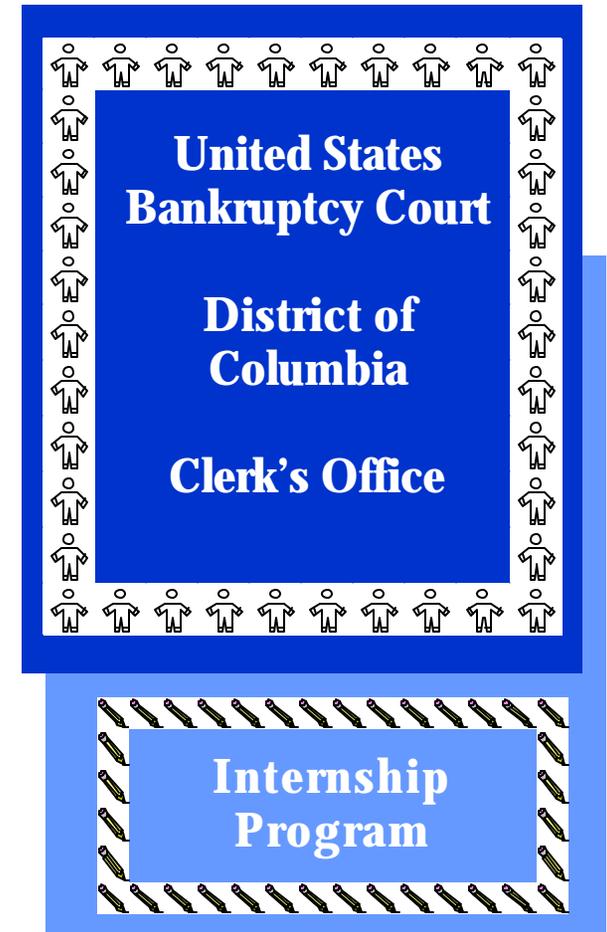
The Clerk of Court continuously seeks opportunities to improve efficiency and effectiveness in customer service provided to the bench, bar, trustees, and public. Our goal to improve efficiency lends itself well to students interested in "reinventing government."

The internship offers a diversity of opportunities that include: case administration, courtroom operations, statistical analysis, policy development, project planning, and customer service.



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United States Courthouse

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**United States  
Bankruptcy Court**

**District of  
Columbia**

**Clerk's Office**

**Internship  
Program**



## College

### ***Responsibilities of the Clerk's Office***

- ❖ Provide exceptional customer service to the court, attorneys, trustees, and public
- ❖ Process bankruptcy case documents from initiation through closing
- ❖ Develop, maintain, and monitor Court's budget
- ❖ Provide for and maintain the Court's information technology requirements
- ❖ Manage bankruptcy procurement, space, and facilities
- ❖ Manage human resources
- ❖ Track and monitor changes in federal bankruptcy rules and procedures
- ❖ Manage and maintain case-flow and court calendar
- ❖ Prepare and analyze statistical reports
- ❖ Participate in strategic planning

## Internship

### **INTERNSHIP BENEFITS**

- ❖ Small staff size allows interns to gain experience in multiple areas of court administration
- ❖ One-building circuit provides opportunities to interact with district and appellate courts and probation office
- ❖ Opportunity to observe trials and hearings
- ❖ Hands-on experience in federal court operations
- ❖ Flexible hours and schedule

### **INTERNSHIP DESCRIPTION**

- ❖ Assist with project planning
- ❖ Assist with implementation of a new case management and electronic case filing system
- ❖ Participate in daily operations
- ❖ Research and develop policy issues
- ❖ Participate in planning and policy meetings
- ❖ Provide reports and analyses
- ❖ Provide customer service to attorneys, trustees, and public

## Program

### ***Internship Application***

Please provide a resume that includes:

- Current contact information
- School, class year, GPA
- Previous work experience (including internships and volunteer work)
- Honors/achievements

Also provide a Statement of Interest explaining why you are interested in this internship, what you hope to gain, and what you feel you will contribute to our organization.

Mail or e-mail application materials to address on opposite page.