

D.C. SEMESTER, FALL 2022
SAMPLE OPPORTUNITIES

This list is not exhaustive and constitutes a *sample* of possible placements. If you are interested in a placement not listed, contact Professor Heywood directly to learn about student-generated placements.

1. Congressional Research Service, American Law Division
2. Consumer Financial Protection Bureau
3. Environmental Protection Agency, Environmental Appeals Board
4. Executive Office of the President, Council on Environmental Quality
5. Federal Aviation Administration, Office of Chief Counsel
6. Federal Trade Commission, Bureau of Competition, Healthcare Division
7. Institute of Museum and Library Services, Office of General Counsel
8. Lawyers' Committee for Civil Rights Under Law
9. National Nuclear Security Administration, Office of General Counsel
10. National Oceanic and Atmospheric Administration, Office of the General Counsel, International Section
11. Office of the Director of National Intelligence, Office of General Counsel
12. Public Defender Service for the District of Columbia
13. The Honorable Raphael Warnock, United States Senator
14. U.S. Court of Federal Claims -- Office of Special Masters
15. U.S. Department of Commerce, Office of Chief Counsel for International Commerce
16. U.S. Copyright Office
17. U.S. Department of Education, Office of General Counsel
18. U.S. Department of Health and Human Services, Department of Inspector General, Office of Counsel
19. U.S. Department of Justice (multiple positions available, across sections)
20. U.S. Helsinki Commission, Commission on Security & Cooperation in Europe
21. U.S. Securities and Exchange Commission

Congressional Research Service, American Law Division

The Congressional Research Service (CRS), American Law Division, is a public policy research institute of the United States Congress. Operating within the Library of Congress, it works primarily and directly for members of Congress and their committee on a confidential, non-partisan basis. CRS is sometimes referred to as Congress' "think tank" due to its broad mandate of providing research and analysis on all matters relevant to national policymaking. The Division also provides confidential briefings and legal seminars related to the full range of legislative, oversight, and representational duties of Congress.

Working with attorneys, interns conduct research on legal issues of current interest to Congress, write analytical reports and memoranda, attend briefings and may also attend Congressional hearings.

Requirements: Excellent writing skills, interest in public service, and experience researching and writing on federal law issues.

Application: Submit to Professor Heywood as a single PDF: (1) cover letter; (2) resume; and (3) writing sample. Initial offers for fall are made by late spring. Address cover letter to:

Jeanne Dennis
American Law Division Library of Congress
101 Independence Ave., SE
Washington, DC 20540

Consumer Financial Protection Bureau

The CFPB ensures that markets for consumer financial products and services work for Americans when applying for a mortgage, choosing among credit cards, and using other consumer financial products.

Internship opportunities are typically available in the Legal Division, Office of Regulations, Office of Enforcement, Office of Supervision Policy, Office of Civil Rights, and Office of Innovation. Responsibilities vary, depending on assignment but likely will include conducting legal research and drafting memoranda; assisting with preparing litigation in both federal and administrative courts; assisting in investigations, and observing legal proceedings.

Deadline information for Fall 2022 is not yet posted. Last year's deadline for fall was April 8, 2021.

Environmental Protection Agency, Environmental Appeals Board

The Board is the final EPA decision maker on administrative appeals under major environmental statutes, including the Clean Water Act, Clean Air Act, RCRA, FIFRA, TSCA, and EPCRA. Its caseload consists primarily of appeals from permit decisions and civil penalty decisions, as well as petitions for reimbursement of costs incurred in complying with cleanup orders issued under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980. The office is comprised of 4 judges, 8 staff attorneys, and 2 support staff.

Externs assist Counsel to the Board and Environmental Appeals Judges by conducting legal research, analyzing applicable law and administrative record, drafting legal memoranda, and preparing interlocutory orders and final decisions.

Requirements: In addition to excellent legal research, writing, and analytical skills, the Board considers, among other things, an applicant's interest in environmental law, administrative law, public interest law, or appellate litigation. U.S. citizenship required.

Application: Submit to Professor Heywood as a single PDF: (1) cover letter; (2) resume; (3) writing sample; (4) unofficial law school transcript; and (5) 3 references (at least 1 from current/former supervisor or someone familiar w/quality, complexity, and scope of your work). Address cover letter as follows:

Nivea Berrios-Colon, Esq.
Susan Gardinier Kimball, Esq.
Counsels to the Board
US Environmental Protection Agency
Environmental Appeals Board
1200 Pennsylvania Ave, NW
Washington, DC 20460

Deadline for Fall 2022 is June 15.

Executive Office of the President, Council on Environmental Quality

The Council on Environmental Quality, a component of the Executive Office of the President, coordinates Federal efforts to improve, preserve, and protect America's public health and environment. It oversees implementation of the National Environmental Policy Act and advises the President and develops policies on a wide variety of environmental issues including environmental justice, climate change, land, water and wildlife conservation, energy and public lands, and Federal sustainability.

Clerks provide research and writing assistance to legal and policy staff on a diverse topics, which may include drafting memoranda on environmental, energy, natural resources, infrastructure, and general law issues; contributing to efforts to ensure that CEQ and the Federal Government consult with Tribal Nations on issues affecting them; tracking Federal agency actions on environmental and infrastructure issues; attending interagency working group meetings; and assisting with responses to FOIA requests and other. They may also help advise CEQ's policy teams on legal issues; analyze recent case law; and analyze significant draft regulations through CEQ's participation in the interagency regulatory review process under Executive Order 12866.

Requirements: Highly motivated, willing to contribute where needed, and able to exercise professional judgment and maturity. Preference for completed courses in environmental or natural resources law, administrative law, or statutory interpretation; and work, volunteer, and other experience that demonstrates commitment to environment, energy, or natural resources issues. U.S. citizenship and drug test required.

Application: Submit to Professor Heywood as a single PDF: (1) cover letter (include dates and hour available: August 16-November 22, 2022; 32 hours per week for 14 weeks for a total of 448 hours); (2) resume; (3) law school transcript (unofficial OK); and (4) writing sample (10 pages maximum). Address cover letter as follows:

Legal Clerkship Program
Council on Environmental Quality
730 Jackson Place, NW
Washington, DC 20503

Applications are accepted on a rolling basis but early applications are encouraged. Deadline to apply for Fall 2022 is the last Friday in June.

Federal Aviation Administration, Office of Chief Counsel

The Office furnishes in-house legal services to agency officials and offices on matters including regulatory law, federal procurement law, federal grant law, and environmental law; in conjunction with the DOJ, represents the FAA in the federal courts on matters including torts, constitutional takings, employment and labor law, environmental law, and administrative law; and represents the FAA before the National Transportation Safety Board, Merit Systems Protection Board, and Equal Employment Opportunity Commission.

Interns work with senior staff on various assignments.

Requirements: Top 1/3 class rank preferred. Must pass security background check.

Application: Please send to Professor Heywood as a single PDF: (1) resume; (2) copy of undergraduate and law school transcripts; (3) short writing sample (not exceeding 5 pages); and (4) cover letter identifying principal practice area(s) of interest (recommended to include principal practice area of interest in body of email).

Address cover letter as follows:

Christopher Andrews, Esq.
Maria Surdokas, Esq.
Law Honors Intern Program
Office of Chief Counsel
Federal Aviation Administration
800 Independence Ave. SW
Washington, DC 20591

Applications for Fall 2022 due mid-July but early applications are recommended.

Federal Trade Commission, Bureau of Competition, Health Care Division

The Federal Trade Commission is an independent agency of the United States government whose principal mission is the civil enforcement of consumer protection. The FTC shares jurisdiction over federal civil antitrust enforcement with the Department of Justice.

The Bureau of Competition is the division of the FTC charged with elimination and prevention of "anticompetitive" business practices. It accomplishes this through the enforcement of antitrust laws, review of proposed mergers, and investigation into other non-merger business practices that may impair competition. Such non-merger practices include horizontal restraints, involving agreements between direct competitors, and vertical restraints, involving agreements among businesses at different levels in the same industry (such as suppliers and commercial buyers). The Bureau employs enforcement tools, including litigation in federal court and before administrative law judges; files briefs with external courts; obtains consent agreements; and investigates compliance with or violations of prior FTC orders.

Interns draft pleadings, discovery requests and responses; appear in court or at hearings and depositions attend meetings with parties and outside counsel; lead interview calls and summarizing findings through written reports; review documents; research related legal issues; and participate in training sessions and brown bags on key antitrust issues.

Requirements: Strong background in economics or business and desire to serve the public's interest. Outstanding academic achievement, writing skills, leadership, and involvement in their law schools and communities.

Application: Submit to Professor Heywood as a single PDF: (1) resume; (2) law school transcript; (3) cover letter; (4) writing sample (maximum of 7 pages, excerpt of a longer sample permitted); and (5) a list of 3 academic or professional references. Applications are accepted through October 29 though early applications are encouraged. Please address cover letter as follows:

Ms. Tanya O'Neil
Federal Trade Commission
Bureau of Competition, Health Care Division
Human Resources Management Office, H723
600 Pennsylvania Avenue, NW
Washington, DC 20580

Institute of Museum and Library Services, Office of General Counsel

IMLS is an independent federal agency supporting museums and libraries throughout the country. Its grant programs stimulate excellence and provide access to all types of libraries; promote targeted library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited information skills; encourage museum education; and assist in modernizing museum facilities. The OGC advises on substantive areas that include including administrative law and interpretation of authorizing legislation, federal grants law, appropriations law, employment law, civil rights compliance, ethics standards, and open government law. It also coordinates with the Institute's Congressional Liaison by drafting legislation, analyzing pending bills, and helping to identify and shape public policy issues. *Interns conduct research, draft memoranda and correspondence, and track pending legislation.*

Requirements: Solid research and writing skills and an interest in the arts and humanities are essential.

Application: Submit to Professor Heywood as a single PDF: (1) cover letter; (2) resume; and (3) writing sample. Address cover letter as follows:

Amanda Bakale, Attorney Advisor
Office of General Counsel
Institute of Museum and Library Services
955 L'Enfant Plaza North, SW, Suite 4000
Washington, DC 20024

Lawyers' Committee for Civil Rights Under Law

The Lawyers' Committee is a nonpartisan, nonprofit organization, formed in 1963 at the request of President John F. Kennedy to enlist the private bar's leadership and resources in combating racial discrimination and the resulting inequality of opportunity. The principal mission of the Lawyers' Committee for Civil Rights Under Law is to secure equal justice for all through the rule of law, targeting in particular the inequities confronting African Americans and other racial and ethnic minorities. Law student interns are assigned to work primarily with one of the following projects or initiatives:

- Criminal Justice
- Educational Opportunities
- Economic Justice
- Fair Housing and Community Development
- Hate Prevention
- Public Policy
- Voting Rights

Although assignments for each intern vary by project, students are generally asked to draft legal documents, write legal research memoranda, and conduct factual investigations. Legal interns work under the close supervision of experienced civil rights attorneys.

Application: Students must apply through the Lawyer's Committee website:
<https://podio.com/webforms/17839178/1198910>

National Oceanic and Atmospheric Administration, Office of the General Counsel, International Section
<http://www.gc.noaa.gov/international-office8.html>

The OGC for International Law has 5 attorneys and provides advice on the legal aspects of international issues within NOAA, with the exception of international fisheries and satellite issues. NOAA's mission is to describe and predict changes in the environment, and conserve and wisely manage coastal and marine resources. It makes short-term, seasonal and inter-annual weather warnings and forecasts; assesses and predicts decadal to centennial weather changes; promotes safe navigation; builds sustainable fisheries; recovers protected species; and sustains healthy coastal ecosystems. NOAA is part of the U.S. Department of Commerce.

Interns conduct legal research and writing, and attend inter-agency working group meetings with the Departments of the Interior, State, Defense, Homeland Security, Transportation, Commerce, EPA, and Office of the U.S. Trade Representative. Each intern will complete at least 1 substantial writing assignment.

Requirements: Strong research and writing skills, as well as demonstrated interest in and experience with international environmental law, oceans law, and Law of the Sea.

Application: Students must apply online via this link: <https://forms.gle/mbTNCywiQKRnNuCA8>

National Nuclear Security Administration, Office of General Counsel

The program may lead to permanent offers, but there is no guarantee of future employment.

NNSA, an independent agency in the Dept. of Energy, manages and secures nuclear weapons, nuclear non-proliferation, and naval reactor programs, and responds to domestic and international nuclear and radiological emergencies. The OGC provides legal services, counsel, and support to NNSA Administrator and offices worldwide on areas of law including procurement, environmental, fiscal, labor, national security, and international law.

Requirements: 2.0 GPA, legal research and writing skills, and demonstrated interest in national security matters.

Application: Please submit to Professor Heywood as a single PDF: (1) cover letter; (2) resume; (3) law school transcript; and (4) writing sample (max 3 pages). In-person and telephonic interviews are conducted and offers are extended shortly thereafter. Address cover letter as follows:

Ashley K. Tellier
National Nuclear Security Administration
Office of General Counsel (NA3.1)
1000 Independence Avenue, SW
Washington, DC 20585

Deadline is July 1, 2022 for Fall 2022 though early applications are encouraged for best consideration.

Office of the Director of National Intelligence, Office of General Counsel

<https://apply.intelligencecareers.gov/job-description/994782>.

Posting for Fall 2022 is not yet available.

Public Defender Service for the District of Columbia

The Public Defender Service for the District of Columbia (PDS) provides and promotes quality legal representation to indigent adults and children facing a loss of liberty in the District of Columbia and thereby protects society's interest in the fair administration of justice. PDS is a federally funded, independent organization, governed by an eleven-member Board of Trustees. PDS is recognized as one of the best public defender offices in the country—local or federal. It has become the national standard-bearer and the benchmark by which other public defender systems often measure themselves.

In the District, PDS and the DC courts share the responsibility for providing constitutionally mandated legal representation to people who cannot pay for their own attorney. Under the District's Criminal Justice Act (CJA), the courts generally appoint PDS to the more serious, more complex, resource-intensive, and time-consuming criminal cases and juvenile delinquency cases.

PDS attorneys also handle criminal appeals, almost all parole revocation hearings, most Drug Court sanction hearings, and represent people facing involuntary commitment in the mental health system, children with special education needs facing delinquency charges, and clients in civil proceedings that were triggered by their criminal charges or their incarceration.

PDS is composed of four functional areas: Legal Services, Legal Support Services, Technical Assistance to the District of Columbia Court System, and Executive and Administrative Management.

The PDS law clerk program gives law students an opportunity to assist attorneys in all aspects of case preparation. Law clerks perform legal research, draft motions, interview incarcerated and institutionalized clients, perform field investigation, represent juveniles in institutional disciplinary hearings, respond to inmate letters request legal assistance, attend discovery conferences, prepare pretrial motions, attend trials, parole hearings and appellate arguments and perform a wide range of research and case preparation duties. Law clerks usually work with a group of attorneys in the Trial, Appellate, Mental Health, Special Litigation, Civil Legal Services, Community Defender or Parole Divisions.

Qualifications: Demonstrated interest in criminal law and/or commitment to public service.

Application: Submit to Professor Heywood as a single PDF: (1) résumé; (2) cover letter; (3) brief legal writing sample; and (4) a transcript (unofficial is fine). Please address cover letter as follows:

Ms. Jennifer Thomas
Director of Legal Recruiting
Public Defender Service for the District of Columbia
633 Indiana Avenue, NW
Washington, D.C. 20004

The Honorable Raphael Warnock, United States Senator

Senator Warnock is seeking one UGA Law student to work in his Washington office for Fall 2023. Contact Professor Heywood for more details.

United States Court of Federal Claims, Office of Special Masters (OSM)

*This placement is particularly well-suited for students interested in health law or with a science background. OSM often hires post-graduate law clerks from their intern pool. Special Master Dorsey is a Law School alumna.

The OSM resolves cases alleging vaccines caused an injury pursuant to the National Childhood Vaccine Injury Act of 1986. Special Masters act as trial judges making final decisions, determining whether the vaccine caused injury, establishing the amount of damages and awarding attorneys' fees. Externs assist Special Masters with case management including preparing orders, reviewing filings and legal briefs, editing opinions, analyzing legal petitions and drafting legal memoranda.

Application: Submit to Professor Heywood as a single PDR: (1) résumé; (2) cover letter; and (3) unofficial law school transcript. Cover letters should be addressed to:

Nora Beth Dorsey
Special Master
United States Court of Federal Claims
Office of Special Masters
717 Madison Place, N.W.
Washington, D.C. 20005

Dear Special Master Dorsey:

U.S. Department of Commerce, Office of Chief Counsel for International Commerce

The Department advances economic growth, jobs, and opportunities and has cross cutting responsibilities in the areas of trade, technology, entrepreneurship, economic development, environmental stewardship, and statistical research and analysis. The OCC-IC provides legal advice to the International Trade Administration on international trade, investment, export promotion and antitrust matters. Its 10 attorneys also work closely with the Office of U.S. Trade Representative, State Department, other government agencies and private sector.

Interns conduct legal research and analysis, draft documents, participate in client and interagency meetings, and meet regularly with supervising attorneys to discuss their progress.

Requirements: Prefer background or demonstrated interest in international trade and investment law.

Application: Submit to Professor Heywood as a single PDF: (1) cover letter; (2) resume; (3) writing sample (5-10 pages, preferably on an international law subject); (4) list of 3 references; and (5) law school transcript. Address cover letter as follows:

U.S. Dept. of Commerce
Office of Chief Counsel for International Commerce
14th and Constitution Avenue, NW
Washington, DC 20230

U.S. Copyright Office

The Copyright Office is seeking law clerks in the following offices in Washington for Spring 2022: Office of General Counsel; Office of Policy and International Affairs; Office of Public Information and Education; and occasionally Office of Registration Policy and Practice.

Interns gain experience related to copyright law, regulations, practice, and policy, and assist with administrative, regulatory, and other legal work. The Office administers copyright law and advises Congress on domestic and international intellectual property matters and proposed changes in U.S. copyright law. It assists in drafting legislation and legislative reports, maintains a public record through registration and recording of claims and documents, conducts rulemakings, and issues regulations. It also administers statutory licenses and reviews legal determinations of the Copyright Royalty Board.

Requirements: Highly motivated; strong academic credentials; demonstrated interest or background in copyright law (shown by relevant coursework or otherwise); and excellent research, writing, and editing abilities.

Application: Submit to Professor Heywood as a single PDF:

- (1) statement of interest including qualifications for the program as well as preferred assignment (in order of preference w/ 1 most preferred, rank divisions from among those that take law clerks: OGC, PIA, PIE and, if desired, RPP); also indicate dates of availability: 32 hours per week, August 16 – November 22, 2022;
- (2) resume;
- (3) law school transcript;
- (4) writing sample, own work not substantially edited by others; those who have written on copyright topic strongly encouraged to submit; and
- (5) contact information for 3 academic and/or professional references and indication of whether may be contacted w/o your prior approval.

U.S. Copyright Office
Copyright Administrative Services Office
101 Independence Avenue, SE
Washington, DC 20540

U.S. Department of Education, Office of General Counsel

The OGC has a variety of practice areas that broadly include early learning and K-12 education (e.g., the Every Student Succeeds Act), civil rights (e.g., Title IX of the Education Amendments of 1972), higher education (e.g., federal student aid, accreditation), special education (e.g., the Individuals with Disabilities Education Act), career and technical education, ethics (e.g., conflicts of interest, Hatch Act), agency law matters such as the Freedom of Information Act, employment law, contracts, privacy, and legislative and regulatory matters (including legislative and regulatory proposals).

Interns are assigned to 2 or more of 7 Legal Divisions and assist with research (e.g., case law and legislative history) and writing to support attorneys providing legal advice and counseling to clients, and filing briefs or motions in litigation. They may also be involved in matters related to proposed guidance, regulations, or legislation, and have opportunities to attend attorney preparation and client meetings; Congressional hearings, particularly on topics related to education; and speeches and events in which the Secretary of Education or other senior leaders are participating.

Requirements: Strong academic achievement, excellent legal research, analysis, and writing skills, and an interest in education policy or law, or in government regulatory, ethics, agency (e.g., FOIA, FERPA, FACA), employment, or contracts law. See website for more information.

Application: Submit to Professor Heywood as a single PDF: (1) cover letter; (2) resume; (3) writing sample (10 pages maximum); and (4) a law school transcript. Address cover letter as follows:

Office of the General Counsel
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

1Ls may provide proof of class registration and supplement with grades when received.

Applications for Fall 2022 are due August 1, but early applications (1-2 months ahead of deadline) are encouraged for best consideration.

U.S. Department of Health and Human Services, Department of Inspector General, Office of Counsel

Interns investigate cases, perform legal research, write legal memorandum, and draft briefs. Interns must have coursework or experience in health care. Demonstrated interest in health care law and health care fraud and abuse, and public service are preferred.

OCIG has 80 attorneys, working in the Administrative and Civil Remedies, Industry Guidance, and Advice Branches. Administrative and Civil Remedies handles civil fraud and abuse cases involving Medicare, Medicaid, and other programs; works with DOJ in resolution of civil False Claims Act cases; initiates administrative cases; and defends decisions to exclude providers from participating in Federal healthcare programs. Industry Guidance issues advisory opinions to the public and health care industry on whether an activity constitutes grounds for sanction under the Anti-Kickback Statute, Civil Monetary Penalties Law or other authorities, and provides legal advice to DHHS and DOJ on the Anti-Kickback Statute. Advice deals with issues such as scope and exercise of the Inspector General's authorities and responsibilities; investigative techniques, procedures, conduct, and resolution; audits and inspections; and impact of legislative proposals.

Application: Submit to Professor Heywood as a single PDF: (1) cover letter; (2) unofficial law school transcript; and (3) legal writing sample (5 pages maximum). Address cover letter as follows:

OCIG Legal Internship Coordinators
Office of Inspector General
U.S. Department of Health & Human Services
330 Independence Avenue, SW, Room 5527
Washington, DC 20201

U.S. Department of Justice (multiple opportunities across sections)

The Department of Justice is a federal executive department tasked with enforcement of federal law and administration of justice in the United States. Visit <https://www.justice.gov/legal-careers/volunteer-legal-internships>, and search by practice area including Criminal Law, Civil Rights, Cybercrime, Environmental Law, Constitutional Law, Public Corruption, Fraud, Counterterrorism, Complex Litigation, White Collar Crime, Housing, and Immigration. **Please contact Professor Heywood for more detail.**

**U.S. Helsinki Commission, Commission on Security & Cooperation in Europe
Max Kampelman Fellowship Program**

The Commission is an independent government agency which monitors and encourages compliance with the Helsinki Final Act and other OSCE commitments. It contributes to formulation of U.S. policy on the OSCE, takes part in its execution, convenes public hearings and briefings with expert witnesses on OSCE-related issues, and organizes official delegations to participating States to address and assess security and human rights developments.

Policy Fellows work in political and military affairs, economic and environmental matters, or respect for human rights and fundamental freedom, depending on Fellow's interest and the Commission's need. Fellows research policies and trends relating to international military, economic, and human rights commitments throughout the 57-country OSCE region; assist staff advisors with hearings, briefings, congressional delegations, legislation, and publications; attend congressional hearings, panels, and events; and perform administrative duties. Each Fellow is expected to write at least one article for publication on the commission website during the fellowship period.

Requirements: Broad liberal arts education is ideal. Also desired are excellent writing, analysis, research, and oral presentation skills, as well as an interest in government, international relations, and human rights. Must be U.S. Citizen, Permanent Resident seeking citizenship, admitted refugee or asylum seeker with intent to become permanent resident and citizen; or person owing allegiance to U.S.

Application: Submit to Professor Heywood as a single PDF: (1) brief cover letter (indicate areas of interest and availability); (2) resume; (3) transcript; and (4) writing sample (3 pages max). Address cover letter as follows:

Fellowship Coordinator
Commission on Security and Cooperation in Europe
234 Ford House Office Building
3rd & D Streets, SW
Washington, DC 20515

Deadline for Fall 2022 is June 12. Applications are accepted beginning March 12.

U.S. Securities & Exchange Commission

The application for Fall 2022 has not yet been posted. When the application is posted, students must apply through USA Jobs. Please let Professor Heywood know if you are interested in applying to the SEC.