

## D.C. SEMESTER -- SAMPLE OPPORTUNITIES (SPRING 2023)

This list is not exhaustive and constitutes a *sample* of possible placements. If you are interested in a placement not listed, contact Professor Heywood ([jheywood@uga.edu](mailto:jheywood@uga.edu)) 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. Office of Senator John Ossoff (D-GA)
  11. Public Defender Service for the District of Columbia
  12. U.S. Court of Federal Claims -- Office of Special Masters
  13. U.S. Department of Commerce, Office of Chief Counsel for International Commerce
  14. U.S. Department of Commerce, Office of Inspector General Office of Counsel Law Clerk Program
  15. U.S. Copyright Office
  16. U.S. Department of Education, Office of General Counsel
  17. U.S. Department of Justice (multiple positions available, across sections)
  18. U. S. Department of Justice: Office of Foreign Litigation
  19. U.S. Helsinki Commission, Commission on Security & Cooperation in Europe
  20. U.S. Securities and Exchange Commission
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### **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 Congressional hearings.

**Requirements:** Excellent writing skills, interest in public service, and experience researching and writing on federal law issues. U.S. citizenship required.

**Application:** On a rolling basis, but early for best consideration. Submit to Professor Heywood as a single PDF: (1) cover letter; (2) resume; and (3) writing sample. Initial offers are made by late fall. Address cover letter to:

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

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## **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. Placements may be available, depending on need, in various areas, including 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.

Requirements: U.S. citizenship and background investigation required. Excellent research and writing skills, solid academic credentials, and demonstrated commitment to CFPB's mission also essential. (See USAJobs postings for specific requirements desired in various placements.)

Application: Application may only be submitted thru USAJobs and requires 1) cover letter (include program areas ranked in order of interest), (2) resume, (3) law school transcript (unofficial OK but official required if hired, include proof of continuing enrollment), and (4) responses to occupational questionnaire.

Deadline information for Spring 2023 is not yet posted. Last year's deadline for fall was November 1, 2021.

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## **Environmental Protection Agency, Environmental Appeals Board**

The Environmental Appeals Board (EAB) is an appellate tribunal established by regulation to hear administrative appeals under all major environmental statutes that EPA administers. EAB's caseload consists primarily of appeals from permit decisions and administrative 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 (CERCLA). Non-EPA parties may appeal an EAB decision to federal court. Judges sit in panels of three and make decisions by majority vote. Experienced attorneys, a Clerk of the Board, and an Administrative Specialist provide support to the judges.

Qualifications: The EAB seeks legal interns to assist both the Environmental Appeals Judges and Counsel to the Board to conduct legal research, analyze applicable law and the administrative record, draft legal memoranda, and prepare final decisions. In addition to excellent legal research, writing, and analytical skills, the EAB considers, among other things, an applicant's interest in environmental law, administrative law, public interest law, or appellate litigation. Students must have U.S. citizenship. A Metro transit subsidy is available.

Application: Submit to Professor Heywood as a single PDF: (1) cover letter; (2) resume; (3) legal writing sample not-to-exceed 10 pages (for which the applicant was the primary author - with minor edits by others). The writing sample should include a legal analysis section; (4) unofficial law school transcript; and (5) three references (at least one from current/former supervisor or someone familiar w/quality, complexity, and scope of your work). Address cover letter as follows:

Nivea Berrios-Colon, Catherine Malinin Dunn, and Corin James  
Counsels to the Board  
US Environmental Protection Agency  
Environmental Appeals Board  
1200 Pennsylvania Ave, NW  
Washington, DC 20460

Deadline for Spring 2023 is October 15.

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## Executive Office of the President, Council on Environmental Quality

CEQ law clerks provide research and writing assistance to both legal and policy staff on a variety of matters pertinent to CEQ's functions. They perform diverse substantive legal work, 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 meaningfully 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 Freedom of Information Act requests and other inquiries regarding CEQ's activities. 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.

CEQ, 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.

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

Please follow the **application instructions** here: <https://www.whitehouse.gov/ceq/internship-program/>

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## 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 (unofficial okay); (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 Spring 2023 due before November 1st (not official yet) but early applications are recommended.

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## **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. US Citizenship Requirement

Application: Spring 2023 applications open between September 6 – October 28, 2022. Reviewed on a rolling basis but early applications are recommended. 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:

Mr. Evan Cartagena  
Federal Trade Commission  
Bureau of Competition, Health Care Division  
Human Resources Management Office, H723  
600 Pennsylvania Avenue, NW  
Washington, DC 20580

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## **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: Spring 2023 applications due by November 1, 2022 (early application recommended). Submit to Professor Heywood as a single PDF: (1) cover letter; (2) resume; and (3) writing sample. Address cover letter as follows:

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

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### **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
- Digital Justice Initiative

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: Spring 2023 applications accepted on a rolling basis so apply early. Students must apply through the Lawyer's Committee website: in 1 PDF: (1) Resume, (2) Cover Letter, and (3) Writing Sample <https://podio.com/webforms/17839178/1198910>

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### **National Nuclear Security Administration, Office of General Counsel**

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

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

Application: Spring 2023 applications due by September 30, 2022. 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

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**Office of Senator Jon Ossoff (D-GA)**

Senator Jon Ossoff is seeking 1 or 2 law clerks for Spring 2023 to work on Judiciary Committee issues including vetting judicial nominees and researching possible legislation. The law clerk will be working under the direction of the Senator's general counsels, Stan Adams and Sarah Schaumburg.

Application: Submit to Professor Heywood as a single PDF (1) resume, and (2) cover letter. After submitting application materials, students will also be asked to respond to a writing prompt on a policy issue and given 24-48 hours to complete the prompt, which should not exceed 2 pages maximum. Please address your cover letter to:

Mr. Stan Adams  
Ms. Sara Schaumburg  
General Counsels  
Office of Senator Jon Ossoff (D-GA)  
455 Russell Senate Office Building  
Washington, D.C. 20002

Decisions will be made on a rolling basis, and the latest students will hear is the end of October 2022.

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**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 and 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. Public interest background helpful, as are Spanish fluency and sign language proficiency.

Application: Submit to Professor Heywood as a single PDF: (1) résumé; (2) cover letter; (3) brief legal writing sample, (4) a transcript (unofficial is fine), and (5) names and contact information for 2 references. Please address cover letter as follows:

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

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#### **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. 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 PDF: (1) resume; (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

Special Master Dorsey:

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#### **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. US Citizenship required.

Application: Spring 2023 applications due by September 30, 2022, but recommended to apply earlier as review is done on a rolling basis. 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

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**U.S. Department of Commerce, Office of Inspector General  
Office of Counsel Law Clerk Program**

The Office of Counsel within the U.S. Department of Commerce, Office of Inspector General (OIG) is seeking 2Ls or 3Ls who are interested in a career with the federal government to assist attorneys in the OIG Office of Counsel (OC) with legal research, writing, and other tasks. The clerk will work remotely, but there may be an option for some on-site work at the Department of Commerce headquarters at 1401 Constitution Avenue, NW in Washington, D.C.

The clerk will work under the guidance of experienced OIG attorneys in a setting that offers valuable experience and substantial individual responsibility. The clerk will perform substantive research and writing tasks and will receive feedback on their written products from OIG attorneys. Opportunities to participate in training programs and virtually meet others in the government-wide OIG community will also be available. This clerk position is highly competitive. The successful applicant will be selected on the basis of merit. Selection is based on many factors including academic achievement, demonstrated commitment to public service, previous experience, and communication skills.

The OIG is an independent oversight office within the Department of Commerce that promotes effective government and accountability through audits and investigations of Departmental programs and operations. The office's work involves a broad array of legal issues relating to investigations, audits, employee relations, federal contracting, appropriations, legislation, and federal grants, among others.

Qualifications: Candidates must be U.S. citizens and may be subject to a background investigation.

Applications: Please submit to Professor Heywood as a single PDF: (1) resume, (2) brief cover letter, and (3) transcript (unofficial is fine). No deadline has been announced for spring 2023, but students should apply early. Address cover letter as follows:

Ms. Hana Carney, Mr. David Crane  
Senior Assistant Counsels  
U.S. Department of Commerce, Office of Inspector General  
Office of Counsel Law Clerk Program  
1401 Constitution Avenue, NW  
Washington, D.C. 20230

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## **U.S. Copyright Office**

The Copyright Office is seeking law clerks in the following offices in Washington for Spring 2023: 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: Accepted on a rolling basis at least 6 weeks before anticipated start date. 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, January x – April x,, 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

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## **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

Applications for Spring 2023 are due November 30, 2022,, but early applications are encouraged for best consideration.

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

*Please contact Professor Heywood for more detail.*

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.

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**U. S. Department of Justice: Office of Foreign Litigation**

About the Office: The Office of Foreign Litigation (OFL) protects United States Government interests in litigation pending in foreign courts, whether civil or criminal, affirmative or defensive. Most OFL cases are defensive, and they reflect the wide range of the United States Government's international activities. OFL also conducts affirmative litigation, including litigation aimed at fighting cross-border fraud, such as telemarketing fraud, that targets American citizens. When appropriate, OFL represents the interests of the United States Government in foreign criminal proceedings.

The Office of International Judicial Assistance (OIJA) acts as the United States Central Authority for incoming requests for international judicial assistance in civil or commercial matters pursuant to several treaties. Each year, OIJA receives over 600 requests for evidence located within the United States from foreign courts. OIJA also serves as the Central Authority under the Hague Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil or Commercial Matters, the Inter-American Convention on Letters Rogatory (1984), and the Additional Protocol to the Inter-American Convention on Letters Rogatory (1988), for purposes of service, and service requests received from non-Convention states through diplomatic channels.

Job Description: Assignments: Although a student intern's responsibilities will vary depending upon the needs of the office, interns typically work on complex international legal topics related to OFL cases and conduct legal research and analysis prior to drafting memoranda. For OIJA, interns review incoming Letters of Request for judicial assistance from foreign courts for treaty compliance, preparing rejection or referral letters, as appropriate. Interns also conduct legal or factual research and prepare memoranda concerning issues arising from requests for judicial assistance or in the context of foreign litigation. The research often entails matters of customary international law.

Qualifications: Interns must be United States citizens and meet certain residency requirements. Candidates must have lived in the United States for at least three of the past five years. The three-year period is cumulative, not necessarily consecutive. Students must have a minimum cumulative GPA of 3.00. Interns must also demonstrate strong research and writing skills. Foreign language proficiency is helpful. Completion of a basic international law course is preferred.

Application Process: Please send to Professor Heywood as a single PDF: (1) cover letter, (2) resume, (3) transcript (official or unofficial), (4) brief writing sample, and (5) the semester for which you are applying in the subject line of your email. Address cover letter as follows:

Intern Coordinator  
Office of Foreign Litigation  
Office of International Judicial Assistance  
U.S. Department of Justice  
1100 L Street, NW  
Washington, DC 20530

Open on a rolling basis.

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**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 Spring 2023 has not been officially announced, but last year's deadline was November 5.

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## **U.S. Securities & Exchange Commission**

Seeking students for full-time opportunities (Jan. 30, 2023 to Apr. 7, 2023) in DC headquarters (various offices, see job posting for details). Law student interns work on projects and assignments that range from supporting litigation; assisting with drafting new regulations; helping with reviews, exams/public outreach; and review of corporate documents. The SEC protects investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. It employs approximately 3,500 attorneys nationwide.

Requirements: U.S. citizenship, successful passage of background check, and 2.5 GPA required.

Application: Must apply via USAJobs by September 23, 2022. Application must include: (1) cover letter, (2) responses to Occupational Questionnaire, (3) resume, (4) transcript (unofficial OK; undergrad transcripts required for 1Ls), and (5) writing sample (max. 10 pages).