

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA**

INTERN PLACEMENT PROTOCOL

I. ELIGIBILITY FOR EMPLOYMENT

Interns in the Federal Court system are considered to be volunteers or uncompensated employees, and, as such, are required to take the oath of office. Any student who wishes to participate as an intern in the Southern District of Indiana must also be able to submit verification of employment eligibility under United States immigration law. Therefore, only a student who can submit such verification will be considered. A list of documents that establish employment eligibility is attached for your information.

As part of the Homeland Security/FBI screening, interns in the Federal Court system are fingerprinted as if they were seeking federal judicial employment, which requires a complete background check. Generally, students should refer to Indiana Rules of Court, Rule 12, Sections 1 and 2, for guidance on specific character and fitness qualifications. In addition, all students who are selected to intern in the Southern District of Indiana shall agree to a preliminary background check by the United States Probation Office prior to being fingerprinted. This process is initiated by completion of the *Authority to Release Information* form, which is attached for your review. Any student selected by a Judge to be an intern must complete this form and return it to Evelyn Hollins, Human Resources Administrator, U.S. District Courthouse, 46 East Ohio Street, Room #105, Indianapolis, IN 46204. The completed and signed form may also be sent via fax, 317-229-3717 or by email, evelyn_hollins@insd.uscourts.gov. An Adobe version of this form is available and may be obtained by emailing Ms. Hollins. It is imperative that the completed form be received according to the deadlines set forth below.

On the first day of the internship with the Southern District of Indiana, each student shall complete an FD-258 Fingerprint Card, have his/her fingerprints taken, sign an Acknowledgement of Gratuitous Services, and execute an Acceptable Use Agreement after reading the District Court's policy governing the use of government equipment, including computers. Copies of these documents are available from Ms. Hollins if you wish to review them. Volunteers are not authorized to work until all of the above-referenced procedures have been completed.

II. STUDENT QUALIFICATIONS

EACH JUDGE WILL REVIEW CANDIDATES BASED ON HIS/HER OWN INDIVIDUAL NEEDS. Generally, however, Judges of the Southern District of Indiana prefer students who have completed at least their first year of legal education. Successful candidates must be able to analyze, research and write with proven proficiency. Excellent grades and law review eligibility are a plus. Students must be dependable in their schedules, discreet in the use of information they receive in the course of their internships, and professional in appearance, both in dress and demeanor, when they come to the courthouse.

Only students who are willing to work under the auspices of an instructor at their law school and, generally, will receive class credit for their work at the Court should apply.

III. APPLICATION GUIDELINES

Each Judge of the Southern District of Indiana has his/her own hiring criteria and/or interview requirements. Please contact each Judge's chambers for that specific information. Generally speaking, intern applicants, particularly those who apply for summer employment, should be prepared to provide a cover letter, résumé, certified transcript and writing sample. Those materials should be submitted to the appropriate Judge(s) according to the timetable below.

IV. APPLICATION & PLACEMENT TIMETABLE

Intern candidates and/or internship coordinators shall follow the timetable below for the placement of interns in the Southern District of Indiana:

SEMESTER	APPLICATION DEADLINE	PLACEMENT DEADLINE	BACKGROUND CHECK FORM SUBMITTED
Fall	June 1	June 15	July 1
Spring	November 1	November 15	December 1
Summer	February 1	February 15	March 1

Again, intern candidates and/or internship coordinators should submit application materials directly to each Judge's chambers following the guidelines set forth herein and each Judge's individual application criteria. Each Judge's chambers is responsible for communicating his or her hiring decision to the candidate and/or internship coordinator, and to Evelyn Hollins, Human Resources Administrator. Each intern selected shall return the completed and signed *Authority to Release Information* form to Ms. Hollins, U.S. District Courthouse, 46 East Ohio Street, Room #105, Indianapolis, IN 46204, no later than the dates set forth above. The form may also be transmitted by fax (317-229-3717), or email evelyn_hollins@insd.uscourts.gov. Failure to do so may result in the forfeit of the student's internship.