

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE
OFFICE OF THE CLERK
800 Market Street, Suite 130
Knoxville, Tennessee 37902

www.tmed.uscourts.gov

DEBRA C. POPLIN
Clerk of the Court

JOHN L. MEDEARIS
Chief Deputy Clerk



INTERNSHIP OPPORTUNITY

POSITION LOCATIONS: Chattanooga, TN
Greeneville, TN
Knoxville, TN

THE COURT:

The United States District Court for the Eastern District of Tennessee covers 41 East Tennessee counties. The district has offices in Chattanooga, Greeneville, Knoxville, and Winchester. The Court has five district judges, one senior district judge and five magistrate judges who hear both civil and criminal cases. The Clerk's Office is staffed by 46 deputies who perform a variety of duties.

INTERNSHIP PROGRAM:

The United States District Court for the Eastern District of Tennessee is always willing to accept applications for the Internship Program.

The Internship Program is strictly a volunteer position under the supervision of the Clerk of Court. Interns are not entitled to any government benefits associated with the court. All services are to be rendered solely on a voluntary basis.

Interns gain an invaluable knowledge and understanding of how the federal court system operates. Interns will be able to gain insight to the inner workings of the court by sitting in on hearings and trials. Participants become familiarized with court documents and the processes that occur in entering them into the Case Management Electronic Case Filing system (CM/ECF). Interns are given a unique perspective of the judicial system by being able to meet federal judges, attorneys practicing within the federal system and the Clerk's Office staff. They are also able to participate in special ceremonies conducted by the court such as the Naturalization Ceremony held for new citizens.

DUTIES AND RESPONSIBILITIES:

The Intern will update files as needed for the work of the court, assist in processing incoming mail and routing it to the appropriate destinations, assist with preparation of outgoing mail, prepare correspondence in response to inquiries regarding cases filed in CM/ECF, assist in the preparation of files for transmittal to the Federal Records Center, answer telephone inquiries, direct visitors to appropriate offices, copy requested documents, assist courtroom deputy clerks with exhibit removal and destruction, observe court proceedings, prepare informational packets for various cases, and perform other general office duties as assigned in conjunction with the court's agenda.

MINIMUM QUALIFICATIONS:

- High school graduate who has general knowledge of filing, telephone usage, record keeping, etc.
- Commitment to regular attendance, a positive and pleasant attitude, ability to work well in a team environment, high energy level, and must deal tactfully and effectively with attorneys and the public while maintaining a high quality standard of work.
- Willing to sign an "Acknowledgment of Gratuitous Services and Waiver for Uncompensated Employees" form.

GROUP TOURS:

The court's community service program invites paralegal groups, civil groups or other agencies to tour the courthouse independently or for more information about the internship program.

APPLICANT PROCESS:

To be considered for this opportunity, applicants must submit a cover letter and resume to the appropriate address below:

- Chattanooga, TN: Division Manager
U.S. District Court
Joel W. Solomon Federal Building
& U.S. Courthouse
900 Georgia Avenue, Room 309
Chattanooga, TN 37402
- Greeneville, TN: Division Manager
U.S. District Court
James H. Quillen U.S. Courthouse
220 West Depot Street, Suite 200
Greeneville, TN 37743
- Knoxville, TN: Division Manager and/or Human Resources
U.S. District Court
Howard H. Baker Jr. U.S. Courthouse
800 Market Street, Suite 130
Knoxville, TN 37902

THE COURT RESERVES THE RIGHT TO MODIFY THE CONDITIONS OF THIS INTERNSHIP PROGRAM OR TO WITHDRAW THE ANNOUNCEMENT. INTERNS ARE REQUIRED TO FOLLOW THE SAME CODE OF ETHICS AND CONDUCT THAT EMPLOYEES FOLLOW. U.S. DISTRICT COURT IS A SMOKE-FREE ENVIRONMENT.

CANDIDATES MAY BE SUBJECT TO A RECORDS CHECK WITH LAW ENFORCEMENT AGENCIES.

U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE