



## **UNITED STATES DISTRICT COURT**

## **EASTERN DISTRICT OF TENNESSEE**

### **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 judges 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.

The United States District Court for the Eastern District of Tennessee is an Equal Opportunity Employer.

### **INTERNSHIP PROGRAM**

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

### **POSITION**

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.

### **POSITION DESCRIPTION**

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, make files available for inspection, prepare correspondence in response to inquiries regarding files, assist in the preparation

of files for transmittal to the Federal Records Center, retrieve closed files and records from the Federal Records Center, assist with clerical functions, assist in arranging records for cases on appeal and reconstructing files upon return, 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**

The following are the minimum qualifications for appointment:

1. High school student or graduate who has general knowledge of filing, telephone usage, record keeping, etc.
2. 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.
3. Willing to sign an "Acknowledgment of Gratuitous Services and Waiver for Uncompensated Employees" form.

## **ADVANTAGES**

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 court's automated docketing system. 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.

## **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.

## **HOW TO APPLY**

### **Submit a letter and resume to:**

Personnel Specialist  
United States District Court  
Eastern District of Tennessee  
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. Candidates may be subject to a records check with law enforcement agencies.*