



UNITED STATES DISTRICT COURT
FOR THE
DISTRICT OF COLUMBIA

FELLOWSHIP OPPORTUNITY

POSITION Criminal Law Fellowship with Magistrate Judges

POSITION TITLE Criminal Law Fellow

HOW TO APPLY

Qualified individuals with a J.D. degree must submit the following:

- A cover letter detailing how your experience relates to the position requirements, addressed to:

United States District Court
ATTN: United States Magistrate Judges
DC_Magistrate_Judges@dcd.uscourts.gov

- A resume detailing all relevant experience, education, and skills; and
- A law school transcript.

This position is unpaid.

JOB SUMMARY

The United States District Court for the District of Columbia is seeking applicants to serve as an unpaid Criminal Law Fellow to work full-time closely with the Court's four Magistrate Judges as they carry out their criminal duty responsibilities. The Criminal Law Fellow will be responsible for management of the criminal duty Magistrate Judge's criminal caseload, which includes cases related to the January 6 Capitol Breach. Duties will include case management and scheduling, substantively reviewing filings and other processes, legal research and analysis on criminal law issues, preparing bench memoranda and advising the Magistrate Judges on pending criminal matters, and drafting orders and opinions on matters pending before the Magistrate Judges. The initial appointment is for 6 months but may be renewed at the discretion of the Court.

DUTIES AND RESPONSIBILITIES OF CRIMINAL LAW FELLOW

- Reviews dockets and daily reports of pending litigation to monitor progress and new filings, as well as monitoring caseload and deadlines, updating the case list, logging motions and other actions, compiling and arranging information and data, preparing required periodic reports regarding Court and non-Court activities, prioritizing tasks, and determining the need for action by the Magistrate Judges;
- Reviews motions, applications, complaints, indictments, and other criminal pleadings filed with the Court to determine the issues involved and the basis for relief;
- Performs administrative duties, including preparing documents and correspondence; reviewing documents submitted to the Court for completeness and accuracy; receiving, screening, and referring questions in person or via telephone; responding to questions related to the status and scheduling of cases; arranging and managing the Magistrate Judges' schedules and coordinating with other judges, parties, attorneys, the clerks' office, and other judicial officers and Court unit executives; processing search warrant and other criminal process applications; and creating and updating templates and standard documents for orders, motions, and other related documents;
- Performs legal research and analysis; independently drafts orders and opinions for Magistrate Judges' review, including opinions on detention decisions and other criminal law issues; proofreads and edits orders and opinions, including by conforming legal writing and citations to the appropriate format and style;
- Assists the Magistrate Judges during courtroom proceedings; provides information, guidance, and advice to the judges and other personnel in connection with criminal cases; communicates with counsel, Court officials, and litigants regarding procedural requirements; provides orientation and training to law clerks and other personnel regarding the judges' style and preferences, and Court administrative protocols;
- Evaluates present procedures to determine innovations for increasing effectiveness in handling complaints, petitions, and pleadings; identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials; and
- Performs other duties as assigned.