

Internships at the Council for Court Excellence

The Council for Court Excellence internship program provides a unique opportunity for undergraduate, graduate, and law students to improve justice for the DC community. Our internship offers hands-on experience to exceptional students interested in law, access to justice, and nonprofit policymaking, and is designed for students interested in research, analysis, and systemic change within the justice system.

CCE's internships provide the opportunity for students to:

- Strengthen their understanding of the justice system in Washington, DC;
- Participate in the reform of local and federal justice system policies and practices, including the jury system, civil case processing, administrative justice, criminal and juvenile justice, and other issues related to the welfare of children;
- Improve the general public's understanding of the civil, criminal, and juvenile justice systems through publications and educational programs;
- Assist in the development of local and federal legislation affecting the justice system; and
- Work with a dedicated staff and volunteer board of lawyers, business leaders, judges, and other civic members on key justice issues.

The Council for Court Excellence is a nonprofit, nonpartisan civic organization that works to improve the administration of justice in the local and federal courts and related agencies in the Washington metropolitan area. The Council has a small staff which is governed by and works with a large Board of Directors whose members come from the legal, business, judicial, and civic sectors of the community.

General Responsibilities

Council for Court Excellence interns are involved in research, analysis, writing, project committee support, and community relations in program areas including, but not limited to:

- Primary and secondary research of local and federal justice system and associated agencies' practices;
- Creating public education guides which increase the general public's understanding of the civil, criminal, and juvenile justice systems through publications and educational programs;
- Development of local and federal legislation pertaining to the justice system;
- Providing support to the various project committees through attending meetings, researching project leads, etc;
- Assisting with report release events and other special events as needed; and
- Attending board meetings with local and federal lawyers, judges, businesses, and civic members.

Please check other portions of the Council's website for information about the range of current projects and initiatives, www.courtexcellence.org.

Eligibility and Qualifications

Undergraduate, graduate, and law students are eligible for CCE internships. Applicants should have a background in policy or legal research and an interest in one or more of the following areas: public policy, law, courts (civil, criminal, and administrative), civic engagement, government, journalism, public relations, or resource development.

Internships are unpaid, though CCE covers public transportation costs. The Council cooperates fully with academic credit-granting programs. Students receiving academic credit should consult with their professors or advisors concerning evaluation forms or other requirements.

Availability

Internships are generally 10 – 15 week unpaid positions located in Washington, DC. We offer three internship sessions that align with the academic calendar: Spring from January to May, Summer from June to August, and Fall from September to December. Positions can be full-time or part-time, based on the needs of the organization and student availability. For best placement results, please apply before the closing deadline listed below for each semester.

Application Procedure and Deadline

Prospective interns should email **one PDF document** containing all of the following: a cover letter indicating interest and their dates and hours per week of availability, a résumé, an unofficial transcript, and a brief writing sample on any topic (no more than three pages).

Application deadlines:

- Summer – March 15
- Fall – July 15
- Spring – October 15

Contact

Send application materials to [Emily Tatro](mailto:tatro@courtexcellence.org), Senior Policy Counsel, tatro@courtexcellence.org