

HARRIS COUNTY ATTORNEY'S OFFICE F 2013 LEGAL INTERNSHIP PROGRAM

(FAQ for prospective interns)

1. Do interns get paid?

The vast majority of our interns are volunteers and/or work for academic credit. Some interns apply for work-study and/or graduate fellowships through their school after securing an offer from our Office. Our Office also participates in the HBA Minority Opportunities program, which is open to applicants from all backgrounds. Some physical and partially subsidized parking will be available for downtown locations. A very limited number of summer interns may be offered hourly positions to continue their internships during the school year.

2. How do I apply for the internship program?

Please email the following to Internships@HarrisCountyAttorney.us

- your resume
- a cover letter listing the 4 practice groups with which you would like to work in order of preference and your availability (Start & End dates and what days and hours you are able to work)
- an unofficial transcript, if available
- a completed Background Check Authorization form

Most practice groups will require at least 1 additional screening process, e.g., in-person or Skype interview.

3. What is the application deadline?

We would like to receive applications for the summer program no later than February 15th, if possible, so that additional screening interviews can be completed by the end of February.

4. When will the program start?

The official start date is the first business day following the last week of exams. However, individual schedules are negotiated between the intern and the assigned supervising attorney.

5. What practice groups work with Interns?

All practice groups will be accepting interns until their spaces are full.

6. How many positions are available in each practice group?

The number of positions will vary by the number of available supervising attorneys, and some practice groups are more competitive than others, e.g., Hospital District, Community Protection, and Environmental.

7. Will I get to choose the practice group to which I want to be assigned?

We are normally able to accommodate a candidate's 1st or 2nd choice.

8. If I interned in the summer, do I need to apply & fill out paper work again?

No, but you should email your request to Internships@HarrisCountyAttorney.us, and we will let you know if you will be approved to return for the semester.

9. When will I hear if I have been accepted for the internship program or not?

Most decisions for the summer program should be made no later than March 1st.

10. Do you accept graduates waiting on Bar Exam results during your Fall legal intern program?

Yes. We will begin accepting applications for non-paid legal interns awaiting bar exam results in April.