

To: Roger Fairfax

From: Surya Iyer

Date: September 26, 2017

RE: Public Defender Office Applications - UPDATED

District of Columbia → [Public Defender Service for the District of Columbia](#)

- Full-Time Attorney
 - Overview
 - Hire entry level and lateral trial attorneys through a fall recruitment model
 - Non-trial attorneys hired on an as-needed basis
 - Requirements
 - Process
 - Apply via direct application
 - Deadlines
 - Application opens midsummer
 - Resumes accepted on rolling basis until early fall
 - Final round interview in December
 - Offers made in January/December for start date in October of following year
- Law Clerkship
 - Overview
 - 30 to 40 clerkship positions each semester
 - 55 clerkship positions during the summer
 - Requirements
 - 2L/3L students preferred
 - Will accept 1Ls with relevant pre-law experience
 - Process
 - Applications accepted on a rolling basis
 - 1Ls cannot apply until December 1 of 1L year
 - Deadlines

Maryland → [Maryland Office of the Public Defender](#)

- Attorney Positions
 - Overview
 - Both entry-level and experienced trial attorneys sought
 - Two starting classes: (1) Spring and (2) Fall
 - Requirements
 - Demonstrated commitment to zealous and comprehensive public defense.

- Ability to work in a fast-paced, team oriented environment
 - Ability to work independently and effectively manage an active caseload
 - Active membership in good standing in Maryland Bar or Bar of another state one month prior to start date
 - Most 3Ls are not eligible
 - Applicants will still be considered if waiting on Bar results
 - Process
 - Resume
 - Supplemental information sheet
 - Applicant Essay
 - Deadlines
 - Spring Class 2018 → [Application](#) closes November 8, 2017
 - Fall Class 2018 → [Application](#) closes October 30, 2017
 - 3L law students successful in applying this fall will be eligible to begin work with OPD with the Spring Class of 2019 → [Application](#) closes October 23, 2017
- Law Clerk Positions (current law students)
 - Overview
 - Majority of law clerks work in District offices assisting trial attorneys in the representation of adult and juvenile clients in criminal cases
 - Students interested in non-criminal trial experience should consider placement in one of the statewide divisions that offer the opportunity to work with a smaller group of attorneys in a more highly specialized area of law
 - Appellate → Baltimore City
 - Post-Conviction Defenders → Baltimore City
 - Children in Need of Assistance → Baltimore City, Rockville, Upper Marlboro, Towson
 - Forensics → Baltimore City
 - Immigration → Rockville
 - Juvenile Protection → Baltimore City
 - Legislative → Baltimore City
 - Mental Health → Baltimore County
 - Requirements (all materials sent to lawclerkjobs@opd.state.md.us)
 - Cover Letter
 - Resume
 - List of References
 - Writing Sample
 - [Law Clerk Application](#)
 - Process
 - Offers extended for Spring (Jan-May), Fall (Sept-Dec), or Summer (May-Aug)

- Deadlines
 - [Applications](#) accepted on a rolling basis

Virginia → [Virginia Indigent Defense Commission](#)

- Overview
 - Public Defender/Capital Defender positions
 - Each office posts listings for availability on website
 - Internships
 - Contact each individual Public Defender/Capital Defender office directly to verify availability and application requirements
 - Application requirements may vary depending upon the office
- Requirements (varies by office)
 - Resume
 - Cover Letter
 - Writing Sample
 - School Transcript (internship only)
- Process
 - Apply online and office will follow-up for interview(s)
- Deadlines
 - Rolling/As Necessary

Florida → [Miami Dade Public Defender](#)

- Overview
 - Job openings posted on the website as they become available
- Requirements
 - Resume
 - Writing Sample
 - Statement of interest (volunteer internship)
- Process
 - Can participate in summer internship program where candidate will be evaluated throughout the summer to determine long term fit
 - Alternatively, others can be screened in a more traditional manner
 - Interview consists of hypotheticals and scenarios
 - Candidate will also face hiring panel who will make the decision as to hire or not
 - Volunteer Internship → Email resume and statement of interest to Kevin Hellman (khellmann@pdmiami.com)
- Deadlines
 - Positions are available as need arises
 - Each year sees new interns and entry-level associates hired, again based on the needs of the office

New York

- [The Bronx Defenders](#)
 - Overview
 - Serves indigent clients, mainly in the South Bronx
 - Requirements
 - All applicants must be dedicated to serving racially and socioeconomically oppressed communities
 - Spanish proficiency is a strong plus
 - Process
 - Apply with cover letter and resume in one document through online posting
 - Deadlines
 - Applications accepted until October 13, 2017
 - Notified by October 30, 2017 if selected for interview
 - Interviews take place between October 30 and December 1, 2017
- [Brooklyn Defender Service](#)
 - Overview
 - Opportunities available for trial attorneys, summer interns and post-graduate fellows
 - Requirements
 - Must be admitted to New York Bar (trial attorneys)
 - Must have demonstrated commitment to criminal defense
 - Process
 - Trial attorneys
 - Submit resume and statement of interest to Rlafontaine@bds.org
 - Summer interns
 - Send cover letter and resume to Jillian Modzeleski (jmodzeleski@bds.org)
 - Post-graduate fellows
 - Submit proposal for fellowship work via email to Molly Melzter (mmeltzer@bds.org)
 - Deadlines
 - Trial attorneys
 - Applications accepted on rolling basis
 - Summer interns
 - Selected applicants will be interviewed and decisions made by March
 - Post-graduate fellows
 - Applications accepted on rolling basis

- [Legal Aid Society](#)
 - Overview
 - The Legal Aid Society looks for applicants with a demonstrated commitment to providing high quality legal services for low-income families and individuals
 - Requirements
 - Fellowship
 - Fellowship proposal
 - Resume
 - Cover letter
 - Writing Sample
 - Transcript
 - References
 - Entry-Level Attorneys
 - No more than three years of experience
 - Summer internship
 - Process
 - Apply via the portal on the website
 - Deadlines
 - Fellowship
 - Deadline for 2018 was July 12, 2017
 - Entry-level Attorneys
 - Application opens July 17, 2017
 - Application ends October 6, 2017
 - Summer internship
 - 2Ls → August 1, 2017 through February 15, 2018
 - 1Ls → December 1, 2017 through February 15, 2018
- [New York County Defenders](#)
 - Overview
 - Opportunities available for attorneys and interns
 - Requirements
 - Resume
 - Process
 - Send resume to jobs@nycds.org (attorney) or internship@nycds.org (intern)
 - Deadlines
 - Applications accepted on rolling basis

California → [Office of the State Public Defender](#)

- Overview
 - Opportunities are posted on website by each office as availability arises
- Requirements
 - Public Defender
 - State Application
 - Resume
 - Writing Sample
 - Membership in the California State Bar
 - One year performing legal duties OR
 - Two years experience in the practice of law
 - Intern Program
 - Letter of interest
 - Resume
 - Writing sample
 - References (upon request)
- Process
 - Submit the required materials and then candidate will be considered for the position via a Qualifications Appraisal Interview
 - Application/Writing Sample weighted 50%
 - Open Interview weighted 50%
 - Must score above 70% on both aspects to be considered
- Deadlines
 - Applications become available as each office has availability

Pennsylvania

- [Defender Association of Philadelphia](#)
 - Overview
 - Application process commences in the fall for start dates the year after
 - Requires a three year commitment
 - Requirements
 - Cover letter
 - Resume
 - Transcript
 - Demonstrated interest in trial and/or indigent advocacy
 - Process
 - Apply online and then office will follow up for interview if selected
 - Deadlines
 - November 15th to begin the next September

Illinois → [Cook County Public Defender](#)

- Overview
 - Positions are posted to the website as they become available
- Requirements
 - Demonstrated interest in working with the poor
 - Three year commitment
- Process
 - Apply online and the office will contact if selected for an interview
 - Summer positions also available through The Law Consortium (“TLC”) Chicago Walk-Around Program
 - Apply with Resume, Cover Letter and Transcripts
- Deadlines
 - Deadline based on the posting, applications generally accepted on a rolling basis until positions are filled
 - TLC Program
 - Deadline to apply in early July with the screening interview held in late July
 - Follow-up interview scheduled based on screener performance

Georgia → [Georgia Public Defender Council](#)

- Overview
 - Each office (judicial circuit) posts available positions on the website as openings arise
- Requirements
 - Resume
 - Cover letter
 - Employment application
- Process
 - Send application materials to contact person for posting
 - Selected candidates will be invited to interview
- Deadlines
 - Applications accepted on a rolling basis unless office specifies a specific deadline and/or timeline

Texas

- [Dallas County Public Defender](#)
 - Overview
 - Requirements
 - Either attending or just graduated from accredited law school and awaiting results of the Bar Exam
 - Must be able to clear criminal history background check
 - Complete Application
 - Cover letter

- Resume
 - Transcript
 - Photograph
 - Writing sample
 - Three to five references
- Process
 - Apply online and office will follow up if selected for interview
 - Those who apply but are not selected in the priority process can be considered during the regular application process
- Deadlines
 - Fall
 - Regular → July 30
 - Priority → July 1
 - Priority notification → July 15
 - Spring
 - Regular → Dec 15
 - Priority → Nov 15
 - Priority notification → Dec 1
 - Summer
 - Regular → Apr 30
 - Priority → Mar 1
 - Priority notification → Mar 15
- **Harris County Public Defender**
 - Overview
 - Staff attorney positions are posted as they become available
 - Internships offered throughout the year
 - Requirements
 - Interest in criminal defense
 - Available 24hrs/4 days per week for 9 weeks
 - Application
 - Cover letter
 - Resume
 - Transcript
 - Photograph
 - Writing sample or Personal statement
 - Letters of recommendation or references
 - Process
 - Submit all materials via email
 - Candidates selected for an interview will be notified and the process will move forward
 - Deadlines
 - Application → January through April
 - Start date → Wednesday after Memorial Day

Nevada → [Nevada State Public Defender's Office](#)

- Announcements posted on website as positions become available
- Requirements and process vary by position

Michigan → [Legal Aid and Defender Association](#)

- Overview
 - Positions are posted as they become available
 - Most, if not all, positions require at least one year of post-graduation experience in criminal defense
- Requirements
 - Resume
 - References
 - Writing Sample
- Process
 - Apply via directions in online posting and then office will follow up if selected for an interview
- Deadlines
 - Rolling, based on the posting

New Jersey → [Office of the Public Defender](#)

- Applications for attorney positions are accepted continuously
- Applicants should contact William Wander (human.resources@opd.nj.gov)

North Carolina → [Office of Indigent Defense Services](#)

- Opportunities are varied depending on the office and applicants should contact each office directly to enquire about available positions

[Federal Defenders](#)

- Each federal district has federal defenders available to represent defendants in court
 - Each district has its own hiring needs and practices
- Positions are posted based on availability in each district on the website

Public Sector Recruiting Program

- Occurs every January in partnership with Georgetown
- Multiple public defender offices, mainly from Virginia, are present and interviewing for both summer and post-graduate positions

Gideon's Promise

- Overview
 - Summer Law Clerk
 - Brings students interested in public defender work together with public defender offices

- Partnered with public defender offices across the nation
- Requirements
 - Resume
 - Writing sample
 - Two letters of recommendation
- Process
 - After application, selected candidates are move on to Round 2, where they have to complete a 30-minute interview
 - Final decisions are made within two weeks of the interview
- Deadlines
 - December 15 for the following summer

Equal Justice Works Fellowship

- Overview
 - Candidates work with prospective hosts to design and project and apply for the Fellowship
 - Fellows are required to design the project for their Fellowship prior to applying
 - Fellowship is a two-year commitment
- Requirements
 - Application must include project description, timeline, and resources/supervisors who are working with Fellows to complete the project
- Process
 - Identify the issue
 - Lay out the problem the Fellowship will aim to solve
 - Find the partner
 - Find an office/organization that is committed to hosting the candidate and this project
 - Design the project
 - Lay out how the project is to proceed for the duration of the two-year commitment
- Deadlines
 - June 28, 2017 → Application opens
 - September 27, 2017 → Application due by 11:59pm
 - December 2017 → Interviews commence
 - December 2017-April 2018 → Offers made on rolling basis