To: Roger Fairfax

From: Surya Iyer

Date: September 26, 2017

RE: Public Defender Office Applications - UPDATED

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**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**

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**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)
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**
  o Overview
    ▪ The Legal Aid Society looks for applicants with a demonstrated commitment to providing high quality legal services for low-income families and individuals
  o Requirements
    ▪ Fellowship
      • Fellowship proposal
      • Resume
      • Cover letter
      • Writing Sample
      • Transcript
      • References
    ▪ Entry-Level Attorneys
      • No more than three years of experience
    ▪ Summer internship
  o Process
    ▪ Apply via the portal on the website
  o 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**
  o Overview
    ▪ Opportunities available for attorneys and interns
  o Requirements
    ▪ Resume
  o Process
    ▪ Send resume to jobs@nycds.org (attorney) or internship@nycds.org (intern)
  o 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
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

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**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