Guilford County Public Defenders
Greensboro, North Carolina

Mission Statement
The office of the Guilford County Public Defender strives to preserve society’s interest in the fair administration of justice by providing high quality, zealous advocacy to indigent clients using superior legal knowledge, preparation and trial skills.

Internship Title
Attorney case support

Responsibilities/Projects:
Intern will be assigned to a staff attorney as assist with building mitigation packets for clients convicted of a crime but not yet sentenced. Interns will assist attorneys in validating case information and work with clients in navigating the legal system.

Expected duties include:
- Interviewing clients in jail to obtain/confirm case facts and mitigation evidence
- Research and locate witnesses
- Observe criminal hearings & proceedings
- Read and summarize police reports, lab reports, witness statements, mental health records and other evidence for the attorneys
- Assist in organizing pre-hearing sentencing packets.

Qualifications:
- Interest in public defense law
- Excellent communication skills, both written and oral
- Resourcefulness and good common sense
- A desire to work with low-income communities
- Flexibility
- Willingness to work as team member

Project:
Between casework, the intern will update and organize a community resource database (currently in binder form) that attorneys can reference when making sentencing recommendations to the Judge.

Language Requirements:
- Spanish fluency preferred (Guilford County has a large Spanish speaking community);
- Jarai, Rhade, Koho, Bahnar, and Bunong and/or Vietnamese is a plus (The Guilford County area has the largest concentration of Montagnard peoples outside of Southeast Asia).

Working Conditions:

October 2013
The Public Defender Offices are in the courthouse. There are 23 attorneys, 3 investigators and 7 support staff in our office complex. Office space and computer for the intern are provided (but may be shared with other interns); all court rooms and hearing rooms are on site, the main county jail housing +/- 1000 inmates is 200 yards from our offices.

**On-site Supervisor/Mentor:**
David Clark, attorney  
David.E.Clark@ncourts.org  
T: 336-412-7777  
201 S. Eugene St.  
PO Box 2368  
Greensboro, NC  27402-2368

**Mentorship Plan:**
The intern will have regular access to the attorney for guidance and direction.

**Preparation (Papers to review prior to starting):**
- Stetler, Russell, *Mitigation Evidence in Capital Cases* (attached);
- Rittelmeyer, John & Pollitt, Susan, *Pursuing Justice for People with Cognitive Disabilities*, North Carolina by Partners in Justice (attached)

**Transportation:**
The intern will need to get to and from our offices in downtown Greensboro each workday. For other activities, like off-site witness interviews, crime scene, crime lab and evidence room visits, transportation will be provided by supervision attorneys and/or investigators.