Guilford County Public Defenders  
Greensboro, North Carolina

Mission Statement
Provide legal services, advice and representation to indigent persons charged with criminal law violations pursuant to the law of the United States and North Carolina, Defender District 18 – Guildford County.

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. 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
- Research and locate witnesses
- Observe criminal hearings & proceedings
- Track down copies of police reports and/or warrants
- Assist in organizing pre-hearing packets.
- Develop a newsletter highlighting ways the Public Defender’s office contributes to our local community.

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
- Creative, “outside the box” thinker
- Excellent writing and print layout skills

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

Working Conditions:
Office space and computer are provided.

On-site Supervisor/Mentor:

December 2014
Mentorship Plan:
The intern will have regular access to the attorney for guidance and direction.