



INTERNSHIP OPPORTUNITIES TRIAL COURT ADMINISTRATOR'S OFFICE 26TH JUDICIAL DISTRICT OF NORTH CAROLINA

The Trial Court Administrator's (TCA) Office supports the Senior Resident Superior Court Judge and Chief District Court Judge in the overall management of the 26th Judicial District.

Interns with the TCA's Office will meet members of the local Bar and judiciary, get an insider's perspective on the judicial process, learn more about responsibilities and opportunities in the legal profession, improve general office skills, add a valuable experience to their resumes, and make a positive contribution to the community.

There are unpaid internship opportunities available year round, Monday through Friday, in various divisions of the TCA's Office including, but not limited to: Judicial Support Administration, Operations, Community Access and Outreach, Family Court, SelfServe Center, and Magistrate's Office. Times are flexible. A clean criminal history is required.

SELF-SERVE CENTER

The 26th Judicial District's SelfServe Center (SSC) offers form packets and filing instructions to help *pro se* litigants who choose to represent themselves in Family Court matters. This program makes justice more easily accessible for those who either cannot afford an attorney or otherwise choose to exercise their right to self-representation.

RESPONSIBILITIES

- ◆ Respond to inquiries from patrons of the SSC in person and on the telephone
- ◆ Discuss the needs of the *pro se* litigant and provide the proper forms and instructions to the individual (***no legal advice can be given***)
- ◆ Make referrals to attorneys and community resources when appropriate
- ◆ Assist the SelfServe Center Coordinator and staff in preparation of special projects
- ◆ Perform record-keeping and other general office duties

QUALIFICATIONS

This position is suitable for students majoring in: Paralegal Science/Technology, Law, Sociology, Social Work, Human Services, Public Service, or Criminal Justice.

MAGISTRATE'S OFFICE

In the 26th Judicial District, there are twenty-two criminal, four civil, and one 50B Facilitator/Pro Se Litigation magistrates. Magistrates are appointed for two-year terms by the Senior Resident Superior Court Judge upon nomination of the Clerk of Superior Court. Magistrates are officers of the

district court, and they are subject to the supervision of the Chief District Court Judge in judicial matters.

In civil matters, the magistrates may be assigned by the Chief District Court Judge to hear small claims cases, including summary ejectment (landlord's action to evict a tenant) cases. The magistrate is also authorized to perform marriage ceremonies, assign a year's allowance to a surviving spouse, administer oaths, verify pleadings and take acknowledgements (notarization) of instruments.

An internship with a civil magistrate provides direct insight into the judicial process and is a valuable and enriching experience. A magistrate intern gains practical experience by attending judicial proceedings, performing legal research and providing other assistance to the magistrate. Magistrate interns may be exposed to methods and customs of practitioners and learn the level of professional behavior expected of lawyers and/or litigants.

RESPONSIBILITIES

The following is a partial list of responsibilities:

- ◆ Assist Civil Magistrates with court dockets
- ◆ Place served summonses in shucks prior to court
- ◆ Prepare and mail continuances for cases delayed due to inclement weather
- ◆ Assist magistrates with placing dismissals and judgments in shucks
- ◆ Coordinate with clerks with respect to obtaining dockets and coordinate with clerks with respect to filing dismissals and judgments when appropriate
- ◆ Assist magistrates in the courtroom with docket management
- ◆ Post dockets in courtroom cases prior to court sessions
- ◆ Assist magistrates with mailing of cases under advisement
- ◆ Preparation of orders, judgments, dismissals, continuances, and other court documents as needed
- ◆ General clerical work (copying, filing)

QUALIFICATIONS

This position is suitable for students studying: Paralegal Science/Technology, Legal Office Administration, or Law.

FAMILY COURT DIVISION

The primary goals of the Family Court are to consolidate multiple cases involving the same family before the same judge; to improve the efficiency of the court process for domestic cases; and to link litigants with community resources for treatment, counseling, or other human services.

RESPONSIBILITIES

- ◆ Administer customer service questionnaires to litigants and attorneys
- ◆ Prepare mass mailings
- ◆ Collect data from court files to assist with program evaluation
- ◆ Manually review court files to determine whether cases should be closed
- ◆ Enter case-related information into database
- ◆ General clerical work (copying, filing)
- ◆ Develop resource information for the Family Court staff
- ◆ Develop information for the public (*e.g.*, frequently asked questions & answers)

- ◆ Assist with special projects or events
- ◆ Serve as greeter
- ◆ Serve as escort to litigants moving between courtrooms and court offices

QUALIFICATIONS

This position is suitable for students majoring in: Sociology, Social Work, Public Service, Psychology, Paralegal Science/Technology, or Law.

COMMUNITY ACCESS AND OUTREACH DIVISION

The purpose of the Community Access and Outreach Division is to support the Trial Court Administrator in the development, implementation, and administration of services that improve public access to and educate the public about the court system.

RESPONSIBILITIES

- ◆ Assist the media with inquiries and requests to film court proceedings
- ◆ Assist with creating newsletters, reports, brochures, flyers, and other printed materials
- ◆ Assist with the production of videos
- ◆ Assist with updating social media content
- ◆ Assist the Community Support Coordinator with event planning and special projects
- ◆ Perform various administrative duties

QUALIFICATIONS

This position is suitable for students majoring in: Communications, English, Journalism, Public Relations, Marketing, or Criminal Justice. Experience with social media and the use of photographic equipment is preferred.

OPERATIONS DIVISION

The purpose of the Operations Division is to facilitate and ensure the efficient operation of the Trial Court Administrator's Office and the courts. This division of the TCA's Office oversees Jury Management, Fine Collection, and Human Resources. **This internship is offered during the summer only (June-August).**

RESPONSIBILITIES

The following is a partial list of responsibilities, which depend upon the area of interest in the Operations Division:

- ◆ Assist the Jury Coordinator with administrative tasks, including orientation of jurors, responding to phone inquiries, processing requests to be excused or postponed, and planning special events, such as Juror Appreciation Week
- ◆ Assist the Operations Administrator with special projects

QUALIFICATIONS

This position is suitable for students majoring in: English, Criminal Justice, Sociology, Political Science, or Paralegal Science/Technology.

PERSONAL CHARACTERISTICS

The successful candidate is mature, responsible, poised and tactful, exercises good judgment, takes initiative, and maintains a professional appearance and demeanor at all times. Successful candidates are also able to work harmoniously with others and communicate effectively, both orally and in writing.

All applicants must have excellent academic credentials and possess superior analytical, research, and writing skills. Computer skills using Microsoft Office is required. Other technical skills may vary by division.

All candidates will be subject to a criminal history background check. All internships will be considered provisional until the background check is completed. Applicants who have cases pending before the court will not be considered.

Application and Intern Cycle—Opportunities are generally available year round:

Spring 2020 Programs

Application Deadline	Internship Begins	Exit Evaluation	Internship Ends
November 1, 2019	Week of January 6, 2020	Week of May 4, 2020	May 8, 2020

Summer 2020 Programs

Application Deadline	Internship Begins	Exit Evaluation	Internship Ends
April 3, 2020	Week of May 18, 2020	Week of August 3, 2020	August 7, 2020

Fall 2020 Programs

Application Deadline	Internship Begins	Exit Evaluation	Internship Ends
July 10, 2020	Week of August 10, 2020	Week of December 7, 2020	December 11, 2020

Hours of Work: Hours are flexible. Judicial interns may work any weekday, Monday through Friday, from 8:30am to 5:00pm. A total of 20 hours per week is preferred. No nights, weekends, or major holiday hours are required.

Qualified applicants may submit a letter of interest and resume to:

Community Access and Outreach Administrator— Internships
832 East Fourth Street, Suite 4420
Charlotte, NC 28202

Email: Mecklenburg.CAO@nccourts.org



The 26th Judicial District of North Carolina

Internship Application

The 26th Judicial District of North Carolina appreciates your interest in performing an internship with us. Your time will benefit the citizens of Mecklenburg County and help the Trial Court Administrator's Office continue to build public trust and confidence through service, excellence and leadership.

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Name: _____
 First Middle Last

Permanent Address: _____

City: _____ State: _____ Zip: _____

Date of birth: ____/____/____ Sex: Male Female

Mailing Address (if different from above) _____

Home Phone: _____ Cell: _____

Email: _____

Social Security Number: _____/_____/_____ (for background check)

Person to contact in case of emergency:

Name: _____ Relationship: _____

Home Phone: _____ Cell: _____

Physical Address: _____

School Information:

Name of College/University: _____

Academic Year: Freshman Sophomore Junior Senior Graduate

Course Load: Full Time _____ Part Time _____

What days are you able to work? Monday Tuesday Wednesday Thursday Friday

Number of Hours Available per week: _____

Comments: (Please indicate if there are special circumstances regarding your availability.)

References:

1. _____
Name Phone Number Email Relationship

2. _____
Name Phone Number Email Relationship

I understand this is an UNPAID internship. I also understand I may be subject to a criminal background check due to the fact I may have access to sensitive information.

Signature _____ Date _____

Please submit this completed application, along with your resume and letter of interest to:

Community Access and Outreach Administrator- Internships
832 East Fourth Street, Suite 4420
Charlotte, NC 28202
Email: Mecklenburg.CAO@nccourts.org

Thank you for taking the time to complete this application. Due to the high number of applications we receive, we will only contact you if we feel you are a qualified candidate for any positions we may have available.