

**EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS
FREEDOM OF INFORMATION & PRIVACY STAFF
U.S. DEPARTMENT OF JUSTICE**

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The Freedom of Information & Privacy Staff processes all requests for records maintained by the Executive Office for U.S. Attorneys (EOUSA) in Washington, DC – and the 94 U.S. Attorneys’ Offices (USAOs) nationwide – pursuant to FOIA and the Privacy Act, 5 U.S.C. §§ 552-552a, and related Department of Justice rules, 28 CFR 16.1. Staff attorneys and paralegals liaison with other Department components and oversee the processing of requests for records – both paper and electronic – including the search for responsive nonexempt records, related fee and litigation issues, and the preparation of initial disclosure determinations, as well as supporting affidavits, to release, redact, or withhold agency records.

Projected No. of Volunteers: 2 - 3

Internship Location(s): Washington, D.C.

Application Materials: Cover letter (noting dates available); resume with 3 references; transcript (official or unofficial); and a writing sample of 10 pages or less.

Qualifications: First-year (second semester), second-year, or third-year law students. Students interested in administrative law, information and privacy issues, and exposure to a variety of offices within the Department of Justice and United States Attorneys’ Offices are encouraged to apply.

Application Deadline: *Applications are accepted year-round, but preferred deadlines are:*
October 1 for Spring Program (January – May) (open until filled)
February 1 for Summer Program (June – August) (open until filled)
July 1 for Fall Program (September – December) (open until filled)

Minimum Weeks Required: 6 – 8 weeks

Salary: Volunteer (without compensation) or work-study credit

Assignments: The Freedom of Information & Privacy Staff allows student interns to work closely with Department of Justice attorneys handling litigation seeking access to sensitive U.S. Attorney materials, including criminal records, agency files, and electronic case databases. Interns can expect to research novel legal issues, conduct factual analysis, review and organize records, draft legal memoranda, and perform other tasks as required.

Web Site: www.justice.gov/usao/reading_room