

NORTH CAROLINA DEPARTMENT OF JUSTICE  
2024 INTERNSHIP PROGRAM  
SECTION DESCRIPTIONS



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## Section Descriptions

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N.C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
APPELLATE AND POST-CONVICTION SECTION

**ELIGIBILITY:** Rising 2L or 3L in Law School

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:** Fall and Spring: 10 - 15 hours (flexible); Summer: 40 hours. **PARALEGAL INTERNSHIPS AVAILABLE**

**FUNDING STATUS:** **Non-paid** internship

**DESCRIPTION:** Pursuant to N.C.G.S. § 114-2 (1), the Attorney General represents the State in all criminal cases in the appellate courts of North Carolina. The Appellate and Post-Conviction Section of the Criminal Division of the North Carolina Department of Justice consists of a group of attorneys who specialize in criminal law, criminal procedure, and criminal appellate matters and who can handle the most difficult and complex criminal appeals and post-conviction matters. A primary responsibility of the Section is to represent the State in all criminal matters before the North Carolina Court of Appeals and Supreme Court, including direct appeals of criminal convictions in any of the judicial districts of the State and state post-conviction petitions filed in the North Carolina appellate courts. Because of their expertise, the attorneys in the Section also are able to serve as a resource for all of the attorneys in the Department of Justice who handle occasional criminal appeals as part of their duties through the criminal brief rotation.

The Appellate and Post-Conviction Section is also responsible for representing the State in various post-conviction proceedings, including state court post-conviction criminal litigation at the request of District Attorney's Offices throughout the state and upon approval by the Attorney General pursuant to N.C.G.S. § 114-11.6 and in upholding lawfully imposed convictions and sentences collaterally challenged by inmates in federal habeas corpus proceedings in federal district courts, the Fourth Circuit Court of Appeals, and the United States Supreme Court.

**INTERN DUTIES:** Interns will assist attorneys in legal research and writing involving criminal appeals and post-conviction proceedings in the North Carolina and federal courts—i.e., researching and drafting parts of briefs, petitions, and memoranda of law. They may also assist in updating appellate and post-conviction resource materials; obtaining and organizing court records, documents, and exhibits for use in post-conviction litigation; and preparing attorneys for oral arguments in appellate courts, including observing or participating in internal moot courts.

**IN THE PAST:** Past interns have drafted responses to various petitions and appellate briefs in the North Carolina appellate courts and responses to petitions for writ of habeas corpus in the federal district courts, assisted in updating issue banks and other resource material, helped prepare attorneys for oral argument, and observed oral arguments at the appellate courts.

**BENEFICIAL EXPERIENCES:** Working in the Appellate and Post-Conviction Section allows interns to improve their legal research and writing skills and gain a greater understanding of criminal law—both substantive and procedural. Interns have the opportunity to assist in advocating a position on behalf of the State of North Carolina that may impact the disposition of a case or affect the jurisprudence of the State with regard to criminal prosecutions.

**CONTACT PERSON** - Person to whom cover letters should be addressed:

Caden Hayes  
Assistant Attorney General  
North Carolina Department of Justice  
9001 Mail Service Center  
Raleigh, NC 27699-9001

Cover letter, resume, and writing sample should be e-mailed to [cwhayes@ncdoj.gov](mailto:cwhayes@ncdoj.gov)

N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**CONSUMER PROTECTION DIVISION**

**ELIGIBILITY:** Rising 2L or 3L law students

**FUNDING STATUS:** **Non-paid** internship

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:** Fall and Spring: 10 - 15 hours (flexible); Summer: 40 hours.

**DESCRIPTION:** The Consumer Protection Division enforces the State's unfair and deceptive trade practices act, consumer protection statutes, and antitrust laws, in order to protect consumers in North Carolina from unfair or deceptive practices and illegal scams. The Division files enforcement actions to obtain injunctions to stop individuals or entities from violating North Carolina laws and seeks to obtain monetary refunds for consumers. The Division sometimes files cases in conjunction with other state agencies, the attorneys general of other states, and federal agencies, such as the Federal Trade Commission and the Consumer Financial Protection Bureau. In addition, the Consumer Protection Specialists in the Division handle approximately 28,000 to 30,000 written complaints filed by North Carolina consumers with the Division every year. The Specialists attempt to mediate these complaints through correspondence and successfully resolve over half of the written complaints.

**INTERN DUTIES:** Summer interns assist in the investigation and prosecution of cases. Their duties may include conducting witness interviews, drafting affidavits, document review, legal research, and drafting civil pleadings, including complaints, motions, supporting briefs, hearing memoranda, and appellate briefs. From time to time, summer interns have also assisted in performing legislative research and bill drafting in connection with legislation involving consumer protection issues.

**IN THE PAST:** In addition to traditional legal intern projects, some summer interns have enjoyed helping the Division investigate unfair or deceptive practices by making undercover calls and attending meetings or seminars where products or services are "pitched" to the public.

**BENEFICIAL EXPERIENCES:** The Consumer Protection Division offers summer interns the opportunity to work on a broad range of legal issues. Some substantive areas in which the Division has brought actions and in which summer interns have had an opportunity to learn about include often complex consumer scams and illegal practices in a wide variety of areas, such as false advertising, telemarketing scams, frauds targeted against senior citizens, charitable solicitations, foreclosure assistance, debt settlement, unfair or deceptive automobile sales and lending, off-label pharmaceutical sales, travel scams, for-profit and trade schools, pyramid schemes, and work-at-home scams, among many others.

**CONTACT PERSONS** – A cover letter and resume should be sent by mail or e-mail to:

Lynne Weaver, Special Deputy Attorney General  
Jonathan Marx, Special Deputy Attorney General  
North Carolina Department of Justice  
9001 Mail Service Center  
Raleigh, NC 27699-9001

Application documents (cover letter, resume, and writing sample) should be submitted to:  
[lweaver@ncdoj.gov](mailto:lweaver@ncdoj.gov) and [jmarx@ncdoj.gov](mailto:jmarx@ncdoj.gov) .

N. C. DEPT. OF JUSTICE - TRAINING AND STANDARDS DIVISION  
**CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS**

**ELIGIBILITY:** Highly motivated undergraduate in a 2-yr or 4-yr Criminal Justice Degree Program.

**FUNDING STATUS:** **Non-paid** internship

**DESCRIPTION:** This Division administers all programs as staff to the North Carolina Criminal Justice Education and Training Standards Commission, to include the regulation of all North Carolina law enforcement officers (with the exception of sheriffs and their deputies), corrections and probation/parole officers, juvenile justice counselors and officers, and all other criminal justice personnel required to be certified by the CJ Commission. The CJ Standards Division assures that all certified officers and personnel meet the minimum standards for employment, training and certification. The Division oversees the Commission-mandated Basic Law Enforcement Training (BLET) and Mandatory In-Service Training courses required of all certified officers. This includes the regulation of such programs as provided by Community Colleges, the North Carolina Justice Academy and local agencies in their delivery of those Commission-mandated course offerings. Instructors teaching in these courses are also subject to regulation and certification by the Division. The Division also administers a Professional Certificate and Service Award Program to award law enforcement and criminal justice officers for their experience, training, education and service in law enforcement and/or criminal justice. The Division administers the Concealed Carry Handgun Instructor Certification and the Retired Qualified Law Enforcement Officer Concealed Carry Program. The Division also staffs the CJ Commission at its quarterly meetings, any committee meetings, and represents the Commission's interests in other venues. The Division provides technical assistance to many agencies in the criminal justice system to aid them in the discharge of program participation and responsibilities. The Division is also empowered to compile data, develop reports, identify needs and perform research relevant to the improvement of these agencies.

**INTERN DUTIES:** This internship will involve numerous duties in assisting the Division to maintain certification files for delivery systems, instructor certification files, and all records related to the business of the CJ Commission. Assignment of duties will expose the intern to the full scope of Commission regulations.

**IN THE PAST:** Attend Commission meetings and administrative hearings.

**BENEFICIAL EXPERIENCES:** Working in the CJ Standards Division allows interns to be exposed to regulations governing law enforcement, corrections and juvenile justice system-wide.

**CONTACT PERSON** – Person to whom cover letters should be addressed:

Jeffrey Smythe, Criminal Justice Standards Division  
1700 Tryon Park Drive  
Raleigh, NC 27610

Cover letter and resume should be e-mailed to [jsmythe@ncdoj.gov](mailto:jsmythe@ncdoj.gov).



N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**EDUCATION SECTION**

**ELIGIBILITY:** Rising 2L or 3L in Law School

**FUNDING STATUS:** **Non-paid** internship

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:** Summer: 40 hours

**DESCRIPTION:** Attorneys in the Education Section represent The University of North Carolina and its constituent institutions, the State Board of Education, the Department of Public Instruction, the State Board of Community Colleges, the Department of Community Colleges, the North Carolina State Education Assistance Authority, and the North Carolina School of Science and Math. With respect to its University of North Carolina clients, the Education Section is primarily responsible for litigation. These lawsuits range from claims for breach of contract to alleged civil rights violations in a variety of judicial and quasi-judicial forums, including the Office of Administrative Hearings, state courts, federal courts and due process Committees in the individual constituent universities. Aside from their litigation responsibilities, Education Section attorneys serve as in-house counsel to the State Board of Education and the Department of Public Instruction. In that capacity, attorneys consult with agency officials and assist them with interpreting state statutes and drafting regulations and policies. The Education Section also provides advice and guidance to local educational agencies and boards as well as the general public. Finally, the Education Section also represents the State in criminal appellate matters.

**INTERN DUTIES:** Members of the Education Section attempt to provide their summer interns with a wide variety of educational experience. Interns will be assigned to work with individual attorneys on a case-by-case basis, with assignments including: identifying potential witnesses and interviewing those witnesses, drafting affidavits in support of motions, drafting motions to dismiss or for summary judgment, attending depositions, drafting discovery/or drafting responses to discovery, conducting research and writing memoranda of law, attending and assisting with hearings in the Office of Administrative Hearings, state court or federal court, as well as researching and drafting responses to requests for opinions on interpretation of state education statutes.

**IN THE PAST:** Former interns in the Education Section have gained the following experience: conducting witness interviews, drafting motions to dismiss and motions for summary judgment, drafting deposition questions, drafting arguments for motions, drafting discovery and responses to discovery, drafting trial briefs, drafting jury voir dire questions, drafting jury instructions, drafting petitions for judicial review, drafting opinion letters, drafting pleadings, drafting criminal appellate briefs, participating in attorney strategy sessions, and attending depositions, hearings, trials, and meetings.

**BENEFICIAL EXPERIENCES:** Interns in the Education Section will benefit from learning practical skills that will help them in their future practice of law. Interns will see the application of law school concepts to the actual practice of law. Interns will be able to hone their career interests by gaining exposure to various legal issues, by gaining exposure to multiple legal tribunals, and by interacting with multiple clients.

**CONTACT PERSON** – Person to whom cover letters should be addressed:

Sandra Dixon  
North Carolina Department of Justice  
Post Office Box 629  
Raleigh, NC 27602

Cover letter and resume should be e-mailed to [sdixon@ncdoj.gov](mailto:sdixon@ncdoj.gov)

N.C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**ENVIRONMENTAL DIVISION**

**THOSE ELIGIBLE TO APPLY:** rising 2L or 3L in Law School

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:** Fall and Spring: 10 - 15 hours (flexible); Summer: 40 hours. **PARALEGAL INTERNSHIPS AVAILABLE**

**FUNDING STATUS:** Non-paid internship

**COMMISSIONS, COASTAL AND ADMINISTRATIVE SECTION**

**DESCRIPTION:** The Coastal, Commissions, and Administrative (CCA) Section is part of the Environmental Division of the Attorney General's office. The CCA Section provides legal services to boards and commissions of the Department of Environmental Quality (DEQ) and the Division of Coastal Management, including, but not limited, to Environmental Management Commission, Coastal Resources Commission, Sedimentation Control Commission and the Oil and Gas Commission. The Section also administers the Attorney General's Environmental Enhancement Grant (EEG) Program and provides legal support for DEQ's Collections Program. Representation includes all aspects of civil and administrative litigation, legal advice, and rule-making. The types of litigation include administrative contested cases, injunction cases, collection actions, judicial reviews, appeals, as well as environmental civil actions initiated by or against the State or its agencies in State or federal court. CCA Section attorneys represent DEQ, as the employer, in personnel cases arising under State and federal law. The CCA Section attorneys also represent the State in criminal appellate cases.

**AIR, WATER AND NATURAL RESOURCES SECTION**

**DESCRIPTION:** The Air, Water and Natural Resources Section is a part of the Environmental Division of the Attorney General's Office. The Section represents the Divisions of Air Quality, Division of Water Resources, and Division of Marine Fisheries of the Department of Environmental Quality, the state's primary environmental regulatory agency. Representation includes all aspects of civil and administrative litigation, legal advice, and representation during commission meetings. The types of litigation include administrative contested cases, civil injunctive actions, and judicial reviews, as well as environmental civil actions initiated by or against the State or its agencies in state or federal court. The section's attorneys also represent the State in criminal appellate cases.

**LAND, GROUNDWATER AND WASTE SECTION**

**DESCRIPTION:** The Land, Groundwater, and Waste Management Section is a part of the Environmental Division of the Attorney General's Office. The section provides legal representation to the Department of Environmental Quality's (DEQ's) Division of Energy, Mineral and Land Resources (DEMLR), Division of Waste Management (DWM), and, in instances related to groundwater regulation and compliance, Division of Water Resources (DWR). DEMLR includes the following sections and programs: the Land Quality Section, which regulates mining, dams, sediment and erosion control, and stormwater; the Energy Section; and the N.C. Geological Survey.

DWM includes the following sections and programs: Hazardous Waste Section (includes RCRA Program), Solid Waste Section (includes landfills, septage programs, open dumps, compost

facilities, scrap tire programs), Superfund Section (includes Inactive Sites Program and Dry-Cleaning Program), Brownfield Program, and Underground Storage Tank Section (includes enforcement of, among other things, petroleum-related contamination from all sources, and oversight of the Federal and State Trust Fund programs). Representation includes all aspects of civil and administrative litigation, legal advice-giving, and rule-making. The types of litigation include administrative contested cases, civil injunctive actions, civil cost recovery actions, and judicial reviews, as well as environmental civil actions initiated by or against the State or its agencies in state or federal court. The Section's attorneys also represent the State in criminal appellate cases.

**INTERN DUTIES:** Interns will assist attorneys by conducting research and writing memoranda of law; drafting documents for administrative contested cases, injunctive actions, judicial review and other litigation and non-litigation matters; and attend conferences, client meetings and hearings.

**IN THE PAST:** Past interns have researched both environmental and criminal issues; drafted motions, settlement agreements, hearing briefs, and discovery requests; and attended client meetings, depositions, settlement meetings, and hearings. Examples of the activities of interns certified by the Bar to practice under supervision include handling a summary judgment motion hearing in superior court and conducting direct examination in an administrative hearing.

**BENEFICIAL EXPERIENCES:** Working in the Environmental Division allows interns to gain practical experience, improve their legal research and writing skills, and learn more about the field of environmental law.

**CONTACT PERSONS** - Person to whom cover letters should be addressed:

COMMISSIONS, COASTALS AND ADMINISTRATIVE SECTION  
Sarah Zambon, Assistant Attorney General ([szambon@ncdoj.gov](mailto:szambon@ncdoj.gov))

AIR, WATER AND NATURAL RESOURCES  
Ashton Roberts, Assistant Attorney General ([ahroberts@ncdoj.gov](mailto:ahroberts@ncdoj.gov)) and  
Brenda Menard, Special Deputy Attorney General ([bmenard@ncdoj.gov](mailto:bmenard@ncdoj.gov))

LAND, GROUNDWATER AND WASTE SECTION  
Hill Davis, Assistant Attorney General ([hdavis@ncdoj.gov](mailto:hdavis@ncdoj.gov))

North Carolina Department of Justice  
9001 Mail Service Center  
Raleigh, NC 27699-9001

N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**HEALTH SERVICE SECTION**

**ELIGIBILITY:** Rising 2L or 3L in law school

**FUNDING STATUS:** **Non-paid** internship

**DESCRIPTION:** The Health Service Section is part of the Health and Human Services Division of the Attorney General's Office. The section advises and represents the Division of Health Service Regulation on a variety of health care issues including the following: the licensure and regulation of health care facilities; the investigation of allegations of patient abuse and neglect at health care facilities; and the issuance of certificates of need. The section also represents the State in criminal appellate matters.

**INTERN DUTIES:** Interns will be assigned to work with attorneys on a case-by-case basis with assignments which include the following: drafting pleadings, motions, discovery, and trial and appellate briefs; interviewing witnesses; preparing trial notebooks; conducting research and writing memoranda of law; and attending meetings, mediations, depositions, and hearings.

**BENEFICIAL EXPERIENCES:** Working in the Health Service Section allows interns to observe all aspects of the practice of administrative law. Interns will experience litigation in the Office of Administrative Hearings and the General Courts of Justice, and observe the attorney/client relationship between an agency and the AG's Office.

**CONTACT PERSON** – Person to whom cover letters should be addressed:

Derek L. Hunter, Special Deputy Attorney General  
North Carolina Department of Justice  
9001 Mail Service Center  
Raleigh, NC 27699-9001

Cover letter and resume should be e-mailed to [dhunter@ncdoj.gov](mailto:dhunter@ncdoj.gov).

N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**HUMAN SERVICES**

**ELIGIBILITY:** Rising 2L or 3L in Law School

**FUNDING STATUS:** **Non-paid** internship

**DESCRIPTION:** The Mental Health Subsection is part of the Human Services/Medical Facilities Section of the Administrative Division of the Attorney General's Office. The subsection represents the Division of Mental Health/Developmental Disabilities/Substance Abuse Services, Division of Child Development and Early Education, as well as the Division of Blind Services and the Division of the Deaf and Hard of Hearing. The subsection is involved in malpractice cases, federal civil rights litigation, personnel cases, licensure appeals in administrative court, as well as criminal appeals. On a day to day basis, the attorneys in this section give general legal advice to the agencies they represent.

**INTERN DUTIES:** Interns will be assigned to work with attorneys on a case by case basis. This work might include: interviewing witnesses, helping to draft documents, research, and preparation of trial materials.

**IN THE PAST:** Rising 3L interns have prosecuted involuntary civil commitment cases in the District Court of Wake County. Interns have drafted criminal case appellate briefs to the North Carolina Court of Appeals. Interns have assisted in the drafting of statutes and rules related to child care licensure.

**BENEFICIAL EXPERIENCES:** Interns in this section develop good research and writing skills that follow them throughout their career. Interns also are given the opportunity to interview and prepare witnesses.

**CONTACT PERSON** - Person to whom cover letters should be addressed:

William Walton  
Assistant Attorney General  
North Carolina Department of Justice  
9001 Mail Service Center  
Raleigh, NC 27699-9001

Cover letter and resume should be e-mailed to [Wwalton@ncdoj.gov](mailto:Wwalton@ncdoj.gov).

N. C. DEPT. OF JUSTICE - TRAINING AND STANDARDS DIVISION  
NORTH CAROLINA JUSTICE ACADEMY - LEGAL SECTION

**ELIGIBILITY:** Rising 2L or 3L in Law School

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:** Summer: 40 hours.

**FUNDING STATUS:** Non-paid internship

**DESCRIPTION:** The North Carolina Justice Academy is a division of the North Carolina Department of Justice. The mission of the North Carolina Justice Academy is to enhance the careers of criminal justice officers through research, education, and training. We pride ourselves on being Relevant, Innovative, Timely, and Engaging (R.I.T.E.) in all areas of the curriculum.

Program areas for these services include curriculum development and instructional delivery for basic and advanced training for all aspects of law enforcement, detention, and telecommunicators.

There are two Academy campuses. The western campus is in Edneyville and provides classrooms, a dormitory, a gymnasium, an indoor firing range, and a cafeteria. The Academy's eastern campus is in Salemburg and includes dormitories, a cafeteria, an administration building, a support services building, a maintenance building, classroom buildings, a gymnasium, a learning resource center, firearms ranges, a driving track and other practical exercise areas.

The Legal Section of the North Carolina Justice Academy is part of the Department of Justice's Special Prosecutions and Law Enforcement Liaison section and was created to provide the Justice Academy with attorneys who specialize in criminal law and procedure who are committed to training criminal justice personnel. The Legal Section develops training materials for statewide use, answers technical assistance questions for law enforcement, handles criminal prosecutions and criminal appeals, and conducts training in specialized legal areas on both of the Academy's campuses as well as on-site at various agencies and training facilities throughout the State.

**INTERN DUTIES** In addition to traditional intern duties, interns will assist attorneys in legal research and writing involving legal memoranda, lesson plans, training courses, resource guides, and criminal appeals. They also will assist in reviewing and abstracting current case law of interest to law enforcement. The internship position will be remote, but there may be some optional travel to either campus or DOJ in Raleigh if training opportunities arise. Housing is provided during the week for the interns visiting the Justice Academy campuses if they choose.

**IN THE PAST:** Past interns have co-authored statutory resource guides, assisted in abstracting legislative updates, drafted legal memoranda, reviewed lesson plans for legal defensibility, and attended the Police Law Institute. The Police Law Institute is an in-depth examination of the 5th, 6th, and 14th Amendments, which will advance the intern's knowledge of constitutional law and North Carolina criminal procedure.

**BENEFICIAL EXPERIENCES:** Working in the Legal Section allows interns to improve their legal research and writing skills while participating in the preparation of criminal appeals and documents for training all law enforcement officers in North Carolina. Interns have the opportunity to assist in development that may impact the way law enforcement is trained on legal issues statewide.

**CONTACT PERSON** - Person to whom cover letters should be addressed:

Merrily Cheek - [mcheek@ncdoj.gov](mailto:mcheek@ncdoj.gov)

N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**LABOR SECTION**

**ELIGIBILITY:** Rising 2nd or 3rd year Law Students

**FUNDING STATUS:** **Non-paid** internship

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:** Fall and Spring: 10 - 15 hours (flexible); Summer: 40 hours. **PARALEGAL INTERNSHIPS AVAILABLE**

**DESCRIPTION:** The Labor Section of the Department of Justice provides legal advice and representation to the North Carolina Department of Labor. Areas of representation include occupational safety and health, wage and hour, elevator and amusement devices, and employment discrimination under the State REDA law. Additionally, the attorneys represent the State in criminal appeals and represent the State as an employer in personnel actions under the State Human Resources Act and federal employment discrimination laws.

**INTERN DUTIES:** Typical duties for interns in this Section include research projects in the area of occupational safety and health, wage and hour, employment law and criminal law. Interns may also be asked to assist attorneys in the preparation of cases for administrative hearings or court proceedings and may have the opportunity to observe administrative board proceedings, administrative hearings, court proceedings and oral arguments at the appellate courts.

**IN THE PAST:** Past assignments include representing the Department of Labor in an OSH case under the State Bar third year practice provisions; preparing a draft response to an EEOC charge; drafting complaints; drafting a criminal brief; preparing drafts of direct exam questions for compliance officers; interviewing witnesses; working on CLE materials; and researching issues on various topics.

**BENEFICIAL EXPERIENCES:** Research assignments often require “thinking outside of the box” and using non-traditional research options such as federal agency opinion letters. Interns are provided an opportunity to review and discuss proposed citations with OSH compliance officers and participate in evaluating inspection reports to determine whether there is sufficient evidence to support the violations alleged. Interns are provided an opportunity to attend meetings with the clients to discuss actual and potential litigation.

**CONTACT PERSON** – Person to whom cover letters should be addressed:  
Vanessa N. Totten, Special Deputy Attorney General  
N.C. Department of Justice  
Post Office Box 629  
Raleigh, North Carolina 27602-0629  
Telephone (919) 716-6680

Cover letter and resume should be e-mailed to [vtotten@ncdoj.gov](mailto:vtotten@ncdoj.gov) .

N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**MEDICAID INVESTIGATIONS DIVISION – CIVIL ENFORCEMENT**

ELIGIBILITY: rising 2L or 3L in Law School

FUNDING STATUS: **Non-paid** internship

DESCRIPTION: The Medicaid Investigations Division is a law enforcement division within the North Carolina Department of Justice responsible for the investigation and prosecution of Medicaid providers who commit fraud, patient physical abuse, and the embezzlement of patient funds. The Division includes attorneys and financial investigators. The Division investigates ambulance companies, doctors, dentists, drug manufacturers, hospitals, nurses, nurse aides, home care aides, home care providers, laboratories, long term care facilities, medical equipment providers, pharmacists, and other health care providers. The Division works with District Attorneys on the State level and with the United States Attorneys' Offices, Federal Bureau of Investigations, Office of Inspector General, Internal Revenue Service, and other Federal agencies. The Division also pursues cases under the Federal and State civil false claims acts.

INTERN DUTIES: The intern will perform legal research and provide support and assistance to the division's civil enforcement attorneys and investigators in all aspects of pending State and Federal civil investigations and litigation. Activities will include case analysis, researching law, writing legal memoranda, assisting in the drafting of legal documents, assisting with discovery, and accompanying attorneys to hearings, depositions, and meetings. The intern may, but is not required to, accompany investigators during interviews and other field investigations.

IN THE PAST: In 2009, the MID intern assisted in the drafting of the North Carolina False Claims Act, which was enacted by the General Assembly and became effective January 1, 2010. Interns have had numerous opportunities to attend both Federal and State court proceedings.

BENEFICIAL EXPERIENCES: This is the perfect opportunity for a law student interested in a career in False Claims Act or health care law practice. There is vast exposure to practical applications of the law in both areas.

CONTACT PERSON – Person to whom cover letters should be addressed:

Lareena Phillips  
Special Deputy Attorney General  
5505 Creedmoor Road, Suite 300  
Raleigh, North Carolina 27612

Cover letter and resume should be e-mailed to [lphillips@ncdoj.gov](mailto:lphillips@ncdoj.gov).



N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**MEDICAID INVESTIGATIONS DIVISION – CRIMINAL ENFORCEMENT**

ELIGIBILITY: rising 2L or 3L in Law School

FUNDING STATUS: **Non-paid** internship

DESCRIPTION: The Medicaid Investigations Division is a law enforcement division within the North Carolina Department of Justice responsible for the investigation and prosecution of Medicaid providers who commit fraud, patient physical abuse, and the embezzlement of patient funds. The Division includes attorneys and financial investigators. The Division investigates ambulance companies, doctors, dentists, drug manufacturers, hospitals, nurses, nurse aides, home care aides, home care providers, laboratories, long term care facilities, medical equipment providers, pharmacists, and other health care providers. The Division works with District Attorneys on the State level and with the United States Attorneys' Offices, Federal Bureau of Investigations, Office of Inspector General, Internal Revenue Service, and other Federal agencies. The Division also pursues cases under the Federal and State civil false claims acts.

INTERN DUTIES: The intern will perform legal research and provide support and assistance to the division's prosecutors and investigators in all aspects of pending State and Federal criminal investigations and prosecutions. Activities will include case analysis, researching law, writing legal memoranda, assisting in the drafting of legal documents, and accompanying attorneys to trials, hearings, and meetings. The intern may, but is not required to, accompany investigators during interviews and other field investigations.

IN THE PAST: Interns have worked on multi-disciplinary teams developing course materials for law enforcement. Interns have had numerous opportunities to attend both Federal and State court proceedings.

BENEFICIAL EXPERIENCES: This is the perfect opportunity for a law student interested in a career in either criminal law or health care law. There is vast exposure to practical applications of the law in both areas.

CONTACT PERSON – Person to whom cover letters should be addressed:

Daniel Spillman  
Special Deputy Attorney General  
5505 Creedmoor Road, Suite 300  
Raleigh, North Carolina 27612

Cover letter and resume should be e-mailed to [dspillman@ncdoj.gov](mailto:dspillman@ncdoj.gov).

N.C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**OFFICE OF THE GENERAL COUNSEL**

**THOSE ELIGIBLE TO APPLY:** Rising second- and third-year law students.

**FUNDING STATUS:** **Non-paid** internship.

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:** Summer: 40 hours.

**DESCRIPTION:** The Office of the General Counsel provides legal counsel to the Attorney General and senior staff of the Department of Justice. The office's responsibilities include providing exceptional representation and legal advice on a wide range of important and often highly visible matters, working closely with all divisions of the Department of Justice and Attorneys General Offices in other states on complex and high-impact litigation, and helping to ensure that the Department's legal work meets high standards of quality.

**MAJOR TASKS:** Interns will participate in all aspects of the office's operations. Projects may include helping the office's attorneys research, draft, and review legal guidance to the Attorney General or other officials; assisting with high-profile investigations and litigation; and briefing Department staff on emerging legal issues.

**CONTACT PERSON:**

South A. Moore  
Assistant General Counsel  
North Carolina Department of Justice  
Post Office Box 629  
Raleigh, NC 27602-0629  
Telephone: (919) 716-0914

Applicants should email a cover letter, resume, law school transcript, and writing sample that only the applicant has edited to: [smoore@ncdoj.gov](mailto:smoore@ncdoj.gov).

N.C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**OFFICE OF THE SOLICITOR GENERAL**

**THOSE ELIGIBLE TO APPLY:** Rising second- and third-year law students.

**FUNDING STATUS:** **Non-paid** internship.

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:** Fall and Spring: 10-20 hours; Summer: 40 hours.

**DESCRIPTION:** The Office of Solicitor General oversees civil appeals that involve the State of North Carolina. The office handles briefing and argument of cases in the U.S. Supreme Court, as well as selected cases in the U.S. Court of Appeals for the Fourth Circuit, the North Carolina Supreme Court, and the North Carolina Court of Appeals. The office also reviews and edits civil appellate briefs filed by the State and runs moot courts for upcoming oral arguments.

The office also advises the Attorney General on legal policy issues, such as the State's participation as an amicus curiae in the U.S. Supreme Court and other courts.

**MAJOR TASKS:** Interns will help the office's lawyers research, draft, and review appellate briefs. Past interns have drafted petitions and briefs in federal and state appellate courts, including the U.S. Supreme Court. Interns will also help with oral argument preparation.

**CONTACT PERSON:**

Nicholas Brod  
Office of the Solicitor General  
North Carolina Department of Justice  
9001 Mail Service Center  
Raleigh, NC 27699-9001

A cover letter, a resume, a law school transcript, and a writing sample that only the applicant has edited should be emailed to: [nbrod@ncdoj.gov](mailto:nbrod@ncdoj.gov).

N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**PROPERTY CONTROL SECTION**

**ELIGIBILITY:** Rising 2L or 3L in Law School

**FUNDING STATUS:** **Non-paid** internship

**DESCRIPTION:** The Property Control Section advises the Department of Administration which includes the agencies which do the State's business: the State Property Office buys, sells and leases all of the State's property except for highway rights of way; the State Construction Office oversees the construction and renovation of all of the State's buildings; and, the Division of Purchase and Contract oversees the purchasing of most of the State's personal property. This section is responsible for advising all agencies of the Department of Administration and for all litigation for the Department. In addition, the attorneys in this section provide daily advice to the Department on property, construction, contract and other matters. The intern assigned to this section will work with attorneys in preparation for litigation, in reviewing and reporting on real estate transactions and in reviewing and commenting on contract matters.

**CONTACT PERSON** - Person to whom cover letters should be addressed:

Mark Teague  
Special Deputy Attorney General  
North Carolina Department of Justice  
9001 Mail Service Center  
Raleigh, NC 27699-9001

Cover letter and resume should be e-mailed to [GTeague@ncdoj.gov](mailto:GTeague@ncdoj.gov).

N.C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**PUBLIC ASSISTANCE AND PUBLIC HEALTH AND CHILD WELFARE SECTIONS**

**ELIGIBILITY:** Rising 2L or 3L in Law School

**FUNDING STATUS:** **Non-paid** internship

**DESCRIPTION:** The Public Assistance and Public Health and Child Welfare Sections of the Attorney General's Office advise and represent the state agencies that administer public health and public assistance programs, such as: Medicaid, TANF, Food Stamps, communicable disease control, restaurant sanitation, wastewater sanitation, adult protective services and programs for the aging, child support enforcement, child abuse and neglect, asbestos removal, public health preparedness for biological, nuclear or chemical terrorism, lead poisoning of children, autopsies, health statistics, the state laboratory and vital records. The Sections also represent the State in criminal appellate matters.

**INTERN DUTIES:** Interns will assist section staff by researching and writing memoranda and by drafting briefs. Interns will also be invited to join in discussions about litigation strategy and formulation of advice to the client agencies. Interns often are included in meetings and policy discussions with clients. Interns accompany attorneys to mediations, witness preparation sessions and hearings.

**IN THE PAST:** Interns have attended depositions and hearings; have compiled and summarized legislation or case law from other states in order to give our clients a national perspective on a pressing issue in this State; have assisted in the drafting of proposed legislation; have assisted in drafting portions of appellate briefs; and have assisted in preparing administrative documents in administrative cases.

Interns in our section have the opportunity to work with a number of different attorneys in a number of areas of law. Our section is very congenial, and we try to make our interns feel like part of our cohesive group. Our interns often stay in touch after the internship is over. Two of our current staff are former interns.

**BENEFICIAL EXPERIENCES:** If a student has a particular interest in a public health or social services issues, we will attempt to accommodate that interest by assigning projects in that subject area. Other students will benefit from work in the Public Assistance Section and the Public Health and Child Welfare Section because the scope and diversity of the two Sections offers an opportunity to experience a broad array of issues and an opportunity to work with a number of different attorneys. This would give the student an excellent opportunity to explore a possible career in the public sector.

**CONTACT PERSON** – Person to whom cover letters should be addressed:

Ryan Zellar, Assistant Attorney General  
North Carolina Department of Justice  
P. O. Box 629  
Raleigh NC 27602

Cover letter and resume should be e-mailed to [rzellar@ncdoj.gov](mailto:rzellar@ncdoj.gov)

N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**PUBLIC INFORMATION OFFICE**

**ELIGIBILITY:** Rising junior or senior undergraduate majoring in communications, political science or a related discipline. Strong writing skills required.

**FUNDING STATUS:** **Non-paid** internship

**DESCRIPTION:** The Public Information Office, as part of the Attorney General's Executive Staff, communicates the work of the Department of Justice and the Attorney General with the public, the media and directly with constituents.

**INTERN DUTIES:** These interns will handle a variety of tasks related to communications. Among the projects this intern is likely to work on: writing projects including press releases, website and social media content, consumer columns, safety alerts and memos; monitor state and national media on topics relevant to the office; and assist with planning and carrying out public events to educate the public about public policy, consumer protection, and safety issues.

**BENEFICIAL EXPERIENCES:** Working in Public Information Office allows interns to observe the intersection of communications, law and public policy. These interns will work with a wide range of topics in public policy and work directly with the Attorney General's staff to formulate and communicate policy objectives and initiatives.

**CONTACT PERSON** – Person to whom cover letters should be addressed:

Olivia Weidie  
North Carolina Department of Justice  
9001 Mail Service Center  
Raleigh, NC 27699-9001

Cover letter and resume should be e-mailed to [oweidie@ncdoj.gov](mailto:oweidie@ncdoj.gov) .

N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**PUBLIC PROTECTION SECTION**

**ELIGIBILITY:** Rising 2L or 3L in Law School, or highly motivated undergraduate or graduate student

**FUNDING STATUS:** **Non-paid** internship

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:** Fall and Spring: 5-10 hours (flexible);  
Summer: 40 hours

**DESCRIPTION:** The Public Protection Section (PPS) serves as a policy and outreach arm for the Department. The program staff and attorneys work on public safety issues, including gender-based violence, consumer protection, criminal justice reform, and substance use disorder.

The Section manages the Attorney General's public safety initiatives, including his role on the Governor's Task Force on Racial Equity and Criminal Justice and State Reentry Council Collaborative, and Sexual Assault Kit Initiative. Section members serve as the Attorney General's representative on various Boards and Commissions, such as the Human Trafficking Commission.

The Section also provides educational and safety programs throughout the State of North Carolina to a variety of audiences including but not limited to seniors, students, professionals, law enforcement and policy makers. The outreach programs include: Internet Safety, Consumer Scams and Fraud, Criminal Justice Reform, and Sexual Assault, , and Domestic Violence Awareness.

The Section acts as an information and referral resource for North Carolina crime victims, including operating an Animal Cruelty Hotline and complaint process and Open Government Unit. The Open Government Unit assists citizens and local governments with open government issues, mediates public records and open meeting disputes, and periodically produces the Guide to Open Government.

**INTERN DUTIES:** Interns will be assigned to work with program staff and attorneys on a case-by-case, assignment basis. The projects will involve assisting with network building, legal research, drafting criminal appellate briefs, and responding to crime victims. Additionally, interns will assist in the development of speeches, PowerPoint presentations and drafting outreach materials. Interns can anticipate the following duties: analyzing public policy issues, researching potential outreach initiatives and staffing committee meetings.

**BENEFICIAL EXPERIENCES:** Working in the Public Protection Section provides the opportunity not only to work with government attorneys and draft legal pleadings, but also to interact with the business community, victims of crime, and public officials.

**CONTACT PERSON** - Person to whom cover letters should be addressed:

Aschante Pretty, Administrative Officer I  
North Carolina Department of Justice  
Post Office Box 629  
Raleigh, NC 27602-0629

**TO APPLY:** Email cover letter and resume to Aschante Pretty at [apretty@ncdoj.gov](mailto:apretty@ncdoj.gov)

N.C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**PUBLIC SAFETY SECTION**

**ELIGIBILITY:** Prefer rising 3L in law school and will consider highly motivated rising 2L.

**FUNDING STATUS:** **Non-paid** internship

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:** Fall and Spring: 10-20 hours (flexible);  
Summer: 40 hours

**DESCRIPTION:** The Public Safety Section represents the North Carolina Department of Public Safety in all types of litigation. Substantive areas of law include federal constitutional rights (defense of civil rights actions in federal trial and appellate courts and some state trial and appellate courts), employment law (defense of discharge, demotion, failure to hire, Title VII, and ADA cases in federal and state courts and the N.C. Office of Administrative Hearings), contracts issues, and other legal issues directly related to the management and operation of the Department. Additionally, several pending cases present challenges to the constitutionality of North Carolina's lethal injection method of execution. Section attorneys also provide the State's brief in criminal cases in the North Carolina Appellate Courts.

**INTERN DUTIES:** Interns work directly with individual Section attorneys by researching legal issues; drafting memoranda of law, civil and criminal briefs, and discovery responses; and participating in other case management issues. Interns have opportunities to hone legal research and writing skills and may participate in special projects assigned by the Section Head.

**IN THE PAST:** Past interns have researched novel issues in constitutional cases, including death penalty issues. Interns at the 3L level have attended and participated in court hearings and depositions.

**BENEFICIAL EXPERIENCES:** Working in the Public Safety Section gives interns the experience of being in a small law firm with a large state agency as the sole client. Interns learn about the interaction of Department policy and substantive law and gain experience in balancing zealous representation of the client agency and the public interest.

**CONTACT PERSON** – Person to whom cover letters should be addressed:

Jamie Trachtman  
Special Deputy Attorney General  
N.C. Department of Justice  
Public Safety Section  
P.O. Box 629  
Raleigh, North Carolina 27602

Email cover letter and resume to [jtrachtman@ncdoj.gov](mailto:jtrachtman@ncdoj.gov).



N.C. DEPARTMENT OF JUSTICE – ATTORNEY GENERAL’S OFFICE  
**REVENUE SECTION**

**THOSE ELIGIBLE TO APPLY:** Rising 2L or 3L in Law School

**FUNDING STATUS:** **Non-paid** internship

**DESCRIPTION:** The Revenue Section of the Department of Justice advises the Secretary of Revenue on all legal matters arising under the Revenue Act or relating to the Department of Revenue. It furnishes oral advice and written opinions upon questions involving the administration and collection of State taxes. The Section represents the Department of Revenue in all courts with respect to suits brought for the refund of taxes, represents the Department in administrative hearings and defends the Department’s claims in federal court under the Bankruptcy Act. The Section often provides written opinions to legislators, State and local officials and others with respect to tax questions and general revenue matters. It also represents the State in criminal appeals to the Court of Appeals and to the Supreme Court.

**PROJECT OBJECTIVE:** The intern will assist attorneys with legal matters related to the Department of Revenue and criminal appeals. The Section will provide practical legal experience that will enhance the development of the intern’s legal career.

**MAJOR TASKS:** Interns will work with individual attorneys on a case-by-case basis and will be given a variety of assignments including: conducting legal research; drafting of pleadings, motions, affidavits, discovery requests and responses; drafting of research memoranda and opinions; and drafting of trial and appellate briefs and memoranda. The intern may assist and accompany attorneys to client meetings, depositions, hearings, and oral arguments. He or she may also have the opportunity to obtain a unique understanding of the North Carolina legislative process by monitoring revenue related bills as they advance through the General Assembly and by attending corresponding legislative committee meetings. The Section Head may also assign special projects that will benefit the agency and enhance the intern’s overall experience with the Department of Justice.

**PROJECT OR OUTCOME:** The intern will have successfully completed a variety of legal projects related to the Department of Revenue and criminal appeals. He or she will have also gained valuable legal experience that will enhance his or her legal career.

**CONTACT PERSON** - Person to whom cover letters should be addressed

Ronald Williams, Special Deputy Attorney General  
North Carolina Department of Justice  
Post Office Box 629  
Raleigh, NC 27602-0629

Cover letter and resume should be e-mailed to [rdwilliams@ncdoj.gov](mailto:rdwilliams@ncdoj.gov) .

N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**SERVICES TO STATE AGENCIES SECTION**

**ELIGIBILITY:** Rising 2L or 3L in Law School

**FUNDING STATUS:** **Non-paid** internship

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:**

Law Students - Fall and Spring: 10-20 hours (flexible); Summer: 40 hours.

PARALEGAL INTERNSHIPS AVAILABLE

**DESCRIPTION:** The Civil Division of the Attorney General's Office is divided into **six** sections which provide legal representation to various state agencies. Within the Division, the Services to State Agencies Section is the principal legal advisor to and a litigation counsel for a number of State agencies or agency components, including the Office of the Commissioner of Banks, the Administrative Office of the Courts, the Department of Agriculture and Consumer Services, the Department of State Treasurer, the Office of the State Controller, the Department of Information Technology, the Office of Administrative Hearings, the Office of State Human Resources, the State Human Resources Commission, the N.C. Credit Union Division, and the Wildlife Resources Commission. The Section, also, provides legal services to a number of occupational licensing boards and commissions, including the N.C. Board of Agriculture, the N.C. 911 Board, the N.C. Appraisal Board, the N.C. Psychology Board, the N.C. Lottery Commission, the N.C. Real Estate Commission, the Marriage and Family Therapy Licensing Board, the N.C. Board of Licensed Clinical Mental Health Counselors, the N.C. Hearing Aid Dealers and Fitters Board, the N.C. Irrigation Contractors' Licensing Board, and the N.C. Underground Damage Prevention Review Board. In addition to serving these clients, the Section provides legal advice to local government agencies through oral and written opinions to city and county attorneys, registers of deeds and other local elected officials.

**INTERN DUTIES:** The Services to State Agencies Section is one of the largest sections and provides interns with a broad-based, diverse, interactive experience. Work areas include: litigation, civil rights, open meetings and public records law, employment law, constitutional law, banking, retirement law, health care law, cultural resources, agriculture, legislative drafting, industrial recruitment, intellectual property, cybersecurity, collections and licensing boards.

**IN THE PAST:** Past interns have participated in the areas of practice that have been most attractive to them. The State Agencies Section represents a broad swath of state government. Both litigation (e.g.: administrative, state, federal and appellate) and transactional (e.g.: industrial recruitment, intellectual property) work are available to an intern.

**BENEFICIAL EXPERIENCES:** Exposure to a broad range of State Agency clients and diverse practice areas allows an intern to discover what areas of the law really excite them.

**CONTACT PERSON** – Person to whom cover letters should be addressed

Rana M. Badwan, Assistant Attorney General  
North Carolina Department of Justice  
9001 Mail Service Center  
Raleigh, NC 27699-9001

Cover letter and resume should be e-mailed to [rbadwan@ncdoj.gov](mailto:rbadwan@ncdoj.gov) .

N. C. DEPT. OF JUSTICE - TRAINING AND STANDARDS DIVISION  
**SHERIFFS' EDUCATION AND TRAINING STANDARDS**

**ELIGIBILITY:** Highly motivated undergraduate in a 2-yr or 4-yr Criminal Justice Degree Program.

**FUNDING STATUS:** **Non-paid** internship

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:** Fall and Spring: 10-20 hours (flexible); Summer: 40 hours.

**DESCRIPTION:** This Division administers all programs as staff to the North Carolina Sheriffs' Education and Training Standards Commission, to include the regulation of all North Carolina sheriffs in ensuring their deputy sheriffs, detention officers, and telecommunicators meet and maintain the minimum standards for employment, training, and certification. The Division oversees the commission-mandated Detention Officer and Telecommunicator Certification Courses. This includes the regulation of Community Colleges, the North Carolina Justice Academy, and local agencies in their delivery of those commission-mandated course-offerings. Instructors teaching in these courses are also subject to regulation and certification by the Division. The Division also administers a Professional Certificate and Service Award program to award justice officers for their experience, training and service as deputy sheriffs, detention officers and telecommunicators. The Division staffs the Commission at its quarterly meetings, any committee meetings, and represents the Commission's interests in other venues. The Division provides technical assistance to many agencies in the criminal justice system to aid them in the discharge of program participation and responsibilities. The Division is also empowered to compile data, develop reports, identify needs and perform research relevant to the improvement of these agencies.

**INTERN DUTIES:** This internship will perform numerous duties in assisting the Division to maintain certification files for all deputies, detention officers, and telecommunicators, as well as, accreditation files for delivery systems, instructor certification files, and all records related to the business of the Commission. Assignment of duties will expose intern to the full scope of Commission regulations.

**IN THE PAST:** Attend Commission meetings, administrative hearings.

**BENEFICIAL EXPERIENCES:** Working in the Sheriffs' Standards Division allows interns to be exposed to regulations governing the Sheriffs' Offices statewide.

**CONTACT PERSON** – Person to whom cover letters should be addressed:

Richard Squires, Director  
Sheriffs' Standards Division  
1700 Tryon Park Drive  
Raleigh, NC 27610

Cover letter and resume should be e-mailed to [rsquires@ncdoj.gov](mailto:rsquires@ncdoj.gov)

N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**SPECIAL LITIGATION SECTION**

**ELIGIBILITY:** Rising 2L or 3L students

**FUNDING STATUS:** **Non-paid** internship

**HOURS PER WEEK:** Fall and Spring: 15-20 hours; Summer: 40 hours

**DESCRIPTION:** The Special Litigation Section handles the most complex and protracted litigation arising out of the Department of Justice's practice. The Section is responsible for defending the various state departments, agencies, and other state entities in complex, high profile litigation in state and federal courts and in administrative actions. Examples of some of the litigation currently being handled by the section include constitutional issues, election law issues, civil rights defense, and litigation related to the State's Medicaid program. The Section also represents the State in criminal appellate matters.

**MAJOR TASKS:** Interns will become involved in virtually every aspect of litigation, including: research of state and federal law for use in pending or anticipated actions; investigating claims and evidentiary issues; crafting responsive pleadings; drafting motions; drafting and responding to discovery; preparing pretrial memoranda; trial preparation activities including witness interviews; and accompanying attorneys to depositions, mediations, hearings, trials, and oral arguments. It is hoped that this broad experience, in conjunction with guidance and counsel from experienced attorneys, will directly benefit the intern whose career ambitions include litigation. In return, the intern will provide a valuable contribution to the Section's various endeavors and resultant impact upon our State's jurisprudence.

**IN THE PAST:** Interns have researched and written memoranda on a variety of novel legal topics in state and federal courts; drafted motions; conducted evidentiary investigations; assisted in the preparation for hearings and oral arguments; attended hearings and arguments conducted by section attorneys; and written briefs in criminal cases.

**BENEFICIAL EXPERIENCES:** Interns benefit from their involvement in all levels of active cases and from the guidance of experienced attorneys on a broad range of topics impacting our State, our laws and constitution, and our state budget.

**CONTACT PERSON** – Person to whom cover letters should be addressed:

Matt Tulchin  
Special Deputy Attorney General  
North Carolina Department of Justice  
Post Office Box 629  
Raleigh, NC 27602-0629

Cover letter and resume should be e-mailed to: [MTulchin@ncdoj.gov](mailto:MTulchin@ncdoj.gov)

N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**SPECIAL PROSECUTIONS AND LAW ENFORCEMENT SECTION**

**ELIGIBILITY:** 2L or 3L in Law School

**FUNDING STATUS:** **Non-paid** internship (2 positions available)

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:** Fall and Spring: 10-20 hours (flexible);  
Summer: 40 hours

**DESCRIPTION:** To assist attorneys in this Section in representing the State of North Carolina in criminal prosecutions pursuant to N.C.G.S. § 114-11.6, and in representing the following assigned agencies and commissions: N.C. Criminal Justice Education and Training Standards Commission; N.C. Sheriffs' Education and Training Standards Commission; Company and Campus Police Program; North Carolina State Crime Lab; and the North Carolina Alcohol Beverage Control Commission.

**INTERN DUTIES:**

Assist in the preparation of criminal cases for trial by conducting legal research, responding to and filing pretrial motions, handling discovery, securing the attendance of necessary witnesses and any other task necessary to the appropriate disposition of criminal trial cases.

Assist with post-conviction motions for appropriate relief, criminal appeals, conducting research necessary to advise law enforcement officers in the performance of their duties and any special projects assigned by the section supervisor.

Assist attorneys in the preparation of administrative hearings and attend the hearing.

Draft publications on various topics for distribution at law enforcement conferences. Accompany attorneys to meetings and conferences. Including, but not limited to: N.C. Police Attorneys; K-9 Issues Conference; Sheriffs' Education and Training Standards Commission meetings; Police Chiefs and Police Executives Conference; N.C. District Attorneys meeting; and Criminal Justice Education and Training Standards Commission Meetings.

Gain thorough knowledge of North Carolina General Statutes by revising publications and answering questions from the public and law enforcement community.

**CONTACT PERSON** – Person to whom cover letters should be addressed:

Boz Zellinger  
Special Deputy Attorney General  
North Carolina Department of Justice  
P.O. Box 629  
Raleigh, NC 27602

Cover letter and resume should be e-mailed to [Bzellinger@ncdoj.gov](mailto:Bzellinger@ncdoj.gov).

N.C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**TORT CLAIMS SECTION**

**THOSE ELIGIBLE TO APPLY:** Rising 2L or 3L in Law School

**PARALEGAL INTERNSHIPS AVAILABLE**

**FUNDING STATUS:** **Non-paid** internship

**DESCRIPTION:** The attorneys and staff of the Tort Claims Section provide the defense for each State agency against negligence claims filed pursuant to N.C. Gen. Stat. § 143-291, *et seq.*, as well as other attendant negligence actions filed in the General Courts of Justice, State appellate courts, and federal courts. These claims range from minor personal injury and property matters to complex litigation, including medical malpractice, environmental, and engineering claims. Members of the section receive, investigate, and evaluate claims in anticipation of litigation, as well as alternate dispute resolution actions and settlement endeavors. In certain circumstances, the attorneys of the section also provide a defense to negligence actions as prescribed by the Defense of State Employees Act, N.C. Gen. Stat. § 143-300.2, *et seq.* Section attorneys also represent the State before the North Carolina Appellate Courts in criminal appeals.

**INTERN DUTIES:** Interns will work with individual attorneys on a variety of cases. Selected candidates will be provided the opportunity to engage in all manners of litigation related duties, including: investigation of claims, legal research, crafting of responsive pleadings, developing written discovery, attending depositions, participating in mediation, witness preparation, trial and appellate work, and extensive brief writing.

**CONTACT PERSON** - Person to whom cover letters should be addressed:

Melody Hairston, Special Deputy Attorney General  
Tort Claims Section  
North Carolina Department of Justice  
9001 Mail Service Center  
Raleigh, NC 27699-9001

Cover letter and resume should be e-mailed to [mhairston@ncdoj.gov](mailto:mhairston@ncdoj.gov)

N. C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**TRANSPORTATION DIVISION**

**ELIGIBILITY:** Rising 2L or 3L in Law School

**FUNDING STATUS:** **Non-paid** internship

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:**

Law Students- Summer - 40 hours

Paralegal Interns – Spring and Fall – 10 hours (flexible)

PARALEGAL INTERNSHIPS AVAILABLE

**DESCRIPTION:** The Transportation Division advises the North Carolina Department of Transportation and its several units such as the North Carolina Turnpike Authority, N.C. Port Authority, Ferry Division, and others. The Division represents the agency in administrative, state and federal courts, at both trial and appellate levels. The Division includes approximately 45 attorneys who concentrate in the following areas of law: condemnation; construction; environmental, employment, state contracting and procurement, issues relating to railroads, aviation, ferries, and other forms of transportation. Attorneys in the Transportation Division perform a wide range of representation including complex litigation, contract drafting and negotiation, administrative law, and promptly responding to the client's requests for legal advice. The attorneys also prepare appellate briefs in appeals resulting from criminal convictions.

**INTERN DUTIES:** Summer interns will be asked to assist the Condemnation Section and Contract Claims and Administration Section in the following tasks: research issues relating to transportation law; assist in preparing briefs in civil and criminal cases; help coordinate and prepare exhibits for mediation and trial; research and draft pre-trial motions, draft discovery and discovery responses; interview witnesses in preparation for trial; research county land records; and any other tasks that may arise from the practice of transportation law.

**PRACTICAL EXPERIENCE:** The Transportation Division attempts to give interns as much practical exposure as possible. Interns will work with attorneys on particular cases or legal issues and will be given the opportunity to attend depositions, mediations, pre-trial hearings, and trials scheduled during the summer.

**BENEFICIAL EXPERIENCES:** Working in the Transportation Division allows interns to gain a wide range of legal experience by participating in both litigation and non-litigation representation of the client state agency.

**CONTACT PERSON** - Person to whom cover letters should be addressed:

Scott T. Slusser, Special Deputy Attorney General  
1505 Mail Service Center  
Raleigh, NC 27699

Cover letter and resume should be e-mailed to [sslusser@ncdoj.gov](mailto:sslusser@ncdoj.gov).



N.C. DEPT. OF JUSTICE - ATTORNEY GENERAL'S OFFICE  
**WORKERS' COMPENSATION SECTION**

**THOSE ELIGIBLE TO APPLY:** Rising 2L or 3L in Law School

**FUNDING STATUS:** Non-paid internship

**AVAILABLE INTERNSHIPS/HOURS PER WEEK:**

Law Students – Fall: 15-20 hours (flexible); Summer: 40 hours.

**DESCRIPTION:** The Workers' Compensation Section is part of the Litigation Division of the Attorney General's Office. The Workers' Compensation Section investigates, processes and defends all legal actions brought by State employees against departments, institutions and agencies of the State pursuant to the Workers' Compensation Act, *N.C.G.S. § 97-1 et seq.*, in the North Carolina Industrial Commission, the North Carolina General Courts of Justice, and in federal trial and appellate courts. The section also defends cases pursuant to the Salary Continuation Plan, *N.C.G.S. § 143-166.13* through *§ 143-166.20*, as well as representing state agencies in pursuing subrogation liens pursuant to *N.C.G.S. § 97-10.2*.

Workers' Compensation Section attorneys are involved in extensive litigation. Cases can involve complex factual and legal issues. Cases comprise of multiple physical injuries, psychological injuries, extensive/unusual medical treatment, multiple issues, asbestosis claims, mold claims, serious occupational disease claims, death claims, and post-traumatic stress disorder. Section attorneys also represent the State in the North Carolina Appellate Courts handling criminal appeals.

**INTERN DUTIES:** Interns will work with individual attorneys on a variety of cases. Selected candidates will be provided the opportunity to engage in all manners of litigation related duties, including: drafting pleadings, motions, discovery, medical narratives, settlement agreements, Industrial Commission forms, and trial and appellate briefs; identifying and contacting Third Party Adjusters and potential witnesses; conducting research and writing memoranda of law. Interns will also have the opportunity to attend mediations, witness interviews, depositions, Deputy Commissioner hearings and Full Commission hearings.

**BENEFICIAL EXPERIENCE:** Because of the extensive amount of litigation involved in Workers' Compensation, interns will get experience in all aspects of litigating a claim from initial case analysis through appellate practice. Additionally, they will have the opportunity to hone their brief writing skills on both civil and criminal cases in the lower courts and the Court of Appeals.

**CONTACT PERSON:** Person to whom cover letters should be addressed:

Sharon Patrick-Wilson, Special Deputy Attorney General  
Workers' Compensation Section  
North Carolina Department of Justice  
9001 Mail Service Center  
Raleigh, NC 27699-9001

Cover letter and resume should be e-mailed to [spwilson@ncdoj.gov](mailto:spwilson@ncdoj.gov).