

INTERNSHIPS with the Division of Public Defender Services – Legal, Social Work, Investigative & Paralegal

See “To Volunteer” below.

To apply for an internship with the Division of Public Defender Services, you must fill out an Intern Application (“Forms” tab at www.ct.gov/ocpd). If you fill it out by hand, please make sure that it is legible. It must be originally signed which gives us permission to have the required background check conducted. Along with your resume, you can scan/email, fax, or mail them. Legal and paralegal intern papers will be forwarded to Attorney Susan Brown, Director of Training; social work intern papers will be forwarded to Katie Heffernan, LCSW, Chief Social Worker; and investigative intern papers will be forwarded to Ellen Knight, Chief Investigator.

All internships are unpaid.

Briefly, the usual intern process begins with submitting your application and resume. We will then arrange a short phone interview. Before placement can be considered, a background check must be completed. Further, all new interns must attend a mandatory two hour Intern Orientation.

We cannot guarantee placement at a specific Public Defender office. We will do the best we can to accommodate requests.

If you have found placement at a specific office on your own, you must still submit an intern application and resume for a background check, and you are required to attend orientation.

Submit your intern application and resume to:

Email: Janice.Street@jud.ct.gov

Fax: (860) 509-6495, Attention: Janice Street

Mail: Janice Street
Office of Chief Public Defender
30 Trinity Street – 4th Floor
Hartford, CT 06106

Summer internships – submit paperwork in February or earlier

Fall internships – submit paperwork in May or earlier

Winter-spring internships – submit paperwork in September or earlier

Interns are placed on a first-come, first-served basis, so please apply early, especially those who need work-study program documents completed.

Note: The information above refers to **interns** and **externs**.

Intern – A college, university, or law school student who donates his or her time in exchange for work experience or work-study, without pay.

Extern – A college, university, or law school student who donates his or her time in exchange for school credit, without pay.

Volunteer – An individual who donates his or her time to provide services to the Division, without pay.

To volunteer, a letter of intent along with a resume and completed intern application should be mailed to Chief Public Defender Susan O. Storey, at the address above.