



# Pennsylvania Office of Attorney General Civil Law Division Legal Internship

The Civil Law Division serves crucial legal functions for the Commonwealth:

- 1) representing the Commonwealth and its agencies, officials, and employees in major litigation in state and federal courts;
- 2) collecting delinquent taxes and other debts owed to the Commonwealth through tax and bankruptcy litigation and related collection efforts;
- 3) reviewing and approving for form and legality all state bond issues, agency contracts, and regulations;
- 4) providing legal opinions upon request of the Governor and heads of Commonwealth agencies;
- 5) prosecuting and defending the Commonwealth appellate litigation in state and federal courts; and
- 6) enforcing the law against the federal government and its agencies in impact litigation matters.

This breadth of responsibilities means that CLD attorneys have specialties ranging from complex financial and tax matters, to torts litigation practice, to trial and appellate litigation over constitutional and other issues.

Civil Law Division Interns work closely with their attorney mentors at the highest level on trials, pleadings, discovery, briefing, settlement negotiations, client relations, and important Commonwealth approval processes. They gain critical skills in legal research, writing, negotiations, data analysis, trial preparation, and more. Though still law students, interns can also become certified to assist attorneys in court. Civil Division interns participate in both office-wide educational programs about ethics and public service law, and topical educational talks by professionals within their division. They graduate this program with a deep understanding of what the practice of the law in government is really like across a range of areas.

If selected, interns are offered a position with a specific section based on the applicant's background and preferences.

**Possible placements include:**

*Constitutional Litigation | Harrisburg, Philadelphia, Pittsburgh*  
*Appellate Litigation | Harrisburg*  
*Tax Litigation | Harrisburg*  
*Torts Defense Litigation | Statewide*

*Financial/Bankruptcy Enforcement | Philadelphia, Pittsburgh*  
*Contract & Statutory Legal Review | Harrisburg*  
*Impact Litigation | Philadelphia*

**Specific responsibilities of Civil Division Interns may include:**

- Drafting legal pleadings, motions, petitions, responses, discovery requests, etc;
- Reviewing documents and assisting attorneys with depositions and trial preparation;
- Conducting legal research;
- Observing court proceedings;
- Analyzing Commonwealth contracts and regulations for form and legality; and
- Other duties as may be required.

**Qualifications:**

- Must have completed at least 1L year of law school at time of internship;
- Must be currently enrolled in and in good standing with an accredited JD program;
- Strong academic credentials, legal research, and writing skills.

**Application Requirements:**

- Download and fill out the Internship Preferences Form from: <http://bit.ly/2IX6WzY>.
- Apply online at <http://bit.ly/2Ar4e9Z>. Attach the Preferences Form, cover letter, resume, legal writing sample, and copies of transcripts from all colleges attended to the online application.
- If selected, applicants will be required to submit to a records check.

Contact Brian Kennedy (717-772-3558 – [bkennedy@attorneygeneral.gov](mailto:bkennedy@attorneygeneral.gov)) for questions or assistance.