COURT OF APPEALS (DIVISION ONE) CLERK’S OFFICE INTERNSHIP

School of Government and Public Policy, PMPC & LAW Students

General Description: Division One of the Court of Appeals has jurisdiction over cases originating in eight of the state’s fifteen counties. Division One reviews judgments entered by the Superior Court, the Arizona Tax Court, the Industrial Commission, the Corporation Commission, and other state commissions and boards. The Clerk’s Office has many responsibilities, including filing, tracking and maintaining documents for all cases filed in the court. The Clerk’s Office is responsible also for making case information and court decisions available to the public and providing assistance to judicial staff.

Internship Available: Summer – Yes Fall – Yes Spring – Yes

Deadlines: The Court will accept resumes for interested candidates up until the time the internship position is filled, and seeks interested applicants year-round. Please indicate what semester you are interested in applying for when submitting your resume.

Internship Description: Unpaid

The primary role of the intern will be to assist with the Court’s ongoing archiving project, reviewing and preparing documents for long-term archival based on pre-set Retention Rules established by the Court. The intern will also work alongside full-time Deputy Clerks, assisting in other areas of the office as needed, and will have the opportunity to witness Oral Arguments as the schedule permits and based on interns interest in proceedings.

Purpose of the Internship: The intern will have the opportunity for direct interaction will all levels of Court of Appeals staff while operating within the Clerk’s Office. Previous interns have utilized these opportunities for one-on-one ‘interview’ time with Staff Attorneys, Judges, and Judicial staff, depending on the intern’s interest and future goals, and interns have gone on to successful careers both in and out of the legal field. The intern’s work on the archiving project will foster and strengthen the intern’s ability to work independently yet accurately, and assist the Court while still having a direct view of the processes and procedures important to the processing and disposition of Court of Appeals’ matters.

To Apply: Please submit a resume with letter of interest to jtrierweiler@appeals.az.gov

Contact Person: Jakob Trierweiler, Operations Manager, jtrierweiler@appeals.az.gov, (602) 452-6706

Agency/Organization Website link: www.azcourts.gov/coa1