

Clifford E. Riedel
District Attorney

201 LaPorte Avenue, Suite 200
Fort Collins, Colorado 80521-2763

Phone: (970) 498-7200
Fax: (970) 498-7250



1st ASSISTANT DISTRICT ATTORNEY
Mitchell T. Murray

2nd ASSISTANT DISTRICT ATTORNEY
Emily A. Humphrey

CHIEF DEPUTY DISTRICT ATTORNEYS
Katharine J. Ellison
Andrew J. Lewis
Daniel M. McDonald

Job Description – Law Intern

Build your resume, gain experience, volunteer.

Law Interns work with County Court Deputy District Attorneys who handle traffic offenses and misdemeanor crimes.

Key Responsibilities:

- Arraignments (disposition of cases).
- Participate in plea negotiations on cases with attorneys and pro se defendants.
- Make bond recommendations and arguments in front of judicial officers during Bond Hearings.
- Legal research.
- Writing memos.
- Drafting motions.
- Participating in hearings and trials.

Qualifications:

- **Law students must have completed their second year so that they are eligible to practice under the Student Practice Act.**
- Basic knowledge of the criminal justice system and a genuine interest in law.
- Good communication skills.
- Motivated to work and learn.
- Be able to work quickly and pay attention to detail.

Supervision: Emily Humphrey, 2nd Assistant District Attorney

Training and Support:

- New hire orientation.
- On-the-job training and on-going support is done by Deputy District Attorneys and the direct supervisor.
- County Court Manual.

Time Commitment:

- **During the fall and spring semesters**, Full or Part time hours are acceptable. Interns who work part time are asked to commit to working half days with a consistent schedule.
- **During the summer semester**, interns typically work Full time (40 hours per week). Part time hours can be accommodated with a commitment to work FULL days and with a consistent schedule.

Benefits:

- Will be given the opportunity to practice law under the supervision of a licensed attorney.
- Will gain a greater understanding of the internal workings of the justice system.
- Will have further refined valuable research and legal skills that can be carried into the future.