Lancaster County Magisterial District Court Internship

Commonwealth of Pennsylvania
Lancaster County Magisterial District Court 02-2-04
Honorable Janice Jimenez
301 N. Queen Street, Lancaster, Pa 17603
Telephone: 717-299-7966

Intern Responsibilities:
- Be willing to commit to 16 hours per week
- Have a flexible schedule (ideally)
- Motivated to learn
- Be willing to step out of your comfort zone
- Initiate conversations with the various agencies within the courtroom (police officers, lawyers, district attorneys, etc.)
- Clerical duties when court is not in session
  * Filing paperwork, warrants, and folders
  * Preparing warrants for constables
  * Typing labels for folders using a typewriter
  * Preparing certified letters
  * Pulling folders for warrants
- Observe the Judge during Court
  Ranging from:
  * Landlord-Tenant disputes
  * Preliminary Hearings
  * Search warrants: Reviewing and Issuing
  * Summary Trials
  * Arraignments
  * Civil Hearings

Interning with the Magisterial District Court is an ideal internship for individuals wanting a firsthand experience within the court setting. Observational and interactive, this internship allows you to network with numerous agencies, such as law enforcement, district attorneys, and public defenders, to enable a better understanding of the court system. A perfect internship for those who know they want a career within the criminal justice field, but unsure of the route they want to take. Furthermore, the knowledge you gain from Judge Jimenez and her staff will benefit you long after your internship has concluded.

If interested, contact:
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