

**INTERNSHIP
MONTGOMERY COUNTY
CIRCUIT COURT**

**Unpaid Judicial Internship
to
Judge Ann S. Harrington's Administrative Aides
and
Quality Control**

**Flexible hours between 8:00 a.m. and 5:00 p.m.
Monday - Friday
January through December**

Duties include:

**Reviewing court files to determine if motions comply with the
Maryland Rules of Procedure**

Calling attorneys and/or parties with rulings on motions

Scheduling court proceedings with attorneys and/or parties

Delivering files to various offices within the Court

Skills:

Must speak clearly and confidently over the phone

Must have good penmanship

Must have good note taking skills

Send Resume and handwriting sample to

Carol Wagner

Judicial Center

50 Maryland Avenue

Suite 307

Rockville, MD 20850

For more information contact

Carol Wagner Administrative Aide

240-777-9106

Fax: 240-777-9117