



UNIVERSITY OF MARYLAND
 SUMMER 2011/FALL 2011/SPRING 2012
 FEDERAL WORK-STUDY STUDENT REQUEST
 (Supervisor's On-line Orientation must completed)
<http://www.umaryland.edu/fin/workstudy/index.html>

Could this work-site be considered as Community Service? Yes No

UMB Department _____
(Full Name of Department)

Off-Campus Agency Maryland Office of the Public Defender
(Full Name of Agency)

Address 201 Saint Paul Place, Baltimore, MD 21202

Telephone (410) 333-4900 Fax No. (401) 333-0024

Work Study Supervisor's Name Marie Sennett

Work Study Supervisor's Title Assistant Public Defender

E-mail Address msennett@opd.state.md.us

Alternate Supervisor's Name Natalie Finegar

Alternate Supervisor's Title Chief Attorney, ND-NW; Wabash

E-mail Address nfinegar@opd.state.md.us

Job Title Law Clerk

Duties Draft and file motions and subpoenas, client and witness interviews,
 legal reserach regarding relevant Maryland law, trial preparations

Number of students requested to perform duties described above 2
 (Complete a separate request form for a job with different duties)

Completion of this request form does not guarantee the department/agency that Federal Work Study students will actually be referred. The person who signs this form must also sign the Job Certification Form and the biweekly payroll time sheets. If a student exceeds their maximum WS award, the supervisor's department is responsible for paying 100 percent of the over award.