



United States District Court Eastern District of New York

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Vacancy Announcement Announcement# 26-14/STUINMIP

Position:	Student Intern (Model Intern Program)
Location:	Brooklyn Office – 225 Cadman Plaza East
Salary Range:	CL-22 (\$18.46- \$22.69 per hour) (depending on prior work experience)
Opening Date:	March 19, 2026
Closing Date:	April 17, 2026
Area of Consideration:	Available to Junior and Senior undergraduate students in New York City (Brooklyn, Bronx, Queens, Manhattan and Staten Island)

OVERVIEW: The United States District Court for the Eastern District of New York is accepting applications for a one-year term student internship as part of the Model Intern Program (MIP) offered through the Administrative Office of the United States Courts. The MIP seeks to provide talented college students with paid internships with federal courts throughout the country.

The MIP focuses on providing hands-on exposure to a variety of legal and non-legal career paths within the Federal Judiciary. Through meaningful assignments, rotations, networking, training, and mentorship in various units of the court, the MIP aims to develop the next generation of Judiciary employees. Each rotation will be at least for a period of at least thirty days. You can gain more insight into the program by visiting the MIP on YouTube: (<https://www.youtube.com/watch?v=1x1r3BvU2p8>).

This unique, year-long internship opportunity is being offered to junior and senior baccalaureate students and will be based in Brooklyn, New York. The incumbent will work full-time (no more than 40 hours/week) during the summer and part-time (15-20 hours/week) during the Fall and Spring semesters. The incumbent will report directly to the Clerk of Court and may work directly with district court federal judicial officers, court unit executives, probation and pretrial officers, and various departments within the Clerk's Office. This position will perform or assist in the performance of a variety of functions within the federal judiciary depending on qualifications and interests. The internship will start on June 15, 2026, and will conclude no later than May 30, 2027.

DUTIES AND RESPONSIBILITIES:

The Intern will function as a student trainee with duties and opportunities that may include:

Observing a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process;

Observing judicial officers, judicial chambers personnel, U.S. Pretrial Services and Probation officers, Federal Public Defenders, Clerk's Office personnel, and other court-system professionals to develop an understanding of the federal judiciary;

Working collaboratively with members of judicial chambers to effectively support judges in fulfilling their judicial responsibilities;

Assisting judicial and/or administrative staff with jury matters;

Assisting with court-related special events, such as naturalization ceremonies, investitures, civics and community outreach events;

Working with Clerk's Office personnel to learn and perform office tasks, including electronic filing of case-related submissions, reviewing and archiving documents.

Performing administrative functions, including collecting, organizing, and drafting documents and correspondence;

Sorting, classifying, copying, distributing, and filing court records to assist judicial, legal, professional, and/or administrative staff;

Working with information technology, HR and other administrative departments;

Legal research and statistical analysis;

Performing other duties as assigned; and

Undertaking a Capstone project which involves conducting substantive research under a topic relevant to the court and presenting findings in writing, orally, or other medium, under the supervision of the Clerk of Court.

QUALIFICATIONS AND REQUIREMENTS: Candidates must be a U.S. citizen; a person who owed allegiance to the United States; a person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and a citizen when eligible; or a lawful permanent resident seeking citizenship. Candidates must be a junior or senior undergraduate during the 2026-2027 academic year and currently enrolled full-time and in good standing at an accredited college or university. Candidates must demonstrate strong communication skills, with the ability to effectively communicate both orally and in writing. Candidates should display strong moral character. Candidates must have experience with Microsoft Office Suite including Word, Outlook, and Excel.

HOW TO APPLY:

Qualified candidates should submit **one PDF document** that contains:

- A completed AO-078 Federal Judicial Branch Application for Employment [located here](#) (See Conditions of Employment section)
- A cover letter, including your response to the following question: **Why are you interested in this internship and what experience do you hope to gain?**
- A current resume.
- At least one (1) contact providing a character reference (phone and email address) from a college professor.

All application materials must be submitted ELECTRONICALLY, no exceptions, to the court's application box:

<https://edny.app.box.com/f/71fa8fbc596d4e88b6f655ba1eb75dcf>

Address your application package to:

**Attn: Jeffery Howell, Director of Human Resources
United States District Court, EDNY
225 Cadman Plaza East
Brooklyn, New York 11201**

Please reference the vacancy announcement number in your cover letter. Applications will not be considered complete until all items listed above have been received by Human Resources.

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or eligible to work in the United States. Candidates are not required to complete questions 18-20 on form AO-78 regarding criminal history but the successful applicant will be subject to a criminal background check after a being furnished a conditional employment offer. Judiciary employees serve under excepted appointments, are considered "at will" appointments, and can be terminated with or without cause by the Court. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the U.S. Courts webpage at <https://www.uscourts.gov/rules-policies/judiciary-policies/ethics-policies>.

EXEMPLARY WORKPLACE: The U.S. District Court for the Eastern District of New York is committed to promoting and maintaining an exemplary workplace where all people are treated with fairness, dignity, respect, civility, and tolerance.

Miscellaneous Information: The U.S. District Court for the Eastern District of New York reserves the right to modify the conditions of this job announcement, withdraw the announcement, or to fill the position prior to the closing date, any of which may occur without prior written or other notice.

The U.S. District Court for the Eastern District of New York is an Equal Opportunity Employer.