

## Intern Job Posting

### MAGISTRATE JUDGE MARCIA M. HENRY

United States District Court  
Eastern District of New York  
225 Cadman Plaza East  
Brooklyn, New York 11201

Henry\_Chambers@nyed.uscourts.gov

United States Magistrate Judge Marcia M. Henry welcomes applications for judicial internships in the fall, spring, and summer. Fall internships begin in September and end in December; spring internships begin in January and end in May; summer internships begin in late May or early June and end in July. Internships are in-person and remote work is not permitted.

Judicial interns will assist with the management of the Court's civil and criminal cases, including preparation for court proceedings and procedural and substantive legal research and writing. These opportunities will allow interns to develop their legal research and writing skills within a fast-paced, high-volume judicial district, to refine their professional skills in a collaborative setting, and to explore new areas of law through interaction with a diverse docket.

Candidates should be currently enrolled at an ABA-accredited U.S. law school, have completed their first year by the start of the internship, and should have exceptional legal research and writing skills. Interns should be curious about various areas of law, possess keen attention to detail, and be self-motivated. Strong interpersonal skills—such as teamwork, self-awareness, and communication skills—are deeply valued.

Personal integrity is essential to chambers. Applicants are expected to show a commitment to maintaining a courteous and professional demeanor within chambers, the courthouse community, the bar, and with the public.

The internship is unpaid. Applicants are responsible for obtaining funding or academic credit.

Applicants should submit the following materials **as a single PDF attachment** to Henry\_Chambers@nyed.uscourts.gov: (1) cover letter, (2) resume, (3) writing sample of 5 to 7 pages, (4) unofficial law school transcript,<sup>1</sup> and (5) the name and contact information for at least two references. **Applications submitted through alternative means will not be considered.** Applications for fall internships are accepted from June 1 through August 15 each year. Applications for spring internships are accepted from October 1 through November 30 each year. Applications for summer internships are accepted from December 1 through February 28 each year. Applications are reviewed on a rolling basis. The Court will contact only those candidates who are selected for interviews. Please do not call or write chambers regarding the status of your application.

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<sup>1</sup> Applicants who have not completed their first semester of law school are not required to submit their unofficial law school transcript.