

Position Title: Summer Legal Intern

Court Name: U.S. Court of Federal Claims
City: Washington, DC
Court Website: <http://www.uscfc.uscourts.gov/>
Permanent Position: NO
Salary: \$0
Open Until Filled: YES

Position Description

This is a temporary, unpaid, legal internship in the Staff Attorney Office, Office of the Clerk. Expected internship tenure is from May through August 2017. This is a flexible part-time position, with a minimum of 15 hours per week required.

Duties include reviewing incoming pro se filings, legal research and writing, helping manage the Staff Attorney Office docket of cases, and drafting correspondence and policies related to court administrative matters. The intern will have the opportunity to attend oral arguments and observe the workings of a federal court and its clerk's office.

Qualifications

Candidates must have completed their first year of law school by the start of the internship. Applicants are expected to possess excellent analytical, research, writing, proofreading, communication, and interpersonal skills, and be able to work independently.

Benefits

This is a non-paying position, although transit subsidies are available for eligible interns. No civil service or other benefits are available. Interns are responsible for coordinating any course work credit with their respective schools. Interns will be evaluated by the Clerk based on performance of assigned responsibilities.

Miscellaneous

Due to the expected volume of applications received, the court will only communicate with those individuals who will be offered interviews. If you are not contacted, you have not been selected for an interview.

The applicant must be a U.S. citizen or otherwise eligible for federal employment within the United States. This is a sensitive position. The U.S. Court of Federal Claims is an Equal Opportunity Employer.

How to Apply

Please email the following **as one PDF document** to StaffAttorney_Office@cfc.uscourts.gov: 1) cover letter detailing the dates and times that you will be available to work, 2) current resume, 3) law school transcript, 4) original writing sample of fewer than 10 pages (not edited by anyone else), and 5) references.