

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

January 21, 2025

**Reference No.: FY 25-04**

**Position Title:** Law School Intern (Unpaid)  
**Location:** Office of Legal Affairs, New York, NY  
**Closing Date:** February 7, 2025

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The Staff Attorney's Office for the United States Court of Appeals for the Second Circuit is accepting applications from second-year law students for summer internships in 2025.

**Office Overview:** The Staff Attorney's Office provides legal advice to the judges of the Court on a variety of matters, including habeas corpus applications, pro se appeals and motions, counseled motions, immigration appeals, and *Anders* motions. Staff Attorneys function as law clerks to the Court; they review case records and filings, conduct legal research, draft bench memoranda and opinions and orders, and provide legal advice to three-judge panels regarding the appropriate disposition.

**Position Overview:** Summer interns will perform work similar to the staff attorney work described above; i.e., under the supervision of staff attorneys, they will conduct legal research and draft bench memoranda for the judges of the court of appeals. A summer internship at the Staff Attorney's Office is ideal for students interested in criminal law and procedure, administrative law, federal jurisdiction and procedure, immigration, and civil rights issues, as well as those interested in judicial clerkships or appellate work. The work will primarily be performed at the Thurgood Marshall U.S. Courthouse, 40 Foley Square, New York, NY, but there might be an opportunity for some remote work.

**Required Qualifications:** An applicant must be a second-year student at an ABA-accredited law school seeking an internship for the summer preceding his or her third year (or the equivalent for students in non-traditional programs). A successful applicant will have outstanding academic credentials and superior skills in analysis, research, writing, and editing. Law review or other legal publication experience is preferred.

**Application Procedures:** A complete application package contains a cover letter, resume, law school transcript, one writing sample (unedited by another person), and contact information for two references who can comment on your writing.

The application package should be submitted via email to: [sao\\_applications@ca2.uscourts.gov](mailto:sao_applications@ca2.uscourts.gov)

**Conditions of Employment:** Applicants must be U.S. citizens or eligible to work in the United States. The applicant selected for the position will be brought on provisionally pending the results of a background check.

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.**