



**UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND  
OFFICE OF THE CLERK**

Felicia C. Cannon, Clerk of Court  
Elizabeth B. Snowden, Chief Deputy  
Catherine M. Stavlas, Chief Deputy

Reply to Northern Division Address

---

**Position Announcement for Legal Internship**

Are you interested in learning about the day-to-day operations of a federal courthouse? If so, the Clerk's Office of the U.S. District Court for the District of Maryland is seeking a legal intern for the summer to assist with various legal functions related to court operations.

**Assignments include, but are not limited, to the following:**

- Drafting taxation orders and opinions under Fed. R. Civ. P. 54 (bills of costs).
- Reviewing and Updating Court's Guidelines for Bills of Costs.
- Providing legal support to the Court's judicial committees, including the Local Rules and Forms Committee and the Attorney Disciplinary and Admissions Committee.
- Preparing court administrative orders and public notices.
- Reviewing Judicial Conference policies and regulations to ensure local compliance and implementation, as well as preparing appropriate materials for informing court staff.
- Researching legal questions related to court operations.

**Qualifications and Requirements:**

- Current J.D. candidates who will have completed at least two semesters of law school, including civil procedure and legal writing, by the time the internship begins.
- Excellent computer, verbal, and written communications; use of Westlaw for legal research; and organizational and interpersonal skills. Accuracy and attention to detail, as well as the ability to work independently, are essential.
- Minimum of 16 hours per week. Dates and work hours are flexible.
- This position is available in our Baltimore office.

**Benefits**

- Opportunities to observe criminal and civil federal court proceedings.
- Academic credit (will complete necessary paperwork).

**How to apply:**

Submit your cover letter, resume, unofficial law school transcript and writing sample (ten-page limit) to [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov). In your cover letter, please note the number of hours per week you would be available to work.

**To be considered, applications must be received on or before April 19, 2019.  
Applications are reviewed, and interviews are scheduled on a rolling basis.**

*The United States District Court is an Equal Opportunity Employer. Applicants must be U.S. citizens or eligible to work in the United States. All applications will be reviewed to identify the best qualified candidates. The successful candidate for this position is subject to a full fingerprint and background records check.*