UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

Announcement No.: 2026-02

Position Location: Washington, DC

Position Information:

More than one position may be available

Open Date: February 25, 2026

Closing Date: April 10, 2026

Our mission at the Clerk's Office is to fulfill the expectations of the public and the judiciary by providing exceptional service, while consistently upholding the administration of justice.

PAID INTERNSHIP OPPORTUNITY

Position Title: Student Intern (WAE)

Salary Range: CL-22, Step 1 (approx. $17.93/per hour)

Area of Consideration: Current students enrolled in an accredited undergraduate or graduate program or pursuing a Juris Doctorate degree

Internship Time Frame: May 18, 2026 – August 21, 2026

(This is a part-time, temporary, When-Actually-Employed appointment. The successful candidate is expected to work no more than 30 hours per week. The work schedule will be determined upon appointment.)

How to Apply:

Qualified individuals for this "at will" position must submit the following:

• A cover letter detailing how your experience relates to the position requirements and indicates which department you would like to support
• [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov)
• A resume detailing all relevant experience, education, and skills
• Transcripts (official or unofficial reflecting the student's most recent academic semester and the cumulative GPA as of the application date)

Failure to submit a complete, typed, and signed cover letter and AO-78, resume, and transcripts will result in immediate disqualification. Description of Work section of the AO-78 must be complete. Indicating "see resume" is not acceptable.

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Incomplete, handwritten, and/or unsigned applications will not be considered, returned, or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. Virtual interviews may be conducted in lieu of face-to-face interviews. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts
Attn: Human Resources (2026-02)
333 Constitution Avenue, NW, Room 2712
Washington, DC 20001

Or via e-mail to: DCD_HumanResources@dcd.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: https://www.dcd.uscourts.gov/employment.

ABOUT US

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for Student Interns to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside and a Bankruptcy Court constantly leveraging technology for the benefit of customers. The ideal candidate must share in the Clerk's Office's Vision and Mission of "providing exceptional service while upholding the administration of justice."

JOB SUMMARY

The United States District and Bankruptcy Courts Clerk's Office is offering a part-time, paid internship opportunity. The program affords college, graduate, and law students the opportunity to gain invaluable hands-on experience working in a federal court environment, develop personal and professional skills, attend court trials, network with courthouse personnel and officials, and receive superior mentorship by court professionals.

The United States District and Bankruptcy Courts Clerk's Office may have internship opportunities available in, but not limited to, the following departments:

- Office of the Clerk of Courts
- Operations
- Administrative Services
- Procurement and Facilities
- Information Technology
- Human Resources

QUALIFICATIONS

The successful applicant must be:

- Currently enrolled in an accredited undergraduate program;
- Graduate of an accredited undergraduate program and officially enrolled in a graduate program; or
- Currently enrolled as a first, second, or third-year law student at an accredited law school.

It is expected that interns have:

- General knowledge of general office practices and equipment.
- Basic skills in office administration to include typing, data entry, file maintenance, record keeping, and presentation preparation is needed.
- Proficiency with Microsoft Office 365 and internet research is preferred.
- Excellent communication, interpersonal and organizational skills, which include the ability to manage multiple tasks and deadlines, are essential.
- Understanding the importance of the confidentiality issues inherent to the court is critical.
- Ability to exercise mature judgment.

BENEFITS

Intermittent appointments are paid based on the actual hours worked. Work will be performed in-person, in the office. This position is not eligible for telework. Intermittent employees may not exceed 30 hours per week (60 hours per pay period).   Intermittent employees appointed for less than 90 days or for 90 consecutive days, but working less than 130 hours per month or less than 32.5 hours per week are not eligible to participate in the Federal Employees Health Benefits (FEHB) program or the Federal Employees Dental and Vision Insurance Program (FEDVIP).

CONDITIONS OF EMPLOYMENT

- United States citizenship is required for consideration for this position.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.
- Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.
- Final candidates will undergo a background check.
- Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.