



United States District Court

District of Delaware

Vacancy Announcement 25-3

Position Title: Student Intern

Salary: CL 22 (\$35,557- \$43,702)

Opening Date: March 6, 2025

Closing Date: Open Until Filled

Position Overview

The United States District for the District Court of Delaware is accepting applications for a one-year term student internship as part of the Model Intern Program (MIP) offered through the Administrative Office of the United States Courts. The MIP was established to expand applicant pools and increase access to opportunities within the Judiciary. The MIP fosters excellence and values the unique perspectives, experiences, and backgrounds present within the Judiciary and the communities it serves. The program is designed to address barriers to opportunity unrelated to merit, talent, or qualifications, ensuring that individuals have the chance to pursue opportunities based on their skills and abilities. By mitigating challenges created by income disparities, the program seeks to provide equitable access to opportunities. The MIP provides opportunities for talented college students to compete for paid internships with federal courts throughout the country, preparing them for future employment opportunities within the Judiciary.

This unique, year-long internship is being offered to junior and senior undergraduate students and will be headquartered at Wilmington, Delaware. The MIP internship begins on June 16, 2025 or June 30, 2025, and concludes by May 30, 2026. The intern will work full-time (no more than 40-hours/week) during the summer semester and part-time (no more than 20-hours/week) during the fall and spring semesters. The intern will report directly to the Clerk of Court.

Representative Duties

The Intern will function as a student trainee and his/her duties will include:

- Observing a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process;

- Working with judges, U.S. Pretrial Services officers, U.S. Probation officers, Federal Public Defenders, Clerk's Office personnel, and other court-system professionals to develop an understanding of the federal judiciary;
- Working cooperatively with members of judicial chambers to effectively support judges in fulfilling their judicial responsibilities;
- Assisting judicial, legal, professional, and/or administrative staff with jury matters;
- Assisting judicial, legal, professional, and/or administrative staff as needed in handling special events, such as naturalization ceremonies, investitures, and community outreach events;
- Providing support and guidance to members of the public regarding court processes and procedures;
- Assisting judicial, legal, professional, and/or administrative staff in collecting, maintaining, and processing case information;
- Performing basic legal, social science, historical, statistical, and other research to support judicial, legal, professional, and/or administrative staff;
- Collecting, organizing, and summarizing statistical, accounting, or mathematical data on case processing, budgetary, workload, and other court-related issues for judicial, legal, professional, and/or administrative staff;
- Organizing legal pleadings, briefs, motions, and letters for judicial, legal, professional, and/or administrative staff;
- Special projects as determined by the Clerk of Court
- Sorting, classifying, copying, distributing, and filing court records to assist judicial, legal, professional, and/or administrative staff; and
- Performing other duties as assigned

Experience/Background

Candidates must be a junior or senior during the 2025-2026 academic year and currently enrolled full-time and in good standing at an accredited college or university.

Conditions of Employment

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered "at will" appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review on the Court's webpage [here](#).

Information for Applicants

Qualified persons must submit the following:

- 1) A cover letter. In your cover letter please answer the following question: Why are you interested in this internship and what experience do you hope to gain?
- 2) A resume
- 3) At least one (1) character reference from a college professor.
- 4) A judiciary application (available [here](#)).

Incomplete applications will not be considered.

Submissions must be made via email to: humanresources@ded.uscourts.gov . The subject line for your submission must read: **Job announcement 25-3, Student Intern.**

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their expense and relocation expenses will not be reimbursed. Funding for housing will not be provided and will be the responsibility of the intern throughout the internship.

**If you have questions regarding this announcement,
please contact Beth Mason at (302)573-4539**