

UNITED STATES DISTRICT COURT

Western District of Kentucky
Announcement Number 26-03



POSITION: Judicial Intern
LOCATION: Louisville, Kentucky
STARTING SALARY: CL 22 (\$15.67 - \$19.58 per hour)
CLOSING DATE: Friday, May 1, 2026, or Until Filled

POSITION OVERVIEW:

The United States District Court for the Western District of Kentucky is accepting applications for a one-year term student internship as part of the Federal Judiciary's Model Intern Program (MIP). The Federal Judiciary is committed to developing and investing in a strong pipeline of talented individuals from all segments of society to advance its mission of delivering fair and impartial justice. 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. The position is being offered to rising junior and senior undergraduate students. Learn more about the Model Intern Program [here](#).

The position is headquartered in Louisville, KY and will include rotations with the U.S. District and Bankruptcy Courts and Probation and Pretrial Services division for the Western District of Kentucky. The incumbent will report directly to the Chief Deputy Clerk of the U.S. District Court and will work with federal judges, judicial officers, court unit executives, practitioners, probation officers, and other court officials, performing or assisting in the performance of a variety of judicial, legal, and/or administrative functions within the federal judiciary. The intern will function as a student trainee, working full-time (no more than 40 hours per week) during the Summer semester and part-time (no more than 20 hours per week) during the Fall and Spring semesters.

REPRESENTATIVE DUTIES:

- Sort, classify, copy, distribute, and file court records, gain exposure to Case Management/Electronic Case Filing system (CM/ECF)
- Assist judicial, legal, professional, and/or administrative staff in collecting, maintaining, and processing case information
- Prepare and mail juror qualification materials and summonses as needed for grand and petit jury service
- Sort qualification questionnaires and jury summonses. Review and process requests from prospective jurors to be excused or deferred. Follow up on persons who fail to respond to questionnaires or summonses and take appropriate action to ensure compliance
- Conduct juror orientation, roll call, and lineup. Escort panel to courtroom when called by Judges, attend *viore dire* procedures as needed

- Organize legal pleadings, briefs, motions, and letters for judicial, legal, professional, and/or administrative staff
- Assist with legal research, preparation of draft orders and opinions, and courtroom proceedings
- Gain direct interaction with judges, courtroom staff, probation and pretrial services staff, Federal Public Defenders, and U.S. Attorney's office personnel
- Work with the procurement and facilities manager on major projects such as renovation of new mediation, jury assembly, and grand jury rooms
- Assist the procurement and facilities manager in coordinating the receipt of orders and services, escorting contractors in secure areas, and delivering mail and supplies to chambers.
- Support human resources activities such as Law Clerk Orientation, employee onboarding and offboarding, and Wellness Committee initiatives
- Assist in coordinating and participate in special events such as naturalization ceremonies, investitures, and community outreach projects
- Shadow U.S. Probation and Pretrial Services officers, learning about day-to-day work of the probation officer
- Assist with pretrial service investigations, monitoring individuals under supervision, drafting reports, and managing treatment contracts
- Attend Power Hour Sessions featuring judges, court unit executives, and other key figures in court administration and Virtual Cohort Sessions focused on interview skills, resume building, and career coaching
- Perform other duties as assigned

QUALIFICATIONS:

Candidate must be a junior or senior during the 2026-2027 academic year and currently enrolled full-time and in good standing at an accredited college or university. The candidate must be working toward a degree, preferably with a concentration in pre-law, criminal justice, business administration, finance, or related discipline.

Candidate must also demonstrate:

- Excellent organizational skills and experience handling multiple tasks at once
- Superior customer service skills and excellent oral and written communications skills
- Ability to communicate effectively and respectfully with customers at all levels

CONDITIONS OF EMPLOYMENT:

Applicant must be a U.S. Citizen, a person who owes allegiance to the United States, or in the U.S. under certain legal status and actively seeking citizenship. Learn more about citizenship requirements [here](#). 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 and are subject to a probation period. 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](#).

HOW TO APPLY:

Go to: <https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=pex2sd8r&pos=26-03>

You will need the following documents:

- 1) A cover letter describing your relevant experience.
- 2) Your resume
- 3) At least one (1) character reference from a college professor
- 4) A judiciary application (available [here](#))

Incomplete applications will not be considered.

The U.S. District Court is an Equal Opportunity Employer