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McKinleyville, CA 95519

CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

The United States District Court is an equal focus employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Student Intern

Classification Level: CL 22

Salary Range: \$40,740-\$66,203

Location: San Francisco, CA

Opening Date: March 23, 2026

Closing Date: Position open until filled.

(Apply by April 24, 2026, for priority consideration. Position open until filled)

The United States District Court, Northern District of California is now accepting applications for a unique, one-year term as a Student Intern as part of the Federal Judiciary's Model Intern Program (MIP) offered through the Administrative Office of the U.S. Courts. The Federal Judiciary is committed to developing and investing in a strong pipeline of talented individuals with diverse backgrounds to advance its mission of delivering fair and impartial justice. The MIP focuses on providing hands-on exposure to a variety of legal and non-legal career paths within the Judiciary. This is an excellent opportunity for an individual who is interested in learning about the Federal Court system.

POSITION OVERVIEW

This unique, one-year student internship is located in the United States District Court, Northern District of California, in San Francisco. The Intern will provide a wide range of services and will gain exposure to the work performed by several court units, including the District Court, Bankruptcy Court, Probation Office, Pretrial Services, and the Federal Defender Program. For more information about the program checkout our YouTube promo here: [MIP Intern Video](#)

The one-year internship will start on June 15, 2026, and end on May 29, 2027. The intern will work no more than 40 hours per week during the summer semester and no more than 20 hours per week during the fall and spring semesters to accommodate class and exam schedules. The Intern will function as a student trainee, and the duties will include:

Key Responsibilities:

- Observing a wide variety of hearings and trials in civil, bankruptcy, and criminal cases to develop familiarity with the judicial process.
- Job shadowing court-system professionals, such as court staff, judges, Clerk's Office staff, and Federal Defender Staff Attorneys to understand the Federal Court system.
- Performing basic social science, historical, statistical, and other research to support judicial, legal, professional, and administrative staff.
- Assisting judicial, legal, professional, and administrative staff as needed in handling special events, such as naturalization ceremonies, and in jury matters.
- Assisting judicial, legal, professional, and administrative staff in collecting, maintaining, and processing case information.
- Collecting, organizing, and summarizing statistical, accounting, or other data on case processing, budgetary, workload, and other court-related issues for judicial, legal,

professional, and administrative staff.

QUALIFICATIONS

To qualify at CL 22, applicants must have a high-school diploma or equivalent.

- Qualified candidates must be willing to commit to a one-year internship and be a rising **undergraduate junior or senior** currently enrolled full-time, in good standing, at an accredited college.
- The candidate must have skills in analysis, research, and writing, with a strong interest in the legal system.
- Advanced computer skills are required.
- Successful candidates are detail oriented, customer-service oriented, and demonstrate a professional and positive demeanor, as well as appearance appropriate for court environment (business/office wear).
- The Intern candidate must strictly adhere to court-confidentiality requirements, the Code of Conduct for Judicial Employees, computer-security policy, social-media policy, and other court policies

COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS).

INFORMATION FOR APPLICANTS

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), must adhere to a [code of conduct](#), and must arrange for direct deposit of federal wages. Travel expenses for interviews or relocations are not available. The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. Notify Human Resources at 415-522-2147 to request a reasonable accommodation for any part of the application or hiring process. Human Resources will determine requests on a case-by-case basis.

APPLICATION PROCEDURE

To apply, complete the online application at www.governmentjobs.com/careers/uscourtsand and upload a resume and cover letter in Word or PDF format where requested. Include at least two references.