



UNITED STATES DISTRICT COURT Northern District of Ohio

Sara Lioi, Chief Judge | Christian M. Capece, Clerk of Court

NOTICE OF VACANCY

801 West Superior Avenue
Cleveland, Ohio 44113
www.ohnd.uscourts.gov



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

HOW TO APPLY

Applicants must submit **ONE PDF** document to apply@ohnd.uscourts.gov containing the following:

- Cover Letter
- Resume
- Two (2) professional references with contact information
- Application for Federal Judicial Branch Employment found [HERE](#)

MODEL INTERN PROGRAM (MIP) STUDENT INTERN VACANCY #26-12

Duty Station: Cleveland, Ohio **Posted:** March 16, 2026
Status: Full/Part-time Temporary **Classification:** CL 22
Reports To: HR Director
***Starting Salary Range:** \$16.36 – \$19.26 / hour
**Starting salary commensurate with work experience and education.*
Closing Date: *Open Until Filled. First consideration will be given to submissions received by March 31, 2026.*

POSITION OVERVIEW:

The United States District Court for the Northern District of Ohio is seeking a Student Intern for a year-long internship as part of the Model Intern Program (MIP) offered through the Administrative Office of the United States Courts. This program focuses on providing interns with hands-on exposure to a variety of legal and non-legal career paths within the federal Judiciary. Through meaningful assignments, rotations, networking, training, and mentorship, this program aims to develop the next generation of Judiciary employees, law clerks, and judges.

This unique internship opportunity is being offered to talented college juniors and seniors and will be headquartered at the Carl B. Stokes U.S. Court House in Cleveland, Ohio. This internship will begin on June 15, 2026, and will conclude no later than May 29, 2027. The incumbent will work full-time (no more than 40 hours/week) during the summer and part-time (no more than 20 hours/week) during the fall and spring semesters.

The incumbent will work directly with federal judicial officers, court unit executives, federal practitioners, law enforcement officers, and other court-system professionals.

DUTIES AND RESPONSIBILITIES:

The MIP intern will perform or assist in the performance of a variety of judicial, legal, and/or administrative functions within the federal Judiciary. The duties of this position include:

- Observing a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process.
- Shadowing judicial officers, judicial chambers personnel, U.S. Pretrial and Probation Officers, Clerk's Office personnel, and other court-system professionals to develop an understanding of the federal Judiciary.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

DUTIES AND RESPONSIBILITIES CONTINUED:

- Working cooperatively with members of the judicial chambers to effectively support judges in fulfilling their judicial responsibilities.
- Assisting with jury matters, special events, and collecting/processing case information. Assist with civic and educational outreach programs.
- Participate in operational meetings.
- Performing basic legal, social science, historical or other research.
- Collecting, organizing, and summarizing statistical or accounting data on case processing, budgetary, workload, and other court related issues.
- Organizing legal pleadings, briefs, motions, and letters.
- Sorting, classifying, copying, distributing, and filing court records.
- Performing other special projects and duties as assigned.

QUALIFICATIONS:

Qualifications (Must be met at the time of application)

- 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.
- Must be working towards a degree, preferably with a concentration in pre-law, criminal justice, business administration, finance, or related discipline.
- Strong academic record.
- Good organizational and planning abilities.
- Effective project coordination, facilitation, and implementation.
- Good communication skills.
- Demonstrate an appreciation for fostering a civil and respectful workplace where people of different backgrounds, experiences, and abilities feel valued and engaged.

OTHER:

Due to the high volume of applications anticipated, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.