

United States Court of Appeals
District of Columbia Circuit
333 Constitution Ave., N.W.
Washington, DC 20001-2866

Patricia A. Millett
Circuit Judge

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JUDICIAL EXTERN

Judicial Externship Announcement No. USCA-18-07

Position Description

The Hon. Patricia A. Millett offers three temporary and unpaid externships to law school students each year:

- (1) Spring semester (part-time);
- (2) Autumn semester (part-time); and
- (3) Summer (full-time).

Chambers accepts applications throughout the year for these positions located in Washington, D.C.

An externship with Judge Millett entails:

- (1) researching and writing memoranda analyzing legal issues in cases pending before the judge;
- (2) undertaking independent research projects for the judge;
- (3) analyzing and summarizing current US Supreme Court and US Court of Appeals for the DC Circuit decisions;
- (4) assisting with proofreading and cite checking of court opinions authored by the judge;
- (5) actively participating in preparatory case discussions with the judge and her clerks; and
- (6) attending oral arguments.

Qualifications

Eligible candidates will have completed, at minimum, 1 semester of law school and possess excellent analytical, organizational, interpersonal, and communication skills.

Conditions of Employment

Applicants must be a United States citizen or eligible to work in the United States. Selected candidates will be brought on provisionally pending the results of a background investigation. All externs are subject to strict confidentiality requirements.

Salary & Benefits

This is an unpaid position. Externs are responsible for coordinating any course work credit with their educational institution, if appropriate. Scholarship and/or fellowship funding to cover expenses during this externship must be disclosed in your cover letter and must be approved by the judge prior to any employment offer. Transit subsidies are currently available for eligible externs.

Position Location and Schedule

E. Barrett Prettyman Courthouse, 333 Constitution Avenue, NW, Washington, DC 20001. Start and end dates, as well as daily hours, are set prior to the start of each externship and take the extern's course schedule into consideration.

Application

Submit the following as a single pdf document to Sharon_zack@cadc.uscourts.gov. Your cover letter must include which semester you are applying for. Your name and the full vacancy announcement ID must appear in the subject line of your email.

- (1) cover letter
- (2) resume
- (3) law school transcript (minimum 1 semester completed grades must be included in order to be eligible for consideration)
- (4) 3 references

This is a perpetual vacancy announcement, covering positions over multiple time periods, and remains open. More than one candidate may be selected from this announcement. The US Court of Appeals for the District of Columbia Circuit is an Equal Opportunity Employer.