

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 EXTERNSHIP**  
Announcement Number USCA-24-18  
December 4th, 2024

**Position Description**

The Hon. Patricia A. Millett offers temporary, unpaid externships to law school students each semester.

An externship in Judge Millett's chambers includes:

- Undertaking independent research projects
- Writing memoranda analyzing legal issues in pending cases
- Participating in oral argument preparation, including active case discussions with the Judge and her law clerks
- Attending oral arguments
- Analyzing and summarizing current U.S. Supreme Court and Circuit decisions
- Assisting with proofreading and cite checking of draft court opinions
- Participating in chambers and court social and educational events

Applications filed by January 15th will receive priority consideration for their preferred semester:

- (1) 2025 Summer semester (May through July/August)
- (2) 2025 Fall semester (August through November/December)
- (3) 2026 Spring semester (January through May/April)

**Location and Schedule**

The externship is available to candidates who can work in person at the U.S. Courthouse in Washington, D.C.; there is no remote option.

The summer externship is full-time: five days (40 hours) per week. The fall and spring externship is part-time: two days (16 hours) per week.

Start and end dates, as well as daily hours, are set prior to the start of each externship and take the extern's academic calendar and course schedule into consideration.

## **Qualifications**

Eligible candidates will have completed, at minimum, one 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. Scholarship and/or fellowship funding to cover expenses during the externship must be disclosed in your cover letter and must be approved by the Judge prior to any finalized employment offer.

All externs are subject to strict confidentiality requirements.

Externs who serve in Judge Millett's chambers are not eligible to seek a clerkship with Judge Millett.

## **Salary & Benefits**

This is an unpaid position. Externs are responsible for coordinating any educational credit with their law school, if appropriate. Transit subsidies are available for eligible externs.

## **Application Requirements**

Submit the following documents in a **single PDF** to [daniela\\_mendoza@cadc.uscourts.gov](mailto:daniela_mendoza@cadc.uscourts.gov):

- (1) Cover letter. Must include which semester you are applying for and if you are eligible to work in the United States (via citizenship, work-eligible student visa etc.)
- (2) Resume
- (3) Law school transcript, including a *minimum* of one semester of completed grades
- (4) Three references, including the recommenders' names, contact information, and how the reference knows the candidate

Writing samples and undergraduate transcripts will not be considered. Letters of recommendation are not requested or required.

**This is a perpetual vacancy announcement, covering positions over multiple time periods, and remains open until all positions have been filled. More than one candidate will be selected from this announcement. The U.S. Court of Appeals for the District of Columbia Circuit is an Equal Opportunity Employer.**