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**United States District and Bankruptcy Courts  
Central District of California**

**Student Intern – Model Intern Program**

**Hourly Rate:** \$18.26 - \$22.83

**Opening Date:** March 31, 2026

**Closing Date:** April 30, 2026

**Location:** Los Angeles, CA

**Vacancy No:** 26-30

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**Overview**

The U.S. District and Bankruptcy Courts for the Central District of California are seeking qualified undergraduate students for a one-year term as a **Student Intern** through the **Model Intern Program (MIP)**, a national initiative led by the Administrative Office of the United States Courts.

This internship offers the opportunity to gain hands-on experience across several units of the federal judiciary, including the District Court, Bankruptcy Court, and the U.S. Probation and Pretrial Services Office. Interns will observe judicial proceedings, assist with administrative and outreach activities, and complete a capstone project.

View a brief video overview of the program:

<https://youtu.be/1x1r3BvU2p8?si=YJxDDpwa2-RXEH8t>.

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**Program Dates and Hours**

- **Start Date:** June 15, 2026
  - **End Date:** No later than May 30, 2027
  - **June–August:** Up to 40 hours per week
  - **September–May:** 15–20 hours per week (or fewer, as needed to accommodate academic schedules)
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**Eligibility Requirements**

Applicants must:

- Be a United States citizen; a person who owes allegiance to the United States; a person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and a citizen when eligible; or a lawful permanent resident seeking citizenship;
- Be enrolled at an accredited undergraduate college or university;

- Be a rising junior or senior in good academic standing as of June 2026.

Successful candidates must demonstrate professionalism, reliability, and discretion, and must comply with the Code of Conduct for Judicial Employees and all court confidentiality and IT policies. Interns will be subject to an FBI fingerprint-based background check.

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## **Responsibilities**

Interns will rotate through various offices and work closely with judges and/or chambers staff, administrative staff, court units, and probation officers. The internship will provide exposure to the full range of court operations. Responsibilities may include, but are not limited to:

- Observing court proceedings in civil, criminal, and bankruptcy cases
- Preparing summaries of hearings and court activities as directed
- Assisting with legal and administrative document management, including sorting, copying, scanning, and filing
- Assisting with courtroom preparation and logistics under the guidance of courtroom deputies
- Supporting juror orientation, including observing jury selection processes and assisting with hospitality and crowd flow
- Assisting with data collection, report preparation, and analysis for court programs or initiatives
- Providing support for public outreach efforts, including courthouse tours and heritage events
- Assisting with the planning and execution of community outreach activities and educational programs
- Completing a capstone project tailored to the intern's academic or professional interests (e.g., creating an educational resource or organizing a school visit)
- Drafting internal communications, social media content, or public-facing materials in support of the court's communications team
- Shadowing professionals across departments to gain insight into various career paths within the federal judiciary
- Conducting limited research and analysis on assigned topics to support staff initiatives
- Performing clerical and administrative support tasks, as needed
- Participating in scheduled intern cohort meetings or mentorship sessions with court leaders
- Assisting with special projects assigned by administrative and/or court staff

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## Qualifications and Competencies

The ideal candidate is curious, responsible, and motivated by public service. In addition to the eligibility requirements, successful candidates will demonstrate:

- Strong interest in learning about the federal judiciary and public sector careers
- Excellent written and verbal communication skills
- Ability to manage multiple assignments and meet deadlines
- Strong attention to detail and high standards of accuracy
- Ability to work effectively both independently and collaboratively
- Proficiency with Microsoft Office Suite and ability to learn new technologies quickly
- Research and analytical skills, including comfort navigating databases and online tools
- Discretion and maturity when handling sensitive information
- Positive attitude, flexibility, and willingness to take initiative
- Dependability, punctuality, and professionalism
- Experience with social media, graphic design, or communications is a plus but not required
- Previous work, volunteer, or leadership experience that demonstrates initiative and community involvement is preferred

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## Compensation

Compensation will be determined based on qualifications and experience, within the range of \$18.26 - \$22.83 per hour. The classification level is CL 22; a high school diploma or equivalent is required.

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## Application Process

**Submit the following by April 30, 2026:**

- **Cover Letter** describing your academic background, interest in the federal judiciary, and what you hope to gain from the experience
- **Resume**
- **At least one reference** (academic, work, or character)

**Email Applications to:** [apply\\_CACD@cacd.uscourts.gov](mailto:apply_CACD@cacd.uscourts.gov)

(Please reference “Student Intern – MIP, Vacancy#26-30” in the subject line. Attach PDFs only.)

**Applications may also be mailed or hand-delivered to:**

U.S. District Court

Attn: Human Resources / Vacancy#26-30

255 East Temple Street, 3rd Floor, Suite 346

Los Angeles, CA 90012

*First-generation college students and those who have overcome educational or socioeconomic barriers are encouraged to apply.*

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**Additional Information**

- Only applicants selected for interviews will be contacted
  - Interviews may consist of a virtual first round and in-person second round
  - Travel, relocation, or housing assistance is not provided
  - This position requires enrollment in Direct Deposit
  - The courts reserve the right to modify or withdraw this announcement at any time
  - The final candidate will undergo a law enforcement records check and employment eligibility verification under the Immigration Reform and Control Act of 1986
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The U.S. District and Bankruptcy Courts are Equal Opportunity Employers.

The Ninth Circuit EEO Plan and Code of Conduct for Judicial Employees are available upon request.