



Law Student Summer Internship Program Judge Stephen P. McGlynn

Judge McGlynn offers a limited number of unpaid internships for law students during the summer. Internships are expected to begin in or about May and last for approximately eight to twelve weeks. The internship program exists to give law students the opportunity to acquire first-hand federal experience, including knowledge and skills in Criminal and Civil law. Although the internship is unpaid, it offers law students invaluable hands-on experience and knowledge working inside a United States District Court chambers.

The intern will be assigned both Civil and Criminal matters to evaluate and research; will attend in-court hearings and/or trials in both Civil and Criminal cases; and will meet with the Judge to discuss the nature and merits of pending matters. In doing so, the intern will be given the opportunity to offer input on matters assigned to him or her and will be required to prepare written memoranda and orders for the Court. The intern will also be introduced to the Federal Sentencing Guidelines and develop a working understanding thereof.

Interns are considered a direct reflection of the Court, therefore the highest standard of conduct, confidentiality, and appearance are both expected and mandatory.

Requirements:

In order to participate in the Internship Program, a candidate must:

- Be a U.S. Citizen or eligible to work in the United States;
- Be enrolled and in good standing at an accredited school of law;
- Adhere to the rules, regulations and policies of the court including the Code of Conduct for Judicial Employees which is available to applicants for review upon request; and
- Be able to pass a mandatory FBI fingerprint check/background investigation. The intern will be considered a provisional selectee pending successful completion of the investigation.

Qualifications:

It is expected that interns have:

- A strong academic record;
- Exacting attention to detail;
- Excellent independent research and writing skills;

- Excellent communication, interpersonal, and organizational skills, which include the ability to manage multiple tasks and deadlines;
- Understanding of the importance of the confidentiality issues inherent to the Court; and
- Ability to exercise mature judgment.

Gratuitous Service:

Services of an appointed intern are to be rendered solely as a volunteer and are considered “at will.” The intern thereby waives any claim or right to receive a salary or other compensation in consideration of the performance of the duties assigned. The intern is not entitled to receive Federal Employees’ Retirement System credit, Civil Service Retirement credit, or other related personnel benefits as a consequence of this voluntary internship. The intern can be terminated with or without cause by the Court.

Application Process:

Those interested in being considered for the internship program are invited to submit an application packet (one document in .pdf format) composed of the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- Resume, including a list of professional references;
- Current law school transcripts;
- One writing sample, no more than eight pages in length; and
- At least one letter of recommendation from a law school professor.

You may also be required to certify that you have not participated in protests or disruptions of speakers on campus aimed at chilling speech and divergent viewpoints.

Incomplete submissions and submissions that are not received in one .pdf file may not be considered. Hard copies will not be accepted. Please email your complete application packet to SPMpd@ilsd.uscourts.gov on or before February 28th of the calendar year for which you are applying. Only applicants selected for an interview will be notified. The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.