



United States Court of Appeals for the Sixth Circuit

APPELLATE LEGAL INTERN

Cincinnati, OH Full-Time
\$29.06 per hour

About the Court

The Sixth Circuit offers a positive culture with a team of dedicated professionals.

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with a contemporary vibe. We enjoy a diverse and energetic population who are transforming the area into **one of the top places to live in the country**. Explore our remarkable city at: cincinnati.chamber.com and check out our awards at cincyusa.com.

Position Summary

This is a full-time temporary position beginning in May 2025 and ending in August 2025, depending on the student's school calendar. More than one internship may be filled.

The Appellate Legal Intern conducts research; reviews case records and filings; drafts proposed memoranda and orders; and assists court executives, court attorneys, and court staff. Duties may also include the following: perform initial procedural review of appeals, motions, and petitions; draft correspondence to attorneys, pro se litigants, and the public; assist motions attorneys with emergency motions; and proofread, edit, and cite check various orders, correspondence, and memoranda. Interns might occasionally be asked to assist with courtroom duties.

Qualifications

Completed at least two years at an accredited law school. Strong legal research and writing skills. Ability to work under varying time constraints. Excellent organizational and interpersonal skills. Present a professional image and demeanor. Demonstrated ability to exercise appropriate discretion in dealing with confidential information. Significant experience with and skills in using computer-based applications.

How to Apply

Please submit a single PDF application packet including (1) a cover letter, (2) a resume, (3) the attached questionnaire*, and (4) a recent writing sample of five to seven pages to the Director of Human Resources [via our online application system](#) under 'Upload Resume'. The writing sample should be edited only by the applicant; excerpts from a larger work should include an introduction that provides sufficient context and orientation. The sample should not be a blog post, or a law review note or article. To ensure consideration, applications must be received by **January 17, 2025**. Virtual interviews will be available.

Conditions of Employment

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Selectees are subject to a background check and are provisionally hired pending results of the background check. Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. For citizenship requirements, visit www.uscourts.gov/careers.

The Court of Appeals values diversity and is committed to inclusion in our workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants. If a reasonable accommodation is needed in the recruitment process, we welcome you to contact Human Resources at humanresources@ca6.uscourts.gov or (513) 564-7250.

* Questionnaire can also be found at www.ca6.uscourts.gov/employment.



United States Court of Appeals for the Sixth Circuit

Appellate Legal Intern Questionnaire

Please provide the following information:

Name	
Undergraduate/Graduate School(s), Date(s) of Graduation, GPA Degree(s), and Major(s)	
Name of Law School	
Current Year in Law School	
Anticipated Graduation Date	
Law School GPA and Scholastic Rank	
Provide Details on Law Journal and/or Moot Court Participation	