

United States Courts
Western District of Pennsylvania
STUDENT INTERNSHIP OPPORTUNITY
WITH THE FEDERAL JUDICIARY

LOCATION	Pittsburgh, PA
TYPE OF APPOINTMENT	One-year Term: June 2026 through May 2027
SALARY RANGE	CL 22 (\$16.20 - \$19.91)
JOB ANNOUNCEMENT	26-01_MIP
CLOSING DATE	April 15, 2026

POSITION OVERVIEW

The Administrative Office of the United States Courts established the Model Intern Program (MIP) to expand applicant pools and increase access to opportunities within the Federal Judiciary. The Judiciary is committed to developing and investing in a strong pipeline of talented individuals from all segments of society to advance its mission of delivering fair and impartial justice. The MIP provides opportunities for talented college students to compete for paid internships with federal courts throughout the country, preparing them for future employment opportunities within the Judiciary.

The MIP focuses on providing hands-on exposure to a variety of legal and non-legal career paths within the Federal Judiciary. Through meaningful assignments, rotations, networking, training, and mentorship, the MIP aims to develop the next generation of Judiciary employees. You can gain more insight into the program by watching the [MIP YouTube Video](#) or by visiting [The Model Intern Program](#) page.

This unique year-long internship is being offered to junior and senior undergraduate students in or surrounding the Pittsburgh region. This internship will allow an individual to rotate among the different units to perform a variety of tasks and activities, and gain exposure to the work performed in federal courts. The internship rotations will include the Bankruptcy Court, District Court, Federal Public Defenders, and Probation and Pretrial Services for the Western District of Pennsylvania.

EXPERIENCE/BACKGROUND

The candidate must be a junior or senior during the 2026 - 2027 academic year and currently enrolled full-time and in good standing at an accredited college or university. **Candidates with anticipated graduation dates during the internship (e.g., December graduation), are eligible for participation in the MIP.**

Preference will be provided to first-generation college students, non-traditional college students, and veteran applicants. Please reference in your cover letter if you align with any of these categories.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or eligible to work in the United States. The successful applicant is required to submit to a mandatory background investigation, including fingerprinting. The candidate must comply with the [Code of Conduct for Judicial Employees](#) and court confidentiality requirements. The intern will be required to work no more than 40 hours per week during the summer semester and no more than 20 hours per week during the fall and spring semesters to accommodate class and exam schedules.

REPRESENTATIVE DUTIES

District Court

- Update court records, databases, websites, and internal documents.
- Assist in the planning and hosting of outreach, educational, and public-facing activities.
- Support office-wide initiatives through research, organization, and administrative assistance.
- Assist with jury administration tasks and special projects.

Bankruptcy Court

- Participate in the planning and delivery of the court's outreach program focused on financial literacy for high school students.
- Observe and provide draft summaries of hearings in cases under chapters 7, 11, 12, and 13 of the Bankruptcy Code.
- Draft official correspondence from the Chief Judge and Clerk of Court.
- Participate in and draft meeting minutes of the Clerk's Office administration, management, and IT meetings.

Federal Public Defenders

- Conduct non-legal research to support case preparation and office initiatives.
- Assist with fact investigation by reviewing and summarizing discovery materials, supporting fact witness interviews, and obtaining records and other publicly available evidence.
- Review client medical, educational, and social history records and contribute to the development of mitigation reports.
- Participate in client interviews, case strategy discussions, and office meetings.

Probation and Pretrial Services

- Assist officers with conducting investigations and verifying background information concerning persons charged with a federal offense when they are arrested or summoned to court.
- Assist officers with running criminal record checks through public websites, as well as conducting inquiries with collateral agencies. Investigate an offender's employment, sources of income, etc. Conduct database searches, compile information, and enter data/information into the probation office's case management systems.
- Observe officers interviewing defendants and drafting presentence reports, including investigating a defendant's criminal history and personal and family background.
- Under the guidance of an officer, observe the intake process of a person's placement on post-conviction supervision and other supervision activities that update the Court on the conduct and condition of the person on supervision.

General Court Administration

- Observe court proceedings in civil and criminal matters to develop a familiarity with the judicial process.
- Exposure to aspects of information technology and cyber security.
- Perform other duties as assigned.

APPLICATION PROCESS

To be considered for this position, applicants must submit the following items in PDF format online at:
<https://www.pawb.uscourts.gov/cgi-bin/applymip01.cgi>

- AO-78 Federal Judicial Branch Application for Employment. This form can be found at:
[Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](#)
- Cover letter
- Resume

Submissions will not be considered complete unless **all** items have been received. Incomplete submissions will not be considered.

SELECTION PROCESS

The courts reserve the right to modify the conditions of this job announcement, to withdraw the announcement or to fill the position at any time without prior notice.

The Federal Judiciary is an Equal Opportunity Employer.