

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
CLERK'S OFFICE**

Temporary Legal Intern

Job Announcement: #25-9

Position Type: Full-time, Temporary
The position will be limited to 89 days maximum and cannot exceed August 29, 2025.

Location: Court of Appeals Clerk's Office
John J. Moakley U.S. Courthouse, Boston, MA

Starting Salary: CL 22/1 - 22/25 (\$36,547 - \$45,679 per annum, or \$17.57 - \$21.96 per hour)
Depending on qualifications and experience

Closing Date: Open Until Filled
Preference will be given to applications received by Friday, April 11, 2025
The successful candidate must be able to start no later than Monday, June 2, 2025.

Organization: The Clerk's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Temporary Legal Intern. The United States Court of Appeals for the First Circuit is the court of review for decisions by the district courts within the First Circuit, which includes the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court also reviews decisions by federal administrative agencies, the United States Tax Court, and the Bankruptcy Appellate Panel. The Court of Appeals consists of six authorized Circuit Judges, five Senior Circuit Judges, and approximately 28 Clerk's Office Staff.

Duties and Responsibilities: The incumbent will conduct legal research and draft memoranda and other documents, review and update internal procedures, and assist with additional legal projects as assigned. This is a temporary position that will not exceed August 29, 2025.

Qualifications:

- Current JD candidates who are at the 2L or 3L level by the time the internship begins.
- Excellent verbal and written communication skills are required.
- Excellent legal research skills, including proficiency with Westlaw, are essential.
- Candidates must be self-motivated, proactive, able to work effectively in both a team environment and without close supervision, and possess excellent attention to detail.

Benefits: Due to the temporary nature of the appointment, benefits are limited to sick leave.

Background Check: The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check, as a condition of employment. Employee retention depends upon a favorable suitability determination.

How to Apply: Submit the following documents: (1) cover letter, (2) resume, (3) a recent legal writing sample up to 10 pages in length, and (4) a signed and completed AO-78, Application for Federal Judicial Branch Employment (version dated 5/24) to:

Zuleen Nova
Executive Assistant
U.S. Court of Appeals for the First Circuit
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2500
Boston, MA 02210

Complete applications will also be accepted via email, **in pdf format only**, to: cjobs@ca1.uscourts.gov.

The application form (AO-78) is available at [AO 078-08-2024.pdf \(uscourts.gov\)](#). The AO-78 must be signed and filled out completely. Attaching a resume in lieu of the AO-78 or answering the questions on the AO-78 by simply referencing an attached resume is not sufficient. If the AO-78 is filled out electronically and submitted by email, the fillable form must be resaved and submitted as a non-fillable pdf before submission; otherwise the form will appear blank.

Note: Applications that do not include all requested information will be deemed incomplete and will not be considered.

Additional Conditions of Employment:

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All Court employees are required to adhere to a Code of Conduct. All Court employees are "*at will*" employees and serve at the pleasure of the Court. The Court will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER