



United States District Court

District of Delaware

Vacancy Announcement 26-6

Position Title: Student Intern
Salary: CL 22 (\$35,910- \$44,887)
Opening Date: March 26, 2026
Closing Date: April 23, 2026

Position Overview

The United States District for the District Court of Delaware is accepting applications for a one-year term student internship as part of the Model Intern Program (MIP) offered through the Administrative Office of the United States Courts. The MIP was established to expand applicant pools and increase access to opportunities within the Judiciary. The MIP fosters excellence and values the unique perspectives, experiences, and backgrounds present within the Judiciary and the communities it serves. The program is designed to address barriers to opportunity unrelated to merit, talent, or qualifications, ensuring that individuals have the chance to pursue opportunities based on their skills and abilities. By mitigating challenges created by income disparities, the program seeks to provide equitable access to opportunities. 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.

This unique, year-long internship is being offered to junior and senior undergraduate students and will be headquartered at Wilmington, Delaware. The MIP internship begins on June 15, 2026 and concludes by May 30, 2027. The intern will work full-time (no more than 40-hours/week) during the summer semester and part-time (no more than 20-hours/week) during the fall and spring semesters. The intern will have a rotation with the following court units: District Court, Bankruptcy Court and Probation and Pretrial Services for the District of Delaware. The intern will report directly to the Clerk of Court for the District of Delaware.

Representative Duties

The Intern will function as a student trainee and his/her duties will include:

District Court

- Observe a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process;
- Assist judicial, legal, professional, and/or administrative staff with jury matters;

- Assist judicial, legal, professional, and/or administrative staff as needed in handling special events, such as naturalization ceremonies, investitures, and community outreach events;
- Provide support and guidance to members of the public regarding court processes and procedures;
- Assist judicial, legal, professional, and/or administrative staff in collecting, maintaining, and processing case information;
- Assist with creating a weekly schedule for the High School Fellowship Program;
- Organize legal pleadings, briefs, motions, and letters for judicial, legal, professional, and/or administrative staff;

Probation and Pretrial Services

- Complete collateral responses to requests from other U.S. Probation districts. This includes obtaining criminal records and collecting probation information from available Delaware records maintained at the state
- Obtain criminal records from databases such as Delaware Criminal Justice Information System (DELJIS) and upload the documents. Successful completion of a DELJIS training through the State of Delaware is required to access the database. MIP interns may input criminal history information for presentence investigations
- Attend court hearings, such as plea hearings, sentencings, and violations of supervised release or probation
- Accompany the probation officer to various locations in the community. The MIP intern will not have direct contact with people on supervision, but will be exposed to other professional agencies such as local probation and parole offices, police departments, local court agencies and the residential reentry center.

Bankruptcy Court

- Provide administrative and project support across multiple departments, including data entry and assistance with workflow processes, documentation, and operational procedures.
- Shadow court personnel to learn about their daily responsibilities and contributions to court operations, including opportunities to assist with onboarding documentation and the development or updating of training materials and standard operating procedures.
- Utilize a variety of technologies to support and improve operational procedures, which may include assisting with the development and implementation of inventory tracking systems, updating internal and external websites, performing database entry and management, entering data into case management systems, supporting the integrity of the court's CM/ECF (Case Management/Electronic Case Files) system, and using Microsoft Office suite applications.
- Observe courtroom proceedings and hearings to develop an understanding of judicial processes and courtroom protocol, including exposure to hearing scheduling, court calendar preparation, and the docketing and review of filed pleadings for completeness.
- Exposure to and/or support of customer service, maintaining official case records, electronic case filing and courtroom support.
- Exposure to and/or support of various aspects of finance and budget.

- Exposure to and/or support of human resources, including assistance with staff communications, internal newsletters, and announcements.

Experience/Background

Candidates 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.

Conditions of Employment

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at will” appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review on the Court’s webpage [here](#).

Information for Applicants

Qualified persons must submit the following:

- 1) A cover letter. In your cover letter please answer the following question: Why are you interested in this internship and what experience do you hope to gain?
- 2) A resume
- 3) At least one (1) character reference from a college professor.
- 4) A judiciary application (available [here](#)).

Submissions must be made via email to: humanresources@ded.uscourts.gov . The subject line for your submission must read: **26-6, Student Intern**.

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their expense and relocation expenses will not be reimbursed. Funding for housing will not be provided and will be the responsibility of the intern throughout the internship.

**If you have questions regarding this announcement,
please contact Beth Mason at (302)573-4539**