UNITED STATES COURTS FOR THE TENTH CIRCUIT
JOB OPPORTUNITY: Federal Court Intern

Vacancy Announcement: 2026-MIP-08

POSITION:	**Federal Court Intern**
POSITION TYPE:	**One-year term internship starting on June 15, 2026, and ending on May 30, 2027. Varied periods of full-time and part-time employment based on school schedule and court needs.**
SALARY RANGE:	**CL 21, Steps 1-23: ($13.91 - $17.09 per hour) – under the Court Personnel Pay System. See Pay Table DEN* *Starting salary depends on qualifications and experience.***
OPEN DATE:	**March 16, 2026**
CLOSING DATE:	**Open until filled. Applications reviewed as received.**
AREA OF CONSIDERATION:	**Available to Junior and Senior undergraduate students in the state of Colorado.**
LOCATION:	**Denver, Colorado (Onsite requirement. Locations in Downtown Denver)**

POSITION OVERVIEW

The United States Courts for the Tenth Circuit are seeking a one-year term student intern as part of the Federal Judiciary's Model Intern Program (MIP). The Federal 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 is also committed to developing the next generation of talent and is designed to enhance opportunities for aspiring non-traditional college students.

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 visiting MIP YouTube .

This unique year-long internship is being offered to junior and senior undergraduate students in Colorado. This internship will allow an individual to rotate among the different federal courts and their 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 District Court for the District of Colorado, the Federal Bankruptcy Court, the Tenth Circuit Court of Appeals, and the Federal Public Defender's Office for the District of Colorado.

REPRESENTATIVE DUTIES

The incumbent will perform a variety of tasks including, but not limited to, administrative office functions, courtroom operations, project support, and outreach. This experience will provide exposure to most units and functions within the various court units, and the candidate will receive guidance from established mentors. Specific duties may include:

- Providing administrative and project support across multiple departments, including data entry and assistance with workflow processes, documentation, and operational procedures.
- Assisting administrative staff, such as paralegals and attorneys, with binder preparation for hearings and trials.
- Shadowing judges, federal public defender staff, courtroom deputies, and other court personnel to learn about their daily responsibilities and contributions to court operations.
- Utilizing 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, and using Microsoft Office Suite applications.
- Performing community outreach and participating in training opportunities, meetings, and orientations to support professional development within the different rotations.
- Providing administrative support such as filing, scanning, organizing documents, and maintaining and updating records.
- Observing courtroom proceedings, hearings, and trials to develop an understanding of judicial processes and courtroom protocol.

MINIMUM QUALIFICATIONS

- Candidates must be juniors or seniors during the 2026-2027 academic year and currently enrolled full-time and in good standing at an accredited college or university in the state of Colorado.
- Candidates must commit to completing the one-year assignment **starting June 15, 2026, and ending May 30, 2027.** Candidates must also commit to performing work onsite in downtown Denver, with a full-time work schedule during the summer months.
- Candidates must demonstrate strong communication skills, with the ability to effectively communicate both orally and in writing with diverse audiences.
- Candidates must have experience with Microsoft Office Suite including Word, Outlook, and Excel.

PREFERRED QUALIFICATIONS

- Cumulative GPA of 3.25 or above.

ADDITIONAL INFORMATION

This position is subject to a mandatory Electronic Fund Transfer (EFT) for direct payroll deposit. Employees are considered at-will. Immigration law requires public employers to hire individuals who are lawful permanent residents seeking U.S. citizenship. Candidates are not required to complete questions 18-20 on form AO-78 regarding criminal history. Criminal history is not in itself disqualifying. Appointment is contingent upon a suitable determination on a background investigation. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. All compensation and promotions are subject to final approval by the Administrative Office of the U.S. Courts. The federal Judiciary is an equal opportunity employer.

HOW TO APPLY

Email 1) cover letter, 2) resume, and 3) Application for Judicial Employment to HR@ca10.uscourts.gov.
Reference 2026-MIP-08 in the subject line. ***Incomplete applications may not be accepted.***
Only candidates selected for interviews will be contacted.