

VACANCY ANNOUNCEMENT

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF MICHIGAN



LAW STUDENT INTERN

OPENING DATE: December 15, 2024
POSITION TITLE: Law Student Intern (**2 Positions Available**)
LOCATION: Detroit, MI
CLOSING DATE: February 28, 2025

The United States Bankruptcy Court for the Eastern District of Michigan is accepting applications for two part-time summer law student interns.

OVERVIEW:

This internship opportunity results from a collaborative effort between the Bankruptcy Court and the Bankruptcy Committee of the Eastern District of Michigan Bar Association. The goal of the program is to build a pipeline of diverse talent in the legal profession and in the bankruptcy bar in particular. This is an excellent opportunity for individuals who are interested in learning about bankruptcy practice and insolvency law, and who are committed to promoting diversity, equity, inclusion and accessibility across the insolvency profession. The internship is for a 6-week period. The selected candidates will each receive a **\$4,000 stipend funded by the American College of Bankruptcy Foundation**. Work schedules are flexible depending on the availability of the selected candidates.

AREAS OF RESPONSIBILITY:

May include, but are not limited to, the following:

- Working in chambers with a Bankruptcy Judge and attending a variety of types of hearings to develop familiarity with the judicial process.
- Assisting judicial and legal staff in collecting, maintaining, and processing case information.
- Assisting judicial and legal staff in preparing cases.

- Organizing legal pleadings, briefs, motions, and letters.
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS:

To be eligible for consideration, the applicant must:

1. Be enrolled at an accredited law school.
2. Be in good academic standing.

ADDITIONAL QUALIFICATIONS:

The ideal candidate:

- Has excellent communication skills, both verbally and in writing.
- Is self-directed and able to work with limited supervision.
- Has a high level of organization with experience working on multiple projects concurrently.
- Has a demonstrated commitment to the principles of diversity, equity, and inclusion.
- Has strong interpersonal skills and displays cultural sensitivity.

HOW TO APPLY:

Download the *Application for Judicial Branch Employment* at

<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.

Applicants should submit a cover letter which expresses why they are interested in the position and why diversity and inclusion is important in the judiciary. Please e-mail the completed application, the cover letter, two professional references, a resume, and a law school transcript as **ONE PDF** to hr@mieb.uscourts.gov. Please include **Law Student Intern** in the subject line.

**THE UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF MICHIGAN
IS AN EQUAL OPPORTUNITY EMPLOYER**

