

United States District Court
Northern District of New York
James T. Foley U.S. Courthouse
445 Broadway, Courtroom 6
Albany, New York 12207

ANNE M. NARDACCI
UNITED STATES DISTRICT JUDGE

LAW CLERK AND INTER/EXTERN HIRING INSTRUCTIONS

TERM LAW CLERK APPLICATIONS

Positions: Judge Nardacci has completed law clerk hiring through the 2023-2024 term. She has openings for 2024-2025 and for all clerkships thereafter.

Application Process: Judge Nardacci does not accept paper applications. Applicants should apply through OSCAR and follow the federal law clerk hiring plan. Applications should include a cover letter, resume, law school transcript, writing sample (10-15 pages), and at least two letters of recommendation. If the writing sample is not entirely the applicant's own work, the nature and extent of contributions from others should be noted.

INTERN AND EXTERN APPLICATIONS

Positions: Judge Nardacci will hire one or more externs (to work approximately one to two days per week during the fall or spring semester), as well as one or more interns (to work full-time during the summer). These positions are unpaid. Judge Nardacci has completed hiring for summer 2023, but has not yet completed hiring for fall 2023.

Applications: Interested applicants should submit a cover letter, resume, law school transcript, and one writing sample, as a single .pdf to Courtroom Deputy Maria Blunt (maria_blunt@nynd.uscourts.gov). The email subject line should read "Internship Application: Summer [YEAR]" (for internships) or "Externship Application: [Fall/Spring YEAR]" (for externships).

Application Timing: Applications for each summer term are reviewed beginning in January of the calendar year. Applications for each spring/fall term are reviewed on a rolling basis in the months preceding the internship. First-year applicants are encouraged to wait until all first-semester grades are available before applying; if applying earlier, however, such an applicant may submit an updated application once all grades are in, using the same subject line as their original email adding "UPDATED."