

**LAW CLERK AND INTERN/EXTERN HIRING INFORMATION  
HENRY J. RICARDO, UNITED STATES MAGISTRATE JUDGE**

**Chambers**

Daniel Patrick Moynihan Courthouse  
500 Pearl Street  
New York, NY 10007  
Email: [NYSDRicardoApplications@nysd.uscourts.gov](mailto:NYSDRicardoApplications@nysd.uscourts.gov)

All applications should be submitted according to the instructions below. Other than as set forth below, applicants should not contact Chambers by either telephone or email. Chambers will contact applicants directly in the event Judge Ricardo wishes to schedule an interview.

**CLERKSHIP APPLICATIONS**

Judge Ricardo posts application information and positions for future terms on OSCAR when available. Please do not send clerkship applications to Chambers by other means.

**INTERNSHIP AND EXTERNSHIP APPLICATIONS**

**Positions:** Judge Ricardo hires externs to work at least two days per week during the fall or spring semester, and interns to work full-time during the summer.

Judge Ricardo accepts and reviews applications for all semesters on a rolling basis.

**Applications:** Applications should contain a cover letter, resume, law school transcript, one writing sample, and a list of three references. First-year applicants should wait until all first semester grades are available before applying.

All application materials should be combined into a single PDF and emailed to [NYSDRicardoApplications@nysd.uscourts.gov](mailto:NYSDRicardoApplications@nysd.uscourts.gov). Both the PDF and email should be named according to the following convention: [Externship/Internship] Application [Fall/Spring/Summer] 2026 [Applicant's Last Name]. For example, an application for a Summer 2026 Internship from Jane Smith would be named: Internship Application Summer 2026 Smith.