

Revised: August 23, 2022

**LAW CLERK AND INTERN/EXTERN HIRING INFORMATION**  
**Jennifer E. Willis, United States Magistrate Judge**

**Chambers Contact Information:**

United States District Court  
Southern District of New York  
40 Foley Square, Room 425  
New York, NY 10007  
(212) 805-0244  
[WillisNYSDChambers@nysd.uscourts.gov](mailto:WillisNYSDChambers@nysd.uscourts.gov)

**CLERKSHIP APPLICATIONS**

**Positions:** Judge Willis is currently accepting applications for two law clerk positions. One position would begin in or around February 2023 with an anticipated end date in or around August / September 2024. The other position would begin in or around April 2023 with an anticipated end date in or around April 2024.

**Qualifications:** Judge Willis only hires applicants with at least one year of legal experience. Law school graduates without experience should not apply, nor should any rising third-year students.

**Application Process:** All application materials should be combined into a single PDF and emailed to the chambers address above. The subject line for the email should read “Clerkship Application [February / April YEAR] [Applicant Last Name]” (i.e. Clerkship Application February 2023 Smith). The combined PDF with all materials should be entitled with the same information.

Applications should contain a cover letter, resume, law school transcript, the names of three references and two (2) writing samples. If the writing samples are not entirely the applicant’s own work, the nature and contributions from others should be noted.

**INTERNSHIP AND EXTERNSHIP APPLICATIONS**

**Positions:** Judge Willis often hires externs (to work approximately two days per week during the fall or spring semester) and interns (to work full-time during the summer).

**Applications:** All application materials should be combined into a single PDF and emailed to the address above with “Internship Application: Summer [YEAR] [Applicant

Last Name]” (for internships) or “Externship Application: [Fall/Spring YEAR] [Applicant Last Name]” (for externships) in the subject line (i.e. Externship Application Spring 2023 Smith). The combined PDF with all applications materials should be entitled with the same information.

Applications should contain a cover letter, resume, law school transcript (with as many grades as are available) and one writing sample. 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 and adding “UPDATED.” Other than that, applicants should not follow up on their applications with either telephone calls or additional e-mails. Chambers will contact applicants directly in the event Judge Willis wishes to schedule an interview.

*Clerkship applicants should visit Judge Willis’s page on the Court’s website (<https://www.nysd.uscourts.gov/hon-jennifer-e-willis>) or Judge Willis’s profile on OSCAR for updated information regarding vacancies and other hiring information.*