

LAW CLERK/INTERN HIRING INFORMATION

Mary Kay Vyskocil, United States District Judge

Chambers Contact Information:

United States District Court
Southern District of New York
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LAW CLERKS

Positions: Judge Vyskocil has three positions available for the 2021-2022 term, and three positions available for the 2022-2023 term. She will consider applications for those positions on a rolling basis.

Applications: Judge Vyskocil strongly prefers candidates with experience in practice but will consider exceptional candidates graduating from law school. For such candidates, Judge Vyskocil is participating in the pilot Law Clerk Hiring Plan and, accordingly, will not consider applications from students graduating in 2020 or later until June 15, 2020.

Application Process: Applicants should e-mail a cover letter, resume, law school transcript, undergraduate transcript, and two writing samples to VyskocilClerkship@nysd.uscourts.gov. Please attach these items as a single .pdf. Applicants should include their name, law school, and the word “Clerkship” in the subject line of any e-mail. At least one of the writing samples should be a practical legal writing sample, *e.g.*, a legal memorandum or brief.

Judge Vyskocil also requires two letters of recommendation. These may be included with the application or may be submitted separately to the same e-mail address. The subject line should indicate that it is a letter of recommendation and contain the applicant’s full name.

Judge Vyskocil will **not** review hard copies of applications.

Volunteer Position: Some years, Judge Vyskocil may hire a full-time volunteer law clerk, fellow, or deferred associate. If an applicant is interested in being considered for such a position to commence in fall 2020, please follow the application process described above but indicate in the cover letter interest in being considered for a volunteer position.

INTERNS

Positions: Judge Vyskocil often hires one or more law-students as interns during the school year and for summer employment. During the school year, interns must be available for a full semester and able to work at least eight hours per week. During the summer, interns must be available to work full time for at least eight weeks.

Applications: Applications should be e-mailed to VyskocilClerkship@nysd.uscourts.gov with “Internship Application: [Fall/Spring/Summer] [year]” in the subject line, and should contain a cover letter, resume, law school transcript (with as many grades as are available), one writing sample, and a list of references, all in a single PDF. First-year students should not apply until they have received grades from all of their first semester classes.