

LAW CLERK & INTERN HIRING INFORMATION

Paul G. Gardephe, United States District Judge

Chambers Contact Information:

United States District Court
Southern District of New York
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Clerkship Positions

Judge Gardephe is currently accepting applications for the 2023-2024 and 2024-25 terms.

Clerkship Applicants: Judge Gardephe will adhere to the following process in reviewing clerkship applications:

Application Contents: Applicants should submit a cover letter, resume, law school transcript (with at least 2 semesters of grades), short writing sample edited only by you, and three letters of recommendation.

Application Process: Judge Gardephe will receive applications by e-mail only. When submitting an application, please attach the application materials as a single PDF and format the subject line of the e-mail as follows: "Clerkship Application_YourName."

Letters of Recommendation: Letters of recommendation should be submitted separately by e-mail. Please ask your recommenders to format the subject line of their e-mails as follows: "Clerkship Recommendation_YourName."

Interviews & Offers: Judge Gardephe is no longer participating in the Federal Law Clerk Hiring Plan. Therefore, Judge Gardephe will conduct interviews and extend offers on a rolling basis.

Internship Positions

Judge Gardephe is currently seeking interns for Summer 2022 and the Fall 2022 semester.

Internship Applicants: Judge Gardephe will adhere to the following process in reviewing internship applications:

Application Contents: Applicants should submit a cover letter, resume, and law school transcript. Applicants may also submit a short writing sample edited only by you and letters of recommendation.

Application Process: Judge Gardephe will receive applications by e-mail only. When submitting an application, please attach the application materials as a single PDF and format the subject line of the e-mail as follows: "Fall 2022 Internship Application_Jane Smith."

Interviews & Offers: Judge Gardephe will conduct interviews and extend offers on a rolling basis.