

THE UNITED STATES DISTRICT COURT  
For The  
SOUTHERN DISTRICT OF NEW YORK

Internship(s) – Summer 2009

March 16, 2009

We are currently seeking to acquire 5 interns for the spring semester. The interns will work directly with the Deputy-In-Charge of Docket Services and the Docketing Supervisor. The interns will be given an opportunity to learn about the federal court system and its procedures. The Deputy-In-Charge position was created in September 2008. An intern will work directly with the Deputy-In-Charge and will help with the creation of records and the reorganization of that office.

Docketing is the process in which a case history is created for the judges, counsel and the public. The docket sheet is a summary of the case. The docket sheet lists the attorneys, the parties, all of the documents filed in a case and lists all of the court proceedings held in that particular case. The docket sheet indicates which documents have been filed with the Court and maybe found in the court's public file.

The Docketing Unit is divided into several teams, case openings, civil docketing, criminal docketing and miscellaneous docketing. The docketing unit is responsible for docketing all documents that are created internally, i.e. orders, opinions, memorandum and decisions, scheduling orders, civil and criminal judgments, transcripts, transfers etc. All orders signed and scanned by a judge's chambers before 5 p.m. are docketed and emailed the same day. We are responsible for docketing all documents filed in pro se cases. In certain cases we are directed to serve the parties by certified mail.

The duties and responsibilities of the interns will consist of filing, file stamping, the creation of folders, spreadsheets, mailing documents, creating personnel files, maintaining the personnel files, scanning, sorting documents, sorting mail, retrieving files and delivering unsealing (court files) orders to the records management department. The interns will be given an opportunity to view courtroom proceedings in the District Court and the United States Court of Appeals for the Second Circuit.

Students applying for this position will receive credit(s) from their university or college. Students applying for this position must have a GPA of 3.0 or higher. Interns will be required to sign a confidentiality statement. A criminal background check will be conducted. Applicants must be U.S. citizens. These internship positions (non-salary) are for college credits.

All applicants must submit a cover letter, resume and a copy of their college transcript. Applications must be received by April 24, 2009. All applications should be submitted to Mr. Andrew D'Agostino, Deputy-In-Charge, Docket Services, U.S. District Court, S.D.N.Y., 500 Pearl Street, Room 210, New York, NY 10007.

The Docketing Unit's hours of operation are Monday through Friday, 6:30 a.m. to 7:00 p.m. We are closed on federal holidays.