



United States Bankruptcy Court | District of Arizona

230 North First Avenue, Suite 101
Phoenix, Arizona 85003-1706
(602) 682-4000

Vacancy Announcement #25-04

Position:	MIP Student Intern	Opening Date:	April 11, 2025
Location:	Phoenix, AZ	Closing Date:	April 30, 2025
Position Type:	Temporary Internship	Start By Date:	June 30, 2025
Pay Range:	\$16.22 - \$19.10/hour	End By Date:	May 30, 2026

PROGRAM AND POSITION SUMMARY

The United States Bankruptcy Court, District of Arizona (USBC-AZ) is currently accepting applications from junior and senior undergraduate students for a one-year term student internship! This internship is part of the Model Intern Program (MIP) offered through the Administrative Office of the United States Courts, which was established to increase access to opportunities within the Judiciary. This program is designed to address barriers to opportunities unrelated to merit, talent, or qualifications, ensuring that individuals have the chance to pursue opportunities based on their skills and abilities.

The MIP provides an opportunity for talented college students to compete for a paid internship with UCBC-AZ, which will in return prepare this student for future employment opportunities with the Judiciary. This intern will report directly to the court's Intern Coordinator and will rotate their time between the operations, administrative services, courtroom services, and judicial chambers departments to maximize exposure to the diverse career opportunities within the Judiciary.

The expected working hours of this internship are as follows, with specificity of hours to be determined with chosen student dependent upon academic schedule:

- Summer Semester: Full-Time (no more than 40 hours/week)
- Fall & Spring Semester: Part-Time (no more than 20 hours/week)

To learn more about MIP, please be sure to check out this [video](#) for more information.

INTERNSHIP RESPONSIBILITIES:

- Observing a wide variety of court proceedings in bankruptcy and adversarial matters to develop a familiarity with judicial processes

- Working with Judges, Clerk's Office personnel, and other court-system professionals to develop an understanding of the federal judiciary
- Assisting members of judicial chambers to effectively support Judges in fulfilling their judicial responsibilities
- Collaborating with court staff with various administrative and financial matters and functions, as needed
- Coordinating with Clerk's Office personnel in handling special and/or community events, as needed
- Providing support and guidance to members of the public regarding court processes and procedures
- Supporting Clerk's Office personnel in collecting, maintaining, and processing case information
- Performing basic legal, social science, historical, statistical, and other research to support operations and/or administrative staff
- Sorting, classifying, copying, distributing, and filing court records
- Performing other duties, as assigned

REQUIRED EXPERIENCE / STUDENT STATUS:

Candidates must be a junior or senior during the 2025-2026 academic year and currently enrolled as a full-time student in good standing at an accredited college or university.

CONDITIONS OF EMPLOYMENT:

- The chosen candidate must be a U.S. citizen or eligible to work in the United States.
- Judiciary employees serve under excepted appointments, which are considered "at will" appointments, and can be terminated with or without cause by the Court.
- Employees are hired provisionally pending results of a criminal background check and fingerprinting and are subject to a probation period.
- This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary.
- The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review on the Court's webpage (available [here](#))

APPLICATION INSTRUCTIONS

Qualified students must complete and submit the following documents in this order as **one PDF document** and email the PDF to **azbrecruitment@azb.uscourts.gov** in order to be considered for this opportunity:

1. A cover letter answering the following questions:
 - Why are you interested in this internship opportunity with the Bankruptcy Court?
 - What experience do you hope to gain from this internship?
2. Updated resume
3. Character reference from a college professor
4. Form AO78 – Federal Judicial Branch Application for Employment (available [here](#))

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their expense and relocation expenses will not be reimbursed. Funding for housing will not be provided and will be the responsibility of the intern throughout the internship.

**The United States Bankruptcy Court District of Arizona is an
Equal Opportunity Employer**