

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,
New York, NY 10007
(212) 805-0244
NYSDWillisApplications@nysd.uscourts.gov

CLERKSHIP APPLICATIONS

Positions: Judge Willis is **not** currently accepting law clerk applications.

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.

Applications: 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 [August / September YEAR] [Applicant Last Name]” (i.e. Clerkship Application February 2025 Smith). The combined PDF with all materials should be entitled with the same information.

Applications should contain a cover letter, resume, law school transcript, two (2) writing samples, and three (3) letters of recommendation. The letters of recommendation may be sent separately. If the writing samples are not entirely the applicant’s own work, the nature and contributions from others should be noted. Applications will be reviewed on a rolling basis. Applicants must include in their cover letter their preference for the twelve (12) or eighteen (18) month clerkship.

Clerkship applicants should visit OSCAR (oscar.uscourts.gov) for updated information regarding vacancies and other hiring information.

All applications should be sent to NYSDWillisApplications@nysd.uscourts.gov.

INTERNSHIP AND EXTERNSHIP APPLICATIONS

Positions: Judge Willis often hires fall and spring semester externs (to work either full-time or approximately two days per week if they are also enrolled in classes) and summer interns (to work full-time).

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 2025 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. Applications will be reviewed on a rolling basis

All applications should be sent to NYSDWillisApplications@nysd.uscourts.gov.