

## **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 hired clerks through the 2023-2024 term. Judge Vyskocil will begin reviewing applications for the 2024-2025 term in 2022.

**Applications:** Judge Vyskocil strongly prefers candidates with experience in practice or a prior clerkship, 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 2023 or later until June 15, 2022.

**Application Process:** Judge Vyskocil accepts applications both through OSCAR and directly by e-mail. To submit applications by e-mail, applicants should e-mail a cover letter, resume, law school transcript, undergraduate transcript, and writing samples to [VyskocilClerkship@nysd.uscourts.gov](mailto: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.

Judge Vyskocil requires two writing samples for clerkship applicants. 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.

## **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 ten 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](mailto: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.