UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE

VACANCY ANNOUNCEMENT 2026-14

DATE: September 1, 2026

POSITION TITLE: Judicial Intern (Part-Time Unpaid – 10 to 12 hours per week)
Expected length of service is approximately twelve (12) weeks

LOCATION: Knoxville, TN

POSITION OVERVIEW:

United States District Judge Katherine A. Crytzer anticipates hiring two part-time summer judicial interns. Each judicial intern will serve the Court as an unpaid volunteer. But the Court will make efforts to support any request for school credit that may be available to the selected judicial interns. The internship is expected to begin in or about January 2027 and last for approximately twelve (12) weeks. Absent other arrangements, each judicial intern will work in-person in Judge Crytzer's chambers.

It is anticipated that each judicial intern will research issues of law; draft memoranda and other documents; attend hearings, trials, and various court proceedings, as appropriate; and perform other duties as assigned on behalf of Judge Crytzer.

The judicial intern will report to and work under the direction of Judge Crytzer and her chambers staff.

QUALIFICATIONS:

Applicants must be current law school students with a strong academic record and possess excellent research and writing skills. Candidates must also possess attention to detail and the ability to work independently. The ability to concisely present complicated legal matters is required, as is proficiency in Microsoft Word. High academic standing, law review or journal membership, trial advocacy participation, and/or moot court participation is preferred.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to Crytzer_Chambers@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume;
- A list of professional references with contact information;
- A law school transcript; and
- One writing sample, no more than seven (7) pages in length.

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF FILE MAY BE REJECTED.

DISCLOSURES:

- Applicants must be U.S. citizens or eligible to work in the United States.

- Only applicants selected for an interview will be notified. The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.
- Applicant references will be checked prior to an internship offer.
- U.S. District Court judicial interns are considered "at will." The judicial intern can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court judicial interns are required to sign an AO 196B, Acknowledgement of Gratuitous Services and Waiver.
- U.S. District Court judicial interns undergo a mandatory FBI fingerprint check/background investigation and are considered provisional selectees pending successful completion of the investigation.
- U.S. District Court judicial interns are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.
- The United States District Court is an Equal Opportunity Employer and values diversity in the workplace.