

Law Clerk Intern

Law Clerk Intern Opening for Spring 2026

Closing Date: Open until filled

Office: Montgomery County Circuit Court, The Honorable Jennifer S. Fairfax

Position Type: Unpaid Temporary Intern, At-Will

Essential Functions: The intern provides legal support to the Judge. The intern performs legal research and drafts memorandum, attends court proceedings, provides legal analysis of cases and issues that arise during trial, reviews and analyses pending Motions, summarizes cases cited during hearings. Assists the Law Clerk in triaging chamber's work prior to sending to the judge. Attends court proceedings, as requested by the Judge. Performs other duties as assigned.

Education: Currently enrolled in an ABA-accredited law school or has already obtained a Juris Doctorate degree from an ABA-accredited law school.

Skills/Abilities: Excellent legal writing and research skills. Excellent organizational and time management skills. Excellent communication skills. Knowledge of laws, rules, and court procedures. Knowledge of general office work, such as filing and recording information. Knowledge of computer hardware and software. Ability to perform legal research. Ability to read and understand law-related materials. Ability to compose orders and memoranda. Ability to apply policies, procedures, rules, regulations, and laws as required. Ability to perform all essential functions of this position.

To apply, please send a cover letter, resume, writing samples, transcript (unofficial is acceptable), and no more than 3 letters of recommendation to calvin.lee@mdcourts.gov

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Please find the Maryland Judiciary's equal employment opportunity policy here: [Policy Prohibiting Discrimination, Harassment, and Retaliation](#).