

**LAW CLERK AND INTERN/EXTERN HIRING INFORMATION
HENRY J. RICARDO, UNITED STATES MAGISTRATE JUDGE**

Chambers

Daniel Patrick Moynihan Courthouse
500 Pearl Street, Room 701
New York, NY 10007
Email: NYSDRicardoApplications@nysd.uscourts.gov

All applications should be submitted according to the instructions below. Other than as set forth below, applicants should not contact Chambers by either telephone or email. Chambers will contact applicants directly in the event Judge Ricardo wishes to schedule an interview.

CLERKSHIP APPLICATIONS

Judge Ricardo is currently accepting applications for the Fall 2025 term. Please see OSCAR for additional information and to apply. Please do not send clerkship applications to Chambers by other means.

INTERNSHIP AND EXTERNSHIP APPLICATIONS

Positions: Judge Ricardo hires externs to work at least two days per week during the fall or spring semester, and interns to work full-time during the summer. Judge Ricardo is currently accepting applications for Spring 2025 externs and Summer 2025 interns.

Applications: Applications should contain a cover letter, resume, law school transcript, one writing sample, and a list of three references. First-year applicants should wait until all first semester grades are available before applying.

All application materials should be combined into a single PDF and emailed to NYSDRicardoApplications@nysd.uscourts.gov. Both the PDF and email should be named according to the following convention: [Externship/Internship] Application [Fall/Spring/Summer] 2025 [Applicant's Last Name]. For example, an application for a Summer 2025 Internship would be named: Internship Application Summer 2025 Smith.