

LAW CLERK & INTERN HIRING INFORMATION

Paul G. Gardephe, United States District Judge

Chambers Contact Information:

United States District Court
Southern District of New York
40 Foley Square, Room 2104
New York, NY 10007
GardepheClerkship@nysd.uscourts.gov

Clerkship Positions

Judge Gardephe has no positions remaining for the 2026-2027 or 2027-2028 terms. Judge Gardephe is not currently accepting applications for the 2028-2029 term.

Clerkship Applicants: Judge Gardephe will adhere to the following process in reviewing clerkship applications:

Application Contents: Applicants should submit a cover letter, resume, law school transcript (with at least 2 semesters of grades), writing sample that is solely their work, and three letters of recommendation.

Application Process: Judge Gardephe will receive applications by OSCAR and e-mail. When submitting an application to the Chambers email, please attach the application materials as a single PDF and format the subject line of the e-mail as follows: "Clerkship Application_YourName."

Letters of Recommendation: Letters of recommendation should be submitted separately by e-mail. Please ask your recommenders to format the subject line of their e-mails as follows: "Clerkship Recommendation_YourName."

Interviews & Offers: Judge Gardephe is no longer participating in the Federal Law Clerk Hiring Plan. Therefore, Judge Gardephe will conduct interviews and extend offers on a rolling basis.

Internship Positions

Judge Gardephe will seek interns for the Fall 2025 semester after Spring 2025 grades are released.

Internship Applicants: Judge Gardephe will adhere to the following process in reviewing internship applications:

Application Contents: Applicants should submit a cover letter, resume, and law school transcript. Applicants should also submit a writing sample that is solely their work.

Application Process: Judge Gardephe will receive applications by e-mail only. When submitting an application, please attach the application materials as a single PDF and format the subject line of the e-mail as follows: "Summer 2024 Internship Application_Jane Smith."

Interviews & Offers: Judge Gardephe will conduct interviews and extend offers on a

rolling basis.