

UNITED STATES DISTRICT COURT DISTRICT OF NORTH DAKOTA



Position: Judicial Externship
Location: Grand Forks, North Dakota
Closing Date: August 25, 2025

FEDERAL JUDICIARY OVERVIEW:

The federal judiciary is one of the three branches of the United States government (alongside the executive and legislative branches). Often referred to as the Third Branch, federal courts are the “guardians” of the Constitution. U.S. District courts are the primary trial courts of the federal court system and include both civil and criminal matters. As part of the federal judiciary, employees have the unique experience of working with federal judges and with agencies such as the U.S. Marshal’s office and the U.S. Attorney’s office. The look and feel of the historic federal courthouse and its atmosphere make for a very powerful work experience. Federal externships are engaging and thought-provoking experiences. Learn more about the [U.S. Federal Court system](#).

POSITION OVERVIEW:

Judge Daniel M. Traynor of the United States District Court for the District of North Dakota invites current 2L and 3L law students from the University of North Dakota School of Law to apply for an externship for the fall semester 2025. Judge Traynor’s chambers are in Bismarck, but the selected applicant will work remotely from the Ronald N. Davies Federal Courthouse in Grand Forks, ND. Responsibilities will include:

- Research substantive issues of federal and state law
- Draft legal memoranda and orders
- Observe various court proceedings and settlement conferences
- Exhibit the highest standards of excellence and integrity

The selected applicant will be required to work an average of 10-15 hours per week during the academic semester. This position is unpaid. However, the selected applicant may work with the law school to apply for academic credit. Judicial externs must abide by the Rules of Professional Conduct as well as the Judicial Canons and Rules regarding confidentiality as applied to judiciary staff. The successful applicant must submit to a criminal background check.

QUALIFICATIONS:

The selected applicant must have excellent academic credentials, a strong work ethic, and exceptional research and writing skills.

APPLICATION PROCEDURE:

Qualified persons are invited to submit:

- Cover letter
- Résumé
- Writing sample
- Law school transcript
- Two references

Submit application materials in .pdf format to NDD_J-Traynor@ndd.uscourts.gov.