



# New York State Unified Court System

New York City Surrogate's Court • 11th Judicial District (Queens County)

**Hon. Cassandra A. Johnson**  
Surrogate

**Janet Edwards Tucker**  
Chief Clerk

**Katrina A. Smith**  
Deputy Chief Clerk

The Judicial Internship Program for the 11th Judicial District is currently accepting applications on an open-ended ongoing basis. Interested candidates are encouraged to apply at any time.

The internship will encompass the entirety of Queens County Surrogate's Court. Interns will be divided into two groups, working **in-person** Monday through Thursday as follows:

1. **College Students** - Completion of freshman year of college required. College Interns will observe the dynamics inside Surrogate's chambers and courtroom, attend court proceedings, review cases, and work with the clerks of each department in Queens County Surrogate's Court. To provide more structure to the college students, there will be a balance of time spent with the Surrogate and scheduled observations of other court proceedings and lectures.

2. **Law School Students** - Completion of 1L year (or equivalent if part-time/flex student) required. Law School Interns will have an insider's view into the decision-making process and a chance to participate in that process. They will conduct legal research, draft memos, briefs, and/or decisions, observe court proceedings, and assist chambers' staff with the day-to-day operations. They will also have an opportunity to attend court proceedings and lectures.

**NO HIGH SCHOOL STUDENTS OR RISING COLLEGE FRESHMAN WILL BE CONSIDERED FOR THIS PROGRAM.**

Interested candidates should complete the UCS-5 [application](#), confirmation of offer to [volunteer services form](#), and [confidentiality agreement form](#) and email them, along with a cover letter (explaining why you are interested in Surrogate's Court), resume, and unofficial transcript to the Deputy Chief Clerk, at [gnsurrinterns@nycourts.gov](mailto:gnsurrinterns@nycourts.gov). Emails must come from a school-issued email address. Applications from personal email addresses will be rejected. Interviews, when scheduled, will be conducted via MS Teams and offers will be extended via e-mail.

**Note:** This internship program is **limited to 10 students**, is **unpaid**, and is separate from the paid student aide program.

*The New York State Unified Court System is an equal opportunity employer, and does not discriminate based on race, color, religion, gender, (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.*