

POSITION ANNOUNCEMENT – PAID LEGAL INTERN

POSTING DATE: June 15, 2026

EXPECTED START DATE: Semester-based, with option to extend

RATE: \$20/hour for up to 20 hours a week

ROLLING APPLICATIONS: We offer Fall, Spring, and Summer internships. Apply for the Fall semester or for a future term, as positions may be filled in advance.

Tiffany D. Castro, Standing Chapter 13 Trustee for the Southern District of Texas, is accepting applications from qualified law students for part-time in-person employment as a Legal Intern in the Trustee's office. Up to 20 hours per week, flexible scheduled around classes and exams. This position reports to the Legal Department Supervisor under the direction of the Operations Manager and Trustee.

OPPORTUNITIES IN THIS ROLE INCLUDE BUT ARE NOT LIMITED TO:

1. **Legal Research & Writing:** Draft memos, case summaries, and briefs for active matters.
2. **Case Preparation:** Assist with filings, pleadings, discovery responses, and hearing preparation.
3. **Courtroom Experience:** Shadow attorneys in court hearings and creditor meetings
4. **Analytical Skill Development:** Tackle bankruptcy law issues with crossover into family law, estate planning, and property law.
5. **Drafting Practice:** Prepare motions, proposed orders, and correspondence with opposing counsel.
6. **Practical Exposure:** Learn how to review financial documents, property records, and court filings for case strategy.
7. **CLE Program Development:** Assist in creating and preparing Continuing Legal Education materials and presentations for attorney training.
8. **Professional Development:** Receive mentorship and feedback to strengthen oral advocacy, writing, and analytical reasoning.
9. **Observation of Negotiation:** Witness settlement discussions and informal resolution of bankruptcy disputes.
10. **Procedural Insight:** Gain familiarity with federal and local court rules, e-filing systems, and procedural requirements.

REQUIREMENTS INCLUDE:

1. Must be a current law student at an accredited law school.
2. Must be available for part-time in-office work. This is not a remote or hybrid position.

3. Must be free of prejudices against any individual, entity, or group of individuals which would interfere with unbiased performance of the duties in assisting the Trustee.
4. Must exhibit by demeanor, character, and personality that the applicant would be able to competently assist the Trustee in performing and discharging the required duties.
5. Must possess strong communication and interpersonal skills.
6. Strong research, writing, and organizational skills
7. Interest in bankruptcy law preferred

INFORMATION FOR APPLICANTS:

Applicant must be a U.S. Citizen or eligible to work in the U.S. and must not be related by affinity or consanguinity within the degree of first cousins to any Bankruptcy or District Court Judge in the Southern District of Texas, the Clerk of the U.S. Bankruptcy Court for the District of Texas, the United States Trustee for Region 7, or an Assistant Trustee of Region 7. Only well-suited and qualified applicants will be selected for personal interviews. The selection process will be confidential and competitive. The selected applicant may be required to undergo a background check and drug testing before and during employment. Trustee Office employees are “at will” employees subject to removal at any time.

We welcome applicants from all backgrounds. All qualified candidates will be considered without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, disability, or veteran status.

The compensation is part of the Trustee’s annual operating budget, which is subject to review and approval by the United States Trustee.

Submit resume via email to TrusteeHR@ch13hou.com.