

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
INDIANAPOLIS DIVISION

Judicial Law Clerk to Incoming District Judge James Patrick Hanlon
JSP 11-13 (\$61,674 - \$87,902) dependent on background and experience
CLOSING DATE: Monday, November 19, 2018 or until filled.

The United States District Court for the Southern District of Indiana is accepting applications for a Judicial Law Clerk to Incoming District Judge James Patrick Hanlon. Responsibilities include management of civil and criminal cases, research, and preparation of legal memoranda, bench memos, orders, and opinions. Other duties include proofreading, verification of citations, assistance in courtroom proceedings, and special projects.

Starting salary is dependent upon qualifications, prior years of legal work experience, and bar admission. For appointment at JSP Grade 12, the applicant must have one year of legal work experience and bar membership. For appointment at JSP Grade 13, the applicant must have two years of legal work experience and bar membership. Salary may be higher with previous experience as a law clerk to a federal judge. The term of employment will be at least one year, with the potential for a longer term. Employment will commence on or after November 13, 2018, on a date yet to be determined. Preference will be given to those with post-JD litigation experience, as well as federal court experience. First consideration may be given to those who apply early. Multiple positions may be filled.

MINIMUM QUALIFICATIONS

Candidates must have the following minimum qualifications: (1) law school graduation in the top quarter of the graduating class; (2) law review/journal or other significant legal writing experience; (3) good character, maturity, and willingness to work long hours; (4) excellent skills in research, writing, proofreading, communication, and source and cite checking (including use of proper Bluebook form); (5) proficiency in computer-assisted legal research; and (6) proficiency in Windows, Word and WordPerfect. Prior law clerk experience, experience researching and writing motions, memoranda of law, and appellate briefs in federal court, or post-graduate litigation experience is preferred and may be considered as a valid substitute for class rank. Candidates must demonstrate an ability and willingness to work collegially with others and to maintain confidentiality.

HOW TO APPLY:

Email the following documentation in one PDF document to: DJLawClerk@insd.uscourts.gov. Cover letter, résumé (including GPA and class rank, as well as day and evening telephone numbers), one writing sample (no more than 10 pages), a law school transcript, references, a completed *AO 78 Application for Judicial Branch Federal Employment* (application form is on the court website www.insd.uscourts.gov). **Faxed and mailed résumés will not be accepted. The application deadline is November 19, 2018.**

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial law clerks are governed by certain ethical guidelines that generally prohibit the practice of law and significantly restrict the ability to engage in pro bono legal representation and outside employment. **Law clerks also are prohibited from engaging in any political activities, whether partisan or nonpartisan.**