

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
INDIANAPOLIS DIVISION

Vacancy Announcement 26-15

COURT LAW CLERK - PART-TIME

JSP 11 - 13 - (\$75,374 - \$107,428)

CLOSING DATE: July 10, 2026, at 1:00 p.m. EST, or until filled

The United States District Court for the Southern District of Indiana is accepting applications for a part-time court law clerk position. The law clerk in this position will report to Chief District Judge James R. Sweeney II but will perform work for all of the District Judges of the Court. The law clerk will perform legal research, review records, and draft proposed opinions and orders. The position is based in Indianapolis, and employment will commence on October 1, 2026. The term of employment is from October 1, 2026, through September 30, 2028. The position is possibly renewable up to a maximum of 4 years of service contingent on funding and law clerk term limits.

Starting salary is dependent upon qualifications and prior years of legal work experience. 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.

MINIMUM QUALIFICATIONS: Candidates must have the following minimum qualifications: (1) law school graduation from an accredited law school; (2) exhibits a strong personal character and adheres to a high professional standard; (3) excellent skills in writing, proofreading, communication, and source and cite checking (including use of proper Bluebook form); and (4) proficiency in Westlaw and/or Lexis. 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:

HRsubmit@insd.uscourts.gov

1. Cover letter;
2. Résumé, including email and telephone contact information;
3. References from three work-related sources, including contact information;
4. Writing sample (no more than 10 pages);
5. Law school transcript;
6. Completed *AO 78 Application for Judicial Branch Federal Employment* (application form is on the court website www.insd.uscourts.gov)

Be sure to include your surname and the words "Part-Time Court Law Clerk" in the email subject line. The deadline for receipt of applications is **Friday, July 10, 2026, 1:00 p.m. Eastern Time. Faxed and mailed résumés will not be accepted.**

In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. Failure to do so may invalidate the application without further acknowledgement from the Court. Some applicants may be invited for an in-person interview. Costs will be borne by the applicant. Applications will be reviewed as they are received, and a selection may be made prior to the Application Deadline.

The Court is an Equal Opportunity Employer. Applicants must be U.S. citizens or eligible to work in the United States. 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.