

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF INDIANA  
INDIANAPOLIS DIVISION**

<p><b>Judicial Law Clerk to District Judge James Patrick Hanlon</b> <b>JSP 11-13 (\$61,674 - \$87,902) dependent on background and experience</b> <b>CLOSING DATE: Friday, February 15, 2019.</b></p>
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United States District Judge James Patrick Hanlon is accepting applications for two law clerk positions. 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.

The first opening is for a term to begin in December 2019. The second opening is for a term to begin in June, July, or August 2020. Applicants must identify in their cover letter whether they are applying for one or both openings. The terms will be at least one year.

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.

## **QUALIFICATIONS**

Candidates must have the following minimum qualifications:

- (1) good character, maturity, and willingness to work long hours;
- (2) an ability and willingness to work collegially with others and to maintain confidentiality; and
- (3) excellent skills in research, writing, proofreading, communication, and source and cite checking.

The following qualifications are preferred:

- (1) class rank in the top quarter of the law school class;
- (2) law review or journal membership or other significant legal writing experience; and
- (3) prior clerkship or federal litigation experience.

## **HOW TO APPLY:**

Email the following documentation in one PDF document to [chambers\\_judge\\_hanlon@insd.uscourts.gov](mailto:chambers_judge_hanlon@insd.uscourts.gov):

- (1) cover letter;

- (2) résumé (including GPA and class rank, email address, and day and evening telephone numbers);
- (3) one writing sample (no more than 10 pages);
- (4) law school transcript;
- (5) undergraduate transcript;
- (6) at least two letters of recommendation; and
- (7) a completed *AO 78 Application for Judicial Branch Federal Employment*, which is on the Court's website at [www.insd.uscourts.gov](http://www.insd.uscourts.gov)).

Faxed, mailed, or OSCAR applications will not be accepted. The application deadline is February 15, 2019.

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.