UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
INDIANAPOLIS DIVISION

JUDICIAL TERM LAW CLERK

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

Based upon qualifications and experience

Application Deadline: **November 20, 2026, or until filled**

Chief Judge James R. Sweeney II is accepting applications for a judicial term law clerk. Responsibilities include management of civil and criminal cases; research; preparation of legal memoranda, bench memos, entries, and orders; assistance with courtroom proceedings; and administrative and other duties as assigned. The term will begin in mid-August 2027, on a date to be determined, and will be for one or two years.

QUALIFICATIONS

Candidates should have the following qualifications: (1) law school graduation in the top quarter of the graduating class (top 10% preferred); (2) law review, journal, or other significant legal writing experience; (3) good character and maturity; (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; (6) proficiency in Windows and Word; and (7) an ability and willingness to work long hours as needed. Prior law clerk experience, experience researching and writing motions, memoranda of law, and briefs in federal court, or postgraduate 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 in one PDF document to: Judge_Sweeney_Chambers@insd.uscourts.gov: (1) cover letter; (2) résumé (including email and telephone contact information); (3) one writing sample (no more than 15 pages); (4) law school transcript; and (5) a completed *AO 78 Application for Judicial Branch Federal Employment*, which can be found on the court's website at www.insd.uscourts.gov. The application deadline is November 20, 2026, or until filled. Applications will be reviewed as they are received, and the position may be filled before the deadline.

CONDITIONS OF EMPLOYMENT

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 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. Federal 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. An applicant must be a U.S. citizen, subject to an exception enumerated at https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary.