

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
INDIANAPOLIS DIVISION

Judicial Law Clerk to Magistrate Judge Mark J. Dinsmore
JSP 11-13 dependent on background and experience
CLOSING DATE: March 31, 2026, or until filled

The United States District Court for the Southern District of Indiana is accepting applications for a full-time or part-time judicial law clerk to Magistrate Judge Mark J. Dinsmore. Primary responsibilities include conducting legal research and drafting orders and opinions in civil cases. The position also requires the performance of administrative, clerical, and reception duties as needed, as well as special projects. Employment will commence in July 2026 and will last through the end of December 2026.

Starting salary is dependent on 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.

Applicants should have the following minimum qualifications: (1) law school graduation or current class rank in the top 25% of class; (2) law review or other significant legal writing experience; (3) good character, maturity, and an eagerness to work as part of a small, close-knit team; (4) excellent skills in research, writing, proofreading, communication, and source and cite checking (including use of proper Bluebook form); and (5) proficiency in Westlaw and/or Lexis. Candidates must demonstrate an ability and willingness to work closely with others and maintain confidentiality.

To Apply:

Applicants may apply via Oscar or by sending a cover letter, resume, list of references, writing sample, law school transcript, and completed AO 78 Form for Judicial Employment, in that order as a single pdf, to MJDinsmore@insd.uscourts.gov.

Some applicants may be invited for an in-person interview. Costs will be borne by the applicant. 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 smokefree 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.