

**U.S. District Court-  
Eastern District of  
Virginia**

**WEBSITE :**  
[www.vaed.uscourts.gov](http://www.vaed.uscourts.gov)

**PHONE:**  
703-299-3324

**Announcement #:**  
FY 26-010N

**Location:**  
Norfolk, VA

**Appointment:**  
Full-time/  
Permanent

**Open:** 01/15/2026  
**Close:** Open Until  
Filled

**SALARY RANGES**

Without further  
competition  
JSP 13-14  
(\$108,019 - \$165,945)  
• Actual starting  
salary dependent  
upon  
qualifications.

**Career Law Clerk**  
**U.S. District Court Judge Elizabeth W.**  
**Hanes**  
**Job Announcement FY26-010N**



**POSITION OVERVIEW**

The United States District Court for the Eastern District of Virginia invites applications for the position of Career Law Clerk for United States District Judge Elizabeth W. Hanes. This is a permanent law clerk position rather than a term or temporary law clerk position; the position will begin in June of 2026. Applications will be reviewed on a rolling basis, and the position will remain open until filled; however, interviews are targeted to commence on or before February 6, 2026.

Law clerk duties will include reviewing briefs and other case filings, performing legal research, writing bench memoranda, and drafting orders and opinions in a wide variety of civil and criminal cases. Administrative duties will include serving as principal administrative manager of chambers, regularly reviewing the active case docket and drafting standard scheduling orders as necessary, training and assisting the term law clerks and student interns, and managing the judge's schedule.

**MINIMUM QUALIFICATIONS**

The Career Law Clerk manages a large docket of civil and criminal cases and has primary responsibilities regarding the drafting and finalizing of opinions and orders. This fast-paced "Rocket Docket" District demands excellent writing and analytical skills. The successful applicant must meet multiple deadlines in a timely and organized fashion and must be able to produce written materials (i.e. orders, opinions, etc.) quickly and accurately. Flexibility to meet demanding deadlines and a concomitant strong work ethic are both required. Candidates must maintain a courteous and professional demeanor within chambers, the Court, and the Bar, and before the public.

At the time of appointment, the candidate must possess the following minimum requirements:

- Be a graduate of an ABA-accredited law school.
- Be a licensed attorney.
- Possess superior research and writing skills.
- Be proficient in legal research, Windows, and Word.
- Exhibit strong analytical ability.
- Demonstrate excellent verbal, written, and interpersonal skills.
- Have at least three years of legal experience after law school. (Federal judicial law clerk experience is preferred but not required).
- Be eligible for a Top Secret/SCI level national security clearance.

To qualify for JSP 13, an applicant must be a member of the bar of a state, territory, or federal court of general jurisdiction and have two years of legal work experience after obtaining a juris doctor degree. To qualify for JSP 14, an applicant must have three years of legal work experience after obtaining a juris doctor degree, and two of the three years must be law clerk experience in the federal judiciary.

## **DUTIES AND RESPONSIBILITIES**

### **Law Clerk Duties**

- Research and analyze novel and complex legal issues in diverse areas of federal criminal law and civil litigation.
- Draft orders and memorandum opinions in civil and criminal cases for the judge's review.
- Prepare bench memoranda and other written materials for motions hearings and trial proceedings, as directed.
- Provide information and guidance to the judge on individual cases, as directed.
- Perform extensive legal research via Westlaw and/or Lexis.
- Monitor significant changes in federal statutes, sentencing guidelines, and Supreme Court and Fourth Circuit precedent.
- Review and edit orders and memorandum opinions drafted by term clerks and staff attorneys, as directed.

### **Administrative Duties**

- Regularly monitor dockets of all pending cases and draft standard orders, as appropriate, for scheduling and discovery-related issues, default proceedings, service deficiencies, and other miscellaneous matters.
- Serve as Chambers liaison for all outside personnel, including other District and

Magistrate Judges, the Clerk of Court, Clerk's Office staff, the Probation and Pretrial Services Office, and the Administrative Office of the U.S. Courts.

- Train and assist the annual term law clerks, as required.
- Receive, screen, and refer telephone and in-person callers as appropriate.
- Prepare in final form the judge's written correspondence, memoranda, annual reports, and other items. Assemble and attach supplemental material, as required.
- Monitor all incoming mail and email communication.
- Maintain the judge's calendar; schedule, change, and cancel meetings, appointments, and hearings, as directed.
- Perform other miscellaneous administrative duties as assigned by the judge and as necessary for the efficient operation of chambers.

## CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.
- Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

## BENEFITS

- **A generous benefits package is available and includes:**
- **A minimum of 11 paid holidays per year**
- **Paid annual leave**
- **Paid sick leave**
- **Retirement benefits**
- **Optional participation in the Thrift Savings Plan**
- **Optional participation in choice of Federal Employees' Health Benefits**
- **Optional participation in the choice of Supplemental Dental and Vision Insurance**
- **Optional participation in choice of Federal Employees' Group Life Insurance**
- **Optional participation in the Flexible Benefits Program**
- **Optional participation in Long- Term Care Insurance**
- **Optional participation in private long-term disability plan**
- **Credit for prior government service**

## APPLICATION PROCESS

Qualified applicants should submit one document in PDF format via e-mail to [heather.pearson@vaed.uscourts.gov](mailto:heather.pearson@vaed.uscourts.gov) that includes the following:

- a cover letter describing the applicant's qualifications, skills, and experience necessary to perform the job;
- a current resume, including a list of professional references;
- a law school transcript;
- a completed [AO 78 Form](#), Application for Federal Judicial Branch Employment; and
- a writing sample not to exceed fifteen pages, noting the degree to which the document has been edited by others.

Only applicants selected for an interview will be contacted.

**The United States District Court of the Eastern District of Virginia is an Equal Opportunity Employer.**