



Pro Se Staff Attorney Job Announcement FY26-23R

U.S. District Court-
Eastern District of Virginia

WEBSITE :

www.vaed.uscourts.gov

PHONE:

757-222-7303

Announcement #:

FY 26-23R

Location:

Richmond, VA

Appointment:

Full-time/ Permanent

Open: May 22, 2026

Close: Open Until Filled

Priority: June 1, 2026

SALARY RANGES

JSP 14 \$131,385 -
\$170,806

- Actual starting salary dependent upon qualifications.

POSITION OVERVIEW

The Richmond Division of the United States District Court for the Eastern District of Virginia is currently accepting applications for a full-time Pro Se Staff Attorney. The Pro Se Staff Attorney works closely with the district judges and chambers staff to resolve litigation filed by *pro se* prisoners and detainees, including § 1983 and post-conviction habeas matters. The position involves performing initial case screening, preparing draft opinions and orders, and overseeing procedural compliance. This position is on-site in our Richmond division. Some telework may be considered. Preference will be given to candidates who are able to start as soon as possible.

MINIMUM QUALIFICATIONS

Law school graduate (top quarter or law review required), with at least three years of professional legal experience. Strong preference for attorneys with federal clerkship experience and/or experience working on § 1983 and habeas corpus issues. Computer proficiency in Windows applications, word processing ability in Microsoft Word, and experience with computer-assisted legal research are required. Applicants must have the ability to analyze complex legal issues and understand a wide range of legal concepts, principles, and practices as they relate to prisoner and post-conviction litigation; perform legal research and write accurately and expeditiously; communicate complex issues clearly with a professional demeanor; set priorities; and manage work with limited supervision. Applicants must be detail-oriented and possess excellent organizational skills.

REPRESENTATIVE DUTIES

Duties and responsibilities include:

- taking primary responsibility for and efficiently managing the flow of a portion of the Court's *pro se* detainee and prisoner dockets;
- providing substantive legal analysis of pleadings and making recommendations directly to the district judges regarding the dispositions of motions;
- drafting appropriate orders and opinions for review by district judges;
- providing information to district judges and Court staff on legal issues unique to prisoner litigation;
- evaluating existing procedures and developing and implementing improved processes for the adjudication of the Court's *pro se* prisoner litigation;
- collaborating with other staff attorneys and chambers law clerks; and
- performing other duties as assigned.



APPLICATION INFORMATION

To apply, submit a cover letter; detailed résumé including educational background, past employment, and references; a law school transcript; a completed [AO 78 Form](#), Federal Judicial Branch Application for Employment; and a writing sample. Priority consideration will be given to applications received by **June 1, 2026**. The application package should be sent to: The Honorable Mark R. Colombell, United States Magistrate Judge, U.S. District Court for the Eastern District of Virginia, 701 E Broad Street, Suite 5212, Richmond, VA 23219. Alternatively, you may email your application materials **in one PDF document to:** Mara_Shingleton@vaed.uscourts.gov.

All applications will be reviewed to identify the best qualified candidates. Only applicants selected for an interview will be notified. Applicants not selected for an interview will not receive notice concerning the status of their application.

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
- Situational telework authorized
- Credit for prior government service