

**U.S. DISTRICT COURT-
EASTERN DISTRICT OF VIRGINIA**

WEBSITE :

www.vaed.uscourts.gov

PHONE:

757-222-7303

Announcement #:

FY 26-31R

Location:

Richmond, VA

Appointment:

Full-time/ Permanent

Open: 08.21.2026

Closes: Open Until Filled

Salary Information

JSP 11, Step 1 (\$78,009)

Please Note:

This is a temporary position subject to budget approval and not authorized to start before October 1, 2026.

**Job Announcement
Temporary Law Clerk
FY26-31R**



The United States District Court for the Eastern District of Virginia is part of the judicial branch of the federal government. There are 94 U.S. District Courts in the country with at least one in every state and in all U.S. territories. Virginia is bifurcated geographically and consists of two Districts - the Eastern District and the Western District. The Eastern District of Virginia has four divisions: Alexandria, Norfolk, Newport News, and Richmond. There are approximately 6.5 million residents within the Eastern District of Virginia's jurisdiction.

Federal courts hear cases involving the constitutionality of laws, disputes between states, and criminal cases originating from various federal agencies with law enforcement authority.

POSITION OVERVIEW

The United States District Court for the Eastern District of Virginia is currently accepting applications for a full-time, Temporary (12-Month) Law Clerk.

The Court is seeking a highly qualified, motivated, and professional law clerk to provide legal research and writing support in response to increased caseload demands in the Richmond division. This is a **12-month, fixed-term appointment** with a **firm salary at JSP 11, Step 1**. The law clerk will support multiple chambers as directed, and **work priorities will be assigned by the Chief Judge** to ensure resources are deployed where most needed.

This position offers an excellent opportunity to gain broad exposure to federal trial-level practice in one of the nation's largest and busiest districts. This position is on-site in our Richmond division, with some telework authorized with prior approval. Preference given to candidates able to start as soon as possible.



MINIMUM QUALIFICATIONS

- Graduation from an accredited law school with a Juris Doctor (J.D.).
- Strong academic record and demonstrated excellence in legal research and writing.
- Bar membership is preferred but not required.
- Ability to manage multiple assignments, meet deadlines, and work effectively in a fast-paced environment.
- Exceptional professionalism, judgment, and discretion.
- Proficiency with legal research platforms and standard office technology.
- Computer proficiency in Windows applications, word processing ability in Microsoft Word, and experience with computer-assisted legal research are required.
- Ability to analyze complex legal issues and understand a wide range of legal concepts, principles, and practices as they relate to both civil and criminal cases.
- Proficiency in proper legal citation formats, including Bluebook conventions.
- Excellent communication skills and ability to explain complex issues in simple terms with a professional demeanor.
- Ability to set priorities and manage work with limited supervision.
- Possess excellent organizational skills with high attention to detail.

BENEFITS

A benefits package is available and includes:

- A minimum of 11 paid holidays per year
- Paid annual leave
- Paid sick leave
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Supplemental Dental and Vision Insurance
- Situational telework as authorized
- Credit for prior government service

REPRESENTATIVE DUTIES

Duties and responsibilities include:

- Conducting comprehensive legal research on a wide range of federal issues, including civil, criminal, administrative, and post-judgment matters.
- Preparing draft opinions, orders, bench memoranda, and other judicial work products.
- Reviewing case files, motions, briefs, and evidentiary materials; identifying relevant issues and providing recommendations.
- Assisting chambers with pro se matters, including reviewing filings and drafting proposed orders.
- Supporting case management by tracking deadlines, monitoring motion status, and helping prioritize matters requiring immediate attention.
- Assisting with trial and hearing preparation, including organizing materials and summarizing testimony or evidence.
- Coordinating with permanent law clerks, courtroom deputies, and other chambers staff to ensure efficient case processing.
- Maintaining strict confidentiality and compliance with all court policies, ethical rules, and professional standards.
- Performing additional duties as assigned by the Chief Judge or supervising 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 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.

APPLICATION INFORMATION

To apply, submit a cover letter; detailed résumé including educational background, past employment, and references; a law school transcript; and a writing sample. Priority consideration will be given to applications received by **September 18, 2026**. The application package should be sent to:

The Honorable M. Hannah Lauck
Chief United States District Judge
U.S. District Court for the Eastern District of Virginia
701 E Broad Street Richmond, VA 23219

Alternatively, you may email your application materials to: Kerri.Hatfield@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.

**The United States District Court is an
Equal Opportunity Employer**