

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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JOB NUMBER: FY 25-016

POSITION: Term Law Clerk 2025-2027

(Two Vacancies)

LOCATION: Richmond, VA

Opening Date: May 28, 2025

Closing Date: Open Until Filled

GRADE/SALARY RANGE: JSP 11-13 (\$77,236 - \$110,083)

POSITION OVERVIEW

The U.S. District Court for the Eastern District of Virginia is seeking qualified applicants for a full-time Term Law Clerk to United States District Judge M. Hannah Lauck. This position requires legal research and writing assistance, preparing bench memos, drafts orders and opinions, communicating with counsel regarding case management and procedural requirements, and assisting the Judge during courtroom proceedings. **Two positions are available. One will have a minimum two-year commitment and will begin in December 2025.** It is the clerkship position tied to Judge Lauck's service as Chief Judge. **The other position can be a one-year position that will begin in August 2026.**

QUALIFICATIONS

The clerk manages a large docket of civil and criminal cases, including drafting opinions. This fast-paced Rocket Docket requires excellent writing and analytical skills. Applicants must be able to meet multiple deadlines in a timely and organized fashion. Quick, accurate writing skills are a must. Judge Lauck serves on national rules committees (the Advisory Committee for Civil Rules and the Committee for the Rules of Evidence, both of which are part of the Judicial Council) that involve interesting projects and unexpected deadlines, and clerks are often expected to contribute time to those committee assignments. Flexibility to meet demanding deadlines, and the concomitant strong work ethic are required. Any clerk also must maintain a courteous and professional demeanor within chambers, the Court, the bar, and with the public at large.

Salary Qualifications

JSP Grade 11 (\$77,236): Law school graduate, bar membership not required.

JSP Grade 12 (\$92,573): At least 1 year of legal work experience after the JD. Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

JSP Grade 13 (\$110,083): At least 2 years of legal work experience after the JD. Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

BENEFITS

A benefits package is available and includes:

- 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 the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan

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 Ethics and 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 check or investigation which includes an FBI fingerprint check. Retention depends upon a favorable suitability.

APPLICATION PROCESS

Applicants should submit a cover letter, detailed resume, law school and undergraduate transcripts, three (3) recommendation letters, and one writing sample. All correspondence, including letters of recommendation, should reference the 2021-23 clerkship term for which the applicant is applying. Materials should be sent directly to chambers; do not submit materials through OSCAR. The writing sample should be an example, on paper, of legal writing that is not heavily edited or reviewed by others. **Application packages received by June 17, 2025 will be given priority consideration.** Mail to:

Kerri Hatfield
Judicial Assistant to
Hon. M. Hannah Lauck
United States District Court for the Eastern District of Virginia
701 East Broad Street, Suite 6112
Richmond, Virginia 23219-3528

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 FOR THE EASTERN DISTRICT OF
VIRGINIA IS AN EQUAL OPPORTUNITY EMPLOYER**