

# UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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**JOB NUMBER: FY 25-022**

**POSITION: Term Law Clerk 2025-2026**

**LOCATION: Norfolk, VA**

**Opening Date: July 21, 2025 Closing Date: Open Until Filled**

**GRADE/SALARY RANGE: JSP 11-13 (\$75,038 - \$106,950)**

## **POSITION OVERVIEW**

The U.S. District Court for the Eastern District of Virginia is seeking qualified applicants for a temporary full-time Term Law Clerk to United States District Judge Arenda L. Wright Allen. The term will begin as soon as feasible, but no later than October 1, 2025, and end in June 2026. This position requires legal research and writing assistance, preparing bench memos, draft orders and opinions, communicating with chambers staff regarding case management and procedural requirements, and assisting the Judge during courtroom proceedings.

## **QUALIFICATIONS**

The Term 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. Applicants with at least one year of post-law school work experience are preferred.

### **Salary Qualifications**

JSP Grade 11 (\$75,038): Law school graduate, bar membership not required.

JSP Grade 12 (\$89,939): 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 (\$106,950): 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 2025-26 clerkship term for which the applicant is applying. Materials should be sent directly to chambers **via email** or **submitted via OSCAR**. The writing sample should be an example, on paper, of legal writing that is not heavily edited or reviewed by others. **Application packages will be reviewed on a rolling basis**. Email applications should be submitted to Madhuri\_Belkale@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 FOR THE EASTERN DISTRICT OF  
VIRGINIA IS AN EQUAL OPPORTUNITY EMPLOYER**