



UNITED STATES BANKRUPTCY COURT – DISTRICT OF COLORADO

United States Custom House

721 19th Street

Denver, Colorado 80202

www.cob.uscourts.gov

LAW CLERK

Vacancy Announcement #: 2027-1-USBC

POSITIONS:	Law Clerk – Term and/or Career (two positions)
POSITION TYPE:	Full-Time, Term Limited and/or Career – Term Unlimited (Mon – Fri, 8:30 am to 5:30 pm)
SALARY RANGE:	<u>JSP 11/1 to JSP 14/10</u> (\$83,265 - \$182,316)* <i>Starting salary is commensurate with qualifications and experience. Advanced in-step placement may be available for current or prior federal employees based on the highest previous rate rules.</i>
OPEN DATE:	October 8, 2026
CLOSING DATE:	Open until filled
AREA OF CONSIDERATION:	Open to all qualified Individuals
LOCATION:	Denver, Colorado

The U.S. Bankruptcy Court for the District of Colorado has two openings for judicial law clerks to an incoming U.S. Bankruptcy Judge. The appointments of the law clerks are expected to start in/around January 2027, but will be dependent upon the official appointment date of the judge. A term appointment would be for an initial term of one year but could be extended to up to four years at the discretion of the judge. The incoming judge is able to hire two law clerks: one for a term appointment, and a second to serve as a term clerk or a career clerk. The incoming judge may be willing to appoint a well-qualified candidate for a career position immediately. She is also willing to consider appointing a successful term clerk to a career position following an initial appointment as a term clerk.

The law clerk will support the judge in managing an increasingly busy bankruptcy case docket by balancing administrative and substantive legal duties. The law clerk will research legal issues, draft legal opinions and judicial orders, prepare pre-hearing bench memoranda, attend court proceedings, and provide advice to judge based on the applicable statutory, rules, and case law and will interact with judges, law clerks, and clerk's office staff about legal and court-related issues. The law clerk must maintain a courteous and professional demeanor within chambers, the Court, the bar, and with the public at large. Those who thrive in a law clerk role have intellectual curiosity and a desire to develop their legal writing and analysis skills and welcome the opportunity for professional and personal growth. They are willing to ask questions and debate (including with the judge), have high expectations for themselves, and possess the ability to multitask and rise to challenges. A successful law clerk will demonstrate resilience and grit and will appreciate their role as a member of a dedicated team of public servants who genuinely care about serving the individuals who utilize the court system.

MINIMUM QUALIFICATIONS

To qualify for the position of law clerk on the personal staff of a federal judge at JSP 11/1, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

To qualify for a JSP 12/1, a person must meet the above but also have at least one year of full-time legal work experience after graduation from law school and must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

To qualify for a JSP 13/1, a person must meet the above but also have at least two years of full-time legal work experience after graduation from law school and must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

To qualify for a JSP 14/1, a person must meet the above but also have at least three years of full-time legal work experience after graduation from law school and must be a member of the bar of a state, territorial, or federal court of general jurisdiction. In addition, two of the three required years of legal work experience must have been served in the federal judiciary. Qualifying legal work experience is experience in a court unit or federal public defender organization within the federal judiciary for which a Juris Doctor and membership of the bar of a state, territory, or federal court of general jurisdiction is a minimum qualification requirement, or as a Supreme Court Fellow.

Legal work experience is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year, if before graduation from law school.

Only qualified applicants will be considered for this position.

PREFERRED QUALIFICATIONS

- Excellent writing and legal research skills.
- Exceptional managerial, organizational, computer, and computer-assisted legal research skills, including ability to use Westlaw, Lexis, and Microsoft Office.
- Ability to work efficiently and effectively with others in a team-based environment.
- Ability to communicate effectively, both orally and in writing, and present a professional demeanor.
- Excellent people skills and time-management skills with the ability to meet and manage many changing priorities and demands in a distracting environment.
- Previous experience as a federal law clerk, law clerk for a state court judge, or as bankruptcy attorney, and/or familiarity with bankruptcy law through course work.

For a career clerk appointment, the incoming judge would prefer at least two years of clerkship/legal practice experience, but she will consider otherwise extremely qualified candidates with fewer years of experience.

REPRESENTATIVE DUTIES

- Reviews motions, applications, petitions, complaints and other pleadings filed with the Court to determine the issues involved and the basis or bases for relief;
- Reviews dockets in pending cases and monitors progress;
- Screens motions and drafts orders for judge's review;
- Performs legal research;
- Identifies issues before the Court and makes recommendations;
- Provides information and advises the judge in connection with pending cases;
- Drafts bench memos for the judge's consideration;
- Proofreads and edits orders and opinions, verifying citations;
- Communicates with counsel, court officials, and litigants regarding procedural requirements;
- Assists the judge during courtroom proceedings;
- Shares in administrative tasks of chambers; and
- Performs other duties as assigned.

ADDITIONAL INFORMATION:

The designation of a career status appointment is used to describe a law clerk who intends to devote an extended portion of his or her career to the judiciary, generally more than four years. Career law clerks are eligible for health, dental, vision, and life insurance coverage, retirement benefits under the Federal Employees Retirement (FERS), social security deductions, participation in judiciary supplemental benefit programs and the Thrift Savings Plan. Please visit [Benefits Overview](#) to view all federal judiciary employee benefits.

Term law clerk appointments are limited to a total of four years, including all earlier appointments held under a federal term law clerk capacity. Term law clerks are subject to social security deductions and are eligible for health, dental, vision, and life insurance coverage. Term law clerks are not eligible to take part in the federal employee's retirement system (FERS) or the Thrift Savings Plan (TSP), unless transferring from a covered (career) position without a break in service. Based on the judge's discretion, term law clerks may or may not be placed on the Leave Act.

All employees must adhere to the judiciary's [Code of Conduct](#). In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, and an FBI fingerprint and/or background check. Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees. The Court reserves the right to change the conditions of this vacancy announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

HOW TO APPLY

Applicants must apply through [OSCAR](#). Through OSCAR, each applicant should provide:

- Application form AO78 (Download it [here](#)). All applicants for this position must also complete the "Optional Background Information" section of the AO78 (page 5) for consideration.
- Cover letter.
- Current resume.
- Writing sample.
- Law school transcripts.
- Contact information for three professional references.

Please DO NOT send any application materials to us through any other means, including in hard copy or via email. Only qualified applicants will be considered for an interview for this position. Applicants who do not submit all required materials, as stated in the *How to Apply* section of the Vacancy Announcement, will not be considered.

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