



**UNITED STATES BANKRUPTCY COURT
FOR THE
DISTRICT OF COLUMBIA**

JOB OPPORTUNITY

Announcement No.: 2026-13

Position Title: Temporary Bankruptcy Law Clerk

Grade/Salary Range: JSP-11, Step 1 - \$85,447 or JSP-12, Step 1 - \$102,415
(Salary determined by qualifications and experience)

Position Location: Washington, DC

Position Information: Full-time/Temporary/Excepted Service

Area of Consideration: Open to all qualified individuals

Open Date: October 6, 2026

Closing Date: Open Until Filled

How to Apply:

Qualified individuals must submit the following:

- A cover letter detailing how your experience relates to the position requirements, addressed to:

Honorable Elizabeth L. Gunn
United States Bankruptcy Court
333 Constitution Avenue, NW
Washington, DC 20001

- A resume detailing all relevant experience, education, and skills
- [AO-78, Federal Judicial Branch Application for Employment](https://www.uscourts.gov) (can be downloaded from www.uscourts.gov)
- A recent writing sample not more than 10 pages in length that discloses any editing assistance received
- A law school transcript
- Two professional letters of reference

Failure to submit all requested application materials will result in immediate disqualification. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Requested materials must be submitted through the OSCAR system: <https://oscar.uscourts.gov>. This posting is listed under the account of the Honorable Elizabeth L. Gunn, United States Bankruptcy Judge.

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: <https://www.dcd.uscourts.gov/employment>.

JOB SUMMARY

The United States Bankruptcy Court for the District of Columbia is seeking applicants to fill one Temporary Bankruptcy Law Clerk position. This is a temporary position not to exceed (NTE) September 30, 2027. While we expect funding to be available for the approved position, funding is subject to possible reductions in the judiciary's final financial plan.

DUTIES AND RESPONSIBILITIES

- Reviews dockets and daily reports to monitor case progress and new motions, applications, complaints, and other pleadings filed with the Court to determine the issues involved and the basis for relief;
- Prepares dockets, performs legal research and analysis, and independently drafts orders and opinions for Judge Gunn's review;
- Attends and takes notes for hearings before Judge Gunn; and
- Works alongside Judge Gunn's career law clerk and one-year term law clerk to complete other duties as assigned.

QUALIFICATIONS

To qualify for the position of Temporary Bankruptcy Law Clerk, 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 one or more of the following attributes:

- a) 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;
- b) Experience on the editorial board of a law review of such a school;
- c) Graduation from such a school with an LLM degree; or
- d) Demonstrated proficiency in legal studies, which in the opinion of the appointing judge is the equivalent of one of the above.

Applicants must also possess superior research and writing skills; strong case management and organizational skills; excellent communication and interpersonal skills; proficient computer, internet research, and word processing skills (Microsoft Word, Adobe Acrobat, and other Windows-based applications); and the ability to work both independently and in a team environment in a production-oriented, high-volume work setting.

Judicial employees must comply with the [Code of Conduct for Judicial Employees](#) and with Court confidentiality requirements, including handling confidential information in a variety of contexts, and must maintain a professional appearance and demeanor at all times.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes

BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Optional participation in the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$340 per month)
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about Federal Judiciary benefits, please go to www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT

Applicants must be a United States citizen, a person who owes allegiance to the United States, a person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible, or a lawful permanent resident who is seeking citizenship. For more information see [Citizenship Requirements for Employment in the Judiciary](#).

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

The selected candidate will undergo a background check.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.