



UNITED STATES DISTRICT COURT

Northern District of Ohio

Sara Lioi, Chief Judge | Christian M. Capece, Clerk of Court

NOTICE OF VACANCY

801 West Superior Avenue
Cleveland, Ohio 44113
www.ohnd.uscourts.gov



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

HOW TO APPLY

Applicants may apply online through OSCAR or by emailing **ONE PDF** document to [Judge Polster's Chambers](mailto:JudgePolster@ohnd.uscourts.gov) containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- One writing sample; no more than 15 pages (*do not submit law review articles*)
- Copy of law school transcripts if practicing less than 3 years. Law Students must include year 2 grades
- Application for Federal Judicial Branch Employment found [HERE](#)

ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION

TERM LAW CLERK TO U.S. DISTRICT JUDGE VACANCY #26-13

Duty Station: Cleveland, Ohio **Posted:** March 23, 2026
Status: Full-time Temporary **Closing Date:** June 9, 2026
Classification: JSP 11 – JSP 13 **Salary Range:** \$77,977 - \$144,481

Compensation will be set based on the experience and qualifications of the successful candidate subject to the policies and guidelines set forth in the Judiciary Salary Plan.

POSITION OVERVIEW

The U.S. District Court for the Northern District of Ohio is accepting applications for the position of Term Law Clerk to U.S. District Judge Dan Polster in Cleveland, Ohio with an anticipated start date in September 2027. This position is anticipated to be either a one-year term or a two-year term.

DUTIES AND RESPONSIBILITIES

Primary duties of the position include traditional law clerk responsibilities such as researching substantive issues of federal and state law, drafting legal memoranda, opinions, and orders, and attending court proceedings. Additional duties include interacting with chambers' staff, court personnel, litigants and/or the public, and generally providing trusted legal support to the Judge. Selected candidate may perform other duties as assigned. Successful candidate must exhibit the highest standards of excellence and integrity, and display, always and to all persons, a courteous, professional, and cooperative attitude.

QUALIFICATIONS

(Qualifications must be met at the time of application)

For consideration, candidates must be law school graduates from an ABA accredited law school with excellent academic credentials. Candidates also must possess:

- 1) Superior analytical ability and strong research and writing skills. The ability to prepare bench memoranda and draft opinions on complex civil cases is critical to this position. Applicants must have significant research and writing experience, as well as a demonstrated ability to work proficiently and independently on complex matters.
- 2) Proficiency in computer and word processing skills.
- 3) Ability to work independently in a production oriented high-volume work environment; and

JUDICIARY BENEFITS

- Paid Holidays (11)
- Pre-Tax Benefit Programs
- Health Insurance
- Vision Insurance
- Dental Insurance
- Group Life Insurance
- Commuter Benefits
- Transit Subsidy
- Fitness Center

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

QUALIFICATIONS CONTINUED

To achieve pay grade JSP 12 or better, applicants must also have:

- 4) Membership in a Bar of a state, territorial, or Federal Court of general jurisdiction; and
- 5) At least two years of legal work or experience in a comparable position emphasizing legal writing and research.

OTHER

Due to the high volume of applications anticipated, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Interviews will take place in-person.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.