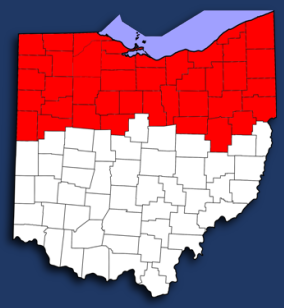
UNITED STATES DISTRICT COURT
Northern District of Ohio

Sara Lioi, Chief Judge | Christian 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 by emailing ONE PDF document to Lisa Whitacre, Career Law Clerk to Judge Fleming, at: lisa_whitacre@ohnd.uscourts.gov containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- Two writing samples; each no more than 10 pages (please do not submit law review articles)
- Copy of law school transcripts
- 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 #26-34

Duty Station:	Cleveland, Ohio	**Posted:**	August 14, 2026
Status:	Full-time Temporary	**Closing Date:**	September 30, 2026
Classification:	JSP 12 – JSP 13	**Salary Range:**	$93,461 - $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 United States District Court for the Northern District of Ohio is accepting applications for the position of Term Law Clerk to U.S. District Judge Charles E. Fleming, located in Cleveland, Ohio. The ideal start date for this law clerk appointment is on or around September 20, 2027. This position is anticipated to be a two-year term.

DUTIES AND RESPONSIBILITIES

The primary duties of the position include administrative and traditional law clerk responsibilities such as researching substantive issues of federal and state law, drafting legal memoranda, opinions, and orders, providing guidance to college and law student externs, 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. The selected candidate may perform other duties as assigned. The successful candidate must exhibit the highest standards of excellence and integrity, and display, always and to all persons, a courteous, professional, and cooperative attitude.

MANDATORY QUALIFICATIONS

(Qualifications must be met at the time of appointment)

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

1) Prior federal clerkship and/or at least one year of post-graduate legal work.
2) Superior analytical ability and strong research and writing skills.
3) Proficiency in computer and word processing skills.
4) Ability to work independently in a production-oriented, high-volume work environment; and
5) Membership in a Bar of a state, territory, or federal court of general jurisdiction.

The U.S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

Judiciary Benefits

- Paid Holidays (11)
- Pre-Tax Benefit Programs
- Health Insurance
- Vision Insurance
- Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Commuter Benefits
- 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.

Preferred Qualifications

- Experience in a comparable position emphasizing legal writing and analysis.
- Proven respectful approach to communication with staff, colleagues, counsel, parties, and court personnel.
- Participation in law review, moot court, or mock trial.
- Service as a teaching assistant during law school.

Other

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Interviews may take place in-person or via Zoom.

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