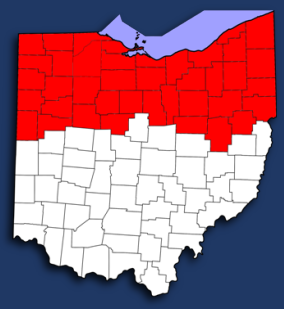
UNITED STATES DISTRICT COURT
Northern District of Ohio

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 must submit ONE PDF document to apply@ohnd.uscourts.gov containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- Application for Federal Judicial Branch Employment found HERE
- Writing Sample (see qualifications)

PRO SE STAFF ATTORNEY | VACANCY #26-39

Duty Station:	Cleveland	**Posted:**	September 25, 2026
Status:	Full-time Permanent	**Closing Date:**	October 23, 2026
Classification:	JS 11- JS 14	**Reports To:**	Chief Judge

Starting Salary Range* $77,977 - $170,736

**Starting salary commensurate with work experience, education, and previous Federal Court experience. Target start date for the position is on or after April 5, 2027.*

POSITION OVERVIEW

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, four senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Court has an immediate opening for a Pro Se Law Clerk. This position reports to the Chief Judge. The services of the Pro Se Law Clerk are utilized by all judicial officers of the Court to support each judge's needs with prisoner petitions and complaints.

DUTIES AND RESPONSIBILITIES

- Performs substantive screening after filing all prisoner and inmate petitions and motions, including habeas corpus petitions, motions to vacate sentence, and civil rights complaints. Draft appropriate recommendations and orders for the Court's signature.
- Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- Performs research, as required, to assist the Court in preparing opinions.
- Maintains liaison between the Court and litigants. Corresponds with other officials, such as U.S. Attorney, as required.
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings. Reviews the docket of pending prisoners and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.
- Compiles statistics and prepares periodic reports, as required, that reflect the status and flow of cases. Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials.
- Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se area.
- Provides information, guidance, and advice to judges, magistrates, and other personnel working in the pro se area. Advises appropriate personnel on the status of cases.
- Performs other duties as assigned.

JUDICIARY BENEFITS

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays (11)
- Pre-tax Benefit Programs
- Health Insurance
- Vision/Dental Insurance
- Group Life Insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- 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:

Qualifications must be met at the time of application.

- Must be a law school graduate with excellent academic records.
- Must be admitted to practice by a state association and have a minimum of two years of legal work experience in a high volume, production-oriented environment.
- The applicant must have superior research, writing, proofreading, organization, and communication skills, and be detail oriented, reliable, and able to work independently and with others.
- Experience managing a caseload independently or other experience that requires meeting competing deadlines and evaluating relative urgency.

Writing Sample: Completed applicant packet should include a writing sample which can be a legal brief, noteworthy publication, or legal research memorandum of no more than 15 pages in length.

PREFERRED QUALIFICATIONS:

Preferred:

- Priority consideration will be given to individuals with experience with prisoner civil rights cases, prison conditions cases, federal and state habeas corpus petitions and motions to vacate.
- One (1) year of experience as a Federal Law Clerk.

REQUIRED SKILLS:

- Ability to analyze complex legal issues and understand a wide range of legal concepts, principles, and practices.
- Demonstrated experience in planning and organizing work, establishing priorities, and working independently with limited supervision.
- Exceptional writing skills with the ability to write informatively, accurately, and expeditiously.
- Strong verbal communication skills with the ability to communicate complex issues in simple terms with a professional demeanor.
- Detail oriented.
- Excellent organizational skills.

OTHER:

Due to the high volume of applications received, 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.

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.