

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF INDIANA  
INDIANAPOLIS DIVISION  
Vacancy Announcement #24-11

Temporary Term Law Clerk

Magistrate Judge Mario Garcia

Full-time Remote applications will be considered

JSP 11 - JSP 13 - \$73,218-\$104,356

Estimated period of temporary position 12 weeks - September, 2024 - December, 2024

CLOSING DATE: May 30, 2024, or until filled

The United States District Court for the Southern District of Indiana is accepting applications for a temporary term Law Clerk to United States Magistrate Judge Mario Garcia. Responsibilities include management of civil cases, research, preparation of legal memoranda, orders, opinions, reports and recommendations. Other duties include proofreading, verification of citations, assistance in courtroom proceedings, and special projects.

**MINIMUM QUALIFICATIONS:** Candidates must have the following minimum qualifications: (1) law school graduation in the top quarter of the graduating class (exception criteria below); (2) law review/journal experience or other significant legal writing experience; (3) good character, maturity, and willingness to work long hours when needed; (4) excellent skills in research, writing, proofreading, communication, and source and cite checking (including use of proper Bluebook form); (5) proficiency in computer-assisted legal research; and (6) proficiency in Windows and Word. Prior law clerk experience, experience researching and writing motions, memoranda of law, and appellate briefs in federal court, or post-graduate litigation experience is preferred and may be considered as a valid substitute for class rank. Candidates must demonstrate an ability and willingness to work collegially with others and to maintain confidentiality.

**HOW TO APPLY:** Email the following documentation in one PDF document to:

[HRsubmit@insd.uscourts.gov](mailto:HRsubmit@insd.uscourts.gov)

1. Cover letter;
2. Résumé, including email and telephone contact information;
3. Contact information for references from three work-related sources;
4. Writing sample (no more than 15 pages);
5. Law school transcript;
6. Completed *AO 78 Application for Judicial Branch Federal Employment* (application form is on the court website [www.insd.uscourts.gov](http://www.insd.uscourts.gov))

Be sure to include your surname and the words "Garcia - Temporary Law Clerk" in the email subject line. The deadline for receipt of applications is **May 30, 2024, 1:00 pm Eastern Time**. **Faxed and mailed résumés will not be accepted.**

In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. Failure to do so may invalidate the application without further acknowledgement from the Court. Some applicants may be invited for an in-person interview. Costs will be borne by the applicant. Applications will be reviewed as they are received, and a selection may be made prior to the Application Deadline.

The Court is an Equal Opportunity Employer. Applicants must be U.S. citizens or eligible to work in the United States. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial law clerks are governed by certain ethical guidelines that generally prohibit the practice of law and significantly restrict the ability to engage in pro bono legal representation and outside employment. Law clerks also are prohibited from engaging in any political activities, whether partisan or nonpartisan.