

UNITED STATES BANKRUPTCY COURT
Western District of Kentucky
Announcement Number 26-02



Position: Term Law Clerk
Position Available: August 2026 (Approximate)
Position Type: Full-Time, One-Year Term (Possible extension not to exceed four years)
Location: Louisville, KY
Classification Level: Judicial Salary Plan JSP 11-13
Salary Range: JS 11: \$74,678 - \$97,087*
JS 12: \$89,508 – \$116,362*
JS 13: \$106,437 - \$138,370*
*Depending on qualifications and experience
Opening Date: March 16, 2026
Closing Date: May 6, 2026

POSITION OVERVIEW:

Judge Mary Elisabeth Naumann of the United States Bankruptcy Court for the Western District of Kentucky is accepting applications for a full-time Term Law Clerk. A Law Clerk to a United States Bankruptcy Judge will perform substantive reviews, legal research, and writing on matters pending before the Court.

LAW CLERK DUTIES:

- Performs legal research and draft legal documents pertaining to bankruptcy proceedings. Review electronic case files prior to hearings and proceedings.
- Determine issues involved and the basis for relief involved by reviewing motions, applications, petitions, complaints, and other filed pleadings. Drafts proposed opinions, memorandum decisions, and orders.
- Assist the judge by reviewing orders and during court proceedings. Presents cases and motions to the judge and offers a proposed recommendation and/or decision.
- Perform any administrative function needed by the court. Actively observe any changes in the law and brief the judge.
- Performs other day-to-day law clerk duties as assigned. Travel to Paducah, Owensboro, and/or Bowling Green, KY, as needed.

MINIMUM QUALIFICATIONS:

To qualify for the position of law clerk on the personal staff of a federal judge, an applicant 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 a standing within the top 20 percent of their law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools.

PREFERRED QUALIFICATIONS:

Bankruptcy law education preferred but not required. Secured transactions education preferred but not required. Applicants should be able to work collaboratively, be comfortable with a small work team, and facilitate a friendly work environment.

REQUIREMENTS:

As a condition of employment, a selected candidate will be required to successfully complete a FBI background check. The applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

ADDITIONAL INFORMATION:

The term law clerk position is subject to mandatory Electronic Funds Transfer participation for payment as set forth by the Administrative Office of the U.S. Courts. The Court does not reimburse interview costs and/or relocation expenses. Employees of the U. S. Bankruptcy Court are required to adhere to a Code of Conduct for Judicial Employees, which is available at <https://www.kywb.uscourts.gov/judicial-conduct-disability>.

BENEFITS:

Law Clerks appointed to term appointments who work a full-time work schedule for at least one year are eligible for health, dental, and vision insurance, and eleven (11) paid Federal holidays. Term law clerks are not eligible to participate in the Federal Employees Retirement System or the Thrift Savings Plan. Term law clerks are exempt from the provisions of 5 U.S.C. chapter 63, subchapter I ("Annual and Sick Leave," formerly referred to as the "Leave Act").

HOW TO APPLY:

Applicants must apply through the Online System for Clerkship Application and Review (OSCAR) at <https://oscar.uscourts.gov/>.

Each applicant should submit the following application package through OSCAR:

- 1) Cover letter
- 2) Detailed resume
- 3) Copy of law school transcript and bar membership, if applicable
- 4) Three professional references with contact information
- 5) A legal writing sample

An application will be considered complete when all the required documents are properly submitted as instructed above.

Only candidates selected for an interview will be contacted. Candidates selected for interviews must travel at their own expense. The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

AN EQUAL OPPORTUNITY EMPLOYER