

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER
Clerk of Court



E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001-2866
Telephone (202) 216-7000

Announcement Number: USCA-13-05
Position Title: LEGAL FELLOW
Salary Range: Uncompensated
Position Location: Washington, D.C.
Opening Date: July 10, 2013
Closing Date: Open Until Filled

POSITION SUMMARY: The Legal Division of the Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a highly qualified attorney for the court's Legal Fellows Program. Participation in the Program offers a valuable opportunity for attorneys interested in federal practice to develop appellate litigation skills and obtain first-hand knowledge of how the court operates. Because the caseload of the D.C. Circuit involves diverse areas of federal law, fellows will have the opportunity to work on a wide variety of cases.

TERM OF EMPLOYMENT: The position is temporary and unpaid. The court requires a six-month commitment. Work schedules are generally full-time.

RESPONSIBILITIES: The Legal Division's principal responsibility is to recommend to the court the disposition of substantive and procedural motions, appeals decided without oral argument, and emergency matters. Legal fellows conduct legal research, prepare legal memoranda for the judges, and draft proposed orders and opinions. They also meet with three-judge panels in formal conferences about twice a month to present their recommendations.

QUALIFICATIONS: The court is highly selective in its hiring. The court is looking for individuals who have demonstrated the ability to research and analyze complex legal issues in depth and to express themselves clearly, both orally and in writing.

At a minimum, applicants must possess a J.D. degree. Membership in the bar of a state or the District of Columbia is preferred.

Graduation in the top 25% of your law school class is preferred. A judicial clerkship, law review membership, or comparable legal research and writing experience is desirable.

Litigation experience is advantageous.

REQUIREMENTS: Legal fellows are subject to strict confidentiality requirements.

In addition, your continued employment is contingent upon the satisfactory completion of a background records check.

Applicants must be United States citizens or eligible to work for the United States government.

TO APPLY: Send cover letter, resume, law school transcript, and **self-edited** writing sample that demonstrates depth in analytical thinking and proficiency in legal research to:

U.S. Court of Appeals for the D.C. Circuit
333 Constitution Avenue, N.W., Room 5534
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
Announcement # USCA-13-05

Interviews will begin immediately and will be ongoing. The court will send a letter regarding the status of an application only to those candidates scheduled for interviews.

All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The United States Courthouse is a smoke-free building.