

# UNITED STATES COURT OF APPEALS

District of Columbia Circuit

CLIFTON B. CISLAK  
Clerk of Court



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

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**Announcement Number:** USCA-25-14

**Position Title:** COURT ATTORNEY

**Salary Range:** \$113,975- \$185,258 (CL 30) depending on qualifications

**Position Location:** WASHINGTON, D.C.

**Opening Date:** December 11, 2025

**Closing Date:** Open until filled

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**POSITION SUMMARY:** The U.S. Court of Appeals for the D.C. Circuit has an immediate opening for a highly qualified attorney to serve as a court attorney. The court attorney supports the work of the Legal Division of the Office of the Clerk.

The position is full-time and for a two-year term. Limited term extensions may be available. Some work may be done remotely.

**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. The court attorney will conduct legal research, prepare legal memoranda, draft proposed orders, respond to judges' inquiries, and make oral presentations. The court attorney will meet with three-judge panels in formal conferences about twice a month. At conference, the court attorney and staff attorneys answer any questions about their cases, and the panel discusses and votes on the attorneys' recommendations. The court attorney and staff attorneys may also present their recommendations orally to the judges when handling time-sensitive emergency motions.

**QUALIFICATIONS:** The caseload of the D.C. Circuit involves virtually every area of federal law, and is unique in the number of cases filed against the executive branch. Because the court attorney must be able to advise the judges on difficult, varied, and important legal issues, 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 as of the position's start date. A judicial clerkship or internship, law review membership, or comparable legal research and writing experience is desirable. Litigation experience is advantageous. Graduation in the top 25% of your law school class is preferred.

To qualify for the CL 30 level, you must be a member of the bar of a state or the District of Columbia, and have at least three years of specialized experience after graduation from law school. The following may be credited as one year of specialized experience:

Graduation in the upper third of class from a law school accredited by the American Bar Association or the Association of American Law Schools;

Membership on the editorial board of a law review of such a school;

Graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an advanced degree (LLM or equivalent); or

Demonstrated proficiency in legal studies, which, in the opinion of the appointing official, is the equivalent of the above.

**REQUIREMENTS:** Because the D.C. Circuit entertains a large number of high-profile and sealed cases, the court attorney is subject to strict confidentiality requirements.

**In addition, your continued employment is contingent upon the satisfactory completion of a background check. A full background investigation for a security clearance may be required.**

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

**TO APPLY:** Email a cover letter (addressed to Felicia Powell, Human Resources Specialist), resume, law school transcript, and self-edited writing sample as a single PDF attachment to [VacancyCourtAttorney-USCA-25-14@cadc.uscourts.gov](mailto:VacancyCourtAttorney-USCA-25-14@cadc.uscourts.gov).

Interviews will begin immediately. Due to the large volume of applications, the court will send a letter regarding the status of an application only to those candidates scheduled for interviews.

Selected applicants will serve a one-year probationary period. 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. Selected applicants will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.
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