NOTICE OF VACANCY

Main: 400 N Miami Ave, Miami, FL 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Position:	**Law Clerk to U.S. Magistrate Judge Lauren F. Louis**
Ann. No:	**2026-JDS-27**
No. Vacancy:	**One Full-Time Position (1-2 Year Term)**
Duty Station:	**Miami, Florida**
Salary:	**Commensurate with Legal Work Experience**

Important Dates

Opening: 09/09/2026

Closing: Open Until Filled

Est. Start Date: August 2027

This is a full-time position with a 1–2-year term appointment. There is a lifetime limitation of four (4) cumulative years of term clerkship service with the United States Courts. Service as a career law clerk or as a temporary law clerk is not charged against the four-year lifetime limitation.

Position Overview

Fully responsible for all aspects of assigned civil and criminal cases from inception to conclusion. Liaison between the court and litigants. Corresponds with other court officers. Reviews complaints, petitions, motions, and pleadings to identify and analyze the issues and basis for relief; performs legal research; monitors status of cases to promote timely disposition by Court; identifies problem areas, makes recommendations, and offers solutions in assigned cases; provides information and advice to the Judge regarding pending litigation; drafts appropriate recommendations and orders; keeps abreast of changes in the law to aid the Judge in keeping current; and performs other duties as assigned. **The position requires very active involvement in criminal and civil pretrial proceedings, civil trial settings, and appeals involving social security cases. The district has a heavier than normal workload so only apply if you are committed to 50-65 hour workweeks when necessary.**

Qualifications/Requirements

These are the minimum attributes to hold the title of Law Clerk. To qualify for the position of law clerk on the personal staff of a federal judge or magistrate judge, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of his/her degree) from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies which in the opinion of the judge is the equivalent of one of the above.

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

Court Preferred Skills

- Excellent legal research and writing skills
- Excellent computer skills, internet research, and word processing skills including use of Microsoft Word; Familiarity with CM/ECF
- Strong interpersonal skills, Law Review & Moot Court participation.

Personal Characteristics

The successful candidate must be able to communicate effectively, both orally and in writing; possess good judgment, maturity and tact; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; and present a poised, professional appearance and demeanor at all times. *This position requires superb organizational, people, and time management skills with the ability to juggle many changing priorities and demands*. This position is located in Miami, Florida.

Salary

The pay rate offered is subject to Judicial Officer approval.

JSP Grade Level	Legal Work Experience	Bar Membership
JSP Grade 11 - $79,533	0	No
JSP Grade 12 - $95,326	1 Full-Time Year	Yes
JSP Grade 13 - $113,356	2 Full-Time Years	Yes

Legal Work Experience

Progressively responsible experience in the practice of law, in legal research, legal administration or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

How to Apply

A **complete application** package consists of All of the following items, consolidated into one document in the order listed below:

1. **Cover Letter**
2. **Resume**
3. **Copy of Law School Transcript**
4. **Legal Writing Sample**
5. **Two (2) professional References**

Email Address:
LouisApplications@flsd.uscourts.gov
Do not copy/paste your documents into the email. Make sure to **annotate Announcement No.: 2026-JDS-27** on **subject line** of **email.**

Mailing Address:
Chambers of the Honorable
Lauren F. Louis
C. Clyde Atkins United States Courthouse
301 North Miami Avenue, 11th Floor
Miami, FL 33128

Background Investigation & Fair Chance to Compete Act

This is a Sensitive position within the judiciary. This position is not covered under the FCA. Therefore, candidates may be asked to provide verbal or written statements about criminal history prior to receiving a conditional job offer. The selected candidate will be subject to a criminal background check and a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until a background check is completed.

Benefits

Employees of the United States District Court are Excepted Appointments and are considered at will judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Term Law Clerks appointed for at least one year and one day are eligible for ten paid national holidays per calendar year; participation in a pre-tax Federal Employees Health Insurance Program; may sign up for a pre-tax Flexible Spending Account; and may elect coverage in group insurance programs for Dental, Vision, Life, Long Term Care, and Long-Term Disability.