



DANIEL J. MCCOY
Clerk of Court

Alexandria Division
515 Murray St.
Suite 105
Alexandria, La 71301

Lafayette Division
800 Lafayette St.
Suite 2100
Lafayette, La 70501

Lake Charles Division
611 Broad St.
Suite 188
Lake Charles, La 70601

Monroe Division
201 Jackson St.
Suite 215
Monroe, La 71201

Shreveport Division
300 Fannin St.
Suite 1167
Shreveport, La 71101

Website:
www.lawd.uscourts.gov

*Equal Opportunity
Employer*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

Position:	Pro Se Law Clerk
Vacancy Number:	26-WDLA-12
Classification Level:	JSP 11-14
Salary Range:	\$74,678 - \$163,514 (starting salary depending on experience & qualifications)
Duty Station:	TBD – location preference will be considered
Opening Date:	September 23, 2026
Closing Date:	October 7, 2026, at 5:00 p.m. (CST)

** Funding for this position is contingent upon future prisoner case filings.*

The United States District Court for the Western District of Louisiana is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a Pro Se Law Clerk, location to be determined.

POSITION OVERVIEW:

The United States District Court for the Western District of Louisiana is recruiting qualified applicants for the position of Pro Se Law Clerk. Duties of the position include performing substantive review/screening of all prisoner petitions and motions, drafting legal memoranda, recommendations, decisions and orders, analyzing statutes and legal issues in federal habeas corpus and civil rights matters, and other duties as assigned.

QUALIFICATIONS:

To qualify, 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. Experience as a federal judicial law clerk is preferred as is an understanding of federal habeas and civil rights law. Legal research and writing experience is also required.

REQUIRED CLEARANCES:

This position is classified as a sensitive position; therefore, the successful candidate will be required to submit to a background clearance, which will include a criminal history and fingerprint check. Employment will be contingent upon a favorable response from this investigation.

HOW TO APPLY:

Applicants must submit **ONE COMBINED PDF** document containing the following to Tara_Boudreaux@lawd.uscourts.gov :

- (1) detailed resume
- (2) law school transcript
- (3) list of three professional references with current contact information
- (4) completed and signed "AO 78, Application for Federal Judicial Branch Employment"
(form can be obtained at <http://www.uscourts.gov/forms/AO078.pdf>)

Application packages will not be considered complete unless **all** items have been received by the Human Resources Department. Incomplete application packages will disqualify an applicant from

further consideration. Receipt will be acknowledged by the Human Resources Manager via return email. The deadline for submitting application packets is Wednesday, October 7, 2026, at 5:00 p.m. (CST).

Due to the anticipated volume of applications, only applicants selected for an interview will be notified. **Please do not inquire about the status of your application.** Applicants selected for interviews may be required to travel to the designated location at their own expense.

The court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, either of which may occur without prior written or other notice.

ADDITIONAL INFORMATION:

A generous federal benefits package is offered. For more detailed information about federal court benefits, go to: <https://www.uscourts.gov/careers/benefits>.

Applicants must be U.S. Citizens or eligible to work in the United States.

Applicants selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse applicants for travel and/or relocation expenses.

The court requires employees to adhere to the *Code of Conduct for Judicial Employees*. For more information, please go to: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.

All employees of the court are “excepted service” appointments. Excepted service appointments are “at will” and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The U.S. District Court for the Western District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.