



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

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF LOUISIANA

Position:	Temporary Pro Se Law Clerk
Vacancy Number:	26-WDLA-12
Classification Level:	JSP 11-14
Salary Range:	\$74,678 to \$163,514 (starting salary depending on experience & qualifications)
Duty Station:	Alexandria, Lake Charles, Lafayette, Monroe, and Shreveport Divisions – location preference will be considered
Opening Date:	October 14, 2026,
Closing Date:	October 26, 2026, at 5:00 p.m. CST

The U.S. District Court for the Western District of Louisiana is accepting applications for Temporary Pro Se Law Clerk positions. Based on current data, funding for the positions is authorized through December 31, 2028. Additional funding is reviewed annually and based on the number of case filings.

Temporary Pro Se Law Clerks are appointed by the Chief Judge but perform duties and responsibilities for all District Judges and Magistrate Judges as assigned. The Temporary Pro Se Law Clerks provide legal advice and assistance to the court in connection with prisoner petitions, complaints, and immigration habeas corpus petitions. This position does not involve representing clients or providing legal advice to pro se litigants. Ethical considerations prohibit the lawyer employed in this position from practicing law in any capacity for compensation outside or in addition to working for the court.

Available positions are located in the Western District of Louisiana in the Alexandria, Lake Charles, Lafayette, Monroe, and Shreveport divisions. Location preference is considered, and some telework is permitted.

REPRESENTATIVE DUTIES:

- Performs substantive screening after filing of prisoner and inmate petitions and motions, including state habeas corpus petitions, immigration habeas petitions, motions to vacate sentence, and civil rights complaints.
- Drafts appropriate recommendations and orders for the Court's signature.
- Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
- Performs research, as required, to assist the Court in preparing comprehensive opinions.
- Maintains liaison between the Court and litigants, and relevant federal and state agencies as required.
- Evaluates present procedures to determine new innovations for increasing the effectiveness in handling complaints, petitions, and pleadings.
- Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate.

- Complies statistics and prepares periodic reports, as required, that reflect the status and flow of cases.
- Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials.
- Keeps abreast of changes in the law to aid the Court in adjusting to new legislation and case law in the pro se area.
- Provides information, guidance, and advice to judges, magistrates, and other personnel working in the pro se area.
- Advises appropriate personnel on the status of a particular case.
- Performs other duties as assigned.

QUALIFICATIONS:

The successful applicant will be a detail-oriented, organized self-starter who simplifies complex ideas with a positive, professional attitude. Must have excellent legal research, analytical and writing skills along with interpersonal skills well matched for working closely with U.S. District Judges and court personnel.

Pervious clerkship experience, or work as a pro se or death penalty law clerk, is preferred.

To qualify for the position of Temporary Pro Se Law Clerk, the 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 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 a LLM degree, or
- Demonstrated proficiency in legal studies which in the opinion of the court is the equivalent of one of the above.

To qualify for JSP 12, JSP 13, and JSP 14 you must be admitted to the bar and have the following number of years of legal experience: one year for JSP 12; two years for JSP 13; and three years for JSP 14.

HOW TO APPLY:

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

- (1) letter of interest
- (2) current resume
- (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 Specialist via return email. The deadline for submitting application packets is October 26, 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:

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>.

The successful applicant must be a U.S. citizen or able to prove that he/she is currently seeking U.S. citizenship. Participation in the interview process is at the applicant's own expense. Applicants may be asked to take a proficiency test. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected.

Employees of the United States Court are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as the other federal government employees. Employees who work for the Court are considered "at-will" and work at the pleasure of the Court. As a condition of employment, successful applicants will be subject to a background check, credit check and/or records check with law enforcement agencies. The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

Internal applicants: you must submit all the information requested in the application and notify your immediate supervisor of your application for this position. 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.