



UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF ILLINOIS

VACANCY ANNOUNCEMENT

POSITION: Term Law Clerk
SALARY RANGE: JSP 11- JSP 13 (Grade based on education and prior work experience in accordance with the judicial salary plan for the U.S. Courts)
OPENING DATE: July 7, 2026
CLOSING DATE: Position will remain open until filled
START DATE: Immediately

POSITION OVERVIEW

The Honorable Mary E. Lopinot, Chief Judge for the U.S. Bankruptcy Court for the Southern District of Illinois, invites applications for the position of full-time Term Law Clerk in her chambers. Principal duties include legal research; drafting bench memoranda, orders and opinions; reviewing pleadings and orders to evaluate issues involved and the basis for relief; preparing case analysis for court hearings; supervising externs; assisting with legal education materials; and providing administrative and clerical chambers support including scheduling and required reporting. The workload includes primarily consumer bankruptcy cases under chapters 7 and 13, as well as small business bankruptcy cases filed under subchapter V. Applicants will be bound by the ethical standards established by the Judge and the Code of Conduct for Judicial Employees.

QUALIFICATIONS

This position requires a Juris Doctorate obtained prior to an applicant's start date from an ABA accredited law school. Applicants must be members in good standing of a state, territory or federal court of general jurisdiction or have a pending application to become a member in good standing of a bar of a state, territory or federal court. Preferred qualifications include: (1) demonstrated strong legal research and writing skills; (2) attention to detail; (3) strong organizational skills; and (4) interest in bankruptcy, commercial or debtor/creditor law. Candidates with prior federal judicial clerkship experience and law review experience are preferred. Judiciary employees are considered "at will" employees and may be removed from the position at any time. This position is subject to mandatory electronic funds transfer (direct deposit) of earnings. The principal duty station for this position is East St. Louis, Illinois, with occasional travel to Benton, Illinois as necessary.

Applicants must be United States citizens or eligible to work in the United States. The selected candidate will be hired provisionally, subject to the successful completion of a background check.

EMPLOYEE BENEFITS

Judicial staff employees are covered by the Judiciary Salary Plan. Information about benefits can be found at <https://www.uscourts.gov/careers/benefits>. Term clerks are not eligible to participate in the Federal Employees Retirement System (FERS) or the Thrift Savings Plan (TSP), except in certain situations of previous federal employment without interruption in service.

APPLICATION PROCEDURES

Qualified applicants should submit their application materials through OSCAR (www.oscar.uscourts.gov) or in a single **pdf format document** via email to: hrcontacts@ilsb.uscourts.gov. The application should include the following:

- A cover letter describing the applicant's qualifications, skills and experience necessary to perform the job, and explaining the applicant's interest in clerking in the Southern District of Illinois.
- A resume.
- A writing sample, which should entirely be the work of the applicant and not edited or rewritten by others.
- A law school transcript; and
- List of professional references (no more than five).

The U.S. Bankruptcy Court for the Southern District of Illinois is an Equal Opportunity Employer.