UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK

www.mdb.uscourts.gov

MARK A. NEAL
Clerk of Court

Thomas C. Kearns
Chief Deputy

VACANCY ANNOUNCEMENT
JUDICIAL LAW CLERK

ANNOUNCEMENT NUMBER: 26-09

APPOINTMENT: Career or Term (up to two years)

LOCATION: Greenbelt, Maryland

AREA OF CONSIDERATION: Open to all

OPENING DATE: September 23, 2026

CLOSING DATE: Open until filled

SALARY RANGE: $85,447 - $187,093 (JSP 11/01 – JSP 14/10)

START DATE: To be determined upon the Judge Designate swearing in, anticipated for December 2026

POSITION SUMMARY:
Judge Designate Stephen A. Metz of the United States Bankruptcy Court for the District of Maryland is seeking applicants to fill two judicial law clerk positions that will begin upon the Judge Designate's swearing in, anticipated for December 2026.

REPRESENTATIVE DUTIES:
The judicial law clerk is primarily responsible for researching a variety of legal issues, writing memoranda, drafting opinions, preparing for hearings, reviewing motions and proposed orders, assisting in case management and performing general chambers duties. The judicial law clerk also provides counsel to the judge and members of chambers staff on legal matters affecting the administration of bankruptcy laws and performs other duties as assigned by the judge.

Administrative duties include accurately and expeditiously transcribing orders, opinions, correspondence and other work product as drafted by the judge; receiving, screening, and referring telephone and in person callers; responding to basic questions related to the status and scheduling of cases; arranging and managing the judge's schedule; arranging meeting and conference agendas; filing correspondence, orders, notices, and opinions in the court's electronic filing system; reviewing daily reports to identify new filings; screening cases for potential conflict and maintaining a recusal list; and reviewing and certifying time, attendance and leave records for chambers staff.

QUALIFICATIONS:
Applicants must be a law school graduate and possess excellent research, writing and computer skills. Proficiency in MS Office, Westlaw and Lexis and advanced proficiency in Word are required along with a professional demeanor and exceptional organizational, interpersonal and communication skills. Applicants must be admitted to practice law in at least one state or scheduled to take the Bar Exam. Bar membership and at least one year of experience are required for salary placement above a JSP 11.

Preferred Qualifications
Prior bankruptcy practice experience, training or coursework is preferred. Experience on the editorial board of law review, moot court or publication of noteworthy articles is desired.

BENEFITS:
Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, benefits are similar and include paid annual and sick leave, eleven paid holidays per year, health and life insurance, a flexible benefits program and a professional work environment. Salary will be based on experience and qualifications in accordance with JSP guidelines.

CONDITIONS OF EMPLOYMENT:
Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a background check. Employment will be considered provisional pending the successful completion of the background check and a favorable suitability determination. Electronic Funds Transfer (EFT) for payroll deposit is required.

HOW TO APPLY:
Applications are fully confidential. All interested persons must submit a single PDF containing:

- Cover letter (indicate whether you are interested in a term clerk position, career clerk position, or both);
- Resume;
- Completed AO 78 Application Form, which may be obtained at www.mdb.uscourts.gov;
- Law school transcript, if applicant has graduated law school within the last five years;
- Two writing samples (of no longer than 10 pages each) that have not been edited by anyone other than the applicant or enhanced by Artificial Intelligence (AI); and
- The names and contact information for three professional references.

Application packages must be emailed to jobs@mdb.uscourts.gov (please include "Judicial Law Clerk – Judge Designate Metz" in the subject line). **Please note that applications that are not submitted as a single PDF or are incomplete will not be considered**.

An applicant is also requested to send a completed AO 78B Form, which may be obtained at www.mdb.uscourts.gov, to fair_employment@mdb.uscourts.gov.

Interview travel expenses and relocation expenses will not be reimbursed. The Court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement or fill the position at any time without any prior written or other notice. Please be aware that due to the volume of applications, only candidates selected for an interview will be contacted.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.