

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI**



VACANCY ANNOUNCEMENT

Position:	Term Law Clerk
Salary Range:	JSP 11-13 (\$75,815 - \$108,057) (Subject to adjustment) (Grade based on education and prior legal work experience)
Opening Date:	August 28, 2025
Closing Date:	December 13, 2025

Position Overview and Duties: The United States Bankruptcy Court for the Eastern District of Missouri is accepting applications for a two-year Term Law Clerk to Chief Judge Bonnie Clair to start in summer or early fall 2026. Principal duties include legal research; drafting bench memoranda, orders, and opinions; reviewing pleadings and orders to evaluate the issues involved and the basis for relief; supervising externs; assisting with legal education materials; and providing administrative and clerical chambers functions including correspondence, scheduling, and required reporting. 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 Doctor and/or Master of Laws degree obtained prior to an applicant's start date. Applicants must be members in good standing of a bar 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 of general jurisdiction. Preferred qualifications include: (1) demonstrated interest in bankruptcy, commercial law, debtor/creditor law, financial services law, and/or litigation through education, activities, intern or externships, or prior legal or non-legal work experience; (2) strong legal research and writing skills; (3) managerial, organizational, and computer skills; (4) the ability to take initiative in problem-solving; and (5) the skills to meet and manage changing priorities and demands. Experienced attorneys and non-traditional applicants are encouraged to apply.

This is an on-site position in Judge Clair's chambers. Residency in the St. Louis, Missouri Metropolitan Statistical Area will be required, as well as some occasional travel.

Employee Benefits: Judicial staff employees are covered by the Judiciary Salary Plan (JSP). The Term Law Clerk will be subject to Social Security deductions and will be eligible for health, dental, vision, and life insurance coverage, and participation in the judicial supplemental benefit program. This position is subject to mandatory electronic funds transfer participation for payment of net pay. This Court is an equal opportunity employer. Selected candidates will be subject to a background check.

Application Procedure: Applicants must apply through the Online System for Clerkship Application and Review (OSCAR) at <https://oscar.uscourts.gov>.

Applicants should include their law school class rank in their application materials; applicants from schools that do not rank should so state. Please limit each writing sample to 15 pages in length and note whether those writing samples were edited or reviewed by any other person. Applicants may submit excerpts of longer pieces; those opting to do so are encouraged to include an explanation why they selected a particular excerpt. Applicants who are selected for an interview will be required to provide supplemental information. Judge Clair intends to conduct virtual interviews and will make a hiring decision on a rolling basis. The Court is not authorized to reimburse travel expenses for interviews or relocation.