



# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

SALT LAKE CITY, UTAH

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## VACANCY ANNOUNCEMENT

### TERM JUDICIAL LAW CLERK

07-UTD-2025

OPEN DATE: AUGUST 29, 2025

CLOSE DATE: September 30, 2025

APPLICATIONS MAY BE CONSIDERED ON A ROLLING BASIS

The United States District Court for the District of Utah is accepting applications for a judicial law clerk to the Honorable David Barlow, United States District Judge. This is a 'term' law clerk position. The starting salary is \$73,939 - \$105,383 based on qualifications and experience. By Judicial Conference policy, a 'term' law clerk may not serve more than four years in the federal system. The desired start date is August 2027 and the duration is expected to be one year.

#### **POSITION OVERVIEW:**

The judicial law clerk serves as legal advisor to the Honorable David Barlow. The caseload in the jurisdiction is heavy and the types of cases presented are varied and often involve novel issues of law. As such, the position requires excellent organizational, writing, and analytic skills. Employment with the United States District Court offers civil and criminal law experience at the federal court trial level and an environment providing significant responsibility and challenge. Responsibilities include:

- Review complaints for jurisdiction; manage all aspects of assigned civil and criminal cases; review docket of pending cases to assure proper progress
- Perform legal research as needed, identify problem areas, make recommendations and offer solutions
- Provide information and advice to the U.S. District Judge in connection with pending litigation; assist with and attend court proceedings, write bench memoranda, proposed orders, and opinions for the judge's review
- Answer general and procedural questions from attorneys, pro se litigants and the public; communicate with other court officials and employees from other federal agencies
- Keep abreast of changes in the law and federal and local rules to keep the judge advised of significant changes, and perform other duties as assigned

#### **MINIMUM QUALIFICATIONS:**

The successful candidate must have a Juris Doctorate degree and be a member in good standing of the bar of a state, territory or federal court.

There is no GPA or class rank minimum, but candidates graduating in the top 15% of their class with law review experience are strongly preferred. Law Review experience also is preferred.

The position is open to both new and experienced lawyers. Previous clerkship experience is valued.

The successful candidate must be able to communicate effectively, both orally and in writing, possess good judgment and discretion; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with

others in a team-based environment; and present a poised, professional appearance and demeanor at all times. This position requires superb writing skills, along with organizational, people and time management skills. A successful candidate must also be able to juggle many changing priorities and demands at the same time. Computer-assisted legal research and word processing ability are essential.

**SALARY AND BENEFITS:**

The entry salary for this position is a Judicial Salary Plan (JSP) 11 - \$73,939 to (JSP) 13 - \$105,383 based on qualifications and experience. This is a 'term' position. This position falls within the Judicial Branch of the U.S. Government and the benefits include health, dental, vision and life insurance. This position is subject to mandatory direct deposit participation.

**CONDITIONS OF EMPLOYMENT:**

All application information is subject to verification. Appointment to this position is contingent upon a background investigation, including an FBI fingerprint check. The judicial law clerk serves at the pleasure of the court and is an 'at will' employee and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be United States citizens or be eligible to work in the United States.

**APPLICATION INSTRUCTIONS:**

Qualified candidates are invited to submit:

1. Letter of interest
2. Detailed resume including education and previous employment
3. Law school transcript (official or unofficial)
4. A recent writing sample that has not been edited by others (no more than 15 pages)
5. Two or three letters of recommendation

Application packages must be emailed in pdf format or received in hard copy no later than September 30, 2025, but applications will be considered on a rolling basis. Applications will be screened for completeness and qualifications. Only some of the most qualified applicants will be contacted and selected for a personal interview. Incomplete applications will not be considered. Interview and relocation expenses will not be reimbursed. If an accommodation is necessary to interview, please advise the Human Resources Office.

Please email application packages to: [UTDecf\\_Barlow@utd.uscourts.gov](mailto:UTDecf_Barlow@utd.uscourts.gov)

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Or mail or hand deliver to:

**United States District Court**  
**Attn: Barlow Judicial Law Clerk Position**  
**351 South West Temple, Suite 10.420**  
**Salt Lake City, UT 84101**