

Vacancy Announcement United States Bankruptcy Court Western District of Missouri



Position	Term Law Clerk or potential Career Law Clerk to U.S. Bankruptcy Judge
Position Number	BKLC-041426
Location	Kansas City, Missouri
Salary	JSP 11-14 (\$75,897 - \$166,182) (Grade based on education, prior federal judiciary law clerk experience, and bar admission)
Opening Date	April 14, 2026
Closing Date	July 31, 2026

The United States Bankruptcy Court for the Western District of Missouri is currently accepting applications for a Term Law Clerk or potential Career Law Clerk. The person holding this position will maintain an office in Kansas City, Missouri. Term Law Clerks may serve for up to a four-year term subject to eligibility and at the discretion of the judge. All applicants should visit www.mow.uscourts.gov for general information about the Court. **This position is contingent upon Mr. Eric Johnson being sworn in as a United States Bankruptcy Judge.**

Position Description

The judicial law clerk acts as an advisor with duties including extensive legal research; writing legal memoranda, orders, opinions, jury instructions and verifies citations; completing administrative tasks; assisting with seminar materials; supervising interns; and preparing for and attending evidentiary hearings and trials, motions dockets, pretrial conferences, and status conferences.

There is daily interaction with the judge, other chamber's staff, and Clerk's Office employees concerning legal and court related issues. A judicial law clerk communicates with counsel regarding case management and procedural requirements, maintains the chamber's library, and performs other administrative tasks.

Qualifications

To qualify for the position, one must have the following minimum requirements:

- Be a law school graduate at the time of appointment,
- Possess excellent legal research and writing skills,
- Enjoy a collaborative work environment,
- Feel comfortable voicing disagreement in an appropriately professional and deferential manner,
- A member of Moot Court and/or Law Review
- Scholastic standing in law school – ranked in the top 25%
- Bankruptcy or commercial law experience are preferred but not required.
- Must be available to travel to an outer division one to two nights each month.

Conditions of Employment

Applicants who are non-United States citizens must meet the [judiciary requirements](#) for federal employment. Only qualified applicants will be considered for this position. As a condition of employment, the selected candidate must undergo an FBI background investigation. Employment will be considered provisional until the FBI background check is completed. This position is subject to mandatory electronic funds transfer (direct deposit) of pay.

Additionally, employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judiciary Policy*, and are bound by the ethical standards established by the Chief Judge and the [Code of Conduct for Judicial Employees](#). Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment arrangement.

Benefits

The following benefits are available to Term Law Clerks:

- 11 paid holidays each calendar year
- Choice of insurance coverages: [Health](#), [Dental](#), [Vision](#), and [Life](#)
- Employee Assistance Program ([EAP](#))
- Access to National Judiciary Training programs
- Student Loan Forgiveness through the Public Service Loan Forgiveness ([PLSF](#))
- Free on-site parking

Application Procedure

Qualified applicants **must** submit all the following documents to be considered:

- A detailed cover letter;
- A detailed resume;
- Undergraduate transcript;
- Law school grade sheet;
- Three letters of recommendation;
- A legal writing sample unedited by anyone else (please limit to 10 pages or fewer); and
- Completed [AO78 – Federal Judicial Branch Application for Employment Form](#)

Please email completed application packet in **one single PDF document** to:
kathy_popejoy@mow.uscourts.gov

Miscellaneous Information

Only qualified applicants who submit all the required documents listed above will be considered for this position. Only those candidates selected for an interview will be contacted. If you are not notified, another applicant was selected. The court is not authorized to reimburse expenses to travel for interviews or for relocation. The Western District of Missouri is an equal opportunity employer and values diversity in the workplace.

The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Kathy Popejoy in the Human Resources Department. The decision on granting reasonable accommodation will be made on a case-by-case basis.

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.