

United States Bankruptcy Court

Middle District of Florida
Sam M. Gibbons U.S. Courthouse
801 N. Florida Avenue, Suite 555
Tampa, FL 33602-3899

VOLUNTEER LAW CLERK ANNOUNCEMENT

Position: Volunteer Law Clerk

Location: Tampa, Florida

Application Deadline: Must be received by **August 18, 2017 or Until Filled**

Start Date: August 21, 2017 – (Flexible) End Date: December 29, 2017 – (Flexible)

Position Overview

The Honorable Catherine Peek McEwen, United States Bankruptcy Judge for the Middle District of Florida, is accepting applications to fill a volunteer law clerk position. The position will begin with a short orientation and training period in August. The incumbent will conduct legal research, help prepare case research, and draft memoranda for the judge at the direction of the judge's law clerk. In addition, the incumbent will also observe hearings and trials held before all of our judges, meet with a representative of the United States Trustee's office, observe a § 341 meeting of creditors, and participate in training and networking events hosted by local bar associations.

Applicants must be a law school graduate; have taken a bankruptcy law course; have taken the Bar exam or scheduled to take the exam in February; possess excellent research, writing, and proofreading skills, and a graduation ranking in the upper third of their class is preferred.

Important Information

- This position is **unpaid**. The court cannot reimburse any travel, living, parking, or other-related expenses. Candidates must be able to work 20 hours per week.
- If you are selected, you will be required to submit fingerprints and undergo an FBI criminal background check prior to the start of the position.
- Interns, externs and court volunteers must abide by The Code of Conduct for Judicial Employees and are prohibited from receiving a salary, any supplementation of salary, a salary advance, a stipend, or employee benefits from an attorney or law firm during this period. See www.uscourts.gov/rules-policies/code-conduct/code-conduct-judicial-employees for a complete copy.

How to Apply

Submit a cover letter, resume, complete law school transcript, and a short writing sample. Submit your application on or before the deadline, **August 18, 2017**, by email to Dedra_Gann@flmb.uscourts.gov as a PDF file or mail to:

Dedra Gann
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