



## UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF TEXAS

110 North College Avenue  
8<sup>th</sup> Floor  
Tyler, Texas 75702

660 N. Central Expressway  
Suite 300B, Wells Fargo  
Plano, Texas 75074

300 Willow Street  
Suite 100  
Beaumont, Texas 77701

### \*LAW CLERK VACANCY ANNOUNCEMENT\*

---

**Position:** Term Law Clerk

**Min. Salary:** \$ 50,240 - \$ 60,226

**Application Deadline:** July 30, 2004

**Job Posting** 2004-2

**Location:** Plano, Texas

**Employment Begins:** Open

---

The Honorable Brenda T. Rhoades, United States Bankruptcy Court Judge for the Eastern District of Texas, Fifth Circuit, is accepting applications for the position of Term Law Clerk (minimum two years) in the **Plano, Texas** chambers.

**Position Overview and Duties:** The duties and functions of a federal judicial law clerk are determined by the employing judge with a concentration on legal research and writing. The broad range of duties includes conducting legal research, preparing bench memos, drafting orders and opinions, proofreading the judge's orders and opinions, verifying citations, communicating with counsel regarding case management and procedural requirements, and assisting the judge during courtroom proceedings. Other duties include maintenance of the chambers library and administrative tasks. Additional selection criteria includes strong writing and analytical skills. Law clerks serve at the will of the employing judge. Each judge has the discretion to determine the vacation and sick leave available to a law clerk. Conversion to a Career Law Clerk position is a possibility.

**General Requirements and Qualifications:** The candidate must be a law school graduate or be certified as having completed all law school studies and requirements and awaiting conferment of degree. He or she must be a United States citizen or otherwise eligible for federal employment within the United States. Individuals employed as law clerks are subject to a Federal Bureau of Investigation (FBI) fingerprint check.

**Application Requirements:** Send resume, law school transcript, writing sample and AO 78 (Application for Judicial Branch Federal Employment Appointment available at [www.txeb.uscourts.gov](http://www.txeb.uscourts.gov)) to:

Marianne Denning, Judicial Assistant to The Hon. Brenda T. Rhoades  
660 North Central Expressway, Wells Fargo Bank Building - Suite 300 B  
Plano, Texas 75074

[marianne\\_denning@txeb.uscourts.gov](mailto:marianne_denning@txeb.uscourts.gov)

Telephone: 972-509-1250

Fax: 972-509-1253

The U. S. Bankruptcy Court in an Equal Opportunity Employer