



**ANN E. FILKINS**  
Clerk of Court

**Grand Rapids**  
110 Michigan St. NW  
Grand Rapids, MI 49503

**Lansing**  
315 W. Allegan St.  
Lansing, MI 48933

**Kalamazoo**  
410 W. Michigan Ave.  
Kalamazoo, MI 49007

**Marquette**  
202 W. Washington St.  
Marquette, MI 49855

[www.miwd.uscourts.gov](http://www.miwd.uscourts.gov)

#### APPLICANT INFORMATION

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

Reimbursement of travel and/or relocation expenses is not authorized.

All information provided by applicants is subject to verification.

Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.



# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

**Announcement:** #25-09  
**Title:** PRO SE ATTORNEY (2 Positions Available)  
**Location:** Grand Rapids, Michigan  
**Position Type:** Full-Time, Temporary (Not-to-Exceed 6/30/2026)\*  
**Closing Date:** Open until filled---*Priority consideration given to those who apply by January 9, 2026*  
**Annual Salary Range:** JSP 11/1 – 14/10 (\$73,939– \$161,889)\*\*

*\*Temporary through June 30, 2026, with possibility of extension.*

*\*\*Starting salary is based on the Rest of the United States Judiciary Salary Plan (JSP) pay table and will be commensurate with length of appointment (pro-rated for the authorized time), work experience, education (if applicable), and current or previous Federal court experience. [Judiciary Salary Plan Pay Rates](#)*

### OVERVIEW

An excellent opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted to fill two temporary Pro Se Attorney positions in Grand Rapids, Michigan. Positions are available now and may be eligible for telework. (NOTE: If telework arrangement, pay table is determined by telework site location. See [Judiciary Salary Plan Pay Rates](#).)

The Pro Se Attorney will perform research and writing tasks as assigned by Judicial Officers of the Court on pending prisoner civil rights and habeas corpus cases. Substantive work will include review and analysis of pending motions; preparation of draft documents for a Judicial Officer's review, editing and approval; research to assist the Judicial Officers in preparing opinions; assisting with the Court's pro se litigation docket; and other duties as assigned.

The Western District of Michigan was created in 1863 and Solomon L. Withey was named as its first judge by President Abraham Lincoln. Grand Rapids is the main office, with divisional offices in Kalamazoo, Lansing, and Marquette. The district covers the entire Upper Peninsula and the Lower Peninsula from Lansing westward.

Michigan is a beautiful four-season state surrounded by the majestic Great Lakes. Grand Rapids is the second largest city in Michigan located in the heart of the West Michigan area. The city offers outdoor adventures, art & culture, and much more! [Grand Rapids, Michigan Things to Do, Events and Deals | Pure Michigan | Official Travel & Tourism Website for Michigan](#)

### EDUCATION & QUALIFICATIONS

To qualify for the position of Pro Se Attorney, an individual must be a graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies: standing within the upper third of the class from a law school on the approved list of the American Bar Association or the Association of American Law Schools; or experience on the editorial board of a law review of such a school; or graduation from such a school with an LLM degree; or proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

## BENEFITS

Temporary appointments of less than a year are eligible for the following benefits:

- 11 Paid Federal Holidays
- Leave Accrual Program
- Health, Dental, and Vision Insurance

NOTE: Current Judiciary employees transferring without a break in service will maintain their current benefits.

*The Federal Judiciary is an Equal Opportunity Employer.*

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14	3	Yes

Legal work experience is progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

Prior work experience in a court as well as knowledge of federal practice and procedure is preferred. Candidates must be able to analyze complex legal issues and comprehend a wide range of legal concepts, principles, and practices, as well as be able to write and perform legal research accurately and expeditiously. The successful candidate will be detail-oriented, possess excellent interpersonal skills, strong organizational skills, a positive attitude, the ability to communicate complex issues in simple terms with a professional demeanor, and the ability to manage priorities with limited supervision.

## CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.)
- Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations.
- This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages.
- Appointment is provisional and contingent upon successful completion of an FBI background check.
- The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

## HOW TO APPLY

For consideration, qualified applicants must provide the following:

- letter of interest (please indicate preferred schedule (full or part-time) and preference for telework or working in the Grand Rapids office);
- detailed resume;
- law school transcript;
- writing sample;
- contact information for three professional references, and
- completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf> (NOTE: Applicants are not required to fill out the Optional Background Information section (Questions 19 – 21) on page 5 of the application).

**Incomplete applications will not be considered.** All required documents must be sent via email as **one PDF** file to [human\\_resources@miwd.uscourts.gov](mailto:human_resources@miwd.uscourts.gov) or through OSCAR (Online System for Clerkship Application and Review) <https://oscar.uscourts.gov/>. Position open until filled. Priority consideration given to those who apply by **January 9, 2026**. **No phone calls please.**