



VACANCY ANNOUNCEMENT

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF N.Y.

100 State Street Rochester, NY 14614

www.nywb.uscourts.gov



Position: Law Clerk (Two-year term)
Vacancy: 26-03
Duty Station: Rochester, New York
Salary: Commensurate with experience and education

Overview

The Office of the Clerk, U.S. Bankruptcy Court, is seeking two (2) Law Clerks to support U.S. Bankruptcy Judge Timothy P. Lyster. The Law Clerks report directly to the Judge and are primarily responsible for conducting legal research, preparing bench memos, and editing and proofreading the Judge's decisions and opinions. The Law Clerks are also responsible for case management and other administrative duties. The successful candidates must be proficient in legal research and writing, able to maintain a high level of attention to detail, and capable of producing quality work in an efficient and timely manner. This is an in-person position with the potential for some remote work, as permitted at the discretion of the Judge.

Representative Duties

- Conduct legal research.
- Review case records and filings.
- Draft proposed decisions and orders.
- Discuss legal analysis with the assigned Judge.
- Maintain reports, as required, that reflect the status and completion of assignments.
- Other duties as assigned.

Qualification Requirements

To qualify, eligible candidates must have graduated from an accredited law school prior to the start of employment, and must demonstrate excellent legal research, writing, and analytical skills. Experience with a law review or other law school journal preferred.

Preferred Qualification Requirements

Prior federal clerkship experience, at least two years' experience as practicing attorney, standing within the upper quarter of law school, superior analytical ability and strong legal research and writing skills, and experience on the editorial board of a law review or law journal preferred.

How to Apply

Applicants must submit a cover letter, résumé and completed form AO78 (Application for Judicial Branch Federal Employment (available [here](#))) by email to: NYWB_applications@nywb.uscourts.gov with the subject line "Law Clerk, Reference No. 26-03"

Important Dates

Opening: June 2, 2026
Closing: Open Until filled*
Start Date: August 2026

*Interviews will be conducted on a rolling basis until the positions have been filled.

District Overview

The Western District of New York's Bankruptcy Court jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo (2 Niagara Square), and Rochester (100 State Street). The Court is comprised of two United States Bankruptcy Judges and approximately 25 employees.

Applicant Information

The United States Bankruptcy Court requires employees to adhere to a Code of Conduct which is available at www.uscourts.gov. Only qualified applicants will be considered for this position. Only those applicants selected for an interview will be contacted and only applicants invited for an interview will be advised of the outcome of the selection process. The court provides reasonable accommodation to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments.

Applicants selected for an interview have the option of a video interview or an in-person interview. Any travel associated with an in-person interview will be at the applicant's own expense. Relocation expenses will not be reimbursed. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States.

Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a one-year probationary period. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, or to leave the position unfilled, any of which actions may occur without any prior written notice.

Benefits

Newly hired employees receive thirteen days of vacation annually for the first three years, which increases with tenure, thirteen days of sick leave and 11 paid holidays. Eligible employees may elect health, life, dental, vision, and long-term care options; participate in a defined retirement plan; elect matching, tax-deferred and/or Roth Thrift Savings Plan options; elect flexible medical, dependent care and commuter benefits; participate in a transit subsidy program and have access to numerous Employee Assistance Programs.

Background Investigation

This is sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an Office of Personnel Management background check, and subsequent favorable suitability determination.

***The United States
Bankruptcy Court, Western
District of New York is an
Equal Opportunity Employer.***