UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

JUDICIAL EXTERNSHIP OPENINGS

JUDICIAL EXTERN POSITION FOR THE HONORABLE ADRIENNE NELSON

The U.S. District Court for the District of Oregon is seeking qualified candidates for the position of judicial extern to U.S. District Judge Adrienne Nelson.

Please note that Judge Nelson is seeking to fill several judicial extern positions, which will have an expected start date in Summer 2026 or Spring 2027. **Judicial externs are required to be in-person.**

RESPONSIBILITIES AND DUTIES

Judicial externs work closely with Judge Nelson and law clerks on civil and criminal litigation filed in District Court. Judicial externs must be able to conduct advanced legal research, prepare bench memorandums, draft orders and opinions, and verify citations. Judicial externs will also have the opportunity to observe courtroom proceedings.

APPLICATION REQUIREMENTS

Requirements:

- Cover Letter
- Resume
- Writing Sample (10 page max)
- Law Transcript
- Undergrad Transcript
- 2-3 Letters of Recommendation

Cover letter should be no longer than one page, single spaced, and should indicate the applicant's preference for a spring or summer externship. Writing samples should not exceed ten pages, double spaced, using 12 pt. Times New Roman (or font in equivalent size). Samples with analysis of a legal issue are preferred (i.e., memorandum, motion/response, draft opinion, etc.), however other samples of legal writing are permitted (i.e., seminar paper, journal Note, etc.). Sample must not have received substantive edits from individuals other than the author, such as a redline edit, and must be the author's own work. Applicants should combine all application components into one pdf.

HOW TO APPLY

To apply for this position, qualified applicants must send the application, via email, to Chambers_Nelson@ord.uscourts.gov.

Chambers will review applications as received, and interviews will be conducted on a rolling basis.

OTHER INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (appointment will be provisional and contingent upon the satisfactory completion of the required background investigation) and must adhere to a code of conduct. Travel expenses for relocations are not available. The Court reserves the right to modify the conditions of this position announcement, or to withdraw the announcement without prior written or other notice.

Non-citizens may be interviewed and considered for appointment, but appointment offers will only be made to individuals qualifying under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship. Contact Human Resources at 503-326-8165 for more information.