

Law Clerk Position

2026-2027 Term Law Clerk

Closing Date: October 31st, 2025

Office: Montgomery County Circuit Court, The Honorable Carlos F. Acosta

Position Type: Regular/Temporary, Full-time, At-Will

Salary: \$63,751 Non-Bar Member

\$70,822 Bar Member

FLSA Status: Exempt

Financial Disclosure: No

Benefits: The Maryland Judiciary offers a generous benefits package including medical, dental, vision, life insurance, flexible spending accounts, paid time off, paid holidays, supplemental retirement plans, and employee assistance programs.

Essential Functions: The Law Clerk provides legal support to the Judge. The law clerk drafts and revises opinions, attends and assists the Judge in preparing for oral argument. Prepares memoranda and opinions, research legal issues on a case-by-case basis and provides up to date information to the Judge. Prepares cases for Docket, reviews case files and motions as they are sent to Chambers, performs a variety of duties related to the court's case management and attends Court daily. Performs other duties as assigned.

Education: Has obtained a Juris Doctor degree from an ABA-accredited law school or will have obtained a Juris Doctor degree by May 2026.

Preferred: Journal experience preferred.

Skills/Abilities: Excellent legal writing and research skills. Knowledge of laws, rules, court procedures and the progression of case from original charge through trial, sentencing, modification, and violation of probation stages. Knowledge of general office work such as filing and recording information. Knowledge of computer hardware and software. Excellent organizational and time management skills. Ability to perform legal research. Ability to read and understand law-related material. Ability to compose orders and memoranda. Ability to apply policies, procedures, rules, regulations, and laws as required. Ability to perform all essential functions of this position.

To apply, please submit cover letter, resume, writing sample (no more than 5 pages long), transcripts (unofficial is acceptable), and references to rachel.garrido@mdcourts.gov

The Maryland Judiciary is an equal opportunity employer committed to fostering a workplace culture of diversity, equity, inclusion, and belonging. We do not discriminate on the basis of race, color, religion, age, sex, pregnancy, marital status, national origin, military or veteran status, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need ADA Accommodation during the application and/or interview process should send their [request](#) via email to ADA@mdcourts.gov or call 410-260-1732. The Maryland Judiciary is a drug-free workplace. Applicants must be United States citizens or eligible to work in the United States.

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Please find the Maryland Judiciary's equal employment opportunity policy here: [Policy Prohibiting Discrimination, Harassment, and Retaliation](#).