



United States District Court  
Southern District of Ohio  
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## VACANCY ANNOUNCEMENT

December 12, 2025

Vacancy Announcement Number 25-07

Magistrate Judge

Duty Station – Cincinnati Courthouse – 100 East Fifth Street

Salary: \$229,908

Closing date for receipt of application packets: 11:59 p.m. (EST) on Tuesday, March 3, 2026

***IMPORTANT NOTE: All candidates that previously applied for position (25-07) do not need to reapply; your application will be considered for this position.***

**Qualified persons interested in being considered for this position must submit a cover letter (include vacancy announcement number, 25-07 Magistrate Judge, and specify qualifications in relation to the position), the magistrate judge application form (Revised 06/21) (available on the Court website), supplemental questions form (Revised 06/21) (available on the Court website), a resume, letters of recommendation (limit 3), and supporting documents. You are highly encouraged to electronically submit your application packet as soon as possible, do not delay.**

The Judicial Conference of the United States has authorized the appointment of a full-time Magistrate Judge for the U.S. District Court, Southern District of Ohio, to fill the vacancy of a Magistrate Judge. The official location of the position will be Cincinnati, Ohio. The appointment term is eight (8) years.

The duties of the position are demanding and wide-ranging and will include: (1) conducting most preliminary and pretrial proceedings in criminal cases; (2) trial and disposition of misdemeanor cases; (3) conducting various pretrial matters and evidentiary proceedings in civil cases; and (4) trial and disposition of civil cases upon consent of the litigants. The basic jurisdiction of a United States Magistrate Judge is specified in 28 U.S.C. § 636.

### ***ABOUT THE SOUTHERN DISTRICT OF OHIO:***

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from just north of Columbus south to the Ohio River. The District is comprised of over 260 individuals including twenty-six Judicial Officers, as well as Chambers staff, Clerk's Office staff, U.S. Probation Office's staff and U.S. Pretrial Services Office's staff, located in the Cincinnati, Columbus and Dayton Courthouses.

### **Qualifications:**

- 1) Be, and have been for at least five (5) years, a member in good standing of the bar of the highest court of a state, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the Virgin Islands of the United States, and have been engaged in the active practice of law for a period of at least five (5) years. The court may consider as substitute experience the following, including any combination thereof:
  - a. Judge of a state court of record or other state judicial officer.
  - b. U.S. magistrate judge, bankruptcy judge, or other federal judicial officer.

- c. Attorney for federal or state agencies.
- d. Up to two years as a law clerk to any judge or judicial officer or as a staff attorney or pro se law clerk in a court.
- e. Other types of substantial legal experience (subsequent to receipt of a law degree or license to practice law), not included in (a) through (d) above, which is suitable as a substitute in the opinion of the majority of the court

- 2) Be competent to perform all the duties of the office; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; be capable of deliberation and decisiveness; and capable of deliberation and decisiveness when required to act on his or her own reason and judgment.
- 3) Must be less than 70 years old at the time of appointment.
- 4) Not be related by blood or marriage to a judge of the appointing District Court within the degree specified in 28 U.S.C. § 458.

**Benefits:**

Please review the extensive federal benefits on the United States Courts website:  
<https://www.uscourts.gov/careers/benefits>.

**Conditions of Employment:**

A Merit Selection Panel comprised of attorneys and other members of the community will review all applicants and recommend to the Judges of the District Court, in confidence, those persons it considers best qualified. The Court will review the recommendations and make the final decision.

A commitment to public service is essential.

Visit the U.S. Courts website for citizenship requirements [www.uscourts.gov](http://www.uscourts.gov).

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

Employees are subject to the [Judicial Code of Conduct for Judicial Employees](#).

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.

The individual selected must comply with the financial disclosure requirements pursuant to the Ethics in Government Act of 1978, Pub. L. No. 95-521, 92 Stat. 1824 (1978) (as amended) (codified at 5 U.S.C. §§ 13101-13111).

The Federal Financial Management Reform Act requires direct deposit of federal wages.

**You are highly encouraged to electronically submit your application packet as soon as possible, do not delay.**

**Qualified persons interested in being considered for this position must submit a cover letter (include vacancy announcement number, 25-07 Magistrate Judge, and specify qualifications in relation to the position), the magistrate judge application form (Revised 06/21) (available on the court website), supplemental questions form (Revised 06/21) (available on the court website), a resume, letters of recommendation (limit 3), and supporting documents to:**

**[HR Employment Application System](#)**

**If you fail to provide the required documents, your application packet will be considered incomplete and will not be considered any further.**

Travel and relocation expenses will not be reimbursed.

The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

All applications will be kept confidential, unless the applicant consents to disclosure, and all applications will be examined only by members of the merit selection panel and the judges of the district court. The panel's deliberations will remain confidential.

**Reasonable Accommodations:**

Consistent with the Judicial Conference of the United States policy, the practice of the U.S. District Court Southern District of Ohio is to give due consideration of a reasonable accommodation requested by a qualified applicant or employee with a disability unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process.

**The U.S. District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.**

## **PUBLIC NOTICE FOR APPOINTMENT OF U.S. MAGISTRATE JUDGE**

The Judicial Conference of the United States has authorized the appointment of a full-time United States Magistrate Judge for the Southern District of Ohio in Cincinnati, Ohio. The courts provide fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. Public trust and confidence are enhanced when the judiciary's workforce is highly competent and dedicated to the cause of justice. The judiciary can and should strive to recruit and retain the best and the brightest from all backgrounds and life experiences.

The duties of the position are demanding and wide-ranging: (1) conduct of most preliminary proceedings in criminal cases; (2) trial and disposition of misdemeanor cases; (3) conduct of various pretrial matters and evidentiary proceedings on delegation from a district judge; and (4) trial and disposition of civil cases upon consent of the litigants. The basic authority of a United States magistrate judge is specified in 28 U.S.C. § 636.

To be **qualified** for appointment an applicant must:

- (1) Be, and have been for at least five years, a member in good standing of the bar of the highest court of a state, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the Virgin Islands of the United States;
- (2) Have been engaged in the active practice of law for a period of at least five years (with some substitutes authorized);
- (3) Be competent to perform all the duties of the office, of good moral character, emotionally stable and mature, committed to equal justice under the law, in good health, patient, courteous, and capable of deliberation and decisiveness;
- (4) Be less than 70 years old; and
- (5) Not be related to a judge of the district court.

A merit selection panel composed of attorneys and other members of the community will review all applicants and recommend to the district judges in confidence the five persons it considers best qualified. The court will make the appointment following an FBI full-field investigation and an IRS tax compliance check of the applicant selected by the court for appointment. The individual selected must comply with the financial disclosure requirements pursuant to the Ethics in Government Act of 1978, Pub. L. No. 95-521, 92 Stat. 1824 (1978) (as amended) (codified at 5 U.S.C. §§ 13101-13111) as implemented by the Judicial Conference of the United States. The panel will identify all qualified applicants without favoring or discriminating based on race, sex, gender, age, ethnicity, religion, national origin, color, sexual orientation, gender identity, pregnancy, disability status, or political affiliation. The current annual salary of the position is \$229,908. The term of office is eight (8) years.

Application forms and more information on the Magistrate Judge position in this court may be obtained from the court's Internet website at [www.ohsd.uscourts.gov](http://www.ohsd.uscourts.gov). Application packets should include a cover letter, magistrate judge application form (06/21), supplemental questions form (06/21), resume, letters of recommendation (limit 3), and supporting documents. Application packets **must be received by 11:59 p.m. on Tuesday, March 3, 2026, and must be submitted to:**

[HR Employment Application System](#)

All applications will be kept confidential, unless the applicant consents to disclosure, and all applications will be examined only by members of the merit selection panel and the judges of the district court. The panel's deliberations will remain confidential.