



## United States District Court

### District of Minnesota

Patrick J. Schiltz, Chief Judge

Kate Fogarty, Clerk of Court

612-664-5000

Warren E. Burger Federal  
Building and U.S.  
Courthouse  
316 North Robert Street  
Suite 100  
St. Paul, MN 55101

Edward J. Devitt U.S.  
Courthouse and Federal  
Building  
118 South Mill Street  
Suite 212  
Fergus Falls, MN 56537

Gerald W. Heaney  
Federal Building and U.S.  
Courthouse and  
Customhouse  
515 West First Street  
Suite 417  
Duluth, MN 55802

Diana E. Murphy United  
States Courthouse  
300 South Fourth Street  
Suite 202  
Minneapolis, MN 55415

April 27, 2026

## NOTICE OF VACANCY FOR U.S. MAGISTRATE JUDGE

The Judicial Conference of the United States has authorized the appointment of a full-time U.S. Magistrate Judge for the U.S. District Court, District of Minnesota. The position will be located in the District of Minnesota at the Gerald W. Heaney Federal Building and U.S. Courthouse, Duluth, but periodic travel to Fergus Falls and to the Twin Cities for hearings and other court functions will be required.

The duties of the position are demanding and wide-ranging. Those duties include presiding over initial proceedings in criminal cases; conducting trials of misdemeanor cases; conducting pretrial proceedings and issuing orders on non-dispositive motions in civil and criminal cases; holding civil settlement conferences; and disposing of civil cases with the consent of the parties. The basic authority of a U.S. Magistrate Judge is specified in 28 U.S.C. § 636 and Local Rule 72.1.

To be qualified for appointment, an applicant must:

- 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 United States Virgin Islands.
- Have been engaged in the active practice of law for a period of at least five years (with some substitutes authorized).
- 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; and be capable of deliberation and decisiveness.
- Be less than 70 years old.
- Not be related by blood or marriage to a judge of the District Court.



A Merit Selection Panel comprised of attorneys and members of the community will review all applications and recommend to the District Judges in confidence the five persons whom it finds to be best qualified. The Court will make the appointment following an FBI full-field investigation and IRS tax check of the applicant selected by the Court for appointment. The individual selected must comply with the financial disclosure requirements under the Ethics in Government Act of 1978, Pub. L. No. 95-521, 92 Stat. 1824 (1978) (codified at 5 U.S.C. app. 4 §§ 101-111), as implemented by the Judicial Conference of the United States.

The essential function of courts is to dispense justice. A vital component of this function is the creation and maintenance of diversity in the court system. A community's belief that a court dispenses justice is enhanced when the court reflects the diversity of the community. Thus, the Court strongly encourages applications from members of under-represented groups.

The current salary of the position is \$229,908 per year. The term of office is eight years; incumbents may be reappointed to successive terms.

Applications will be kept confidential as and to the extent specifically described in the application form. The Panel's deliberations will remain confidential. All qualified candidates will be evaluated without regard to race, color, age (40 and over), gender, religion, national origin, or disability.

To apply, follow the application instructions provided on the Court's website at <https://www.mnd.uscourts.gov/employment>. All application materials must be submitted by the applicant personally and **must be received as specified in the application instructions no later than 4:00 p.m. Central Time on June 5, 2026.**

U.S. District Court, District of Minnesota  
ATTN: Deborah Morse, Human Resources Manager  
U.S. Courthouse  
300 S. 4th St., Ste. 360  
Minneapolis, MN 55415  
612-664-5440  
[meritselectionpanel@mnd.uscourts.gov](mailto:meritselectionpanel@mnd.uscourts.gov)