

**TWENTY-SECOND JUDICIAL CIRCUIT
OF VIRGINIA**



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**COMMONWEALTH OF VIRGINIA
TWENTY-SECOND JUDICIAL CIRCUIT
CIRCUIT COURT OF DANVILLE
CIRCUIT COURT OF PITTSYLVANIA COUNTY
CIRCUIT COURT OF FRANKLIN COUNTY**

August 11, 2025

Mallory Underwood
Assistant Dean of Career and Professional Development
Campbell University Norman Wiggins School of Law
Via E-mail: munderwood@campbell.edu

RE: Judicial Clerkship Opportunity 2026-27

To Whom it May Concern:

The City of Danville, Virginia has established the position of Judicial Law Clerk to the Judges of the Circuit Court for the City of Danville. The City of Danville is an independent city located in Southside Virginia in the 22nd Judicial Circuit, which also includes Franklin County and Pittsylvania County. The Clerkship is a full time, temporary position which runs from September 1 – August 30 each year. The salary for this position is \$75,000.00 per year; health insurance, paid sick and vacation leave, and reimbursement for professional training and dues are also available.

The position allows the Law Clerk to observe all levels of the trial process, including scheduling, discovery and pretrial motions, and bench and jury trials in both criminal and civil cases. The Clerk also has primary responsibility for managing *ex parte* communications from prisoners and other litigants as well as managing our *pro se* family law docket. Research and writing opportunities exist and can be tailored to the interests of the Clerk. Daily interaction with the Judges, Clerk's Office, and members of the bar is anticipated. Past Law Clerks seeking professional employment have enjoyed 100% job placement upon completion of the clerkship, many locally.

Please notify interested 3rd year students of the position. Applicants must submit a resume, transcript, letter of recommendation, and a writing sample of less than 10 pages no later than October 15, 2025. Applications can be emailed to kbray@vacourts.gov or mailed to James J. Reynolds, Judge, Danville Circuit Court, 401 Patton Street, Danville, VA 24541. The Court will notify and schedule interviews with applicants as soon as possible. The City of Danville is an equal opportunity employer and does not discriminate on the basis of sex, age, race, religion, national origin, political affiliation, handicap or any other characteristic protected by law.

The City of Danville is the largest independent city in south central Virginia, with a metro area of approximately 125,000. It is located approximately 40 miles north of Greensboro, North Carolina and is

within a 2 ½ hour drive of Richmond, Charlotte, Raleigh, Roanoke, Charlottesville, and Winston Salem. Danville's River District comprises several blocks of redeveloped housing, dining, retail, entertainment, and professional buildings within walking distance to the Courthouse. Significant existing industrial employers have facilities nearby including Goodyear, Tyson Foods, Morgan Olsen and EBI. The largest undeveloped industrial park in the Southeastern United States is located nearby. Recently opened is Caesar's Virginia, a \$700 million casino/hotel/entertainment complex, which includes nationally recognized restaurants, hosts regular concerts, and is a major employer in the area. Other significant economic development projects are underway. Feel free to reach out with questions about Danville or the position.

Thank you for your attention to this matter.

Very truly yours,



James J. Reynolds, Judge