

CALL FOR APPLICATIONS – STREAMLINED SETTLEMENT PROCESS ADMINISTRATOR

The United States District Court for the Eastern District of Louisiana has approved Case Management Order No. 1 setting forth procedures in Hurricane Ida cases for expedited discovery and to facilitate efficient resolution of these matters through the establishment of a streamlined settlement conference and mediation protocol (the “SSP”). Implementation of the SSP will require the appointment by the Court of a panel consisting of up to 30 independent mediators (“neutrals”) to mediate what is anticipated to be thousands of civil matters in this District over the next two years.

The SSP shall be overseen by the Magistrate Judges, with the Chief Magistrate Judge presiding over day-to-day operations of the program. The Court shall appoint a Program Administrator to assist with scheduling, assignment of neutrals, calendar management, data collection and analysis, and periodic reporting to the Court.

Accordingly, the Court is soliciting applications for experienced and qualified individuals or firms to serve as Program Administrator. Applicants should have demonstrable experience in the type of case administration, data collection and analysis and reporting that will be required as part of the CMO.

By applying for this position, the applicant is confirming his or her willingness (1) to abide by a fee structure limiting the Administrator’s fee to no more than \$350/case, to be paid by the parties, (2) to make themselves available for a high volume of Hurricane Ida work over the course of the next two years, (3) that the applicant currently has the staffing capacity or a present plan of action to obtain the staffing necessary to manage the large volume of cases expected to be part of this program, and (4) that he or she is conflict-free, *i.e.*, does not currently represent or have plans to represent litigants who are likely to have Hurricane Ida cases.

Interested individuals should apply by letter, including a resume or other statement of qualification, emailed to the following address NO LATER THAN **SEPTEMBER 21, 2022**. The application letter and materials must be submitted ELECTRONICALLY (no exceptions) to:

IdaProgramAdminApps@laed.uscourts.gov