UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK
WWW.LAED.USCOURTS.GOV

CAROL L. MICHEL
CLERK OF COURT

BRANDON C. BRISCOE
CHIEF DEPUTY

LILIAN V. PASCONE
CHIEF DEPUTY

NOTICE OF POSITION VACANCY
(UPDATED SEPTEMBER 2026)

POSITION TITLE: **OFFICIAL COURT REPORTER (PART-TIME)**

LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 26-DSC-03

OPENING DATE: THURSDAY, SEPTEMBER 10, 2026

CLOSING DATE: **OPEN UNTIL FILLED (MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT)**

JOB CLASSIFICATION/GRADE: COURT REPORTER SALARY PLAN, LEVELS 1-5

SALARY RANGE: $45.89 - $55.07 HOURLY PLUS TRANSCRIPTS (STARTING SALARY DEPENDS ON QUALIFICATIONS, AND EXPERIENCE. SALARY WILL BE PRO-RATED BASED ON NUMBER OF HOURS WORKED.)

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the part-time permanent position of Official Court Reporter. Official Court Reporters are appointed by and serve at the pleasure of the court and must comply with the requirements of the Judicial Conference of the United States and the Court Reporter Management Plan of this Court.

REPRESENTATIVE DUTIES:

- Perform verbatim reporting services for any proceeding as specified by statute, rule or order of the court.
- Report all proceedings using electronic machine shorthand equipment which produces an electronic storage media capable of translation and printing by computer-assisted transcription equipment and utilize digital sound recording equipment to record all proceedings.
- Read back all or any portions of the court record upon request of the presiding judge.
- Provide transcripts of proceedings requested by a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- Provide transcripts of any proceedings that a Judge or the Court may direct without charge.
- File with the Clerk of Court a copy of all transcripts prepared within the time frames and consistent with the fees established by the Court, the Judicial Conference of the United States, and the Court Reporter Management Plan.
- If Certified Realtime Reporter, provide Realtime reporting upon request of a party who has agreed to pay the fees established by the Court and the Judicial Conference.
- If Certified Realtime Reporter, provide Realtime feed for any judicial officer as directed, without charge.
- File a transcript or provide an electronic sound recording to the Court, without charge, of all arraignments, pleas and proceedings in connection with the imposition of sentence in criminal cases. Certification of the recording by the court reporter is required.
- Provide transcription of digital audio records.

- Certify and file with the Clerk of Court all original shorthand notes and other original records of proceedings the reporter has recorded.
- Comply with all administrative duties assigned by the supervisor and the Court.
- Work as part of a team to serve all Judges of the Court and be available to work irregular hours as dictated by the Court.

CONDITIONS OF EMPLOYMENT:

- Official Court Reporters must provide all equipment and supplies necessary to take orders for and produce computer-aided transcription and printed copies of transcripts, including telephone and internet service, computer equipment, software, printers and supplies.
- U.S. District Court employees serve under "Excepted Appointments" and are considered "at will." Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the Code of Conduct for Judicial Employees and are subject to strict confidentiality requirements.
- A part-time Court Reporter must commit to working at least eight (8) hours on Wednesday, with a preferred schedule of 20 – 24 hours per week worked between Tuesday - Thursday.
- Official Court Reporters are subject to the policies and procedures of the Judicial Conference of the United States and those established by the Eastern District of Louisiana.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States (See Citizenship Requirements).
- New employees are subject to a one-year probationary period.
- Promotions are at the discretion of the court based upon job classification, experience and performance.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS

- Must possess at least **one** year of prime court reporting experience in the freelance field of service or in other courts or a combination thereof (e.g., depositions, adversary proceedings before a presiding official, grand jury proceedings).
- Must have qualified by testing for listing on the registry of professional reporters as a Registered Professional Reporter (RPR) of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. If a reporter has qualified by other than NCRA testing, evidence of equivalent certification MUST be provided.

PREFERRED QUALIFICATIONS

- Certified as having passed the NCRA Certified Realtime Reporter (CRR) examination or have successfully completed an equivalent exam.
- Applicants holding a Certificate of Merit from the NCRA are preferred.

Salary range is $45.89 - $55.07 hourly for part-time positions, depending upon qualifications and experience, plus transcript fees, established by the Judicial Conference.

- CR Level 1 - $45.89
- CR Level 2 - $48.19 (Requires merit certification)
- CR Level 3 - $50.48 (Requires real time certification)
- CR Level 4 - $52.78 (Requires real time certification and merit certification)
- CR Level 5 - $55.07 (Requires real time certification, longevity, and merit certification; current Federal Judiciary Court Reporters hired before 10/11/09 only)

BENEFITS:

Employees of the United States District Court are "at-will" employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- Eleven (11) paid federal holidays
- Paid annual leave (part-time pro-rated based on hours worked)
- Paid sick leave (part-time pro-rated based on hours worked)
- Medical coverage with pre-tax employee premiums (part-time pro-rated based on hours worked)
- Flexible benefits program for health care, dependent care and commuter/parking expenses
- Eligibility for Group Life Insurance and Long-Term Disability coverage
- Mandatory participation in the Federal Employees Retirement System (FERS)
- Time in service with other federal agencies, as well as time for prior military service, is taken into consideration when computing leave accrual and retirement benefits.

***** Eligibility for benefits varies with part-time and/or temporary appointments. *****

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States. (See Citizenship Requirements).

Qualified applicants should submit one PDF document that contains:

- A letter of interest (cover letter) referencing the vacancy announcement
- A current/detailed resume
- A completed AO_078 Federal Judicial Branch Application For Employment
- Two professional references
- Photocopy of any Registered Professional Reporter Certificate, Registered Merit Reporter Certificate, and/or Certified Realtime Reporter Certificate

Applications will not be considered complete until all items listed above have been received by Human Resources. No application material, except for academic transcripts, will be accepted via U. S. Mail.

All application material must be submitted ELECTRONICALLY, no exceptions, to:
HRadmin@laed.uscourts.gov

DISCLOSURES:

The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. Applicants who are interviewed and employees are subject to the court's Employment Dispute Resolution (EDR) Plan. New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer.