



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
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CLERK OF COURT

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CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: CASE ADMINISTRATOR SPECIALIST

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 26-DSC-07

OPENING DATE: MONDAY, APRIL 20, 2026

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS **FRIDAY, MAY 1, 2026**, WILL BE CONSIDERED FOR FIRST REVIEW (**OR UNTIL FILLED**). **MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT.**

JOB CLASSIFICATION/GRADE: CL-26/27

SALARY RANGE: \$54,372 - \$97,098 (DEPENDENT ON QUALIFICATIONS AND EXPERIENCE)
IF HIRED AT CL-26, PROMOTION TO THE NEXT GRADE EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE, AND AT THE DISCRETION OF THE COURT UNIT EXECUTIVE.

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time permanent position of **Case Administrator Specialist**. The Case Administrator Specialist is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, consistent with approved internal controls, procedures, and rules. Case Administrator Specialists are case processing specialists and serve as lead workers over employees performing case administration and docketing activities, and are responsible for training, overseeing and reviewing their work. This position performs a variety of functions to support the Court and serve the bar and the public.

REPRESENTATIVE DUTIES (CL-26):

- Identify and process complex cases and appeals and take on special assignments.
- Trains new case administrators in civil and criminal docketing and reports their progress to the Operations Supervisor for case administrators.
- Assists with planning, coordinating, testing and implementing programs, tools, updates, procedures, projects, and initiatives developed both locally and nationally, within and outside the judiciary.
- Oversees problems and recommends to the Operations Supervisor necessary modifications to CM/ECF to enhance the needs of the Case Administrators.
- Makes summary entries of all civil and criminal documents and proceedings on the docket. This includes, but is not limited to, such things as pleadings, petitions, motions, complaints, minute entries, and orders. In consolidated cases, makes summary entries in the master case and all applicable member cases. Also docketing in Multi District Litigation (MDL) cases.
- Utilizes the Case Management/Electronic Filing System (CM/ECF) system to docket documents, orders, and judgments in accordance with specified docketing procedures and to run a variety of reports.

- Reviews all electronically filed civil and criminal documents using system generated reports to ensure compliance with the FRCP and FRCrP and Court's Local Rules. Notifies attorneys of errors and deficient filings. Verifies that motions are set before the appropriate judicial officer (i.e., dispositive motions – District Judge, discovery motions– Magistrate Judges) and makes applicable modifications.
- Assists in case management by ensuring that all automated entries are appropriately linked for proper case management by case managers and chambers.
- Scans, docketed and maintains the confidentiality of sealed documents.
- Assists chambers staff with case administration and resolving problem issues.
- Answers numerous in-person and telephone inquiries, including inquiries from the CM/ECF Help Desk, by furnishing information on a wide variety of topics, such as case status and assistance with the electronic filing of documents.
- Reviews all orders signed by the District or Magistrate Judges to ensure that the correct process and procedure are followed.
- Opens civil and criminal cases upon receipt of initiating documents, such as complaints, notices of removal, petitions for writ of habeas corpus, indictments, etc. Enters the statistical opening information into the automated system for accurately reporting cases to the AO.
- Retrieves and makes copies of documents or other court forms for court personnel, attorneys, and others.
- Monitors the Deficiency Remedy Report to ensure that all deficiencies have been remedied. Notifies case managers if the deficiencies are not remedied.
- Verifies attorney's authority to practice in this court and notifies the attorney maintenance clerk of any discrepancies.
- Issues summons for complaints, amended complaints, etc. Issues warrants of arrest of vessels, writs of garnishment and other process to various parties pursuant to court orders. Issues warrants of arrest and summons in criminal cases.
- Scans and converts documents for parties, attorneys, other court agencies and the public.
- Processes print jobs that are generated for parties and attorneys who do not receive court notices by email through mailing via U.S. Postal Service.
- Reports all Copyright, Patent and Trademarks cases to the appropriate office. Notifies the Social Security Administration of court-ordered remands in cases reviewing SSA decisions.
- Electronically transfers civil cases to other U.S. District Courts and processes civil cases that are electronically transferred in from other districts.
- Works with chambers and supervisors to process orders efficiently. Provides back up coverage for other case administrators and other units as required.
- Perform other related duties as assigned.

REPRESENTATIVE DUTIES (CL-27) – IN ADDITION TO THE DUTIES ABOVE:

- Tests upgrades to the CM/ECF application for court users, attorney users and chambers users when applicable. Creates procedural instructions and conducts training classes for Case Administrators and Magistrate Case Managers on modifications to the system as a result of the upgrade.
- Maintains the Civil, Criminal, and QC Manuals by revising procedures when necessary.
- Maintains the court dictionary.
- Coordinates and conducts CM/ECF training for attorneys and other CM/ECF users.
- Assists the Clerk and Chief Deputies in running CM/ECF reports and analyzing case statistics
- Assists in records-management projects to identify paper files than can be docketed and transfer them to online filing.
- Conducts second-tier quality control for trained case administrators and provides correction logs to Case Administration Supervisor.
- Conducts second-tier quality control of document images.
- Prepares and distributes monthly and quarterly statistical reports. Type, format, edit, and run reports.

MINIMUM QUALIFICATIONS:

Applicants must be a high school graduate or equivalent with two years of general experience and a minimum of one-year of specialized experience for placement at a CL-26, or a minimum of two years specialized experience for placement at a CL-

27. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

General experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

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](#)).

Interested candidates should submit a complete applicant’s packet which includes:

- A completed [AO-078 Federal Judicial Branch Application for Employment](#)
- A letter of interest (cover letter)
- A current/detailed resume
- A list of three (3) professional references

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. All application materials must be submitted **ELECTRONICALLY**.

Please email your complete applicant’s packet 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