UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK
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BRANDON C. BRISCOE
CHIEF DEPUTY CLERK

LILIAN V. PASCONE
CHIEF DEPUTY CLERK

NOTICE OF POSITION VACANCY

POSITION TITLE: **CASE ADMINISTRATOR**

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 26-DSC-16

OPENING DATE: **MONDAY, NOVEMBER 2, 2026**

CLOSING DATE: APPLICATIONS RECEIVED BY **FRIDAY, NOVEMBER 13TH, 2026** WILL BE CONSIDERED FOR FIRST REVIEW, **OR UNTIL FILLED**.

JOB CLASSIFICATION/GRADE: CL-24/25
(IF HIRED AT A CL-24, PROMOTION POTENTIAL TO A CL-25 EXISTS WITHOUT FURTHER COMPETITION, BASED ON PERFORMANCE, AND AT THE DISCRETION OF THE COURT UNIT EXECUTIVE)

SALARY RANGE: **$44,701 - $80,265** (BASED ON QUALIFICATIONS AND EXPERIENCE)
MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT.

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. This position performs a variety of functions to support the Court and serve the bar and the public. The Case Administrator is responsible for ensuring cases proceed smoothly and efficiently, for providing Court notices, and for administering electronic case filing and records.

REPRESENTATIVE DUTIES:

- 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 dockets 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, dockets 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.
- Works with chambers and supervisors to process orders efficiently. Provides back up coverage for other case administrators and other units as required.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduation or equivalent and two years of general experience and one year of specialized experience. 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.

Preferred Qualifications and/or Experience:

- This position involves communication by phone, by email, and in person with the public, chambers staff, and other court users. The ability to communicate courteously, patiently, respectfully, and accurately is required.
- A high level of accuracy and demonstrated ability to pay keen attention to detail are required to succeed in this position.
- Applicants must possess excellent computer and typing skills including skills in word processing, scanning and uploading PDF documents, email, and web browsers. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude.
- This position involves processing a high volume of documents on a daily basis. Applicant must demonstrate excellent organizational skills, skills in prioritizing tasks and work assignments, and the ability to work as part of a cohesive team to meet the needs of the court as a whole.

- The ability to analyze a variety of legal documents to determine compliance with rules, regulations, and procedures is also required. Excellent knowledge and use of language, grammar, and spelling in both oral and written communications are required.
- A Bachelor's Degree and/or completion of a paralegal certificate is preferred. Prior experience with a federal or state court or law office and experience with electronic court filing are also strongly preferred.

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 as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and eleven (11) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care, and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long-Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

******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 candidates should submit **one PDF document** that contains:

- A completed AO_078 Federal Judicial Branch Application For Employment
- A letter of interest (cover letter)
- A current/detailed resume

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 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