

**Courtroom Deputy Case Manager**  
**for the Honorable Elizabeth W. Hanes**  
**U.S. District Judge**  
**Career Opportunity**



**U.S. District Court-  
Eastern District of  
Virginia**

**WEBSITE**  
**[www.vaed.uscourts.gov](http://www.vaed.uscourts.gov)**

**PHONE**  
**757-222-7080**

- **Announcement #:** FY 25-007
- **Location:** Norfolk, VA
- **Appointment:** Full-time/  
Permanent
- **Open:** 01/08/2025
- **Closes:** 01/27/2025
- **Applications received by  
January 21<sup>st</sup> will receive  
priority consideration.**

**Eastern District of Virginia**

The United States District Court for the Eastern District of Virginia is part of the judicial branch of the federal government. There are 94 U.S. District Courts in the country with at least one in every state and in all U.S. territories.

Virginia is bifurcated geographically and consists of two Districts - the Eastern District and the Western District. The Eastern District of Virginia has four divisions: Alexandria, Norfolk, Newport News, and Richmond. There are approximately 6.5 million residents within the Eastern District of Virginia's jurisdiction. Federal courts hear cases involving the constitutionality of laws, of laws, disputes between states, and criminal cases originating from various federal agencies with law enforcement authority.

**ABOUT THE JOB**

The Courtroom Deputy to a U.S. District Judge/Case Manager position is located in the Norfolk Division Clerk's Office of the United States District Court for the Eastern District of Virginia. The incumbent manages the court docket, performs full courtroom duties, prepares orders and judgments, and processes all court-related documents. The incumbent also performs the functions of a case manager within the Clerk's Office.

**QUALIFICATIONS**

**Required Qualifications**

A minimum of two years of progressively responsible experience related to the processing of legal documents and monitoring legal procedures, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Successful candidates should have demonstrated experience with case management, knowledge of federal and local rules, and the ability to perform quality control. Such experience is commonly encountered in law offices, federal courts, or other courts in the judicial system. Federal judiciary experience is preferred. Experience with hosting and organizing remote video and telephonic meetings via Microsoft Teams and ZOOM are highly desirable.

**SALARY RANGES**

- \$54,640 - \$88,783 (CL 26) with promotion potential without further competition, or
- \$60,012 - \$97,576 (CL 27) .
- Actual starting salary dependent upon qualifications.

The Court offers a robust and competitive benefits package (**see Page Three**) and is a qualifying employer for **Public Service Loan Forgiveness**.

## DUTIES and RESPONSIBILITIES

- Performs quality control of incoming documents for conformity with rules, assigns cases to judges, opens civil and criminal cases, and scans documents to convert them into pdf files.
- Makes summary entries of documents and proceedings on the automated docket.
- Links case entries for proper case management and maintains the official case records from the opening through final disposition.
- Closes cases upon receipt of terminating documents.
- Transmits appeals to the Court of Appeals for the Fourth Circuit and the Federal Circuit.
- Assists the public by answering inquiries on the status of cases and providing procedural information to pro se litigants in person and by telephone.
- Provides case information to judges, court staff, and attorneys.
- Assists with managing judge's cases by calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials, and conferences. Keeps judge and immediate staff informed of case progress.
- Attends court sessions and assists with the orderly flow of proceedings, including but not limited to setting up the courtroom, assuring the presence of all necessary participants, making a verbatim electronic recording of the proceedings, creating a log, and managing exhibits. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval.
- Opens and closes cases and enters information into CM/ECF. Issues warrants, subpoenas, summons, and writs as requested.
- Performs backup duties for other courtroom deputies, as required.
- Acts as liaison between the clerk's office, the bar, and the judge to ensure cases proceed smoothly. Serves as a source of information on scheduling conferences, hearings, trials, and other case processes.
- Travels to other court offices, as needed.
- Performs other duties as assigned.

### Additional Requirements

The successful candidate will be a people-oriented professional who is responsible, friendly, organized and has the following:

- The ability to communicate effectively, exercising good judgment and tact;
- The ability and sincere desire to meet the public in a professional and courteous manner, work harmoniously with others in a team-based organization, and handle confidential matters professionally;
- The ability to multitask, meet stringent deadlines, and host remote courtroom work; and,
- The ability to think critically and apply emotional intelligence in all situations.

**Applicants with a sincere desire to serve the public are encouraged to apply.**

### EDUCATION

High School graduation or equivalent required. College degree preferred.

### APPLICATION INFORMATION

**Applicants must submit four (4) items combined into one PDF document:**

1. **A cover letter**
2. **Resume**
3. **The [application for Federal Employment](#) (document can be found under "Related Links" on the Employment page of our website)**
4. **A list of professional references**

Submit electronically to [jobbox4@vaed.uscourts.gov](mailto:jobbox4@vaed.uscourts.gov)

**Applications received by January 21, 2025, will receive priority consideration.**

**Only applicants selected for an interview will be notified.**

## CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#), which is available to applicants to review upon request.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

## BENEFITS

- A generous benefits package is available and includes:
- A minimum of 11 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Situational telework authorized
- Credit for prior government service