

United States District Court Eastern District of Virginia

WEBSITE
www.vaed.uscourts.gov

PHONE
757-222-7332

Announcement #:
FY 26-14A

Location:
Alexandria, VA

Appointment:
Full-time/Permanent

Job is open to internal applicants only
Closing date: March 13, 2026

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, disputes between states, and criminal cases originating from various federal agencies with law enforcement authority.

THE UNITED STATES DISTRICT COURT IS AN
EQUAL OPPORTUNITY EMPLOYER.



CAREER OPPORTUNITY: OFFICIAL COURT REPORTER FOR THE HONORABLE JUDGE MICHAEL S. NACHMANOFF

ABOUT THE JOB

This position is a full-time, salaried position. In addition to a salary from the Court, the Official Court Reporter receives payments from private parties who purchase transcripts of proceedings. Fees for such transcripts are established by the Judicial Conference. The Official Court Reporter is assigned to the Court and reports both to the Operations Manager and to the Judge to whom the reporter is assigned. This position is for an Official Court Reporter who will be assigned to United States District Judge Michael S. Nachmanoff. Official Court Reporters are employed by the Court en banc and serve at the pleasure of the Court. An Official Court Reporter's duties and conditions of employment are primarily determined by 28 U.S.C. Section 753, the Judicial Conference of the United States, and the Court.

DUTIES AND RESPONSIBILITIES

- Official Court Reporters attend and record verbatim in-person court sessions, remote hearings and conferences, and other proceedings as specified by statute, rule, or direction of the Court.
- All proceedings must be reported using electronic machine shorthand equipment that produces electronically stored notes that are capable of translation and of being printed by computer-assisted transcription equipment.
- The candidate must be able to provide realtime transcription to the Court and to work well under pressure.
- The candidate must be able to promptly produce transcripts, meeting tight deadlines without sacrificing accuracy.
- Official Court Reporters must file copies of all transcripts with the Clerk and provide transcripts requested by the Court without charge.
- Official Court Reporters are solely responsible for the cost of their office supplies, postage, courier services, telephone service, and office equipment, including all computer hardware and software.
- Official Court Reporters must follow the policies and administrative procedures contained in the Guide to Judiciary Policies, Volume VI; and the [Court Reporter Management Plan for the United States District Court for the Eastern District of Virginia](#).

QUALIFICATIONS

Candidates must be graduates of an accredited Court Reporting School or Program. Realtime certification is a plus but not required.

CLASSIFICATION LEVEL

- **LEVEL 1:** To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, must possess a minimum of 4 years prime court reporting experience in the freelance field of service or in other courts or a combination thereof, and must possess a Registered Professional Reporter (RPR) Certification from the National Court Reporters Association (NCRA).

For pay levels above Level 1, the candidate must meet the qualifications in Level 1 and the following:

- **LEVEL 2:** Must possess a Registered Merit Reporter Certificate from the NCRA or have successfully passed an equivalent exam.
- **LEVEL 3:** Must have successfully completed the Certified Realtime Reporter exam offered by the NCRA, or an equivalent exam.
- **LEVEL 4:** Must (1) possess a Registered Merit Reporter Certificate from the NCRA or successfully passed an equivalent exam and (2) have successfully completed the certified realtime reporter exam offered by the NCRA, or an equivalent exam.

SALARY RANGE

\$109,219 – \$125,601 (CR 1 - 4)

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](#).

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.

APPLICATION INFORMATION

Applicants must submit a letter of interest and copies of all applicable court reporter certifications to:

VAEDdb_Jobs3 jobbox3@vaed.uscourts.gov

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