

**U.S. DISTRICT COURT-
EASTERN DISTRICT OF VIRGINIA**

WEBSITE :

www.vaed.uscourts.gov

PHONE:

757-222-7303

Announcement #:

FY 26-21R

Location:

Richmond, VA

Appointment:

Full-time/ Permanent

Open: 05.11.2026

Closes: Open Until Filled

Priority: 05.31.2026

Salary Information

Actual starting salary dependent upon qualifications.

- CL 25 Step 1 (\$51,562) – Step 61 (\$83,844)



**Job Announcement
Case Manager
FY26-21R**

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.

POSITION OVERVIEW

The position is located in the Clerk's Office of the United States District Court for the Eastern District of Virginia, Richmond Division. The case manager maintains the official case events summary on the docket sheet from opening to final disposition and performs quality control of all assigned electronic cases within established time frames.

MINIMUM QUALIFICATIONS

Applicants must have two years of progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical or administrative procedures. This experience must have included the demonstrated ability to apply a body of rules, regulations, directives, or laws and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. **Experience in a court environment is preferred but not required.**

REPRESENTATIVE DUTIES

- Provide frontline customer service by answering and routing incoming phone calls and assisting customers at the public counter. Provide appropriate procedural information to litigants, the public, chambers, and clerk's office staff. Assist the public in the use of computerized databases.
- Receive, stamp and review incoming paper case-related documents to determine conformity with appropriate rules, practices, and court procedures. Examine all pleadings and accept those that conform to federal and local rules of practice. Check for prior or prohibited filing(s).
- Open civil cases in the Case Management/Electronic Case Files system (CM/ECF) upon receipt of initiating documents, such as complaints. Assign case numbers to new cases, randomly assign cases to judges, and prepare case files, by scanning, entering data, and uploading documents into CM/ECF. Route to appropriate case manager.
- Perform cashier duties. Collect appropriate fees and issue receipts. Secure funds in the cash register and balance cash drawer at the end of the day. Process credit card payments.
- Enter judgments into JIFMS financial system.
- Sort, classify, and file case documents and records, including state court records. Retrieve, scan, and/or copy files for the public, court personnel, attorneys, and others. Certify court documents
- Maintain the integrity of the filing system by monitoring proper access to sealed records. Ensure records maintained in secure areas meet audit guidelines, by updating and maintaining the sealed log in a timely manner.
- Prepare and ship records to the appropriate Federal Records Center and retrieve records from the center when required.
- Prepare FedEx and UPS shipments in a timely manner. Post outgoing mail. May scan mail and electronically deliver to other divisions. Operate postage and other equipment, such as the mail meter, and update the meter log, as needed.
- Utilize various computer programs, various electronic databases, and information systems to obtain case information to respond to inquiries, track the movement of files and records, generate bar labels, and perform word processing. Operate personal computer, mailing, copying, records, and scanning equipment.
- Perform other operational, administrative, or technical support 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 judgement 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 be detail-oriented.
- 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.

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 choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Situational telework as authorized
- Credit for prior government service

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 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

Interested applicants must submit four (4) items **combined into a single PDF**:

- 1) a cover letter;
- 2) a resume;
- 3) a list of professional references; and
- 4) a completed [Application for Judicial Branch Federal Employment](#) (AO78).

Priority review for applications received **by May 31, 2026**. Submit materials electronically to Jobbox3@vaed.uscourts.gov. Hard and faxed copies of applications will not be accepted. Incomplete applications will not be considered. Only applicants who are selected for an interview will be contacted.



**The United States District Court is an
Equal Opportunity Employer**