KINIKIA D. ESSIX
District Court Executive

Detroit
231 W. Lafayette Blvd.
Detroit, MI 48226

Ann Arbor
200 E. Liberty St.
Ann Arbor, MI 48104

Bay City
1000 Washington Ave.
Bay City, MI 48708

Flint
600 Church St.
Flint, MI 48502

Port Huron
526 Water St.
Port Huron, MI 48060

www.mied.uscourts.gov

Important Dates

Opening Date:
January 26, 2026

Closing Date:
Open Until Filled

Apply to:

Application Link

The U.S. District Court for the Eastern District of Michigan is an Equal Opportunity Employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN

Position:	Courtroom Deputy Clerk/Case Manager assigned to a District or Magistrate Judge
Vacancy #:	2026-01
Classification:	CL 26/27 (depending on qualifications)
Salary Range:	CL 26* Salary Range: $59,974 - $97,470
	CL 27 Salary Range: $65,886 - $107,101
	**Promotion potential to CL 27 without further competition*
Duty Station:	Detroit, MI Status: Full-time permanent
Open to:	All current or former qualified candidates of the Federal Judiciary

Number of Positions: More than one position may be filled from this announcement

POSITION OVERVIEW

This position is located in the Clerk's Office, reporting directly to the Operations Supervisor or Case Management Supervisor. The employee performs general and specialized case management functions. The duties involve managing the district or magistrate judge's caseload, attending and logging court proceedings, drafting orders, processing orders, and recording proceedings. This job entails a high level of knowledge and complexity regarding court or courtroom operations. In addition, the employee functions at the fully proficient level of courtroom work, including complete calendar responsibilities. Work is performed in an office setting or a courtroom. Some lifting may be required to handle and set up equipment in the courtroom. Occasional travel inside and outside of the district is required. Occasional work during non-business work hours may be required.

Duties include, but are not limited to the following:

- Manage the judge's cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders.
- Calendar and regulate case movement.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes.
- Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices and prepare minute entries electronically.
- Review cases or reports for necessary actions.
- Keep the judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Act as liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.
- Schedule court reporters and interpreters; process transcripts; arrange for transcriptions; answer questions from parties and the public regarding obtaining transcripts. Refer defendants to probation office as appropriate.
- Inform Jury Administrator of upcoming trials, needs for jurors, etc. Draft orders and judgments for the judge's approval including judgment commitment orders. Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Coordinate hearings. Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and make summary

MIED MISSION

The mission of the Clerk's Office of the United States District Court for the Eastern District of Michigan is to assist the Court in the timely disposition of all case matters by providing support services: to schedule cases before the Court, to maintain the official record of the Court, to maintain all monetary transactions and financial records of the Court and to maintain all jury related operations of the Court in a manner that renders efficient, effective and courteous service to the general public, jurors, judicial officers, judicial staff members, the Federal Bar, other federal and state courts, litigants and other governmental agencies.

Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Except for Probation Officers, employees are considered "at will".
- Employees are required to adhere to the Code of Conduct for Judicial Employees.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

entries on the docket of all documents and proceedings. Take notes of proceedings, rulings, notices and prepare minute entries electronically.

- Supports the judge in arraignment court by calling cases, processing bonds, setting/resetting calendar dates, making minute entries, processing and certifying search warrants and delayed notice warrants, coordinating courtroom proceedings with the US Marshal, US Attorney, Federal Community Defender, Pretrial Services and attorneys. Preparing and docketing orders, initial appearance documents. Retrieving documents for Rule 5 proceedings. Processing grand jury true bill returns.
- Perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions. May operate high tech equipment.
- Perform other duties as assigned within the scope of the position.

QUALIFICATIONS

Qualifications must be met at the time of the application. The successful candidate must possess the following:

- Consistent, high quality past job experience/performance
- An attendance record that indicates reliability/commitment
- Excellent verbal and written communication skills
- Ability to organize, plan, solve problems and work independently
- Ability to work under pressure; administer diverse procedures and appropriately apply the civil and criminal rules
- Ability to work cooperatively with others, including judicial officers, the public, and colleagues

Required:
For appointment at CL 26: One year of specialized experience as defined below.
For appointment at CL 27: Two years of specialized experience as defined below.

Specialized experience: 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.

Preferred experience: Experience providing case management support as a Courtroom Deputy Clerk, Case Manager/Courtroom Deputy, or Case Administrator/Courtroom Deputy to a district or magistrate judge.

APPLICATION PROCEDURE

Applicants must submit their application and required documents using the link below.

Application Link

Required Documents: Cover letter (include vacancy number) and resume

Application materials that do not adhere to this procedure may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate applications must be made to individual vacancy announcements. Only candidates selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

BENEFITS

Local (when/where available): Federal Court employees receive local benefits outlined here.
National: Federal Court employees receive national benefits outlined here.