DANIEL J. MCCOY
Clerk of Court

Alexandria Division
515 Murray St.
Suite 105
Alexandria, La 71301

Lafayette Division
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Suite 2100
Lafayette, La 70501

Lake Charles Division
611 Broad St.
Suite 188
Lake Charles, La 70601

Monroe Division
201 Jackson St.
Suite 215
Monroe, La 71201

Shreveport Division
300 Fannin St.
Suite 1167
Shreveport, La 71101

Website:
www.lawd.uscourts.gov

Equal Opportunity Employer

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA

Position:	Case Administrator II (Two Positions Available)
Vacancy Number:	26-WDLA-13 and 14
Classification Level:	CL 25
Salary Range:	$49,361 - $80,265 (starting salary depending on experience & qualifications)
Duty Station:	One position – Lafayette One position – location preference will be considered
Opening Date:	October 16, 2026
Closing Date:	October 30, 2026 (5:00 p.m. CST)

The Clerk's Office of the United States District Court for the Western District of Louisiana is a career-oriented organization committed to professionally superior and efficient support to the federal judiciary, its litigants, and the public, in the just and prompt resolution of civil and criminal actions. Currently, we are seeking applicants for two (2) Case Administrator II positions. The Western District of Louisiana has five (5) divisional locations, Shreveport, Monroe, Alexandria, Lake Charles, and Lafayette. One of the advertised positions will be located in the Lafayette division. The second position's location is to be determined, with applicant's preference considered.

POSITION OVERVIEW:

These positions are in the Clerk's Office, reporting directly to the Operations Manager. Case administrators perform various functions and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules. Case Administrators II are fully proficient at managing the progression of cases from opening to final disposition. They perform docketing, noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, preparing case documents for appeal, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

REPRESENTATIVE DUTIES:

- Receive, review, and process prisoner-related filings, including petitions for writs of habeas corpus under 28 U.S.C. §§ 2241 and 2254, motions under 28 U.S.C. § 2255, prisoner civil rights complaints under 42 U.S.C. § 1983, and other prisoner-related civil actions.
- Open and maintain prisoner cases in the Case Management/Electronic Case Files (CM/ECF) system, ensuring accurate case classification, party information, judicial assignments, statistical coding, and docket entries.
- Review incoming pleadings, petitions, motions, and correspondence for compliance with applicable federal and local rules, court procedures, and administrative filing requirements. Identify filing deficiencies and take appropriate action in accordance with established procedures.
- Process applications to proceed *in forma pauperis*, filing fee payments, prisoner

trust account statements, and related documentation in accordance with applicable statutes, court orders, and established procedures.

- Monitor prisoner case activity and progression, including responses, objections, amendments, service requirements, and court-imposed deadlines. Identify outstanding procedural requirements and initiate appropriate administrative follow-up.
- Prepare, docket, and distribute court orders, judgments, notices, and other documents. Ensure timely and accurate notification to incarcerated litigants, attorneys, government agencies, and other parties as required.
- Receive and process filings and correspondence submitted by correctional institutions, including documents received electronically, by mail, or through other authorized filing methods.
- Maintain accurate mailing information for incarcerated litigants, including processing address changes, returned mail, and notifications of prisoner transfers or releases.
- Coordinate with chambers staff, pro se law clerks, courtroom deputies, and other Clerk's Office personnel to facilitate the efficient administration and timely progression of prisoner-related cases.
- Perform quality control reviews of docket entries and electronic case records to ensure accuracy, completeness, proper document associations, and compliance with applicable privacy and access requirements.
- Respond to inquiries from incarcerated litigants, correctional institutions, attorneys, and the public concerning filing procedures, case status, and court processes while maintaining neutrality and refraining from providing legal advice.
- Conduct case record research, identify related or previously filed actions, and assist with maintaining accurate case information and statistical reporting.
- Assist in developing, updating, and implementing standardized procedures and best practices related to prisoner case administration. Provide guidance and training to other Clerk's Office personnel as needed.
- Participate in cross-training opportunities in other areas of case administration, including non-prisoner civil, criminal, and appellate case processing, to promote operational flexibility, continuity of court operations, and effective workload distribution.
- Provide case administration and docketing support in other functional areas of the Clerk's Office, as needed, including assisting with case initiation, processing pleadings and orders, maintaining case records, and performing other duties to meet changing workload demands and staffing needs.
- Perform other case administration, docketing, and operational duties as assigned to support the efficient functioning of the Clerk's Office.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent;
- Two years of general experience; and
- Two years of specialized experience. 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.

PREFERRED QUALIFICATIONS:

- Bachelor's degree, associate's degree or paralegal certification.
- Demonstrated experience in word processing, web-based environments, and data entry are required. Familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system is desirable.
- Excellent computer and typing skills including skills in word processing (MS Word and Excel), proficiency with the databases, scanning and uploading documents, email, and web browsers.
- Excellent organization, highly analytical thinker, problem solver, oral, and written communication skills, including the use of proper grammar, spelling, and punctuation.
- Self-starter, good tact and judgment, discretion, and professional demeanor.
- Experience in a fast-paced and demanding environment dealing with diverse legal issues.
- Experience coordinating and prioritizing the flow of work in a team-based environment.
- Court experience is preferred.

REQUIRED CLEARANCES:

This position is classified as a sensitive position; therefore, the successful candidate will be required to submit to a background clearance, which will include a criminal history and fingerprint check. Employment will be contingent upon a favorable response from this investigation.

HOW TO APPLY:

Applicants must submit **ONE COMBINED PDF** document containing the following to Tara_Boudreaux@lawd.uscourts.gov.

(1) letter of interest
(2) current resume
(3) list of three professional references with current contact information
(4) completed and signed "AO 78, Application for Federal Judicial Branch Employment" (form can be obtained at http://www.uscourts.gov/forms/AO078.pdf)

Application packages will not be considered complete unless **all** items have been received by the Human Resources Department. Incomplete application packages will disqualify an applicant from further consideration. Receipt will be acknowledged by the Human Resources Specialist via return email. The deadline for submitting application packets is Friday, October 30, 2026, at 5:00 p.m. (CST).

Due to the anticipated volume of applications, only applicants selected for an interview will be notified. **Please do not inquire about the status of your application.** Applicants selected for interviews may be required to travel to the designated location at their own expense.

The court reserves the right to modify or withdraw this vacancy announcement, or to fill the position any time before the closing date, either of which may occur without prior written or other notice.

ADDITIONAL INFORMATION:

A generous federal benefits package is offered. For more detailed information about federal court benefits, go to: https://www.uscourts.gov/careers/benefits.

Applicants must be U.S. Citizens or eligible to work in the United States.

The court requires employees to adhere to the *Code of Conduct for Judicial Employees*. For more information, please go to: https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees.

All employees of the court are "excepted service" appointments. Excepted service appointments are "at will" and serve at the pleasure of the court.

This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The U.S. District Court for the Western District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.