

UNITED STATES BANKRUPTCY COURT
Southern District of Indiana – Indianapolis Division
Vacancy Announcement 26-01

COURTROOM DEPUTY

Salary Range: CPS 26 (\$54,878 - \$89,189) dependent on qualifications and experience.

Closing Date: March 13, 2026, or until filled.

The United States Bankruptcy Court for the Southern District of Indiana is seeking qualified applicants for the position of Courtroom Deputy. The court is comprised of four (4) authorized judgeships and a Clerk's Office staff of 37 employees. The position is located in Indianapolis and reports to the Supervisor of Courtroom Services.

Position Overview:

Courtroom Deputies manage a judge's caseload, in addition to providing courtroom and other assistance through management of electronic and/or paper court calendars, attending court proceedings and recording pertinent results for minutes, operating video hearing software, and responding to inquiries from the bar and the public concerning court procedures and case status.

Duties and Responsibilities:

- Manage judge's cases by calendaring, including distributing and monitoring deadlines, monitoring filing of pertinent documents, and timely responses to judicial orders.
- Keep judge and immediate staff informed of case progression. Act as liaison between the Clerk's Office, the bar, the public, and the judge.
- Set court hearings and send notices through ECF. Record court proceedings.
- Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems.
- Manage all court sessions. Take notes contemporaneously of proceedings and draft minute entries and orders to file electronically. Assist in providing accurate statistical reports on court hearing times.
- Review cases and ECF reports for necessary actions.
- Docket orders, pleadings, judgments, and minutes as directed by local court policies.
- Review the quality of electronically filed documents, ensuring that all orders, hearing notices, and other entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings.
- Other duties and responsibilities as assigned.
- Travel to Divisional office may occasionally be required.

Qualifications:

To qualify for this position the applicant must be a high school graduate or equivalent. A minimum of three years of progressively responsible legal experience is desired. The successful candidate must be detail oriented, possess excellent problem-solving skills, have strong organizational, analytical, oral, and written communication skills, be knowledgeable in the use of legal terminology; be able to apply a body of rules, regulations, and laws, and be able to work with multiple software applications. Previous experience in bankruptcy, familiarity with the court's CM/ECF system, and proficiency in the use of electronic case filing is a plus. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, foster high ethical standards, and possess the ability to work independently and to collaborate effectively with other court staff. Dependability, with a commitment to attendance and punctuality, is required. Applicants must maintain a professional demeanor, and appearance.

Benefits:

The United States Courts offer benefits to full-time employees which include:

- 11 paid holidays per year
- 13 - 26 paid vacation days (dependent upon years of service)
- Paid sick leave.
- Health, dental, vision and life insurance options
- Flexible spending accounts for medical/dependent care/commuter expenses
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Thrift savings (retirement) plan with employer matching

Conditions of Employment:

The applicant must be a U.S. citizen or eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for review at <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. A background investigation including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Employees of the United States Bankruptcy Court are "at will" and can be terminated with or without cause at any time. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

How to Apply:

Submit a Resume and completed AO 78 Application for Judicial Branch Federal Employment: <https://jnet.ao.dcn/resources/forms/application-judicial-branch-federal-employment>.

Email the Resume and AO 78 to: HRDept@insb.uscourts.gov. Applications will be considered on a rolling basis. Include "Courtroom Deputy" in Subject line. E-mailed documents must be in Word or PDF format. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview. **Faxed and mailed résumés will not be accepted.**

The Court is an Equal Opportunity Employer. The Clerk reserves the right to modify the conditions of this job announcement by withdrawing or filling more than one position described herein. The United States Bankruptcy Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.