

**UNITED STATES COURT OF APPEALS  
FOR THE FIRST CIRCUIT  
OFFICE OF THE CIRCUIT EXECUTIVE**

**CJA Case Budgeting Attorney**

**Job Announcement:** #25-12

**Position Type:** Full-time, Permanent

**Location:** Circuit Executive's Office  
John J. Moakley U.S. Courthouse, Boston, MA

**Salary:** CL 31 (\$132,714 - \$195,200) per annum  
Depending on qualifications and experience

**Closing Date:** June 13, 2025

**Organization:** The Circuit Executive's Office for the United States Court of Appeals for the First Circuit seeks applications for the position of Criminal Justice Act (CJA) Case Budgeting Attorney. The United States Courts for the First Circuit include the Court of Appeals, which is the court of review for decisions of the district courts within the First Circuit, including the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Court of Appeals also reviews decisions of federal administrative agencies, the United States Tax Court, and the Bankruptcy Appellate Panel. The Circuit Executive's Office provides policy development, administrative, technical, and staff support to the judges and court units within the First Circuit.

**Duties and  
Responsibilities:**

The CJA Case Budgeting Attorney provides guidance, support, oversight, and assistance regarding CJA case budgeting to courts, CJA panel attorneys, and Federal Defender Offices in the First Circuit. The CJA Case Budgeting Attorney reports to the Circuit Executive and works closely with the Clerk's Office in each of the courts in the Circuit, the district court judges within the Circuit, and the Circuit CJA Liaison Judge in the U.S. Court of Appeals for the First Circuit. Representative duties include, but are not limited to:

- Working with the First Circuit judges, committees, and CJA panel attorneys to promote and achieve high-quality CJA representation in a cost-efficient manner.
- Working with CJA appointed counsel in all courts in the Circuit to develop case budgets that include time expended by attorneys and investigative, expert, and other service providers, as well as other costs of criminal mega-cases and death penalty cases.
- Assisting judges in all courts in the Circuit with reviewing case budgets and the expenditure of CJA funds.
- Assisting in the development of policies and practices that promote high quality representation of criminal defendants while maintaining effective and fair cost-containment measures.
- Reviewing and making recommendations to the Circuit CJA Liaison Judge regarding district court funding orders and vouchers in excess of statutory maximums.
- Working with defense counsel to enhance coordination of efforts in cases with multiple attorneys.

- Providing policy and budget information to all the courts within the Circuit and to the Administrative Office of the United States Courts.
- Acting as a resource to CJA panel attorneys regarding matters such as CJA billing, budgets, and the coordination and funding of experts and service providers.
- Reviewing case budgeting policies and practices of each court in the Circuit and making appropriate recommendations as needed.
- Developing and conducting training programs to educate the courts and CJA panel attorneys on case budgeting procedures.
- Performing other related duties as assigned.
- Occasional travel will be required.

**Special Notice:** The First Circuit Court of Appeals is a hybrid work environment. The selected candidate will work in-person at the Moakley Courthouse during the initial training period. After successful completion of training, telework on certain days of the week may be available, depending upon office needs.

**Qualifications:**

- Candidates must possess a Juris Doctor (JD) degree from an accredited law school and excellent academic credentials.
- Admission to practice before the highest court of a state, territory, commonwealth, or federal court of general jurisdiction of the United States is required.
- Candidates must possess no less than four years of legal experience in federal indigent criminal defense representation, with experience in First Circuit criminal defense or CJA procedures preferred.
- Candidates must also possess an understanding of the dynamics and costs of the CJA system and the ability to analyze fees and budgets, write clear and concise reports, make effective oral presentations, and work amicably and professionally with judges, the Bar, court executives, and attorneys.
- Proficiency with Microsoft Office applications, including Outlook, Word, and Excel, is required.

**Benefits:** Federal benefits for this position include paid vacation and sick leave, health benefits, life insurance, retirement benefits, and flexible benefits programs. Federal Judiciary employees are eligible to participate in the Public Service Loan Forgiveness (PSLF) Program. Further details regarding benefits can be found here:

<https://www.uscourts.gov/careers/benefits>

**Background Check:** The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination.

**How to Apply:** Submit the following documents: (1) cover letter, (2) resume, and (3) completed AO-78, Application for Federal Judicial Branch Employment (version dated 5/24) to:

Andrew Burke, Human Resources Director  
Office of the Circuit Executive  
U.S. Court of Appeals for the First Circuit  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 3700  
Boston, MA 02210

Complete applications will also be accepted via email, in **pdf format only**, to [ojobs@ca1.uscourts.gov](mailto:ojobs@ca1.uscourts.gov)

The application form (AO-78) is available at [AO\\_078-08-2024.pdf \(uscourts.gov\)](#). The AO-78 must be signed and filled out completely. Attaching a resume in lieu of the AO-78 or answering the questions on the AO-78 by simply referencing an attached resume is not sufficient.

**Note:** Applications that do not include all requested information will be deemed incomplete and will not be considered.

**Additional Conditions of Employment:**

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All Court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All Court employees are "*at will*" employees and serve at the pleasure of the Court. The Court will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

**EQUAL OPPORTUNITY EMPLOYER**