



Position Available
Michigan Court of Appeals
District Commissioner
Salary: \$88,510.32 - \$117,366.48

The Research Division of the Michigan Court of Appeals seeks qualified candidates for the position of District Commissioner. A District Commissioner prepares legal memoranda, proposed orders, and proposed opinions for judges; reviews filings for jurisdictional defects and for compliance with the court rules; and responds to questions posed by the judges, court staff, and the general public. These tasks are performed under the supervision of the Chief District Commissioner. The selected candidate will be assigned to the District I office in Detroit, and will work primarily with the judges of that district, although opportunities will arise to work with the judges of the other three COA districts. Primary responsibilities for this position include:

- Review leave applications and original action pleadings for jurisdictional defects and for compliance with the court rules and the Court's internal operating procedures; submit jurisdictionally deficient filings for administrative dismissal; and advise parties of outstanding deficiencies in the filings.
- Review motions for immediate consideration to determine whether the timelines for answering and submission to the motion panel should be shortened and communicate the answer and submission deadlines to litigants and judges.
- Prepare reports and proposed orders for submission to the regular motion panel on a weekly basis, and to special motion panels as circumstances warrant.
- Prepare memoranda and proposed orders for submission on the Court's administrative docket.
- Respond to complex written and verbal inquiries from the Court's judges and staff and assist pro se filers and attorneys at the public counter and over the telephone.
- Monitor the flow of applications and original actions from filing to entry of orders, which requires regular and weekly review of management lists; and ensure the Commissioner's Office remains current on priority and nonpriority matters.
- Work with the docketing assistants to ensure timely and accurate docketing, prompt submissions to the judicial chambers, and timely contact with practitioners as needed to resolve issues with missing or incomplete records and deficiencies in the filings.
- Track production of reports, memoranda, and time spent on special projects and submit weekly output reports to the Chief District Commissioner.

EDUCATION AND EXPERIENCE: Juris Doctor (JD) from an accredited law school. Five or more years of experience with an appellate court, a trial court, or a law firm; two years of experience with the Court of Appeals preferred.

WORK LOCATION: Cadillac Place, Detroit, Michigan. Flexible work options, including remote work, may be available for this position.

TO APPLY: Please send your cover letter and resume in Microsoft Word or PDF file to jobapps@courts.mi.gov and include "District Commissioner" in the subject line. If you are unable to send applicant materials electronically, please contact Judicial Human Resources (517) 373-1147.

POSTING DEADLINE

January 28, 2022

5:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER