UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

Date:	October 2, 2026	**Grade Range:**	CR-01 to CR-04
Job Announcement No.:	2027-1	**Salary Range:**	$106,707 - $122,713
No. of Vacancies:	Two	**Closing Date:**	October 16, 2026
Position Title:	Court Reporter		

The United States District Court for the Northern District of Illinois is now accepting applications for a Court Reporter. Consideration will only be given to those who apply through the Court's online applicant tracking system and submit a cover letter and resume. Please provide letters of recommendation (if possible one judge and three members of a federal trial bar, preferably of this Court). To apply, please see the "Notice to Applicants" section listed below.

The United States District Court for the Northern District of Illinois has an opening for an Official Court Reporter. Official Court Reporters serve the Court en banc and must comply with the requirements of the Judicial Conference of the United States Courts and the Court Reporter Management Plan of this Court.

OVERVIEW

The Official Court Reporter is responsible for recording verbatim testimony of court sessions or other proceedings as specified by statute, rule, or order of the Court. At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. Official Court Reporters are required to maintain accurate and legible records of time, attendance, transcript production, and earnings.

QUALIFICATIONS/ABILITIES

- Applicants who are realtime certified from the National Court Reporters Association, the United States Court Reporters Association, or an equivalent examination approved by the Administrative Office of the United States (i.e., State of Illinois realtime examination) are preferred. Applicants who are not realtime certified will be considered for the position if they: (1) meet the minimum established requirements set forth by the Judicial Conference; (2) provide realtime reporting to the judges of this Court; and (3) agree in writing to attain realtime certification within 18 months of the appointment date with the Court.
- At least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof.
- Qualified by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or have passed an equivalent qualifying examination.

- Skilled in the use of Computer-Aided Transcription equipment.
- Possess and provide all necessary personal equipment and software.
- Certificate of Merit from the National Court Reporters Association is preferred.

OCCUPATIONAL INFORMATION

The position requires the ability to record verbatim testimony, to read back all or any portions of the court records, to work well under pressure, to work extended court and transcription production hours within strict time limitations, and to work as a part of a team to serve all the judges of the Court.

EMPLOYEE BENEFITS

Benefits information may be viewed at: ILND Benefits

NOTICE TO APPLICANTS

Qualified applicants should submit an application, cover letter, resume, and recommendations (including an evaluation of the applicant's work, if possible) from at least one judge and three members of a federal trial bar, preferably of this Court. Applicants who are realtime certified through USCRA, NCRA or equivalent State examination must submit their certification.

Consideration will only be given to those who apply through the court's online applicant tracking system by **October 16, 2026.** To view openings and to apply, visit our applicant tracking system at: **ILND Jobs**

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews will be communicated only through email and must travel at their own expense and relocation expenses will not be reimbursed. Applicants will be screened to determine their experience and qualifications.

The United States District Court requires employees to follow the Code of Conduct for Judicial Employees. Reference checks with current and former employers will be conducted. Only qualified applicants will be considered for this position. A preliminary background investigation with law enforcement agencies, including fingerprint and criminal record check will be conducted as a condition of employment. Unsatisfactory results may result in termination of employment. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations.

To be eligible for employment, applicants must meet one of the following requirements:

(1) U.S. citizen;
(2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
(3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
(4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":

a. May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
b. Must apply for citizenship within six months of becoming eligible; and
c. Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

INFORMATION ABOUT THE NORTHERN DISTRICT OF ILLINOIS

The Northern District of Illinois is home to the five largest cities in Illinois: Chicago, Aurora, Rockford, Joliet, and Naperville. Also known as "The Windy City," Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world's most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL), and Red Stars (NWSL). Chicago is a major world finance center. The Federal Reserve Bank of Chicago, the Chicago Stock Exchange, the Chicago Board Options Exchange, and the Chicago Mercantile Exchange are within blocks of the Courthouse. The Northern District of Illinois is home to three international airports including O'Hare International Airport, among the busiest airports in the world.