National Litigation Support Team
Position Announcement

National Litigation Support Paralegal (NLSP)
Full-Time Remote Work Position

Closing Date: 5:00pm PDT on February 6, 2026

About the Office. The National Litigation Support Team (NLST), a national project of the Administrative Office of the U.S. Courts' Defender Services Office Training Division (DSO-TD) and the Northern District of California Federal Public Defender Office (N.D.CA-FPD), is accepting applications for the position of **National Litigation Support Paralegal**.

The mission of the NLST is to address digital information's impact on court appointed criminal defense practitioners for the Defender Services program and to assist them with fulfilling their Sixth Amendment responsibilities. The NLST provides education, training, technology, and resources for Criminal Justice Act (CJA) panel attorneys and Federal Defender Organization (FDO) employees to assist them in their development of strategies to efficiently manage and review eDiscovery and to effectively utilize litigation support technology and services. The federal defender services program operates under the authority of the Criminal Justice Act, 18 U.S.C § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court. The federal defender services program has staff offices in 204 locations throughout the continental United States, Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam. The NLST gets the opportunity and privilege to work with, and assist, CJA panel attorneys and Federal Defender Organizations from across the country.

Duties. The preferred candidate(s) will have hands-on technical experience managing and reviewing modern criminal eDiscovery productions in complex cases.

NLST staff have a strong foundational knowledge in eDiscovery, litigation support, and digital evidence. As a National Litigation Support Paralegal (NLSP), you will provide education and training regarding eDiscovery and discovery management strategies on a national level, and on a diverse range of CJA cases (including multi-defendant cases with discovery in varied formats including native, database ready with load files, forensic data, and proprietary multimedia formats). You will provide direct case assistance on cases, focused on discovery management aspects of the case. Your skillset should include the ability to assist appointed counsel and defense teams to identify potential technological solutions for the collection, review, analysis, and production of eDiscovery. The NLST, N.D.CA-FPD, and DSO-TD work collaboratively to provide its staff with professional development training, so as a NLSP, you will have ongoing support to conduct this important work.

The duties you will perform include:

- Consult on CJA cases with appointed counsel to help them develop search and review strategies for cases with large volumes of eDiscovery and guide them on project and discovery management during the life cycle of a case.
- Provide training, through distance learning and in-person instruction, on review strategies for organizing and managing cases with voluminous discovery, including instruction on off-the-shelf and proprietary litigation support software and how attorneys can effectively use the technology in their case.
- Work with federal defender staff, CJA panel attorneys and their staff, and outside vendors in setting up and using industry standard eDiscovery review databases (both cloud-based and stand-alone).
- Provide technical troubleshooting assistance to FDO staff and CJA panel attorneys on litigation support software, including coordinating with tech support from software companies when further assistance is needed.
- Provide training and technical support in using eDiscovery review databases.
- Load data and create user credentials for end users in eDiscovery review databases.
- Coordinate with outside technology vendors for necessary eDiscovery services.
- Respond promptly to requests for assistance by CJA panel attorneys and provide direct assistance in CJA panel cases focused on discovery organization (not discovery analysis). Examples of this assistance could include:
  - Set up a legal review database (when counsel receives a load file as part of their discovery).
  - Extract email body content from html (web-based) emails.
  - Convert proprietary multimedia files to an industry standard format and create transcripts via automated means.
  - Convert a database production with load files to multipage searchable PDFs.
  - Create Cellebrite Reader Reports from forensic images of mobile devices.
- Assist in the substantive review of litigation support invoices to ensure accuracy and compliance with specific guidelines and industry standards.
- Write content that translates complex technical jargon into easily understood content for attorneys and other legal professionals.
- Keep current with changes with technology and digital evidence that impact federal criminal cases.
- Produce professional quality work within tight deadlines and evolving priorities.
- Collaborate with a creative and supportive team to achieve relevant and responsive assistance on pressing cases.
- Maintain documentation to track ongoing issues and inform future planning.
- Some travel and the occasional lifting of equipment up to 40 pounds required.

NOTE: More than one eligible candidate may be appointed to this role based on the qualifications of the applicant pool.

Required Qualifications. A high school graduate or equivalent and have at least 3 years general experience and 4 years specialized experience. Some higher education from an accredited college or

university, including law school, paralegal certificate, computer or information management science or a related field, may be substituted for some of the required experience.

Notwithstanding any educational substitution, specialized experience in these areas is required.

- Knowledge of eDiscovery and digital evidence practices in federal court.
- Demonstrated ability to effectively use litigation support software.
- Experience in discovery management and using litigation support technology in the organization, analysis, and preparation of cases with large volumes of electronic discovery and digital evidence.
- Experience consulting with attorneys, support staff, and/or vendors, based on the facts of an individual case including its unique litigation support needs, necessary software, hardware, human resources, and document management requirements.
- Have worked with lawyers on time-sensitive, complex matters.
- Exceptional organization, time management, and critical thinking skills; demonstrated ability to prioritize multiple demands, meet established deadlines, and fulfill commitments.

Preferred Qualifications. Other preferred experience includes but is not limited to:
- Have at least three years of experience handling eDiscovery.
- Hands-on experience with eDiscovery review databases.
- Possess solid, broad knowledge of Information Technology infrastructures including networks and other sources of data.
- Excellent understanding of file types (e.g., e-mail, PDF, MS office, .zip, .pst) common in eDiscovery.
- Certified in using one or more digital forensics tools such as FTK, Axiom, or Cellebrite.
- Reviewed forensic discovery provided by the government.
- Performed forensic examinations of mobile and desktop electronic devices.
- Searched and preserved social media accounts.
- Produced written materials regarding eDiscovery, digital evidence, and litigation support technology and services.
- Worked with legal teams and outside vendors setting up and using industry standard eDiscovery review databases (both cloud-based and stand-alone) and related services.
- Experience writing about complex technical information and translating it to easily understandable language for attorneys and other legal professionals.
- Experience editing and proofreading content prepared by other for organization, style, readability, grammar, and accuracy, and providing constructive feedback to authors.
- Prior history of teaching non-technical users, one-on-one or in groups, on the use of litigation technology in cases.
- An understanding of the Criminal Justice Act (CJA) and operations of Federal Defender Organizations (FDOs).
- Demonstrated commitment to high quality CJA representation.
- Understanding of public defender, law office, and/or court functions, processes, and

operations.
- Excellent oral and written communication skills, and the ability to use tact and diplomacy.
- Ability to handle sensitive information and maintain strict confidentiality.
- Practical knowledge of federal procurement regulations and contract negotiations.
- The ability to read, analyze, and interpret common legal and technical journals and documents.
- The ability to recognize and analyze problems and recommend practical solutions.
- Self-motivated and a self-starter in order to assist trial teams with pressing deadlines.
- Passionate learner for a dynamic and evolving role on our team.

Employment Status and Location. The NLST is one of several national projects that are part of the Defender Services program. Team members are federal defender employees of the Office of the Federal Defender for the Northern District of California (N.D. CA-FPD) with their primary physical office in Oakland, California. This position is a full-time remote work position, though candidates need to live within 30 miles of a major U.S. airport. The position will be supervised by the Assistant National Litigation Support Administrator (ANLSA), with secondary supervision provided by the National Litigation Support Administrator (NLSA).

Salary and Benefits. Starting salary is based on the Judicial Salary Plan and is commensurate with experience. The position is in the excepted service and does not have the tenure rights of the competitive Civil Service. The position includes regular federal government employee benefits including health and life insurance (choice of a variety of employer-subsidized federal health and life insurance plans, and optional dental, vision, and long-term care coverage), retirement, and the Thrift Savings Plan (similar to a 401K). Other perks include flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars, telework opportunities, public transit subsidy, and reasonable work hours. Salary is payable by electronic funds transfer (direct deposit).

Commitment to Diversity, Equity, & Inclusion. Our office values diversity, is committed to equity and inclusion, and aspires to create a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. We seek a candidate who shares this belief and commitment. We embrace the unique contributions our employees can bring to the FPD because of their backgrounds, social identities, and lived experiences. We are interested in applicants' talent, intelligence, dedication, and persistence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance.

The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, education, opinions, age, languages spoken, veteran status, disability, religion, and socio-economic circumstance. We especially encourage applications from members of the BIPOC community, people affected by the criminal legal system, and people from other underrepresented and historically marginalized groups.

Interviewing Non-Citizens and Offers of Future Employment. While non-citizens may be interviewed and considered for employment, employment offers will only be made to individuals who qualify under one of the exceptions set forth in 8 U.S.C. § 1324b(a)(3)(B). Usually, this means that an offer of employment cannot be made unless the candidate is a U.S. Citizen, or is a lawful permanent resident seeking U.S. citizenship as described here: http://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary .

How to Apply. Qualified persons are encouraged to apply by submitting in a single PDF file,

- A cover page that lists on the centered first line your last name, and your first name. (E.g., "Scribner, Kelly.") Below your name, please list your current place of employment or employment status. Please use large and bold font on this cover page.
- A brief cover letter explaining your interest in the position and your qualifications.
- A résumé.
- At least three employment references.

Applications that do not comply with the instructions will not be considered. Please submit the application packet to Kelly Scribner at kelly_scribner@fd.org. Applications submitted otherwise will not be considered. Applicants can email kelly_scribner@fd.org or call 510-435-9979 if they have questions regarding the application process.

Applicants will only be contacted if selected for an interview. Applications must be received by 5:00pm PDT on Friday, February 6, 2026.