



**US Bankruptcy Court, District of Puerto Rico  
Position Description for: CASE MANAGER**

***Introduction***

The incumbent assists in managing the judge's case load and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording minutes, and drafting judgments. In addition, the incumbent maintains the office case events summary on the docket after opening to final disposition and monitoring incoming documents for conformity with federal and local rules. Familiarity with, and ability to interpret a body of rules is essential.

***Representative Duties***

Manages judge's case load by assisting in one or more of the following duties: calendaring and regulating case movement; monitoring the filing of pertinent documents and timely responses to judicial orders; setting and noticing dates and times for hearings, trials and conferences.

Makes summary entries of all documents and proceedings on the docket. This includes, but is not limited to, such things as pleading, petitions, motions, complaints, indictments, minutes, orders and ensures that all automated entries are appropriately links for proper case management.

Prepares and transmits to appropriate parties such items as: notices, judgments and orders. Notifies parties when a judgment or appealable order is entered on the docket.

Reviews information relating to pending cases to ensure that all records and reference material are available for use by the judge and counsel.

Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring the presence of all necessary participants, and managing exhibits. Takes notes of preceding and rulings and prepares minute entries. Drafts judgements and orders for the judge's approval.

Acts as a liaison among clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serves as a source of information on scheduling conference, hearings, trials and other case processes. Answers inquiries on case status in accordance with the Court's internal procedures.

Receive and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements. Reviews and researches specific topic matters as assigned by the Judge.

Closes cases upon receipt of termination documents.

Performs other administrative functions or duties as required.

**US Bankruptcy Court, District of Puerto Rico  
Position Description for: CASE MANAGER, Continued**

***Job Requirements***

Thorough knowledge and understanding of the policies and procedures of the court, including the individual preferences of the judge. Thorough knowledge of the purpose and content of each document or event to be summarized on the court's docket. Thorough knowledge of how other processes in the clerk's office relate to this position. Excellent skills in communication and working with judges, counsel, and schedules events and managing courtroom logistics. Ability to communicate information accurately and in a timely manner from individuals within and outside the court unit.

***Scope and Effect of Work***

Incumbent's performance in the courtroom and case management affects the orderly flow of the court's workload. Since incumbent maintains the official record of cases, it is necessary the record be accurate, complete, and timely so as not to jeopardize the ability of the clerk's office to perform its basic function, and thus the function of the court as well.

***Complexity***

Assists in ensuring that hearings are appropriately scheduled and coordinated with appropriate parties, and that they meet judicial and statutory deadlines. Drafting judgments and minute entries involve complicated issues and work must be done with precision. Managing courtroom logistics during trial can be challenging. A variety of documents are received by the incumbent who must interpret and summarize documents and make timely and accurate entries on the docket. The Case Manager Coordinator is available for assistance.

***Work Parameters***

Incumbent performs under the supervision of the Case Manager Coordinator in areas of scheduling and rescheduling of case events, contacting parties, and determining whether submitted material meets court requirements.

***Personnel Interactions***

Incumbent assists the Case Manager Coordinator by working with the judge, his immediate staff and counsel when scheduling judicial proceedings. Incumbent serves as a liaison between the Clerk's Office and offices outside the unit such as the U.S. Marshal and U.S. Attorney to further process actions. Incumbent serves as a source of case information for the public.

***Environmental Demands***

Work is performed in an office or courtroom setting.