



CAREER OPPORTUNITY U.S. COURT OF APPEALS FOR THE TENTH CIRCUIT

About the Court:

The United States Court of Appeals for the Tenth Circuit is one of twelve regional federal courts. Headquartered in Denver, Colorado, the Court serves the six states of Oklahoma, Kansas, New Mexico, Colorado, Wyoming, and Utah.

The Tenth Circuit is dedicated to recruiting talented and driven professionals who share our commitment to ensuring equal justice under the law.

Working for the Court:

The Tenth Circuit offers a healthy work-life balance, comprehensive benefits, and the opportunity to collaborate with dedicated professionals.

Benefits include health, dental, vision, and life, insurance, annual and sick leave, paid holidays, retirement, a retirement savings and investment plan (TSP), and the judiciary's supplemental benefits.

For more information about the Tenth Circuit, visit: ca10.uscourts.gov

POSITION: CIRCUIT CJA CASE BUDGETING ATTORNEY #25E10

LOCATION: **Denver, Colorado.** Preference for candidates who can work onsite, with flexible hybrid telework schedule. Fully remote candidates may be considered if they are a strong fit for the role.

TYPE: Full-time and permanent with a comprehensive benefits package. Benefits overview available [here](#).

PAY: CPS: CL 31 (\$130,652 - \$195,200) per year.
Salary commensurate with qualifications.

OPENED: October 3, 2025

CLOSE DATE: Position is open until filled. **Applications reviewed as received and preferred by October 17, 2025. Position expected to start in November 2025.**

POSITION OVERVIEW

The United States Court of Appeals for the Tenth Circuit is seeking applications from qualified persons for the position of Circuit CJA Case Budgeting Attorney. The Case Budgeting Attorney will work across the circuit to provide guidance, support, oversight, and training on Criminal Justice Act (CJA) matters. The Case Budgeting Attorney will offer case budgeting to courts and CJA panel attorneys and perform a wide range of other duties related to CJA case budgeting and voucher processing.

REPRESENTATIVE DUTIES

- Work with appellate, district, and magistrate judges, and CJA panel attorneys to develop and review budgets for criminal mega-cases and death penalty cases, including capital habeas corpus proceedings. Continuously monitor and review requests for attorney time, paralegal time, experts, investigations, and other costs, making recommendations for modification when appropriate.
- Assist judges with oversight of expenditures in capital cases, including review of pre- and post-authorization cost estimates and monitoring expenditures. Review funding orders and make recommendations to judges as to the reasonableness of the request and whether requested rates are consistent with CJA guidelines.
- Assist in development of model orders across the circuit. Provide policy and budget information to the courts and the Administrative Office. Develop and



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participate in training programs to educate the courts and CJA panel attorneys on case budgeting principles and procedures and serve on circuit and national committees concerning defender services. Advise and make recommendations to circuit judges for vouchers in excess of statutory maximums.

- Maintain and analyze a central database of budgets and expenditures to monitor compliance with budgets, provide a means of comparing budgets and expenditures, and furnish information as requested.

REQUIRED QUALIFICATIONS

- J.D. from an accredited law school, membership in good standing with a state bar, and a minimum of 5 years of experience consisting of criminal defense or habeas representation, including extensive experience and knowledge of CJA budgeting, billing practices and policy guidelines.
- Comprehensive understanding of the dynamics, costs, and impact of the Criminal Justice Act (CJA) as well as federal criminal law and criminal procedure.
- Thorough knowledge of criminal litigation defense strategies and experience in managing electronic discovery.
- Ability to analyze fees and budgets; write clear and concise reports; make effective oral presentations; and work and communicate effectively with judges and attorneys.
- Ability to work persuasively and tactfully with counsel and develop practical solutions to case management and budgeting issues. Ability to work under pressure and with deadlines.
- Skill in writing reports analyzing a wide range of data and statistics.
- Strong project management skills.

HOW TO APPLY

1) Submit cover letter; 2) Resume; 3) One writing sample; and 4) Application for Judicial Employment (AO 78) to HR@ca10.uscourts.gov. **Indicate #25E10 in the subject line.** *Applications that do not include all required materials may not be considered.* The Application for Judicial Employment can be found at: <https://www.ca10.uscourts.gov/hr/human-resources>

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Excepted service appointments are "at will." Appointment is contingent upon successful completion of a high-sensitive executive level background investigation. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.