Position Available
Docket Clerk
Michigan Court of Appeals
Salary Range: $50,988.96 - $64,728.00

The Clerk's Office of the Michigan Court of Appeals is currently seeking qualified applicants for a Docket Clerk in our Detroit district office. This entry-level position in the clerk's office reports directly to the District Clerk. This position is responsible for docketing all items received in assigned files. The primary responsibilities for this position include:

- Review all incoming filings in specific assigned cases for compliance with applicable Court rules and procedures, correctly and expeditiously docket each filing or pleading, defect filings that do not conform to Court rules and procedures, and monitor defective filings to ensure that defects are appropriately cured by parties and that cases continue to move forward to resolution.
- After docketing motions, route to assistant clerk or district clerk for the preparation of memos and proposed orders for judicial review.
- Docket judicial orders and send copies to all necessary parties. Modify docket entries and case header to reflect changes necessitated by the entry of court orders.
- Monitor case management lists and generate involuntary dismissal warning letters to obtain overdue filings from parties and overdue transcripts from court reporters.
- Prepare correspondence to alert parties to outstanding issues in their cases or in response to correspondence received from attorneys or parties.
- Respond to telephone inquiries regarding assigned cases. Make telephone calls or send emails to attorneys and parties to advise of answer due dates for certain motions and for other reasons.
- Assist other docket clerks with docketing whenever necessary to keep docketing current within the clerk's office.
- Assist members of the public who come to the clerk's office counter to submit filings or make inquiries.
- Assist with processing incoming records from lower courts, requesting missing records, and uploading media exhibits to Court's docketing system.
- Handle incoming and outgoing mail for district location

EDUCATION AND EXPERIENCE: Associate's degree or equivalent college coursework in business, court administration, paralegal studies or a related field. One-year experience in judicial, clerical, customer service, or general office work. Basic computer skills; excellent communication skills and the ability to learn court rules and procedures.

LOCATION: Cadillac Place, Detroit, Michigan. Hybrid (combination in-person/remote) work schedules may be possible after an orientation period. The candidate selected for the position must reside in Michigan on or before their first day of employment.

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

APPLICATION DEADLINE: Open Until Filled
Initial review of resumes will begin Friday, December 4, 2026.

AN EQUAL OPPORTUNITY EMPLOYER