
ADMINISTRATIVE ORDER 2005-02 DELEGATION OF AUTHORITY

In accordance with Chief Justice Directive 95-01, as amended, the District Administrator for the Seventh Judicial District shall be delegated the responsibility for the day to day operations of the District Courts, County Courts and all other administrative functions necessary for the accomplishment tasks assigned to the Seventh Judicial District by the State Constitution, State Statute, Court Rules and Judicial Branch Policies and Procedures. This responsibility would include but not be limited to the areas of: Case Management including case processing procedures, assignment of judges as may be required during absences or in case of conflicts, Human Resources Management including recruitment and hiring, supervision and discipline, training, personnel assignments to meet caseload or other internal coverage issues, payroll and benefits administration, personnel records management; Budget and Fiscal Responsibility including budget preparation and monitoring, fiscal accounting; Facilities Management including working with local governments to assure the old facilities are able to meeting the needs of the trial courts and to work with these same local governments in the planning for new facilities as required; Equipment including inventory management; Information Technology including assuring that equipment complies with standards established by the Judicial Branch and that all areas are properly setup, equipped and personnel trained to efficiently work in the electronic environment.

The Chief Probation Officer for the Seventh Judicial District shall be delegated the responsibility for the day to day operations of the Probation Department necessary for the accomplishment tasks assigned to the Department by the State Constitution, State Statute, Court Rules and Judicial Branch Policies and Procedures. This responsibility would include but not be limited to the areas of: Human Resources Management including recruitment and hiring, supervision and discipline, payroll and benefits administration, training, personnel records management; Budget and Fiscal Responsibility including budget preparation and monitoring, fiscal accounting; Facilities Management including working with local governments to assure the old facilities are able to meeting the needs of the trial courts and to work with these same local governments in the planning for new facilities as required; Equipment including inventory management; Information Technology including assuring that equipment complies with standards established by the Judicial Branch and that all areas are properly setup, equipped and trained to efficiently work in the electronic environment.

Administrative Order 90-40 on this subject is hereby repealed.

Done this 31st day of August 2005



J. Steven Patrick, Chief Judge