SECOND REVISION TO
ADMINISTRATIVE DIRECTIVE NO. 137

This 17th day of June, 2013,

IT APPEARS THAT:

(1) The New Castle County Courthouse houses the Court of Chancery, the Superior Court, the Family Court, the Court of Common Pleas, the Office of the Chief Magistrate, the Administrative Office of the Courts, and various judicial branch agencies.

(2) In order for the Courthouse to function efficiently for the benefit of the citizens of Delaware, operational policies concerning shared functions and mutual interest relating to the usage of the New Castle County Courthouse must be established and revised on an ongoing basis.

NOW, THEREFORE, IT IS DIRECTED, with the unanimous approval of the members of the Supreme Court pursuant to Delaware Constitution, Art. IV, 13(1) that:

(A) The Courthouse Operations Policy Committee shall promulgate operating policy on issues common to all courts for usage of and services for the New Castle County Courthouse.

(B) The Courthouse Operations Policy Committee is charged with formulating policies to coordinate common services and to efficiently use the building. The Committee is directed to avoid any policy that is court specific but rather shall concentrate on court-wide policy. Areas of expressed mutual interest for which policies should be formulated include:

Security and safety: Threats, security classifications for personnel, card access, liaison with Capitol Police, elevator usage, evacuation planning. The COPC shall make every effort to ensure that policies relating to security and safety are consistent with statewide policies, where appropriate.

Facility: Closures, cleaning, wall hangings, signs, parking oversight, unfinished space, office re-locations and re-assignments, disaster recovery, pets, liaison with Facilities Management. The decision to close the New Castle County Courthouse due to an emergency other than weather shall be decided by the Resident Judge of Superior Court in New Castle County. If the Resident Judge is unavailable, then the Chief Justice shall designate the person to make the decision regarding closure in an emergency other than weather.

Operations: Hours of operation, IT infrastructure, storage, central services, shared functions, public access to information, coordination or use of general areas, courtroom scheduling (shared).

(C) The Committee shall consist of: A member of the Court of Chancery designated by the Chancellor; a member of the Superior Court designated by the President Judge, a member of the Family Court designated by the Chief Judge, and a member of the Court of Common Pleas designated by the Chief Judge. The Chief Justice, the Chief Magistrate and the State Court Administrator, or their designees, shall serve as ex officio members of the Committee, which shall be chaired by a member selected by the Committee for a one-year term. The position of chair shall rotate among the four member courts thereafter. The Administrative Office of the Courts shall serve as staff to the Committee and shall be responsible for preparing agendas, keeping minutes, and providing materials, analyses and recommendations to the Committee. Policies developed by the Courthouse Operations Policy Committee shall be implemented under the direction of the Administrative Office of the Courts.

(D) Central functions of the New Castle County Courthouse shall be administered by the Administrative Office of the Courts. Its responsibilities in this regard shall include, but not be limited to, information for visitors including resources for the self-represented, mail delivery, central copying, loading dock, telephone, centralized cashiering and filing. As additional centralized services may be developed, the responsibilities of the Administrative Office of the Courts may be expanded from time to time.

(E) The Administrative Office of the Courts shall serve as the liaison between the Judicial Branch occupants and those agencies of the Executive Branch that provide services to the building, including, but not limited to Administrative Services, Office of Information Services, Department of Corrections, Public Safety, and Division for the Visually Impaired. Additional liaison relationships regarding building matters shall be maintained with non-judicial branch occupants of the Courthouse, including Department of Services for Children, Youth and Their Families, Department of Justice, Office of the Public Defender, Department of Health and Social Services, Probation and Parole, the New Castle County Sheriff, the Domestic Violence Coordinating Council, law enforcement agencies, private agencies, and the media.

(F) Except for security policies, a policy approved by the COPC shall become final within 10 working days from the date of approval of the policy by the COPC, unless that policy is appealed to the Chief Justice for review by a court housed in the New Castle County Courthouse within that timeframe. Copies of all policies approved by the COPC shall be forwarded to all Presiding Judges immediately upon COPC approval, for their consideration. If a policy is referred to the Chief Justice, the Chief Justice may refer that policy to the members of the Supreme Court for their review. The Chief Justice, or a majority of the members of the Supreme Court, as appropriate, will make the final determination regarding the policy. Security policies will automatically be referred to the

Chief Justice for review, and will not become final until approved by the Chief Justice, or a majority of the members of the Supreme Court, as appropriate.

BY THE COURT:

Chief Justice Myron T. Steele

c: The Honorable Jack A. Markell
The Honorable Randy J. Holland
The Honorable Carolyn Berger
The Honorable Jack B. Jacobs
The Honorable Henry duPont Ridgely
Members of the Judicial Conference
The Honorable Joseph R. Biden, III
The Honorable Brendan O'Neill
State Court Administrator
Court Administrators
Clerk of the Supreme Court
Counsel to the Governor
Chair Senate Judiciary Committee
Chair House Judiciary Committee