SUPREME COURT OF DELAWARE

MYRON T. STEELE
CHIEF JUSTICE

SUPREME COURT BUILDING
57 THE GREEN
DOVER, DELAWARE 19901

TELEPHONE: (302) 739-4214
email: myron.steele@state.de.us

REVISED
ADMINISTRATIVE DIRECTIVE NO. 137

This 3rd day of November 2006,

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 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.

Facility: Closures, cleaning, wall hangings, signs, parking oversight, unfinished space, office re-locations and re-assignments, disaster recovery, pets, liaison with Facilities Management.

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 (including those that may be facilitated with the implementation of COTS), 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) The Committee shall prepare a report on proposed policies for review by the Chief Justice. The Chief Justice may refer any proposed policy for review by members of the Supreme Court. If the COPC is not notified within 10 working days from receipt by the Chief Justice that a proposed policy has been referred to the members of the Court, the policy will become final.

BY THE COURT:

Chief Justice Myron T. Steele

c: The Honorable Ruth Ann Minner
The Honorable Randy J. Holland
The Honorable Carolyn Berger
The Honorable Jack B. Jacobs
The Honorable Henry duPont Ridgely
Counsel to the Governor
Members of the Judicial Conference
The Honorable Carl C. Danberg
The Honorable Lawrence Sullivan
Patricia Griffin, State Court Administrator
Court Administrators
Clerk of Supreme Court
Budget Director
Chair of Senate Judiciary Committee
Chair of House Judiciary Committee