

**ADMINISTRATIVE DIRECTIVE NO. 105**

This 5th day of January, 1996,

IT APPEARS THAT:

(1) The Chief Justice, in addition to sharing the appellate review function with the other Justices of the Supreme Court, has individual and distinct constitutional responsibilities as "administrative head of all the Courts in the State" with "... general administrative and supervisory powers over all the courts" (the "Administrative Function"). Del. Const. art. IV, Sec. 13.

(2) In carrying out the Administrative Function, the Chief Justice has the principal assistance of the Director and staff of the Administrative Office of the Courts (AOC), in addition to the assistance of the members of the Judiciary and the administrative staff personnel of the various courts.

(3) The responsibilities of the AOC are set forth in Supreme Court Rule 87, a copy of which is attached.

(4) Ways to improve operational effectiveness of the assistance and support provided to the Chief Justice in carrying out the Administrative Function should be carefully and independently evaluated by a committee (the "Administrative Enhancement Committee") which should report its findings and recommendations to the Chief Justice.

NOW, THEREFORE, IT IS DIRECTED, with the unanimous approval of the Justices of the Supreme Court (Del. Const. art. IV, § 13), effective January 1, 1996, *nunc pro tunc*, as follows:

(A) The Administrative Enhancement Committee consisting of the following persons is hereby appointed:

The Honorable Patricia W. Griffin, Chief Magistrate, Chair  
The Honorable William Duffy, Supreme Court Justice (ret.)  
James H. Gilliam, Jr., Esquire  
James T. McKinstry, Esquire  
John F. Schmutz, Esquire

(B) The Administrative Enhancement Committee shall examine the operational effectiveness of the assistance and support provided to the Chief Justice in carrying out the Administrative Function and shall submit a preliminary report to the Chief Justice on or before July 1, 1996, and a final report by November 1, 1996.

(C) The scope of the Administrative Enhancement Committee's review and recommendations shall include, but shall not be limited to, the following:

DELAWARE SUPREME COURT

(i) Areas in which the Director and staff of the AOC, and the administrators and staff of the various courts should focus their efforts for continuous improvement.

(ii) Whether or not and to what extent Supr. Ct. R. 87 should be revised and areas to focus on improving its implementation.

(iii) The extent to which national state-of-the-art judicial administration strategies and techniques suggest changes in the Administrative Function's organization and procedures, taking into account Delaware's size and budgetary restraints

(iv) Recommendations in light of the findings of the Administrative Enhancement Committee.

E. Norman Veasey  
CHIEF JUSTICE

cc: The Honorable Joseph T. Walsh  
The Honorable Randy J. Holland  
The Honorable Maurice A. Hartnett, III  
The Honorable Carolyn Berger  
Members of the Judicial Conference  
Mr. Lowell L. Groundland  
Court Administrators  
Clerk of the Supreme Court

# **SUPREME COURT RULES**

## **RULE 87.**

### **ADMINISTRATIVE OFFICE OF THE COURTS**

(a) General Principle. The entire court system must have central administrative services to preserve and support the independence of the judiciary as a separate branch of government. Central office administrative services include those functions required in developing and implementing the system-wide management authority and responsibilities of the Chief Justice as the administrative head of the judiciary and the Supreme Court as the administrative policy-making body for the court system.

(b) Responsibilities of the Administrative Office of the Courts. Under the administrative policies established in conjunction with the Supreme Court and the management authority of the Chief Justice, the Administrative Office of the Courts shall perform these functions:

(1) Policy Development. Participate in the development and implementation of administrative policy.

(2) Judicial Budget. Coordinate the preparation, review, and submission of the judicial budget and make recommendations to the Chief Justice as to items most needed in priority order.

(3) Personnel System. Prepare and administer system-wide policies, standards, and procedures for the management of the judicial personnel system

(4) Fiscal System. Prepare and administer system-wide policies, standards, and procedures for the management of the judicial fiscal system.

(5) Automatic Systems. Design and implement the policies, standards, and procedures for the development and management of the automated judicial information and record keeping systems.

(5) Records Management. Prepare and administer system-wide policies, standards and procedures for the management of the judicial records management program.

(7) Case Flow. Participate in the development, coordination, and monitoring of system-wide case flow time and clearance standards.

(8) Legislative Liaison. Serve as liaison for the entire court system with the legislature, the executive branch, and local government, as well as with the bar, news media, and general public.

(9) Program Development. Conduct system-wide planning, research, program development and evaluation, and statistical collection and analysis functions.

(10) Executive Coordination. Coordinate with the executive branch the monitoring of facility construction, remodeling, maintenance, and security.

(11) Continuing Education. Administer the court system's continuing education programs for judges, judicial officers, administrators, and other court personnel.

(12) Technology. Provide technological and management expertise and assistance to the courts and judicial agencies.

(13) Office Management. Manage the staff and activities of the Administrative Office of the Courts.

(14) Secretariat to Meetings. Serve as secretariat for the Judicial Conference, Long Range Courts Planning Committee, and other appropriate administrative meetings as established by the Supreme Court.

(15) Annual Report. Prepare the Annual Report of the Judiciary. (Added, effective Sept. 16, 1991; amended effective Jan. 1, 1995.)

Effect of amendment. - The 1994 amendment, effective Jan. 1, 1995, inserted the sub-headings in (b)(1) through (15).