

## **ADMINISTRATIVE DIRECTIVE NO. 137**

This 25<sup>th</sup> day of February 2002,

IT APPEARS THAT:

(1) The new New Castle County Courthouse will open no later than September 3, 2002. 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 agencies will be located in the new courthouse. This building will be the largest court facility in the State and the largest State building.

(2) The Council of Court Administrators has been meeting over the past fifteen months to coordinate the transition to the new courthouse by meeting the operational and business needs of each court and agency.

(3) To function efficiently for the benefit of the citizens of Delaware, operational policies must be established for the usage of the building on issues concerning shared functions and mutual interest. These policies can be

recommended by the Council of Court Administrators and its subcommittees. The Council's recommendations must be approved by an authorizing body charged with the responsibility of formulating operational policy for the courthouse.

(4) A Courthouse Operations Policy Committee must be appointed to promulgate operating policy on issues common to all courts and judicial branch agencies for usage of and services for the new courthouse.

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) A Courthouse Operations Policy Committee is hereby created to formulate policy for the establishment of policies to coordinate common services and for the efficient usage of the building. The Committee is directed to avoid any policy that is court specific but rather concentrate on courtwide policy.

Areas of expressed mutual interest for which policies should be formulated include:

Security: threats, security classifications for personnel, card access, liaison with Capitol Police, elevator usage.

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 of use of general areas, courtroom scheduling (shared).

(B) 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 Chief Judge, and a member of the Court of Common Pleas designated by the Chief Judge. A liaison Justice of the Supreme Court designated by the Chief Justice, the Chief Magistrate, and the State Court Administrator shall serve as ex officio members of the Committee. The Committee shall be chaired by a member selected by the Committee for a one-year term. The position of chair shall rotate among the courts thereafter. The Operations Manager of the building will serve as staff to the Committee. The Operations Manager shall be responsible for preparing agendas, keeping minutes, and providing materials, analyses and recommendations to the Committee.

(C) The Operations Manager shall be an employee of the Administrative Office of the Courts and report to the State Court Administrator. Policies developed by the Courthouse Operations Committee will be implemented under the direction of the Operations Manager. Central functions of the New Castle County Courthouse will be directed by the Operations Manager. Direct responsibilities will include but not 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 are developed including those that may be facilitated with the implementation of COTS, the role of the Operations Manager may be expanded.

(D) The Operations Manager will 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 will 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.

(E)The Committee shall prepare a report on proposed policies for review by the Supreme Court by April 30, 2002. The policies will be implemented after approval by the Supreme Court.

BY THE COURT:

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Chief Justice

cc: The Honorable Ruth Ann Minner      Members of the Judicial Conference  
The Honorable Joseph T. Walsh      Attorney General  
The Honorable Randy J. Holland      Public Defender  
The Honorable Carolyn Berger      Dennis B. Jones  
The Honorable Myron T. Steele      Court Administrators  
Counsel to the Governor      Clerk of Supreme Court  
Budget Director  
Chair of Senate Judiciary Committee  
Chair of House Judiciary Committee