

**REVISED**  
**ADMINISTRATIVE DIRECTIVE NO. 137**

This 8<sup>th</sup> day of October 2004

IT APPEARS THAT:

(1) The new New Castle County Courthouse opened on 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 are located in the new Courthouse, which is the largest court facility in the State and the largest State building.

(2) 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.

(3) 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 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 shall 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. The Chief Justice, the Chief Magistrate and the State Court Administrator 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 courts thereafter. The Operations Manager of the building will serve as staff to the Committee, and 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, whose direct responsibilities 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 are developed (including those that may be facilitated with

the implementation of COTS), the role of the Operations Manager may be expanded from time to time.

(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 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.

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

BY THE COURT:

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Chief Justice Myron T. Steele

c: The Honorable Ruth Ann Minner  
The Honorable Myron T. Steele  
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 M. Jane Brady  
The Honorable Lawrence Sullivan  
Carl Schnee, Esquire  
Court Administrators  
Clerk of Supreme Court  
Budget Director  
Chair of Senate Judiciary Committee  
Chair of House Judiciary Committee