

ADMINISTRATIVE DIRECTIVE NO. 122

This 20th day of June, 2000,

IT APPEARS THAT:

(1) As administrative head of all the Courts in the State pursuant to the Delaware Constitution, art. IV, § 13, the Chief Justice has general administrative and supervisory powers over all the courts. The Chief Justice exercises this authority, in part, by issuing Administrative Directives with the approval of the Justices of the Supreme Court. The purpose of these Administrative Directives is to establish consistent systemwide administrative policies to be implemented by all courts.

(2) There have been several improved protocols for systemwide cooperation, including the examples described in the following paragraphs.

(3) As a component of the FY 2001 judicial budget formulation process, the draft budget presented to the Chief Justice was a collaborative effort with the State Court Administrator and the court administrators working together to establish systemwide priorities. This new budget process led to a greater understanding of the systemwide needs of the judiciary.

(4) The Executive Committee of the Judicial Conference meets regularly to carry out its duties under Supreme Court Rule 81(f) including consultation with and advice to the Chief Justice.

(5) The Chief Justice has appointed a Technology Subcommittee of the Executive Committee, chaired by Chief Magistrate Griffin. That committee meets regularly to oversee technology policy and operations of the Judicial Information Center. The Subcommittee reports directly to the Chief Justice.

(6) To expand the concept of systemwide cooperation beyond these and other initiatives, it is imperative that the State Court Administrator and the court administrators meet on a regularly scheduled basis to develop systemwide administrative policies to promote efficiency and consistency in the judiciary for consideration of the Chief Justice, the Supreme Court, and the Executive Committee. To accomplish this goal, a Council of Court Administrators should be established.

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

(A) A Council of Court Administrators is hereby established and shall consist of the following persons and such other persons as the Chief Justice shall determine from time to time:

Justice of the Peace Courts
Court of Common Pleas
Family Court
Superior Court
Court of Chancery

Thomas W. Nagle
Carole B. Kirshner
Edward G. Pollard, Jr.
Thomas J. Ralston
Stephen D. Taylor

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Supreme Court	Stephen D. Taylor
Administrative Office of the Courts	State Court Administrator
Ex Officio Voting Member	Justice Randy J. Holland
and Liaison Justice	

(B) The Council shall meet regularly and frequently in the discretion of the Chair (but it is expected that the meetings will be held at least monthly) to help develop and implement systemwide administrative policies for all Delaware courts. All members of the Council shall attend each meeting. If personal attendance of a member is not feasible, a designee may be substituted with approval of the liaison Justice. Presiding judges are always welcome to attend or send a designee to each meeting of the Council.

(C) The State Court Administrator shall be the Chair of the Council. In view of the current vacancy in that office, Deputy Director Michael E. McLaughlin shall act as Chair *pro tempore*. Justice Randy J. Holland shall be an ex officio voting member of the Council and, as liaison from the Supreme Court, shall offer that Court's perspective on administrative issues.

(D) Each court administrator will retain his/her responsibilities for the daily operation of his/her court and will be answerable to his/her chief judge for those operations. As members of the Council, court administrators will be answerable to the Chief Justice for the development and implementation of systemwide administrative policies. The goal is to have all courts address administrative issues as a unified court system.

(E) The first issues to be considered by the Council for systemwide coordination are: (1) the management of the design and planning for the new New Castle County Courthouse to establish it as a modern and user-friendly facility within the guidelines of the New Castle County Courthouse Executive Committee, (2) the development of case management systems including integrated financial management systems and performance measurements, and (3) approaches to assist both the courts and the litigants in cases in which litigants are representing themselves on a *pro se* basis.

(F) The Council is not limited to the foregoing projects and shall discuss any issue that requires the establishment of a systemwide policy, including a unified personnel system, budget, technology, security, and facilities.

(G) To the extent the Council discusses technology matters, it shall coordinate with the Technology Subcommittee of the Executive Committee of the Judicial Conference.

(H) To the extent the Council discusses security matters, it shall coordinate with the Court Security Task Force established by Administrative Directive No. 119 dated December 1, 1999.

(I) The Chair of the Council shall report on the progress of the Council on a bi-monthly basis to the Chief Justice and shall also report to the Executive Committee at each of its meetings.

(J) The Council shall submit its written recommendations for the establishment of any systemwide policy to the Chief Justice for consideration and implementation. Any final decision

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on the establishment of systemwide policy shall rest with the Chief Justice and the Supreme Court, normally after initial review by the Executive Committee.

E. Norman Veasey
CHIEF JUSTICE

cc: The Honorable Thomas R. Carper
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

The Honorable M. Jane Brady
The Honorable Lawrence M. Sullivan
Michael E. McLaughlin
Court Administrators
Clerk of the Supreme Court