

IN THE SUPREME COURT OF THE STATE OF DELAWARE

ORDER RE-ADOPTING RULE 87           §  
OF THE RULES OF THE SUPREME       §  
COURT OF DELAWARE                   §

Before **SEITZ**, Chief Justice; **VALIHURA**, **TRAYNOR**, **LEGROW**, and **GRIFFITHS**, Justices, constituting the Court *en banc*.

**ORDER**

This 13<sup>th</sup> day of June 2024, it appears to the Court that it is desirable to re-adopt Rule 87 governing the Administrative Office of the Courts, effective immediately.

NOW, THEREFORE IT IS ORDERED that:

(1) Effective immediately, the Rules of the Supreme Court of the State of Delaware shall be amended to add Rule 87 as follows:

**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 Judicial Branch.

(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.* Help develop and implement administrative policies.
- (2) *Judicial Budget.* Prepare, review, and submit the judicial budget and provide additional information related to budget issues to the Chief Justice.
- (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. Centralize collection efforts through the Office of State Court Collections Enforcement.
- (5) *Technology.* Design and implement the policies, standards, and procedures for the development and management of the automated judicial information and recordkeeping systems. Provide technological and management expertise and assistance to the Judicial Branch through the services of the Judicial Information Center.
- (6) *Records Management.* Prepare and administer system-wide policies, standards, and procedures for the management of the judicial records management program.

- (7) *Case Flow*. Help develop, coordinate, and monitor system-wide case flow and clearance standards.
- (8) *Public Relations and Communications*. Serve as a liaison for the Judicial Branch with the Legislative Branch, the Executive Branch, local government, the Bar, the media, and the general public and prepare the Judicial Branch's Annual Report.
- (9) *Program Development*. Conduct system-wide planning, research, program development and evaluation, and statistical collection and analysis functions.
- (10) *Continuing Education*. Administer the Judicial Branch's continuing education programs for Judicial Officers, Administrators, and other Court personnel.
- (11) *Law Libraries*. Maintain law libraries that can provide legal resources accessible to the Judicial Branch, legal community, and members of the public.
- (12) *Facilities and Security*. Coordinate statewide facilities issues, including new construction, minor capital improvements, and security, and coordinate Judicial Branch efforts on these issues with the Executive Branch.
- (13) *Staff Support*. Provide staffing assistance for committees, boards, or task forces, as assigned by the Chief Justice.
- (14) *Other Functions*. Perform other functions as assigned by the Chief Justice.

(2) The Clerk of the Court is directed to transmit a certified copy of this Order to the clerk of each trial court in each county.

BY THE COURT:

/s/ Collins J. Seitz, Jr.

Chief Justice

State of Delaware       §  
                                  § ss.  
Kent County             §

I, Lisa A. Dolph, Clerk of the Supreme Court of the State of Delaware, do hereby certify that the foregoing is a true and correct copy of the Order dated June 13, 2024, re-adopting Rule 87 of the Rules of the Supreme Court of the State of Delaware, as remains on file and of record in said Court.

IN TESTIMONY WHEREOF,

I have hereunto set my hand and affixed the seal of said Court at Dover this 13<sup>th</sup> day of June, A.D. 2024.

*/s/ Lisa A. Dolph* \_\_\_\_\_  
Lisa A. Dolph  
Clerk of the Supreme Court