

ADMINISTRATIVE DIRECTIVE No. 187

This 19th day of August, 2015

IT APPEARS THAT, to promote uniform administrative practices in the Judicial Branch and provide the general public with a better understanding of the Judicial Branch's administrative procedures and policies, it is desirable to adopt a consolidated *Operating Procedures for the Delaware Judicial Branch* handbook that incorporates current Supreme Court Administrative Directives, and any applicable policies and procedures developed according to those Administrative Directives. Future administrative policies or revisions approved by the Supreme Court will be added to the *Operating Procedures for the Delaware Judicial Branch* and will no longer be issued as Administrative Directives.

NOW, THEREFORE, IT IS DIRECTED, with the unanimous approval of the members of the Supreme Court, under Del. Const. Art. IV, §13(1), that:

(1) The following Administrative Directives, including any revisions, are hereby rescinded:

- |                      |  |
|----------------------|--|
| A.D. No. 186         | Establishes the Criminal Justice Council of the Judiciary.   |
| A.D. No. 185         | Adopts Emergency Court Closure Policy for the Judicial Branch effective immediately.   |
| A.D. No. 184         | Establishes the standards for displaying Chief Justices' and Justices' portraits in the Supreme Court Building in Dover  |
| A.D. No. 183         | Adopts the Judicial Branch "Policies and Procedures for the Management of Casual/Seasonal and Contractual Employees pursuant to the Affordable Care Act." (Revised Policies 1/26/2015)   |
| A.D. No. 182         | Establishes courthouse security committees including a statewide court security committee. Directs the statewide court security committee to review security-related policies developed by individual courthouse security committees.  |
| A.D. No. 181         | Adopts Judicial Branch Tobacco-Free Workplace Policy, effective immediately.   |
| A.D. No. 180 Revised | Rescinds Administrative Directive 180 which is replaced by this revised Administrative Directive. Directs the hiring review process to remain in effect, which requires that no positions may be filled within the Judicial Branch without prior approval of the Chief Justice, with the exception that career ladder promotions and security positions are not included in this process. Sets certification criteria for the Chief Judge or head of the Judicial agency seeking to fill positions. Continues procedures for reporting vacant positions. |
| A.D. No. 178         | Adopts <i>Delaware's Judicial Guidelines for Civil Hearings Involving Self-Represented Litigants</i> , which are intended to provide guidance to judicial officers in their efforts to balance self-represented litigants' perceptions of procedural fairness while  |

- maintaining neutrality in the courtroom, particularly when one party is self-represented and one has an attorney.
- A.D. No. 177 Encourages each Court and the Administrative Office of the Courts, including the non-judicial agencies, to adopt a policy addressing the effects of domestic violence on the workplace. Includes a template setting forth a domestic violence policy for their consideration.
- A.D. No. 176 Revised Modifies the case management modernization project framework and the project name to reflect the new approach adopted by the courts and to ensure that sufficient flexibility exists for the structure to meet the project's needs as it moves forward. Supersedes Administrative Directive 176
- A.D. No. 175 Establishes new reporting requirement of all members of the Delaware Judiciary regarding cases under advisement. Supersedes Administrative Directive 94.
- A.D. No. 173 Revised Governs the use by Judicial Branch employees of the two floating holidays. Introduces the *Judicial Branch Transition Floating Holiday Policy* which shall become effective July 1, 2010 and sunset on December 31, 2010, at which time the *Judicial Branch Floating Holiday Policy* shall become effective January 1, 2011 and remain in effect until revised or rescinded.
- A.D. No. 171 3<sup>rd</sup> Amends the *Judicial Branch Personnel Rules* adopted in Revision Administrative Directive 171 (Second Revision) to include "gender identity" within Chapter 2, Non-Discrimination, effective immediately.
- A.D. No. 169 Revised Adopts revised policies and procedures for the management of non-appropriated funds. Revised to modify the Multiple Accounts Receipting Schedule, located at AP 002.3.
- A.D. No. 167 Clarifies the Supreme Court's approach with regard to public access to the administrative records of the Supreme Court.
- A.D. No. 163 Directs rules of the court interpreter program to be adopted and become effective immediately.
- A.D. No. 162 Revised Directs each court, if they have not already done so, to adopt formal public access policies or procedures covering the release of court administrative records and provides a template setting forth a policy related to the release of administrative records for each court's consideration.
- A.D. No. 159 Adopts the *Judicial Branch Authorized Use Policy for the Communications and Computer Systems*.
- A.D. No. 158 States that all future funds generated by *pro hac vice* assessments shall be distributed to fund the Arms of the Supreme Court unless ordered by the Court.
- A.D. No. 155 2<sup>nd</sup> Amends Administrative Directive No. 155 (4/5/04) by indefinitely Revision extending the experimental period of electronic media coverage of judicial proceedings in trial courts until further Directive from the Court.
- A.D. No. 154 Revised Orders any court or judicial branch agency wishing to submit a

	request for grant funds that will be used for personnel costs establishing new positions to receive the permission of the Chief Justice to submit the grant application.
A.D. No. 137 2 <sup>nd</sup> Revision	Directs the Courthouse Operations Policy Committee to promulgate operating policy on issues common to all courts for usage of and services for the New Castle County Courthouse. The Committee shall concentrate on court-wide policy and areas of expressed mutual interest to include: security and safety, facility and operations.
A.D. No. 134	Sets forth uniform criteria for determining the need for additional judgeships or other judicial positions.
A.D. No. 131	Establishes time standards for expediting the administration of capital murder cases.
A.D. No. 130	Establishes time standards for the sole purpose of directing the administration of criminal litigation.
A.D. No. 125	Provides for mandatory training programs for non-judicial staff.
A.D. No. 122	Establishes a Council of Court Administrators consisting of the State Court Administrator and the Court Administrators from each of the six courts.
A.D. No. 115 Revised	Adopts a uniform <i>Code of Conduct for Judicial Branch Employees</i> that applies to all full-time, part-time, casual, seasonal, and contractual non-judicial personnel, whether paid or unpaid. Supersedes Administrative Directive 115.
A.D. No. 107	Adopts Court Interpreters Code of Professional Responsibility.
A.D. No. 92	Directs that all courts establish procedures to maintain their respective dockets in conformity with the Action Docket Standards.
A.D. No. 89	Establishes Uniform Court Statistical Definitions effective 7/1/93.

(2) The Judicial Branch has adopted the *Operating Procedures for the Delaware Judicial Branch*. Judicial Branch employees should familiarize themselves with the *Operating Procedures for the Delaware Judicial Branch*.

BY THE COURT:

/s/ Leo E. Strine, Jr.

Chief Justice Leo E. Strine, Jr.

c: The Honorable Jack A. Markell  
The Honorable Randy J. Holland  
The Honorable Karen L. Valihura  
The Honorable James T. Vaughn, Jr.  
The Honorable Collins J. Seitz, Jr.  
Members of the Judicial Conference  
The Honorable Matthew Denn

The Honorable Brendan O'Neill  
State Court Administrator  
Court Administrators  
Clerk of the Supreme Court  
Counsel to the Governor  
Chair Senate Judiciary Committee  
Chair House Judiciary Committee