

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA

Administrative Order 88-7

IN RE:

DUTIES OF THE DISTRICT
COURT EXECUTIVE



Under the provisions of Administrative Order 88-4, a Special Committee has analyzed the needs and resources of this district with a view toward making specific recommendations to the Judges of the United States District Court for the Southern District of Florida which define areas of responsibility for the office of the District Court Executive.

Among other references, the Special Committee considered the statement of duties and responsibilities of a District Court Executive established in 1981 by then Chief Justice Warren E. Burger, the recommendations of the clerk of this court, dated June 5, 1987, and the policy adopted by the Judges of the United States District Court for the Southern District of Florida at their meeting of June 24, 1987, governing the duties and responsibilities, authority, and staffing for the office of the District Court Executive.

Until further order of this court, the District Court Executive shall be the chief executive officer of the district operating under the supervision and direction of the Chief Judge and Judges of the United States District Court for the Southern District of Florida, responsible for the management of all district-wide nonjudicial, administrative functions and activities of the court and its component offices including, but not limited to, the magistrates, the probation office, the pretrial services office, and the district court clerk's office.

The duties and responsibilities of the District Court Executive shall include, but not necessarily be limited to, the following:

1. Arrange and attend meetings, prepare agenda, and serve as secretariat to ad hoc or standing committees of the judges established for the administration of specific programs or to resolve procedural or policy issues. Implement and ensure compliance with any rules, regulations, or orders of the court.

2. Review and recommend changes in the Local Rules of Court, the Jury Selection and Service Act plan, the Speedy Trial Act plan, the plan for representation of indigent defendants under the Criminal Justice Act, the Court Reporter Management plan, the

Equal Employment Opportunity plan, and other internal operating plans of the Southern District of Florida.

3. Serve as public relations officer and represent the district as its liaison to federal, state and local bar associations, civic groups, broadcast and print media, and other public and private groups having an interest in the administration of justice in the Southern District of Florida.

4. Administer the district's personnel system in accordance with the Administrative Office of the United States Courts, the Judiciary Salary Plan and rules and regulations promulgated by the Judicial Conference of the United States.

5. Serve as the district's equal employment opportunity administrator and manage the prosecution of all discrimination complaints or grievances by district personnel.

6. Develop and implement training programs for district personnel in conjunction with seminars and other educational programs conducted under the auspices of the Federal Judicial Center.

7. Review and evaluate requests for additional personnel, equipment and other resources from each of the component offices of the Southern District of Florida to ensure compliance with standards adopted by the Judicial Conference of the United States; manage, coordinate, prepare and submit the district's annual operating budget to the Administrative Office of the United States Courts and the appropriate committees of the Judicial Conference.

8. Establish and maintain a space and facilities management program to ensure maximum utilization of space and facilities throughout the Southern District of Florida. Manage all delegations of authority from the General Services Administration and serve as liaison with the Administrative Office of the United States Courts and the General Services Administration with respect to the acquisition of additional space and processing of requests for work authorization for tenant improvements and other reimbursable services by the General Services Administration.

9. Coordinate the district's security program to ensure adequacy of protective services provided by the United States Marshals Service and the General Services Administration.

10. Serve as the furniture liaison for the Southern District of Florida and be responsible for the apportionment and allocation of funds budgeted for that purpose.

11. Administer property control records and manage the procurement of general office equipment, law books, and other accountable property for the Southern District of Florida.

12. Conduct studies relating to the administration and management of the Southern District of Florida and prepare appropriate reports and recommendations for the Chief Judge and the Judges of the United States District Court.

13. Perform such other duties as may be assigned by the Chief Judge and the Judges of the United States District Court for the Southern District of Florida.

In compliance with the policy adopted by the Judges of the United States District Court at their June 24, 1987 meeting, giving the District Court Executive sufficient staff and full authority to administer and manage the nonjudicial, administrative operation of the Southern District of Florida, and the policy directives of the Chief Judge and Judges of the United States District Court, the following (1) internal staff transfers and (2) oversight and advisory responsibilities are ORDERED:

(A.) Two incumbent nonprofessional, support staff or positions of the United States Probation Office for the Southern District of Florida shall be transferred to and managed by the District Court Executive for the Southern District of Florida on or before May 16, 1988.

(B.) One incumbent nonprofessional, support staff or position of the United States Pretrial Services Office for the Southern District of Florida shall be transferred to and managed by the District Court Executive for the Southern District of Florida on or before May 16, 1988.

(C.) The following 14 incumbent professional and nonprofessional support personnel of the United States District Court Clerk's Office for the Southern District of Florida AND accouterments (furniture and equipment currently in use by such personnel), shall be transferred to and managed by the District Court Executive for the Southern District of Florida on or before May 2, 1988:

Robert R. Di Trollo, Administrative Manager
Margarita Diago, Secretary to Mr. Di Trollo (Jury Clerk)
Philip Westerman, Generalist Clerk
Shirley H. Smith, Personnel Specialist
Ellen L. Abel, Personnel Assistant
Donald E. Foxworthy, Property & Procurement Assistant
Erin Caulfield, Property & Procurement Assistant (Backup)
Teresa Major, Financial Clerk
Larry Harris, Financial Clerk & Supply Clerk
Manny Savaria, Supply Clerk
Richard S. Oda, Information Services Manager
George Graessle, Assistant Information Services Manager
Erwin Ruiz, Administrative Analyst (Systems)
Kenneth E. Stitcher, Facilities Management and Space Planning

In addition, immediately upon the retirement of Melvin R. Stein and the subsequent vacancy of his position, the members of the Administrative Oversight Committee will determine whether such position and accouterments shall be transferred to and managed by the District Court Executive for the Southern District of Florida.

Such numbers shall be subject to the review of and augmentation by the Administrative Oversight Committee should the workload of the District Court Executive so dictate.

The Chief Probation Officer, the Chief Pretrial Services Officer and the Clerk of Court for the United States District Court for the Southern District of Florida will continue to carry out their respective statutory duties and responsibilities as department heads subordinate to the District Court Executive.

(D.) The Chief Judge shall appoint and serve as a member of a standing committee of district court judges hereafter known as the Administrative Oversight Committee. The Administrative Oversight Committee shall oversee and monitor the nonjudicial, administrative operation of the Southern District of Florida, provide guidance to the District Court Executive, assist in determining priorities, recommend appropriate delegations of authority to the office of the District Court Executive, and define chains of command and reporting relationships between the District Court Executive and other staff of the Southern District of Florida.

The Administrative Oversight Committee shall facilitate the implementation of, or transfer to the office of the District Court Executive for the Southern District of Florida, the duties and responsibilities listed above.

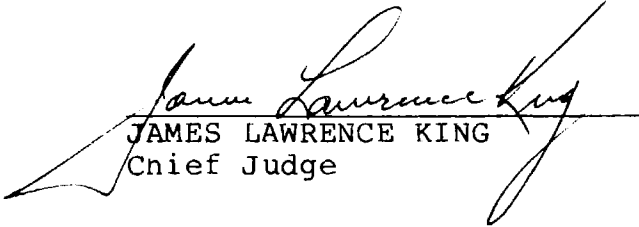
(E.) The Chief Judge shall appoint an Attorneys' Advisory Committee to the Southern District of Florida which shall consider operations of the district court and its various component offices, and may offer recommendations for improvement from time to time. The District Court Executive shall serve as secretariat to this committee.

The Chief Judge shall provide a copy of this Administrative Order to the Administrative Office of the United States Courts, and to other persons, agencies and organizations as appropriate, and shall take whatever actions are necessary to secure those resources required to effectively carry out the spirit and intent of this order.

Those provisions of this Administrative Order as deemed appropriate by the Judges of the United States District Court for the Southern District of Florida may be incorporated into a local rule of court at such time as the judges may so determine.

DONE AND ORDERED at the United States Courthouse, Federal
Courthouse Square, Miami, Florida, this 5th day of April, 1988.

FOR THE COURT:


JAMES LAWRENCE KING
Chief Judge

cc: All Southern District Judges and Magistrates
Hon. Paul H. Roney, Chief Judge, Eleventh Circuit
Norman E. Zoller, Circuit Executive, Eleventh Circuit
Mr. L. Ralph Mecham, Director, Administrative Office
of the United States Courts
Keenan G. Casady, District Executive
Robert M. March, Clerk of Court