

NOLAN, MITCHELL AND FISHER COUNTY
LOCAL RULES AND ADMINISTRATIVE ORDERS

ADMINISTRATIVE RULE # 001
(RELATING TO TEX. GOVT. CODE SEC. 74.101)

Pursuant to the duties prescribed in and the authority of Texas Government Code § 74.101, *et seq.*, the Texas Constitution and the inherent authority of the Courts, the following Administrative Rule is issued this 6th day of June, 2016:

WHEREAS, the local administrative judge and each district or statutory county court judge may establish a court coordinator system and appoint a court coordinator [also commonly called a "court administrator"] for his or her court to improve justice and expedite the processing of cases through the courts, who serves at the pleasure of the judge who appointed him or her.

WHEREAS, court coordinators of statutory county courts in Nolan, Mitchell and Fisher Counties are required to complete at least 16 hours of continuing education each year. When a court coordinator attends an approved continuing education program, the coordinator will submit the Court Support Personnel Certification for Credit form, provided by the Texas Center for the Judiciary (TCJ), documenting the hours earned.

The duties of court coordinators for statutory county courts in Nolan, Mitchell and Fisher Counties are DESIGNATED as follows:

General Administration

- Plan and supervise attorney appointments.
- Evaluate and coordinate court schedules.
- Prepare and recommend changes to local rules and standing orders.
- Cooperate with regional presiding and local administrative judges and state agencies having duties in the area of the operation of the courts.
- Develop procedures to merge documents to expedite routine correspondence such as pretrial notices, transmittal letters, and juror correspondence.
- Prepare non-routine correspondence for judge.
- Draft orders and court documents for judge's review.
- Assist with any administrative duties as requested or required by judges.
- Prepare reimbursement vouchers to State Comptroller for reimbursement to county and judge for expenditures.
- Expedite and coordinate all other non-routine administrative matters as they arise, such as CPS emergency removals and juvenile detentions.
- Screen correspondence, calls and visitors to insulate judges from improper communication.

Fiscal

- Control and monitor budget spending.
- Plan the acquisition of operating supplies.
- Routinely inspect equipment and arrange for maintenance and repair.
- Assist in department budgeting.
- Execute duties relating to technology in jury room, courtroom and chambers.

Docket Management

- Maintain and control the docket for courts, including the planning, setting and preparation of daily, weekly, monthly and yearly dockets for each court.
- Maintain and control of docket(s) for public access.
- Frequent review of (sheriffs') jail rosters to ensure defendants are set timely. This is important to maintain and promote access to justice, to make efficient use of county resources and to allow the processing of inmates out of local custody as soon as possible.
- Maintain close contact with the county and/or district attorney's office to allow sufficient docket control of the criminal docket.
- Attend and assist courts in calling dockets to get announcements and resetting cases for date and purpose certain.
- Supervise contact with and notification to attorneys on case settings.
- Supervise preparation, duplication and distribution of all dockets for use by court personnel, to include other courts and judges.
- Plan and assign space to courts and for court-related activities, including utilization of existing shared facilities.
- Initiate better and more efficient procedures on dockets and caseflow to enable fair and speedy disposition in all court cases.
- Maintain data and records on caseflow and time elements involved in cases for planning and performance purposes.
- Utilize electronic case management systems in order to track cases and determine if time limits set by state and local standards are being met.
- Implement and monitor tickler system to ensure that time limits are being met.
- Inform court bailiff of defendants in custody and their scheduled dates and times for appearances in court.
- Check with attorneys on status of cases set for trial.
- Keep the courts informed of any changes in status of weekly and monthly dockets.

Trial Management

- Set trial dockets.
- Plan and supervise the mechanics of notice to all connected with trials.

- Coordinate the availability of attorneys, parties, government caseworkers, and court personnel.
- Reset all cases not reached for trial.
- Determine and coordinate the availability of visiting judges through the Regional Presiding Judge.
- Coordinate with Sheriffs' Offices regarding security issues and measures to be implemented for trial.
- Prepare, receive, review and process questionnaires for a call of 120-200 jury panel members.
- Determine legitimacy of juror exemptions and disqualifications in order to ensure jury meets statutory requirements.
- Serve as the court coordinator for any assigned judge.
- Make recommendations for improvements and procedures to judiciary.

Jury Management

- Plan and order at the proper time the summons of jurors adequate for the courts, keeping in mind both economy and efficiency based on each court's schedule and docket.
- Plan and provide for the comfort and convenience of jurors awaiting assignment.
- Determine answers to inquiries from respective jurors.
- Plan and coordinate juror security with the court bailiff during the trial of major cases.
- Send jury thank you letters and questionnaires after trial.
- Maintain records and reports on juror usage for planning and recommended improvements.

Records and Reports

- Supervise record keeping of all court functions and dockets.
- Prepare periodic reports as requested by judges, the courts, and other departments.
- Prepare annual reports of court work, cases processed and unresolved cases.
- Maintain schedules, statistics, and other matters at the request of the judges, court, and general public.

Professional Development

- Maintain awareness of developments in court administration.
- Participate in continuing professional education programs.
- Attend judicial workshops and professional peer group meetings.

Public Relations

- Reply to inquiries from the public on court business.
- Plan and arrange court tours for students and other groups.
- Represent the courts at various functions.
- Make arrangements for media representatives who attend court trials and conferences, including limitations imposed by the court.
- Act as liaison by representing the courts on various matters before the administrative judicial regions and courts of other jurisdictions.

Research and Resources

- Acquire and maintain materials and contact with related professional disciplines, to include counselors, social workers and youth services.
- Maintain special legal resource files.
- Obtain legal materials as requested by judge.
- Research specialized topics as assigned by judge.

A copy of this Administrative Rule shall be kept in a file entitled "CLERK'S LOCAL RULES AND ADMINISTRATIVE ORDERS" by the County Clerk of Nolan County, Texas, which is the administrative county of the 1st Multicounty Court at Law.

SIGNED this 6th day of June, 2016.



JUDGE DAVID HALL

Administrative Judge, Statutory County Court
Fisher, Mitchell and Nolan Counties, Texas

RECEIVED

JUN 07 2016

Nolan County Clerk