

IN THE SUPREME COURT OF THE VIRGIN ISLANDS

IN RE:)
)
ESTABLISHMENT OF THE)
JUDICIAL BRANCH)
ADMINISTRATIVE OFFICE)
_____)

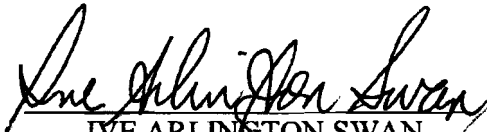
PROMULGATION ORDER No. 07-~~00~~ 010

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SUPREME COURT


ORDER


Pursuant to the authority granted to the Supreme Court of the Virgin Islands by section 21(c) of the Revised Organic Act of 1954 as amended, and sections 31(d) and 34 of title 4, Virgin Islands Code, the Virgin Islands Supreme Court hereby adopts Rule 101 establishing the "Judicial Branch Administrative Office" attached hereto as Exhibit A, to assist 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 entire Virgin Islands court system pursuant to 4 V.I.C. §§ 30; 31(d)(1),(3), and (4); and 32(e).

SO ORDERED this 25th day of July, 2007.


IVE ARLINGTON SWAN
Associate Justice


MARIA M. CABRET
Associate Justice


RHYSS S. HODGE
Chief Justice

ATTEST:
VENETIA H. VELAZQUEZ
Clerk of the Court
BY: 
Deputy Clerk

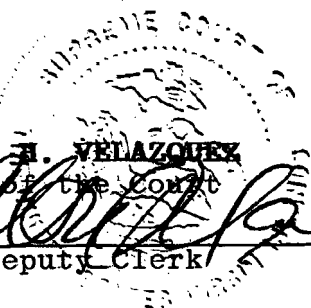


EXHIBIT A

Rule 101. Administrative Office of the Courts

(a) **General Principle.** – It is essential that the entire Judicial Branch of the Virgin Islands have effective administrative services to preserve and support the independence of the judiciary as a separate branch of government. Judicial Branch 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 entire Virgin Islands court system pursuant to 4 V.I.C. §§ 30; 31(d)(1),(3), and (4); and 32(e).

(b) **Responsibilities of the Judicial Branch Administrative Office.** – Under the administrative policies established by the Supreme Court and the management authority of the Chief Justice, there is established the Judicial Branch Administrative Office of the Courts (Administrative Office). The Administrative Office shall be headed by the “Administrator of the Courts” appointed by the Chief Justice and shall perform the following functions:

- (1) *Policy Development and Planning.* – Participate in the development, implementation, coordination, and monitoring of Judicial Branch administrative policies and strategic plans.
- (2) *Legal Counsel.* – Provide legal advice on the operation of the Judicial Branch; represent the Judicial Branch in legal proceedings; and represent individual judges, judicial officers, supervisors, and court personnel in legal matters arising from the performance of their official duties.
- (3) *Court Performance Monitoring.* – Participate in the development, implement, and monitor compliance with Judicial Branch performance standards including the collection and analysis of quantitative and qualitative data and the evaluation of Judicial Branch programs and services.
- (4) *Budget Management.* – Coordinate the preparation, review, and submission of the Judicial Branch budget; prioritize budget needs; and oversee the expenditure of funds consistent with the judicial budget.
- (5) *Fiscal Management.* – Develop, implement, coordinate, and enforce Judicial Branch-wide fiscal management policies, standards, procedures and programs.
- (6) *Procurement Management.* – Develop, implement, coordinate, and enforce Judicial Branch-wide procurement policies, standards, procedures and programs.
- (7) *Personnel Management.* – Develop, implement, coordinate, and enforce Judicial Branch-wide personnel policies, standards, procedures, and programs.
- (8) *Information Technology Management.* – Develop, procure, operate, and maintain automated management information, record keeping, and communication systems for the Judicial Branch.

- (9) *Records Management.* -- Develop, implement, coordinate, and enforce Judicial Branch-wide records management policies, standards, procedures, and programs.
- (10) *Case Management.* -- Participate in the development, coordination, implementation, and monitoring of Judicial Branch-wide case management policies, standards, and procedures.
- (11) *Facilities Management.* -- Develop, implement, coordinate, and enforce Judicial Branch-wide facilities management policies, standards, procedures, and programs; purchase or lease land and facilities as needed by the Judicial Branch; participate in the identification of needed renovations, improvements and repairs to Judicial Branch facilities; and oversee the completion of approved renovations, improvements, and repairs.
- (12) *Court Security Management* -- Develop, implement, coordinate, and enforce policies, standards, procedures, and programs to ensure the safety of judges, court personnel, court facilities, and members of the public using court facilities; the orderly conduct of judicial proceedings; and the continuity of Judicial Branch operations.
- (13) *Jury Management.* -- Develop, implement, and enforce jury management policies, standards, procedures and programs.
- (14) *Community Supervision Management.* -- Develop, implement, coordinate, and enforce policies, standards, procedures, and programs for pre-trial and probation supervision services.
- (15) *Public Information, Liaison, and Annual Report.* -- Develop, implement, coordinate, and enforce Judicial Branch-wide public information policies, programs, and procedures; liaise and coordinate on behalf of the Judicial Branch with the legislature, the executive branch, and local government agencies, as well as with the bar, news media, and general public; and prepare the Annual Report of the Judiciary.
- (16) *Public Education.* -- Develop and disseminate educational materials to better inform the public regarding the laws and judicial procedures governing the Virgin Islands, how to access the courts, and the responsibilities of litigants, witnesses, and jurors.
- (17) *Continuing Professional Education.* -- Develop, implement, coordinate, and enforce continuing professional education policies, standards, procedures, and programs for judges, judicial officers, managers, supervisors, and other court personnel.
- (18) *Library Management.* -- Develop, implement, coordinate, and enforce policies, standards, procedures, and programs for providing statutes, rules, reports of decisions, and other legal reference materials and services for use by judges, judicial branch personnel, the bar, and the public.
- (19) *Regulation of Legal Practice.* -- Participate in the development, implementation, and coordination, in the enforcement of admission to legal practice and lawyer discipline policies, standards, procedures, and programs.
- (20) *Technical Assistance.* Provide management and technological assistance to Judicial Branch units and individual judges, judicial officers, managers, supervisors, and staff.

- (21) *Secretariat for Meetings.* -- Serve as secretariat for the Judicial Conference, Virgin Islands, Judicial Committees, and other Judicial Branch bodies, meetings and conferences designated by the Supreme Court.
- (22) *Additional Duties.* -- Perform such additional duties as may be assigned by rule or the Chief Justice and where specified, the Presiding Judge of the Superior Court.