

# TRIAL COURT ADMINISTRATION

Policy 513

April 1, 2006

## COMMITTEE ON TRIAL COURT OPERATIONS

### SECTION 1. Establishment and Purpose

The Committee on Trial Court Operations is established under the auspices of the Administrative Council to review issues and make recommendations concerning the effective operation of the district courts, including the management and operation of clerks of court offices and development of appropriate forms to be used in the district courts.

### SECTION 2. Membership

A. The Committee on Trial Court Operations is composed of eight members appointed by the Chief Justice, including two district court judges; four clerks of district court, including at least one non-state employed clerk; one trial court administrative staff representative; and the assistant state court administrator for trial courts. Of the members initially appointed, two members will be appointed for one year, two members will be appointed for two years, and three members will be appointed for three years. Thereafter, each appointment is for a three-year term. Each member is eligible for reappointment. A member may not serve more than three consecutive terms. A former member who served three consecutive terms is eligible for reappointment after a six-year break in service.

B. The Chief Justice shall appoint a district judge to serve as committee chair.

### SECTION 3. Duties

A. The Committee shall:

1. Develop and maintain a current clerk of court procedures manual.
2. Review the operation of the various clerk of court offices to ensure provision of clerk of court services consistent with applicable statutes, rules, and policies.
3. Review issues concerning proper management of court records in the custody of the clerks of court.
4. Develop and maintain forms for use statewide in the district court.
5. Review any other matters assigned to it by the Administrative Council.

B. The Committee shall submit recommended policies, procedures, and forms, or modifications thereof, to the Council for review and approval.

Approved by Council of Presiding Judges 09/07/01; Amended 10/14/02; Amended by Administrative Council 3/14/05; Amended by Administrative Council 12/19/05; Amended by Supreme Court effective 04/01/06