Board of Judicial Policy and Administration
Policy Statement for Supervision of Circuit Court Clerical Staff in Counties Without a Resident Judge and Circuit Courts With Multiple Judges In A Single Location

A. GENERAL POLICY STATEMENT FOR SUPERVISION OF CIRCUIT COURT CLERICAL STAFF IN COUNTIES WITHOUT A RESIDENT CIRCUIT COURT JUDGE

One of the circuit court judges within the judicial district shall have ultimate responsibility for supervising the court staff in the counties without a resident circuit court judge. The circuit court judges within the district shall submit their recommendation to the Board for the position of supervising judge. The Board shall have the final authority to appoint the supervising judge. In the event the circuit judges within the district do not make a recommendation, the Board shall appoint a supervising judge.

B. GENERAL POLICY STATEMENT FOR SUPERVISION OF CIRCUIT COURT CLERICAL STAFF IN COURTS WITH MULTIPLE JUDGES IN A SINGLE COURT LOCATION

When more than one judge presides in a single court location, one of the circuit court judges shall have ultimate responsibility for supervising the staff. The circuit court judges within the single court location shall submit their recommendation to the Board for the position of supervising judge. The Board shall have the final authority to appoint the supervising judge. In the event the circuit court judges do not make a recommendation, the Board shall appoint a supervising judge.

C. SPECIFIC ACTIONS:

1. On or before November 30th of each year, the circuit court judges within the affected courts and judicial districts shall submit their written recommendation to the Board of Judicial Policy and Administration. Recommendations need not be submitted if the recommended supervising judge remains the same.

2. The Board shall consider any changes or new recommendations at its December Board meeting of each year and make the appointments by December 31st of each year.

Dated this __28th_ day of June, 2007.

Board of Judicial Policy and Administration

By: _____/S/_____
Chief Justice Barton R. Voigt