

Vicinage Table of Organization

Directive #9-90
(Amended by Directive #7-97)
Issued by:

October 18, 1990
Robert D. Lipscher
Administrative Director

Consistent with the report entitled "Key Managers in the Trial Court System" and the several studies and committee reports that led up to it, and following discussions with the Assignment Judges and the various conferences of key managers, the Chief Justice has authorized the following directive. This directive summarizes the table of organization that is explained in greater detail in the "Key Managers" report.

A. Central Vicinage Administration

1. The Assignment Judge is the chief executive officer of the vicinage, responsible for overall vicinage affairs. The Trial Court Administrator is the chief operating officer. Together they form an executive component.
2. Each vicinage is to have a team structure for the coordination and direction of vicinage affairs involving the Assignment Judge, the Presiding Judges, the Trial Court Administrator, the heads of the divisions of court staff, and others as determined by the Assignment Judge. The team structure may either be divided into two teams (*i.e.*, a Policy Team headed by the Assignment Judge and including the Presiding Judges and the Trial Court Administrator and a Management Team headed by the Trial Court Administrator and including the key managers), or it may be consolidated into one combined team.
3. The Trial Court Administrator may have an Assistant Trial Court Administrator to supervise the overall administrative functions of the vicinage.
4. The Trial Court Administrator is the budget officer for the vicinage. The divisions, through the Division Managers and under the direction of the Presiding Judges for the case management divisions, submit budget requests to the Trial Court Administrator for the review of the Assignment Judge and the Policy Team or the combined team.
5. The Trial Court Administrator is the personnel officer for the vicinage. Staff are assigned to each division by the Trial Court Administrator following discussions as necessary with the Assignment Judge and the management team(s). Personnel recruitment, reclassification, and other personnel actions shall be controlled by the Trial Court Administrator under the authority of the Assignment Judge.
6. Unless a specific need is established to the contrary by the Trial Court Administrator and the Assignment Judge, classified staff filling line positions in the vicinage shall be part of one scope of eligibility covering all classified court employees for purposes of promotions.

B. Division Structure

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1. There are six principal divisions to carry out the work of the vicinage. They are Civil, Criminal, Family, General Equity, Probation, and Municipal. As the vicinages implement the recommendations of the 1985 Judicial Conference, the Municipal Division will be fully developed.
 2. The case management and municipal divisions are headed by a Presiding Judge. The Presiding Judge and Division Manager form an executive component for the Division. The Civil Division Manager will assist the General Equity Presiding Judge to the extent that staff support is required.
 3. The case management divisions should be divided into units headed by team leaders reporting to the Division Manager.
 4. The Division Manager may have one or more administrative assistants to carry out division-wide administrative functions.
 5. Probation shall be divided into three major sections - adult supervision, juvenile supervision, and child support enforcement - each with an Assistant Vicinage Chief Probation Officer in charge, reporting to the Vicinage Chief Probation Officer. Within these sections, the units will be organized by teams of probation staff.
 6. The Vicinage Chief Probation Officer and Assistant Vicinage Chief Probation Officers may also one or more administrative assistants for division-wide or section-wide administrative functions.
- C. Multi-County Vicinage Structure
1. There shall be an Assistant Trial Court Administrator designated by the Assignment Judge to coordinate the staff work of the outlying county(ies) of a multi-county vicinage, reporting to the Trial Court Administrator.
 2. The team leaders in each case management division of the outlying county may be designated the Assistant Division Manager.
 3. One Assistant Vicinage Chief Probation Officer shall coordinate and oversee the entire operation of probation in the outlying county. The team leaders in the supervision and enforcement units shall report directly to the Assistant, who in turn shall work with both the Vicinage Chief Probation Officer and the outlying county Assistant Trial Court Administrator.

D. Implementation

Nothing in this directive is intended immediately to curtail or end the employment of staff persons not mentioned here. Gradual changes, including promotion, reassignment, and attrition, shall over time result in each vicinage adopting the terms of the directive.

Assignment Judges may request the Chief Justice for additions or changes to this directive at any time. Any changes approved by the Chief Justice, however, will be intended to change the statewide models and should be applicable to all vicinages unless there is a showing of extraordinary need in a particular vicinage.

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EDITOR'S NOTE

The source for this directive is the twenty-two page report entitled "Key Manager in the Trial Court Support System" issued in September 1990 and available from the Director of the Administrative Office of the Courts upon request. The report had been distributed as an attachment to the directive. This directive was subsequently amended in part by Directive #7-97.

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