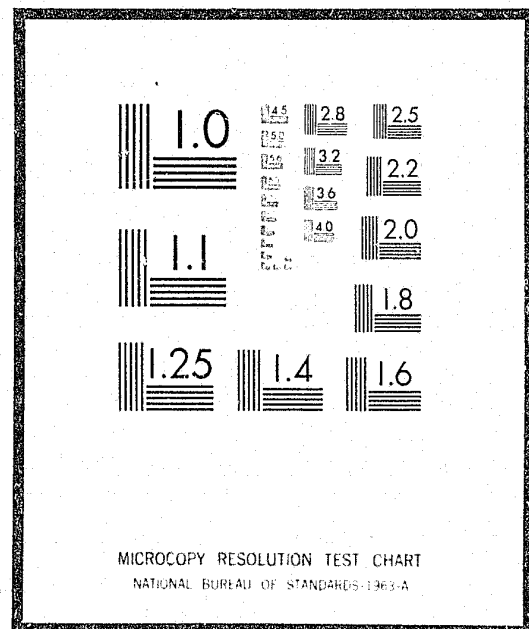


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

5/19/77

Date filmed

GUIDANCE IN IMPLEMENTING CITIZENS COMMITTEE

RECOMMENDATIONS AND DEVELOPING A PILOT

COURT ADMINISTRATOR PROJECT

JUNE 1973 - JANUARY 1975

GUIDANCE IN IMPLEMENTING CITIZENS COMMITTEE

RECOMMENDATIONS AND DEVELOPING A PILOT

COURT ADMINISTRATOR PROJECT

JUNE 1973 - JANUARY 1975

JANUARY 1975

CONSULTANTS

GORDON ALLISON
JAMES R. JAMES
HARRY O. LAWSON
EDWARD B. McCONNELL
JOSEPH A. TROTTER, JR.
GLENN R. WINTERS
DAVID J. SAARI

NCJRS

MAR 8 1977

ACQUISITIONS

CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT
The American University
2139 Wisconsin Avenue N. W.
Washington, D. C. 20007
202/686-3800

LAW ENFORCEMENT ASSISTANCE ADMINISTRATION CONTRACT NUMBER: J-LEAA-043-72

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A. BACKGROUND

In 1973, the Wisconsin Citizens Study Committee on Judicial Organization issued a number of recommendations calling for both constitutional and legislative reform as well as administrative changes to be undertaken under the rule-making authority of the Supreme Court of Wisconsin.

While implementation of recommendations in the first area required a major effort to materialize citizen and legislative support, those falling within the administrative realm could be explored immediately. To this end, Chief Justice E. Harold Hallows requested LEAA's Criminal Courts Technical Assistance Project at the American University to assist the Supreme Court of Wisconsin in exploring five particular areas of interest.

- (1) The function of the state administrator of courts office and its relationship to local administrative services.
- (2) Development of a state-wide informational system.
- (3) The sharing of administrative functions between counties.
- (4) The need for a district or trial court administrator position in the trial court settings, including evaluation of central administrative and trial court personnel.
- (5) The utilization of para-judicial personnel.

At a preliminary meeting in Madison, Wisconsin on June 8, 1973, three priority areas were designed:

- (1) Development of the statewide information system.
- (2) A framework for institution of centralized administrative control of the state court system.
- (3) An assessment of the current utilization of para-judicial personnel in some Wisconsin courts and the feasibility of expanding utilization of them in the future.

As a matter of mechanics it was further decided that establishment of an administrative framework should have the first priority since not much could be done about the other items until the administrative organization had been perfected.

To participate in this technical assistance effort, a panel of consultants was assembled, each of whom had extensive experience in the field of court administration. This team included:

Edward B. McConnell, for many years Administrative Director of the courts of New Jersey and currently Director of the National Center for State Courts.

Harry Lawson, State Court Administrator, Denver, Colorado.

James R. James, Judicial Administrator for the State of Kansas.

Gordon Allison, Court Administrator for the Superior Court of Maricopa County, Phoenix, Arizona.

Joseph A. Trotter, Jr., Project Director, Criminal Courts Technical Assistance Project, Institute for Justice and Social Behavior, The American University, Washington, D. C.

Glenn R. Winters, then Executive Director of the American Judicature Society, Chicago, Illinois, and Director of the group.

This group met in Madison with Judge Edwin M. Wilkie, Administrator of Courts, William G. Lunney, Assistant to the Administrative Director, Jean M. White, then Director of Information Services, and others, for an all-day meeting on July 18 and again for a luncheon meeting on July 20, with Chief Justice Hallows. The purpose of the meetings was to organize the project and develop a program for action in the various areas set forth. During these sessions, the consultants reviewed Wisconsin Court structure, existing and pending legislation, pending LEAA grant application, obtained judicial statistics, and reviewed the recommendations of the Wisconsin Citizens Committee.

Subsequent to the meetings of the Technical Assistance Advisory Group, recommendations were made and submitted to the members of the Supreme Court (August 9, 1973, See Appendix A). These recommendations were briefly:

1. That the Wisconsin Supreme Court exercise existing constitutional general supervisory power over the Wisconsin Judicial System by implementing those recommendations of the Citizens Study Committee report which pertained to court administration and in which the court concurred and which were consistent with existing constitutional and statutory provisions rather than wait for preliminary legislative or constitutional changes.

2. That the Wisconsin Supreme Court resolve the issue as to whether the courts administrative structure should be:
 - a. Centralized at the state level with deputy state administrators assigned to work in various districts or counties of the state, or
 - b. Decentralized with the State Court Administrator acting on behalf of the Supreme Court and exercising only general supervision over the trial courts through presiding judges who would have their own trial court administrators.

It should be noted that the advisory group recommended the latter.

3. That the State Court Administrator's position be strengthened and clarified and all supervisory authority be placed in the hands of the Administrator rather than require him to report to the Chief Justice or members of the court.
4. That an analysis be made by a task force to analyze the Citizens Study Committee report to determine what recommendations could be implemented without conflicting with existing constitutional and statutory provisions and that this task force make specific recommendations to the Supreme Court.

5. Prior to acting on any recommendations or adopting any changes, views should be secured from all those affected or interested in the changes.
6. After taking action on proposed rule changes, the following steps should be taken to adopt such changes by:
 - a. Assemble a task force to develop implementation plans, and
 - b. Install the plans in representative counties to determine effectiveness of particular courses of action before being applied statewide.
7. That the State Court Administrator devote staff to the design of a management information system to apply statewide.
8. That the Supreme Court establish methods to obtain the advice and suggestions of the public, legislature, bar, bench, and supportive personnel and other interested officials so that decisions may not only be intelligently formed but will have broad support for implementation.

On Friday, September 21, 1973, Glenn Winters met with Chief Justice Hallows and reported that Justice Hallows was in thorough agreement with the program and principles set forth by the Technical Assistance Advisory Group. However, the Chief Justice was concerned

that it might be difficult to implement some of the recommendations at this point, particularly if the policy recommended were to apply to the Milwaukee courts as indeed it should. Justice Hallows and Mr. Winters therefore concluded that it would be best for the present to avoid a major confrontation on the basic issue of line of authority and undertake, instead, to develop something on an in-state basis with local consultants, possibly using Eau Claire as a pilot project.

B. DEVELOPMENT OF THE EAU CLAIRE PROJECT

Subsequently, on December 11, 1973, Glenn Winters, Gordon Allison, Edwin Wilkie, Chuck Wheeler of the Wisconsin Council on Criminal Justice (SPA), and Judge Barland of Eau Claire met in Stevens Point, Wisconsin. The purpose was to define the scope of the Eau Claire Administrator's geographic jurisdiction (Eau Claire, Dunn, Chippewa and Trempealeau Counties, consisting of three circuit judges, four county judges and three clerk's offices); define the duties of the administrator; define the other steps necessary to recruit an administrator. An announcement was needed, distribution established, development of a screening committee, definition of the office and salary, and a meeting of the judges and clerks in the subject counties was planned for early 1974. A description of the project was established at that time and was used in the LEAA grant application which is shown in Appendix B.

Announcements were sent out and applications received until July 1, 1974. Through meetings with the trial courts' personnel from Eau Claire, it became evident that experience of the administrator was an important factor to the judges. The majority of applications were from people just leaving school and what experience they did possess was not in the trial court area. The screening committee narrowed applications to two, and the State Court Administrator, upon contacting each of them regarding interviews was notified by both individuals that they wanted to withdraw their applications.

Consideration was then given to increasing the salary from \$18,500 and to recruit on a selective basis. Subsequently, on September 9, 1974, an application was received from Robert L. Frye, Executive Assistant to the Chief Judge of the Eighteenth Judicial Circuit of Florida. Mr. Frye was leaving his position in Florida and, upon verifying references, the State Court Administrator offered Mr. Frye the job at \$20,000 per year. Mr. Frye began work the first week in November.

On December 3, 1974, a meeting was called of all judges within the three-county area. This encompassed the three circuit judges and four county judges from the three counties. In addition, two Clerks of Court attended: one from the 19th Circuit and one from the 8th Circuit. In essence, the meeting consisted of judicial personnel currently within the scope of Mr. Frye's responsibility. While each circuit encompasses additional counties, these will not be included within the group until early in 1975 and then only as would pertain to certain matters.

C. CURRENT STATUS OF THE EAU CLAIRE PROJECT

For three days in January during the judicial conference, the Court Clerks throughout the State will operate in a semi-closed status so that they may take an inventory of their open cases. This will be used to establish workload information within the Eau Claire administrative district.

In order to organize the judges and gain their acceptance of a district administrative concept, the State Court Administrator indicated that he would not impose assignments on these judges in Milwaukee or out of their district. The judges within the district will, however, have to cover each other during illness or vacation, he indicated, and help will not be forthcoming from other circuits or other county courts into the district.

The group, encouraged to select a chairman and establish periodic times to meet, endorsed Judge Tom Barland as the Chairman of the group. Meetings were called for December 17, January 14, and January 28, (Tuesdays), for 3:00 P.M. It was decided that on the 28th of January, a determination would be made as to whether the group should continue to meet twice a month or change to once a month. Future projects were discussed, among which were the need for a method to cover the Court Reporter absences; training of court employees when hired, and the need for cross-training personnel to cover absences of key people. (See Appendix C).

D. FURTHER DEVELOPMENTS

Recommendation is being made to the Supreme Court that the State be divided into administrative districts. In essence this is what is happening in the Eau Claire area, even though on an informal basis. The fact that the logical group based on the counties was chosen, that the group selected a Chairman (not a presiding judge), set definite meeting times and acknowledged that there were certain problems in which an administrator for the "district" could be beneficial, all tend to indicate that the concept of administrative districts throughout the entire State will probably be of great benefit.

The State Supreme Court is going ahead with work on other projects to provide a statewide computerized court management information system and to further work in the administrative organization on the relationship between the Supreme Court and the circuit and county court judges.

E. SUMMARY

The assistance rendered by the Technical Assistance Advisory Group over the past year and a half has been of a dual nature: (1) to guide the implementation of the Citizens Study Committee recommendations and (2) to assist in the practical development of a model court administrator project. While completion of the first task will represent an on-going effort on the part of many individuals and requiring many months, the second task, i.e. development of the pilot court administrator project in Eau Claire, has been relatively successful. A court administrator has been hired and begun work. The group of judges in the affected area have selected a "chairman" and have established a schedule for meeting twice monthly along with the involved court clerks. In addition, the Supreme Court is recommending that a series of administrative districts be created throughout the State, based on the efforts in Eau Claire.

Although the accomplishments made in Wisconsin might not have been as fast as originally desired, and they may not have been as overwhelming as might have been expected, the progress made to date has been substantial and on a firm base. Under the direction of the Chief Justice and the State Court Administrator, future projects should bear fruit equally as well.

APPENDICES

APPENDIX A

SUMMARY OF RECOMMENDATIONS MADE BY TECHNICAL ASSISTANCE

ADVISORY BOARD: JULY, 1973

LETTER FROM GLENN WINTERS TO HON. ROBERT W. HANSEN,

WISCONSIN SUPREME COURT, AUGUST 9, 1973

SUMMARY OF RECOMMENDATIONS MADE BY TECHNICAL ASSISTANCE ADVISORY BOARD

JULY, 1973

1. The the Supreme Court exercise its present constitutional general supervisory power over the Wisconsin judicial system by taking appropriate actions to implement those recommendations contained in Section II, Court Administration and Support, of the Citizens Study Committee Report as meet with its (the Supreme Court's) approval and are not in conflict with existing constitutional or statutory provisions. Such action should be taken promptly to evidence in concrete form the Supreme Court's affirmative support of present court reform efforts, without waiting for legislative action on those matters dealt with in the report that do require implementation by legislation or constitutional amendment.

2. That the Supreme Court, as a prerequisite to further efforts to improve the administration of the Wisconsin courts and for its own guidance and for the benefit of others working on its behalf, resolve the basic policy question as to whether the court administrative structure should be (a) centralized at the State Capital with Deputy State Administrators assigned to work in the various regions or counties of the State, directly assisting there the local presiding Judges in the performance of their administrative duties, or (b) decentralized with the State Court Administrator acting on behalf of the Supreme Court and

the Chief Justice exercising only general supervision over the operation of the trial courts through the local presiding judges (however chosen) who in turn would have the assistance of their own Trial Court Administrators. The task force group strongly recommends the second of these alternatives.

3. That the role of the State Court Administrator be clarified and strengthened, and that all personnel appointed or employed, now or in the future, to assist the Supreme Court and the Chief Justice in the discharge of their general supervisory authority be placed under the report to the State Court Administrator rather than being established as independent positions or offices reporting directly to the Chief Justice of the Supreme Court.

4. That a technical task force be assembled to make a detailed analysis of Section II, Court Administration Support, of the Citizens Study Committee report to determine precisely which recommendations made therein can be implemented without conflicting with existing statutory or constitutional provisions and to prepare drafts where more than one course of action is available, in such form that the Supreme Court can act thereon either by way of adoption, rejection or modification.

5. That prior to acting on such proposed rules or administrative directives, the Supreme Court take appropriate steps to secure the views thereon of all persons interested in or affected thereby.

6. That after taking action on such proposed rules or directives, the Supreme Court then, through the State Court Administrator, take such steps as may be necessary to implement those adopted. Such steps should include (a) the assembly of a technical task force to prepare necessary implementing plans and programs, staffing and funding requirements, and grant applications (or the amendment of existing grant applications) and (b) the design and execution of pilot or test projects in representative counties or courts to determine the effectiveness of particular courses of action before their being put into effect on a statewide basis.

7. That the Supreme Court direct the State Court Administrator to commence the design and implementation of a comprehensive judicial management information system, along lines consistent with the determination made by the Supreme Court as to the judicial administrative structure. Such information system should preferably be designed and implemented by staff employees rather than by outside consultants so that there will be a continuing capability both to operate the system and to modify it as experience may indicate desirable.

8. That the Supreme Court establish a permanent and continuing mechanism and procedure for securing the advice and suggestions of the public generally, the legislature, the bar, the bench, the supporting personnel of the courts, and other interested State and local officials so that its (the Supreme Court's) determination and policies in administrative matters may not only be intelligently formed but will have the broadest possible support in implementation.

The group recognizes, as indicated at the beginning of the second numbered paragraph, that the policy decision as to the line of administrative authority, whether from State Administrator to local Deputy State Administrators or through the administrative judges with the local administrators responsible primarily to their local presiding judges, is a basic prerequisite to further efforts to improve court administration, and the group strongly recommends the second of these two alternatives.

It is an axiom of good administration that decisions should be made at the lowest level possible consistent with overall policy guidelines and rules. Delegation of authority and responsibility does not mean that each court unit is free to go its own way or that it is not accountable to the Chief Justice for its performance. The concept of participatory management as applied to the courts is a sound one, and experience has shown that a positive feeling of involvement rather than a negative one of distrust and hostility is much more likely with delegated authority. It follows that the trial judges of each court or circuit should select their own administrator, who is responsible to them in the same way that the State Administrator is responsible to the Supreme Court. He is still obligated to follow the directives and procedures established by the central office, but his loyalty and allegiance should be to his local judges.

To have complete management of the trial court at the State level with the Supreme Court employing administrative personnel at the local

level would tend to be slow and cumbersome in dealing with day-to-day situations. In addition, there might be a conflict of local interest versus State interest, whether real or imaginary. Trial judges may have the attitude that someone from the Supreme Court would be constantly available to "check on" them. The necessary relationship that must be developed between a Court Administrator and the presiding judge at the local level cannot be effective unless the individual is employed by the local judges and serves at their pleasure.

Such an organizational structure can provide for management control and services from the top but grants leeway at the local level, which would tend to solve the idiosyncracies of the bench and bar in those local levels. Each local court should be empowered to adopt local rules of practice, subject to the approval of the Supreme Court. Such local rules would enhance the Supreme Court's rules while providing for individualism in the local area. Periodic reports, statistics and other necessary management devices required by the Supreme Court should be uniform in content, yet allow the local jurisdictions the latitude to be more encompassing if it suits their particular management needs.

All of these points have been recognized in Standards Relating to Court Organization (tentative draft), ABA Commission on Standards of Judicial Administration. The following is but one small example of many similar observations to be found throughout the draft:

With respect to administrative functions, the administrative staff should have direct responsibility for their performance, under the supervisory authority of the judges who have administrative charge of the court unit that is involved. (Emphasis supplied) (p. 78)

Even though the trial court administrator is hired by and responsible to the local judges, statewide standards with respect to training and qualifications should be established at the state level, and these should be followed by all trial court units employing an administrator. One way to assure that they are followed is to require by Supreme Court rule that the State Administrator's office review all applications to determine whether there is compliance with the standards.

Again, we are pleased with the fine spirit of progress in evidence in your state, and congratulate you and your associates upon it. We hope to be of further service as your plans develop.

Sincerely yours,

/S/ Glenn R. Winters

Glenn R. Winters, Director
Technical Assistance Group

APPENDIX B

APPLICATION FROM WISCONSIN SUPREME COURT FOR

DISTRICT COURT ADMINISTRATOR PILOT PROJECT

Applicant:Name: Wisconsin Supreme CourtAddress: 231 East - Capitol BuildingMadison, Wisconsin 53702Telephone Number: 608-266-1890Project Supervisor:Name: Edwin M. WilkieAddress: 18 East - Capitol Building, Madison, Wisconsin 53702Telephone Number: 608-266-35011) Project Period: Beginning Date June 1, 1974Ending Date May 31, 1975

2) Expenditures for Criminal Justice Services

Current Fiscal Year (Budgeted) \$ 277,700

Two Previous Years (Actual)

Fiscal 19 247,500Fiscal 19 219,900Three Year Average: 248,356

3) Budget Summary: (From Supplementary Schedules)

A. Personnel: 1) Regular Law Enforcement \$ 30,840
2) OtherB. Equipment 1,795C. Travel 3,600D. Supplies and Operating Expenses 4,250

E. Consultants & Service Contracts

TOTAL PROJECT COST \$ 40,435.00less MATCHING SHARE 4,043.50FEDERAL ASSISTANCE REQUESTED 36,391.504) Program Number Under Which Funds are Being Requested: 18

Terms and Conditions

A. General Conditions

It is understood and agreed by the undersigned that (1) funds granted as a result of this request are to be expended for the purposes set forth in this application and in accordance with all applicable laws, regulations, policies and procedures of the State of Wisconsin and the U. S. Department of Justice; (2) no expenditures will be eligible for inclusion if occurring prior to the effective date of the grant; and (3) funds awarded by the Wisconsin Council on Criminal Justice may be terminated at any time for violations of any terms and requirements of this agreement.

B. Certification not to Supplant

The applicant for Federal assistance under the provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, hereby certifies that funds or other resources of the applicant normally devoted to programs and activities designed to meet the needs of criminal justice will not be diminished in any way as a result of a grant award of Federal funds.

This applicant further certifies that the project for which assistance is being requested will be in addition to, and not a substitute for, criminal justice services previously provided without Federal assistance.

C. Assurance of Compliance with Civil Rights Act of 1964Assurance Not to Discriminate

The applicant for Federal assistance hereby assures that he/she will comply with Title VI of the Civil Rights Act to the end that "no person in the United States shall, on the ground of race, creed, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The grantee also assures compliance with the Department of Justice regulation on equal employment in federally assisted programs (Title 28 CFE 42.) to the end that there shall be no employment discrimination on the ground of race, color, creed, sex or national origin in such program. The United States reserves to itself the right to seek judicial enforcement to insure compliance with foregoing assurances.

Name and Title of Individual Empowered to Commit the Applicant to This Assurance:

Name: E. Harold Hallows Title: Chief Justice

Signature: E Harold Hallows Date: 2/26/74

Wisconsin Council on
Criminal JusticeLocal Matching Share SummaryName, Address and Telephone of Fiscal Officer for the Project:

Name: Edwin H. Wilkie
Address: 18 East - Capitol Building, Madison, Wisconsin 53702
Telephone: 608-266-3501

Cash Contribution:(a) Name and Address of Agency Providing Cash Contribution:

Name: Wisconsin Supreme Court
Address: 231 East - Capitol Building, Madison, Wisconsin 53702

(attach schedule listing additional agencies,
if applicable)

(b) Amount of Local Share to be Contributed in Cash: \$ 4,043.50

In-Kind Contribution: (Attach Substantiating Statements)

(a) Amount of Local Share to be Contributed In-Kind: \$ _____

Total Local Matching Share to be Contributed:

(a) Amount (Add 2(b) and 3(a)) \$ 4,043.50

(b) Percentage of Total Project Cost to be
Provided by Local Share: (Divide Total
Local Matching Share by Total Project Cost) _____ %

Notes:

(a) Substantiating statements fully describing in-kind contribution and method of arriving at its cost value must be attached to Form ACT-2.

District Court Administrator Pilot Project

In January 1971, Chief Justice E. Harold Hallows requested Governor Patrick Lucey to appoint a Blue Ribbon Task Force to conduct a thorough review of the judicial system of Wisconsin and to formulate recommendations for the improvement of that system. Governor Lucey, in response thereto, appointed a Citizens Study Committee on Judicial Organization, hereinafter referred to as CSCOJO, with the charge to study the Wisconsin Court System and recommend a comprehensive plan to improve its effectiveness and efficiency.

The CSCOJO presented its report in January 1973. Specific major recommendations for improved court administration were contained therein. One such recommendation was for the creation of District Court Administrators. It was envisioned by the CSCOJO that the District Court Administrator would be a professional court administrator responsible for the day-to-day administrative operation of the courts in the district.

The Wisconsin Supreme Court, through the Office of the Administrator of Courts, is requesting LEAA funding from the Wisconsin Council on Criminal Justice to support a pilot project which would place a district court administrator in a selected multi-county district to help determine the feasibility of the concept of district court administrators.

The District Court Administrator project will be located

in the three county region of Chippewa, Dunn and Eau Claire Counties.

Seven circuit and county court trial judges serve a population of approximately 145,000 in these three counties.

The District Court Administrator will be responsible for providing assistance to the trial courts for their development and application of local administrative policy. Among his duties will be providing technical assistance to clerks of court, registers in probate and other court support personnel for: improving calendaring and case flow management, improving office procedures, processing of court budgets, selection of court personnel, gathering information on court operations for public release, preparation of applications for LEAA grants, exploring the feasibility of joint sharing of facilities and supplies, and the organization of administrative structure. These responsibilities are similar to those recommended for the District Court Administrator by the CSCOJO.

The individual chosen to be the District Court Administrator should preferably be a stranger to the area, and be trained in law or public administration with considerable exposure by training or experience to the courts and legal process. It is essential that the individual have a capacity to work cooperatively and independently with trial court personnel and other local officials and personnel in the three counties. The person should be knowledgeable in planning, budgeting, forms design, and management systems.

The starting salary for the position will be approximately \$18,500. The individual will be selected after national advertising and recruitment for the position. Attention will be given to recruitment from graduates of the Institute for Court Management, the Court Administration programs of the University of Denver and the

University of Southern California, and from members of the State and Trial Court Administrators Associations. It is proposed that the final hiring selection will be made by a panel consisting of a county judge from the district, a circuit judge from the district, a clerk of court from the district, the state court administrator and the consultant from the Technical Assistance Group, which will be providing Technical assistance to the project. Chief Justice E. Harold Hallows of the Wisconsin Supreme Court will make the appointments to the panel.

The Office of the State Administrator of Courts will be the project director, with specific project responsibility resting with the Director of Planning in that office. The Director of Planning will be working with the judges and court support personnel of the counties concerned in providing direction and assistance to the District Court Administrator, acting as liaison with the Technical Assistance Consultant, in establishing criteria for evaluation of the program, and determining the feasibility of expanding the program into other districts.

The Technical Assistance Consultant mentioned above will be an experienced trial court administrator provided by the Courts Technical Assistance Project at American University in Washington, D.C. He will assist in development, execution and evaluation of the project.

Policy direction and evaluation of the project will be the responsibility of the trial judges of the counties concerned in conjunction with the Director of Planning. The project will also be evaluated by the Technical Assistance Consultant. There is expected to be a full review of the project after the first three months of operation and again after six months of operation.

BUDGET

I. Personnel

Administrator (\$18,500/yr)	\$18,500
Secretary (\$7,200)	7,200
Fringe Benefits (20%)	5,140

II. Travel	3,600
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III. Supplies	2,000
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Space (250 sq. ft. in Eau Claire, 100 sq. ft. @ two counties) (450 sq. ft. x \$5.00 sq. ft.)	2,250
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IV. Equipment

2 desks @\$160.00	\$320.00	
2 chairs @\$100.00	200.00	
4 side chairs @\$50.00	200.00	
3 files @\$70.00	210.00	
1 typewriter @\$500.00	500.00	
1 bookshelf unit	65.00	
Miscellaneous	250.00	<u>1,745</u>

TOTAL	\$40,435
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APPENDIX C

MINUTES:

DISTRICT COURT ADMINISTRATOR PROJECT COMMITTEE MEETING

DECEMBER 3, 1974

Minutes - District Court Administrator Project Committee

The Committee met on December 3, 1974, at 2 p.m. in the Judicial Hearing Room in the Eau Claire County Courthouse.

The following were present: Judges Thomas Barland, William Bundy, Merrill Farr, Marshall Norseng and Robert Pfiffner; Clerks of Court Donald Macrae, Bernard Potter and Robert Smith; Administrative Director of the Courts Edwin Wilkie and his Director of Planning, Donald D. DeWitt; Technical Advisor Gordon Allison, Trial Court Administrator from Phoenix, Arizona; Dunn County Court Reporter and Register in Probate Elmer Bentz; and District Court Administrator Robert Frye.

Judges John Bartholomew was absent and Judge Karl Pepleau was "in and out" of the meeting as recesses in his court permitted.

Judge Wilkie opened the meeting with a discussion on the problems associated with the reassignment of judges. While existing orders of reassignment will be left in tact, Judge Wilkie said future reassignment of judges within the three circuits which include Chippewa, Dunn and Eau Claire Counties to courts outside of the circuits would be held to a minimum, and the judges within the circuits would take care of all matters within the circuits without the reassignment of other judges into the circuits to the limits possible.

The technical procedures for the reassignment of the judges within the circuits are to be established.

Discussion was then held as to the need for a chairman of the committee who would function as liaison between the committee and the District Court Administrator in addition to the other functions as chairman. Judge Bundy nominated Judge Barland for chairman, seconded by Judge Pfiffner. Judge Barland was elected unanimously.

The frequency, time, dates and locations of committee meetings were then established. On the recommendation of Mr. Allison and the suggestion of Judge Norseng, twice monthly meetings for the first few months of the project were approved. It was agreed the meetings would be held at 3 p.m. on Tuesdays. The following dates and locations were set for December and January: December 17th in Dunn County, January 14 in Chippewa County, and January 28 in Eau Claire County. The meetings are scheduled for one hour duration unless required otherwise.

Minutes - Continued page 2

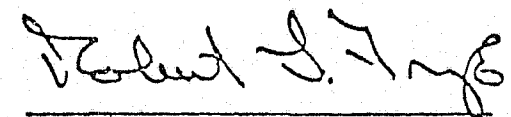
The survey of pending cases requested by Chief Justice Horace W. Wilkie was also discussed. Judge Wilkie explained why the period from January 8 through January 10 was chosen for the inventory. He said he also understood the Clerks could not completely close their doors to the public during the inventory but he felt that with the cooperation of the Bar, only necessary and emergency matters could and would be handled, thus the Clerks and their staffs and the Registers in Probate could devote maximum time and energy to the inventory.

The feasibility and need for a "floating" court reporter for the district was discussed. Judge Wilkie reviewed the current method of reimbursement for Circuit and County Court reporters and their deputies. Judge Barland expressed the need for an additional reporter at least half time in Eau Claire County Court. Mr. Frye will review the needs in the Circuit Courts and in Dunn and Chippewa County Courts for a report at the next meeting.

Mr. Frye then presented his recommendations as to areas which he felt should be reviewed. These were: Record keeping in the area of caseloads and dispositions; Caseflow management in the handling of cases and the reduction of clerical functions in the Clerks office and the Register in Probate; Personnel in reviewing current employees as to job functions, descriptions, and salary in order to upgrade the personnel and reduce turnover; Budgets in a review of current budgets to begin to lay the groundwork for future funding of court improvements; and to develop public information on the courts and their staffs to gain support for these programs and improvements and their funding in the future.

The meeting was adjourned at 4:10 p.m. by Judge Barland.

Respectfully Submitted,



Robert L. Frye

END