

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

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Chief, Article III Judges Division	JOHN E. HOWELL
Chief, Bankruptcy Judges Division	FRANCIS F. SZCZEBAK
Chief, Magistrate Judges Division	THOMAS C. HNATOWSKI

The Administrative Office of the United States Courts is charged with the nonjudicial, administrative business of the United States Courts, including the maintenance of workload statistics and the disbursement of funds appropriated for the maintenance of the U.S. judicial system.

The Administrative Office of the United States Courts was created by act of August 7, 1939 (28 U.S.C. 601). The Office was established November 6, 1939. Its Director and Deputy Director are appointed by the Chief Justice of the United States after consultation with the Judicial Conference.

Administering the Courts The Director is the administrative officer of the courts of the United States (except the Supreme Court). Under the guidance of the Judicial Conference of the United States the Director is required, among other things, to:

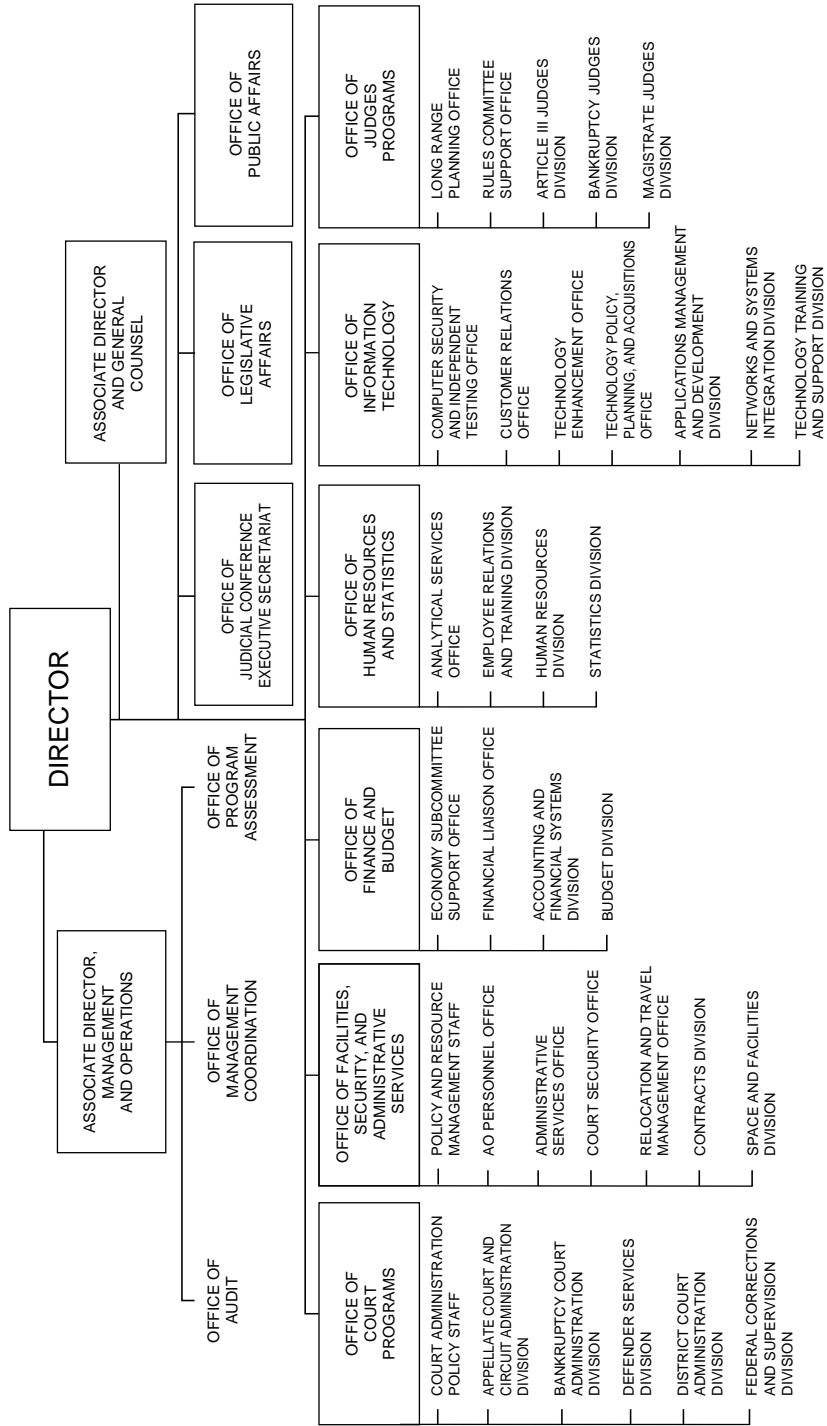
- supervise all administrative matters relating to the offices of clerks and other clerical and administrative personnel of the courts;
- examine the state of the dockets of the courts, secure information as to the courts' need of assistance, and prepare and transmit quarterly to the chief judges of the circuits statistical data and reports as to the business of the courts;
- submit to the annual meeting of the Judicial Conference of the United States, at least 2 weeks prior thereto, a report of

the activities of the Administrative Office and the state of the business of the courts;

- fix the compensation of employees of the courts whose compensation is not otherwise fixed by law;
- regulate and pay annuities to widows and surviving dependent children of judges;
- disburse moneys appropriated for the maintenance and operation of the courts;
- examine accounts of court officers;
- regulate travel of judicial personnel;
- provide accommodations and supplies for the courts and their clerical and administrative personnel;
- establish and maintain programs for the certification and utilization of court interpreters and the provision of special interpretation services in the courts; and
- perform such other duties as may be assigned to him by the Supreme Court or the Judicial Conference of the United States.

The Director is also responsible for the preparation and submission of the budget of the courts, except the budget of the Supreme Court.

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS



Probation Officers The Administrative Office exercises general supervision of the accounts and practices of the Federal probation offices, subject to primary control by the respective district courts that they serve. The Office publishes quarterly, in cooperation with the Bureau of Prisons of the Department of Justice, a magazine entitled *Federal Probation*, which is a journal "of correctional philosophy and practice."

The Director also has responsibility with respect to the establishment of pretrial services in the district courts under the Pretrial Services Act of 1982 (18 U.S.C. 3152). These offices report to their respective courts information concerning pretrial release of persons charged with Federal offenses and supervise such persons who are released to their custody.

Bankruptcy The Bankruptcy Amendments and Federal Judgeship Act of 1984 (28 U.S.C. 151) provided that the bankruptcy judges for each judicial district shall constitute a unit of the district court to be known as the bankruptcy court. Bankruptcy judges are appointed by the courts of appeals in such numbers as authorized by Congress and serve for a term of 14 years as judicial officers of the district courts.

This act placed jurisdiction in the district courts over all cases under title 11, United States Code, and all proceedings arising in or related to cases under that title (28 U.S.C. 1334). The district court may provide for such cases and proceedings to be referred to its bankruptcy judges (as authorized by 28 U.S.C. 157).

The Director of the Administrative Office recommends to the Judicial Conference the official duty stations and places of holding court of bankruptcy judges, surveys the need for additional bankruptcy judgeships to be recommended to Congress, and determines the staff needs of bankruptcy judges and the clerks of the bankruptcy courts.

Federal Magistrate Judges Under the Federal Magistrates Act, as amended (28 U.S.C. 631), the Director of the Administrative Office, under the supervision and direction of the Judicial

Conference, exercises general supervision over administrative matters in offices of United States magistrate judges, compiles and evaluates statistical data relating to such offices, and submits reports thereon to the Conference. The Director reports annually to Congress on the business that has come before United States magistrate judges and also prepares legal and administrative manuals for the use of the magistrate judges. The act provides for surveys to be conducted by the Administrative Office of the conditions in the judicial districts in order to make recommendations as to the number, location, and salaries of magistrate judges, which are determined by the Conference subject to the availability of appropriated funds.

Federal Defenders The Criminal Justice Act (18 U.S.C. 3006A) establishes the procedure for the appointment of counsel in Federal criminal cases for individuals who are unable to afford adequate representation under plans adopted by each district court. The act also permits the establishment of Federal public defender or Federal community defender organizations by the district courts in districts where at least 200 persons annually require the appointment of counsel. Two adjacent districts may be combined to reach this total.

Each defender organization submits to the Director of the Administrative Office an annual report of its activities along with a proposed budget or, in the case of community defender organizations, a proposed grant for the coming year. The Director is responsible for the submission of the proposed budgets and grants to the Judicial Conference for approval. The Director also makes payments to the defender organizations out of appropriations in accordance with the approved budgets and grants, as well as compensating private counsel appointed to defend criminal cases in the United States courts.

Sources of Information

Information may be obtained from the following offices:

Bankruptcy Judges Division. Phone, 202-273-1900.
Budget Division. Phone, 202-273-2100.
Defender Services Division. Phone, 202-273-1670.
Federal Corrections and Supervision Division. Phone, 202-273-1600.
General Counsel. Phone, 202-273-1100.
Human Resources Division. Phone, 202-273-

1270.
Judicial Conference Executive Secretariat. Phone, 202-273-1140.
Legislative Affairs Office. Phone, 202-273-1120.
Magistrate Judges Division. Phone, 202-273-1830.
Public Affairs Office. Phone, 202-273-0107.
Statistics Division. Phone, 202-273-2240.

For further information, contact one of the offices listed above, Administrative Office of the United States Courts, Thurgood Marshall Federal Judiciary Building, One Columbus Circle NE., Washington, DC 20544.

FEDERAL JUDICIAL CENTER

*Thurgood Marshall Federal Judiciary Building,
One Columbus Circle NE., Washington, DC 20002-8003
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Director
Deputy Director
Director of Research
Director of Planning and Technology
Director of Judicial Education
Director of Court Education
Director of Publications and Media

RYA W. ZOBEL
RUSSELL R. WHEELER
JAMES B. EAGLIN, *Acting*
GORDON BERMANT
ROBB M. JONES
EMILY Z. HUEBNER
SYLVAN A. SOBEL

The Federal Judicial Center is the judicial branch's agency for policy research and continuing education.

The Federal Judicial Center was created by act of December 20, 1967 (28 U.S.C. 620), to further the development and adoption of improved judicial administration in the courts of the United States.

The Center's basic policies and activities are determined by its Board, which is composed of the Chief Justice of the United States, who is permanent Chairman of the Board by statute, and two judges of the U.S. courts of appeals, three judges of the U.S. district courts, one bankruptcy judge, and one magistrate judge, all of whom are elected for 4-year terms by the Judicial Conference of the United States. The Director of the Administrative Office of the United States Courts is also a permanent member of the Board.

Pursuant to statute the Center:
—develops and administers orientation and continuing education programs for

Federal judges, Federal defenders, and nonjudicial court personnel, including probation officers, pretrial services officers, and clerks' office employees;

—conducts empirical and exploratory research and evaluation on Federal judicial processes, court management, and sentencing and its consequences, usually for the committees of the Judicial Conference or the courts themselves;

—produces research reports, training manuals, video programs, and periodicals about the Federal courts;

—provides guidance and advice and maintains data and records to assist those interested in documenting and conserving the history of the Federal courts; and

—cooperates with and assists other agencies and organizations in providing advice to improve the administration of justice in the courts of foreign countries.