

recommended to Congress, and determines the staff needs of bankruptcy judges and the clerks of the bankruptcy courts.

Federal Magistrate Judges The Director of the Administrative Office exercises general supervision over administrative matters in offices of U.S. magistrate judges, compiles and evaluates statistical data relating to such offices, and submits reports thereon to the Judicial Conference. The Director reports annually to Congress on the business that has come before U.S. 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 Judicial 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 private panel attorneys 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 sources:

- Bankruptcy Judges Division. Phone, 202-502-1900.
- Budget Division. Phone, 202-502-2100.
- Defender Services Division. Phone, 202-502-3030.
- General Counsel. Phone, 202-502-1100.
- Human Resources Division. Phone, 202-502-3100.
- Judicial Conference Executive Secretariat. Phone, 202-502-2400.
- Legislative Affairs Office. Phone, 202-502-1700.
- Magistrate Judges Division. Phone, 202-502-1830.
- Office of Probation and Pretrial Services. Phone, 202-502-1610.
- Public Affairs Office. Phone, 202-502-2600.
- Statistics Division. Phone, 202-502-1440.

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. Phone, 202-502-2600. Internet, www.uscourts.gov.

FEDERAL JUDICIAL CENTER

*Thurgood Marshall Federal Judiciary Building,
One Columbus Circle NE., Washington, DC 20002-8003
Phone, 202-502-4000. Internet, www.fjc.gov.*

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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 Chair 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 carries out the following duties:

- 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, satellite broadcasts, video programs, computer based training, 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.

Sources of Information

Information may be obtained from the following divisions and offices:

- Director and Deputy Director. Phone, 202-502-4162, or 202-502-4164. Fax, 202-502-4099.
- Research. Phone, 202-502-4071. Fax, 202-502-4199.
- Education. Phone, 202-502-4110. Fax, 202-502-4088.
- Communications Policy and Design. Phone 202-502-4250. Fax, 202-502-4077.
- Federal Judicial History. Phone, 202-502-4181. Fax, 202-502-4077.
- Information Services. Phone, 202-502-4153. Fax, 202-502-4077.
- International Judicial Relations. Phone, 202-502-4161. Fax, 202-502-4099.
- Human Resources. Phone, 202-502-4165. Fax, 202-502-4099.
- Systems Innovation and Development. Phone, 202-502-4223. Fax, 202-502-4288.

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For further information, contact the Federal Judicial Center, Thurgood Marshall Federal Judiciary Building, One Columbus Circle NE., Washington, DC 20002-8003. Phone, 202-502-4000. Internet, www.fjc.gov.