

## **STATE OF WYOMING**

### **STATE COURT ADMINISTRATOR RULES**

#### **Rule 1. Qualifications**

The State Court Administrator (SCA) shall be an individual with professional ability and experience in the field of law, public administration or business administration and an understanding of court procedures and services. The SCA shall have Juris Doctorate or a master's degree in public administration, business administration, or a related field. The SCA shall devote full time and attention to the duties of the office.

#### **Rule 2. Appointment and Tenure**

The SCA shall be appointed, and subject to removal, by the Chief Justice of the Wyoming Supreme Court, upon majority vote of the Wyoming Judicial Council (WJC).

#### **Rule 3. SCA Responsibilities**

(A) Under the direction of the Chief Justice and the WJC, the State Court Administrator (SCA) is responsible for overseeing the day-to-day operations of the state court system. The SCA supports the administration of justice by championing Wyoming Judicial Branch (Branch) strategic priorities; establishing policies, procedures, and practices; and advocating for the advancement of the Judicial Branch.

(B) Under the direction of the SCA, the Administrative Office of the Courts carries out the following functions:

(1) Implements the policies of the WJC and supports its network of committees (including advisory committees) by providing staff to plan meetings, develop agendas, prepare reports, and provide substantive analytical support to the development of issues, projects, and recommendations;

(2) Supports all courts, including active and retired judges, and magistrates;

(3) Advises circuit courts regarding procedural and administrative matters;

(4) Provides centralized core administrative functions such as payroll, personnel, and accounting services; and

(5) Administers the Judiciary's personnel systems and coordinates federal employment practices and requirements;

(6) Develops and executes the budget and provides guidance to courts for local budget execution;

(7) Provides legislative counsel and services to the Judiciary; acts as liaison with the legislative and executive branches;

- (8) Prepares manuals and a variety of other print and online publications;
- (9) Collects and analyzes case statistics;
- (10) Monitors and reviews the performance of programs and use of resources;
- (11) Conducts education and training programs on administrative responsibilities;
- (12) Audits circuit court financial operations and provides guidance on management oversight and stewardship issues;
- (13) Handles public affairs for the Judiciary, responding to inquiries from the media and the public;
- (14) Develops new ways for handling court business and provides assistance to court employees to help them implement programs and improve operations;
- (15) Develops and supports automated systems and technologies used throughout the courts;
- (16) Formulates and submits to the WJC or its committees, recommendations of policies to improve the delivery of judicial services;
- (17) Organizes and administers a program of continuing judicial and non-judicial education;
- (18) Serves as secretary to the Judicial Council; and
- (19) Attends to such other matters as may be assigned by the chief justice or the WJC.

**Rule 4. Authority.**

- (A) All responsibility for the Administrative Office of the Courts (AOC) is vested in the SCA. The SCA shall have the authority to:
- (1) Hire and remove employees within the AOC;
  - (2) Allocate tasks throughout the AOC;
  - (3) Create and implement internal AOC policies;
  - (4) Approve contracts for goods or services under \$500,000; and
  - (5) Make decisions as delegated by the Chief Justice, the Judicial Council, or any Judicial Council Committee.