

## **Administrative Rules for District 23**

### **AR 1 - Special Judge Plans**

Each county in the district shall have a Trial Rule 79 plan consistent with the plans in other counties in the district.

### **AR 2 - Criminal Rule 2.2 Plans**

Each county shall have a Criminal Rule 2.2 plan consistent with the plans in other counties in the district. Each county's rule shall provide that in the event no judge from the county is available, the criminal case shall be sent to the assignment judge for assignment to the next available judge in one of the other counties of the district.

### **AR 3 - Governance, Management and Administration**

#### **I. Selection and term of Administrative Judge and Assistant Administrative Judge**

##### **(A) Selection.**

The judges of the district shall meet and elect the Administrative Judge and Assistant Administrative Judge.

##### **(B) Attributes and Abilities.**

(1) The Administrative Judge should have four (4) years of experience as a judge, unless this requirement is waived by a majority vote of the judges of the district.

(2) The Assistant Administrative Judge should have two (2) years of experience as a judge, unless this requirement is waived by a majority vote of the judges of the district.

(3) The Administrative Judge and Assistant Administrative Judge must be from different counties within the district.

Selection of the Administrative Judge and Assistant Administrative Judge should take into consideration a judge's desire to accept, approve, and abide by the chief and Assistant Administrative Judge's duties and responsibilities, as well as a judge's management and administrative ability. The criteria for the election of the Administrative Judge or the Assistant Administrative Judge shall not be based on the seniority of judges or rotation of the position.

##### **(C) Term.**

The Administrative Judge and the Assistant Administrative Judge shall serve a term of two years beginning January 1 of the year after they are elected. The Administrative Judge and Assistant Administrative Judge may serve two consecutive two-year terms.

(D) Removal of Administrative Judge or Assistant Administrative Judge.

The Administrative Judge or Assistant Administrative Judge may be removed as Administrative Judge or Assistant Administrative Judge for cause by:

- (1) a majority of the judges of the judicial district; or
- (2) the Chair of the Board of Directors of the Judicial Conference of Indiana.

(E) Succession in Office

(1) If the Administrative Judge is removed or otherwise does not complete a term of office, the Assistant Administrative Judge shall assume the duties for the remainder of the term. The Assistant Administrative Judge shall remain eligible to seek the position of Administrative Judge for two consecutive two-year terms.

(2) A special election shall be held to fill the position of Assistant Administrative Judge if the Assistant Administrative Judge assumes the office of Administrative Judge, is removed or otherwise does not complete a term of office. Any judge so elected shall remain eligible to seek the position of Administrative Judge or Assistant Administrative Judge for two consecutive two-year terms.

(F) Selection of Administrative Judge and Assistant Administrative Judge

(1) The judge with the most seniority in the district has the responsibility for convening the judges of the district for the purpose of selecting the initial Administrative Judge and Assistant Administrative Judge of the district. The results of the selection process must be reported to the Chair of the Board of Directors of the Judicial Conference of Indiana. If the district fails to select the Administrative Judge or Assistant Administrative Judge, the Chair of the Board of Directors of the Judicial Conference of Indiana shall make appointments necessary to fill any vacancies.

(2) The Administrative Judge of the district shall convene the judges of the district bi-annually in November following the general election for the purpose of selecting the next Administrative Judge and Assistant Administrative Judge.

## II. Responsibilities and authority of Administrative Judge

(A) General Responsibilities

(1) The Administrative Judge is responsible for ensuring the effective management and administration of the district, consistent with statute and any by-laws, rules, policies, strategic plan or budget adopted by the Judicial Conference of Indiana Board of Directors or the judges of the district.

(2) In the event that the Administrative Judge is disabled or unable to perform the duties of the office of Administrative Judge, the Assistant Administrative Judge shall assume the position of Administrative Judge.

(3) The Administrative Judge may delegate any of the duties specified by this rule, by court rule or by statute to the Assistant Administrative Judge.

(B) Authority

(1) As presiding officer of the courts of the district, the Administrative Judge shall:

(a) convene and preside over meetings of the judges of the district on a regular basis, which shall be conducted at least semi-annually;

(b) designate committees of the district and designate committee chairs and membership of committees;

(c) represent the district in its relations with the Judicial Conference of Indiana Board of Directors, the Supreme Court, other courts, other agencies of government, the bar, the general public, the news media, and in ceremonial functions of the district; and

(d) counsel and assist other judges in the performance of their responsibilities.

(2) The Administrative Judge shall:

(a) ensure that the district regularly and actively examines court operations in order to continue improving our system of justice in accordance with the rules, policies and procedures approved by the Judicial Conference of Indiana Board of Directors and

(b) assist with the resolution of disputes under the rule of law while protecting individual rights and liberties in a fair, impartial, equally accessible, prompt, professional, and efficient manner.

**AR 4 – Election of Judicial Conference Board of Directors Representative**

The district’s representative(s) to the Board of Directors of the Judicial Conference of Indiana shall be elected by majority vote of the judges of the district with the term of office, qualifications and timing of the election to be in conformity with the governance policy established by the Conference from time to time. If our District has more than One (1) Vote on the Indiana Judicial Conference Board, the District will advise the Indiana Judicial Conference how many Board members our District will elect to serve on the Board. That is, one board member may have all the votes or our District may divide the votes among two or more board members.

## **AR 5 – District Activities**

Each county shall adopt a problem solving court rule which shall include:

(1) The schedule of fees set forth under Indiana Code 33-23-16-23 shall be applicable in the problem solving courts of the district;

(2) Each problem solving court in the district shall develop and observe written policies and procedures on the assessment and collection of fees pursuant to Problem Solving Court Rules Section 16;

(3) Each problem solving court in the district shall be available for other courts in the district to refer cases to, with the referring court maintaining jurisdiction of the case, and the problem solving court acquiring supervision under the problem solving court's guidelines.