



Chambers of
THOMAS J. BORRIS
PRESIDING JUDGE

Superior Court of California County of Orange

700 CIVIC CENTER DRIVE, WEST
DEPARTMENT C1
SANTA ANA, CALIFORNIA 92701

April 3, 2012

Administrative Order No. 12/01

DELEGATION OF DUTIES UNDER CALIFORNIA RULES OF COURT, RULES 10.603(b)(1)(A) and 10.603(d)

To assist presiding judges in carrying out their duties, Rules 10.603(b)(1)(A) and 10.603(d) of the California Rules of Court authorize presiding judges to appoint supervising judges to preside over divisions, districts, or branch courts and delegate to them specific duties pursuant to California Constitutional provisions and California Rules of Court in accordance with Government Code 68070, California Rules of Court (CRC) 10.603(c)(1)(A), and CRC 10.603(c)(1)(E). Presiding judges remain responsible for all duties listed in Rule 10.603 delegated to the supervising judges.

Given the size of our Superior Court, including the number and location of judicial officers, Presiding Judge Thomas J. Borris hereby delegates the duties outlined in the attached document, entitled "Authority and Duties of Supervising Judges", to each of the Supervising Judges appointed by him. The delegation is to remain in effect through December 31, 2012, inclusive, or until otherwise ordered by the Presiding Judge.

IT IS SO ORDERED.

Dated this 3rd day of April, 2012.

A handwritten signature in black ink, appearing to read "T.J. Borris".

THOMAS J. BORRIS
Presiding Judge

Authority and Duties of Supervising Judges

(a) General Responsibilities

Each Supervising Judge should assist the Presiding Judge in leading the court, establishing policies, and allocating resources in a manner that promotes access to justice for all members of the public, provides a forum for the fair and expeditious resolution of disputes, maximizes the use of judicial and other resources, increases efficiency in court operations, and enhances service to the public.

Each Supervising Judge is responsible, with the assistance of the Presiding Judge and Executive Management, for overseeing the disposition of cases originating in the Supervising Judge's assigned panel. To the extent they are able, Supervising judges are responsible for:

- (1) Ensuring the effective management and administration of their panel, consistent with any rules, policies, strategic plan, or budget adopted by the court;
- (2) Ensuring that the duties of the judicial officers they supervise are timely and orderly performed; and
- (3) Ensuring that the court has adopted written policies and procedures allowing them to perform efficiently their administrative duties.

(b) Authority

The Supervising Judges are authorized to perform routine ministerial acts on behalf of the Presiding Judge to include signing formal judgments or orders, conforming to the minutes, when the judge who heard or tried the case is unavailable, as provided in Code of Civil Procedure § 635.

- (1) A stamp, block printing, shall be placed below the signature line stating:
"In the absence of Judge/Commissioner _____, and as directed by the Presiding Judge."
- (2) Reassign the judicial officers they supervise to departments within the panels they supervise;
- (3) Apportion the business of the departments they supervise, including reassigning non-direct calendar cases to those departments;
- (4) Call meetings of the judicial officers they supervise;
- (5) Appoint standing and special committees of judicial officers they supervise; and;
- (6) Act as spokespersons for the court and for their panels.

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(c) Oversight of Judicial Officers

(1) Temporary Judges

Supervising Judges are responsible for the supervision of temporary judges used by his or her panel. The Presiding Judge is responsible for the recruitment, training, and appointment of temporary judges as provided in rules 2.810-2.819, 10.603, and 10.740-10.746 of the California Rules of Court.

(2) Assigned Judges

Supervising Judges are responsible for completing a confidential evaluation form for each assigned retired judge used by their panel and submitting the form annually to the Presiding Judge.