



**January 2011
The Judiciary
FY 2011-13 Biennium Budget**

MISSION

THE UNIFIED COURT SYSTEM OF HAWAII

- Appellate Courts
 - Supreme Court
 - Intermediate Court of Appeals
- General Jurisdiction Courts
 - Circuit Courts
 - Family Courts *
- Limited Jurisdiction Courts
 - District Courts, including Traffic Courts
 - Specialty Courts

The Judiciary is the third branch of Hawaii's State Government. It is invested by Article VI of the State Constitution with powers coequal to those of the legislative and executive branches. All of Hawaii's courts are contained within an integrated system funded by one source – the State Legislature. A central administrative office, headed by a director appointed by the Chief Justice with the approval of the Supreme Court, assists in supervising operations.

* A division of the Circuit Courts

OTHER LIMITED JURISDICTION SPECIALTY COURTS/PROGRAMS

- Adult Drug Courts (4)
- Family Drug Courts (2)
- Juvenile Drug Court (4)
- Adult Mental Health Court (1)
- Girls Court (1)
- Teen Courts (2)
- Juvenile Sex Offender Unit (1)
- Project Hope (1)
- Court Annexed Arbitration Program (CAAP) (4)

CASELOAD

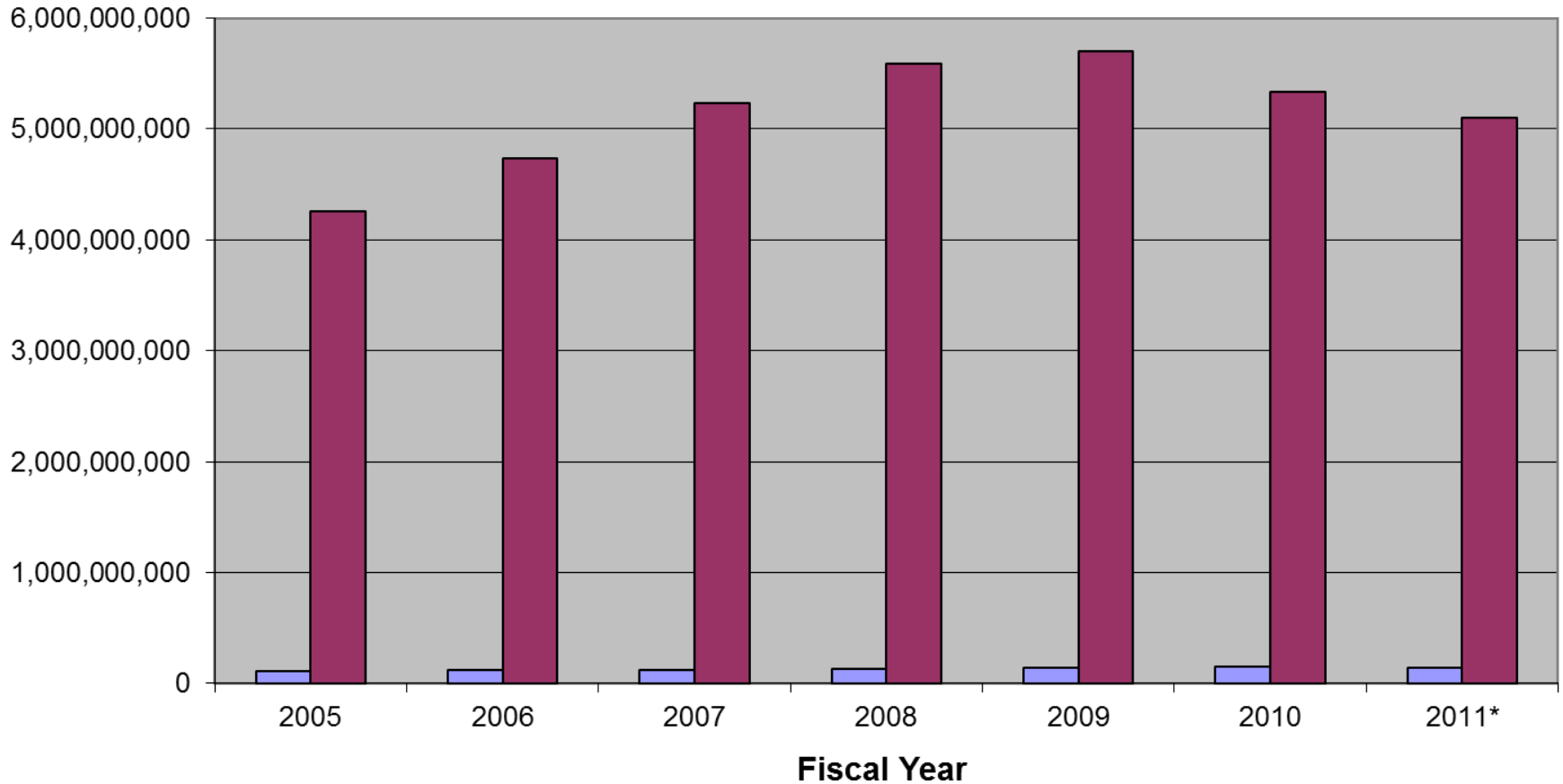
JUDICIARY CASELOAD – FY 2010

REVENUES AND CURRENT APPROPRIATION

REVENUES

	<u>FY 2009</u>	<u>FY 2010</u>
General Fund		
Courts of Appeal	29,196	60,864
First Circuit	24,297,430	26,361,056
Second Circuit	3,930,331	3,455,075
Third Circuit	4,748,420	4,185,476
Fifth Circuit	1,675,829	1,607,326
Administration	<u>1,048,261</u>	<u>79,569</u>
Sub-total	35,729,467	35,749,366
Special Fund	<u>10,805,742</u>	<u>10,669,836</u>
TOTAL	<u>46,535,209</u>	<u>46,419,202</u>

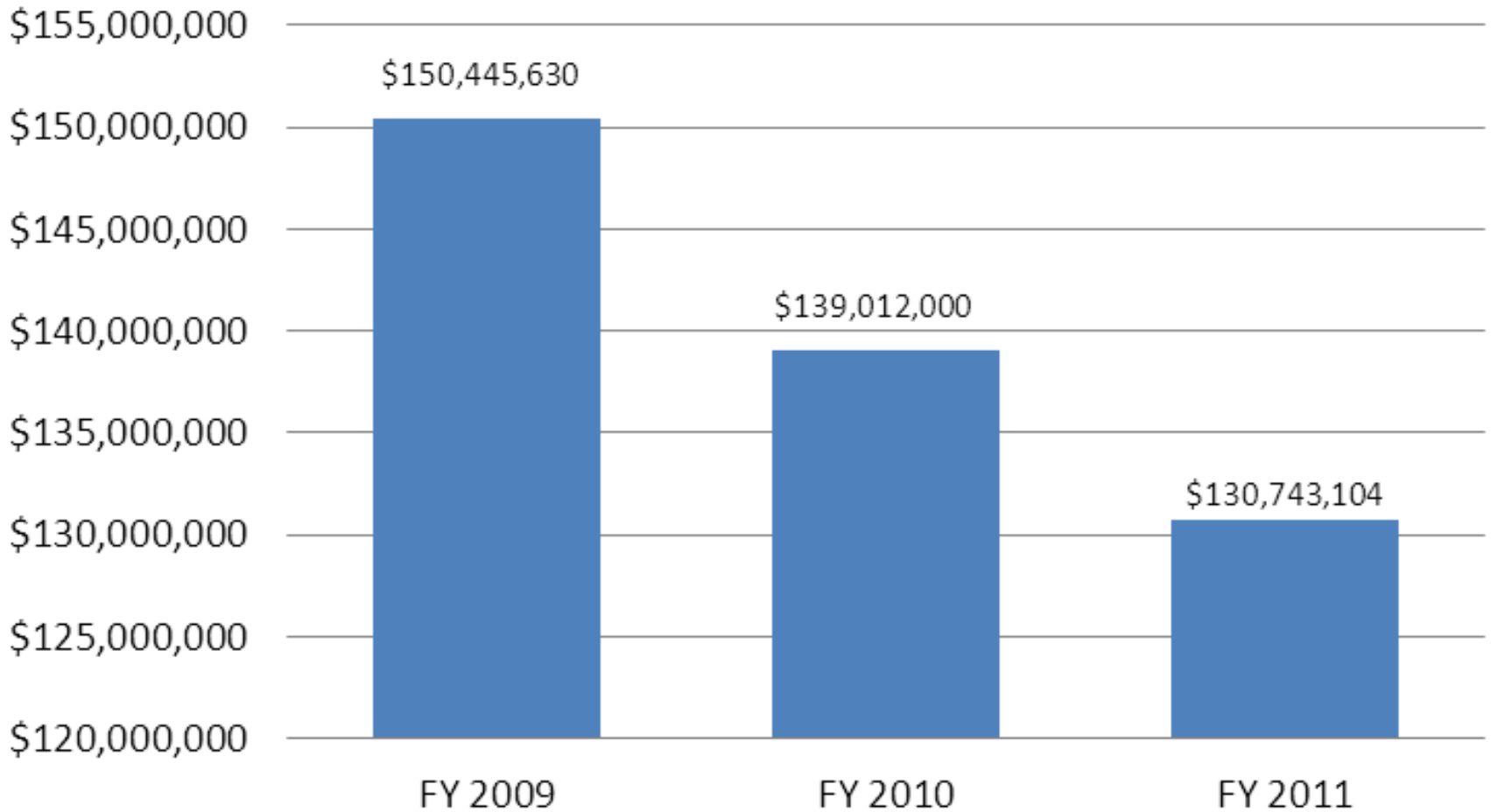
Judiciary General Fund Appropriations Compared to State General Fund Appropriations



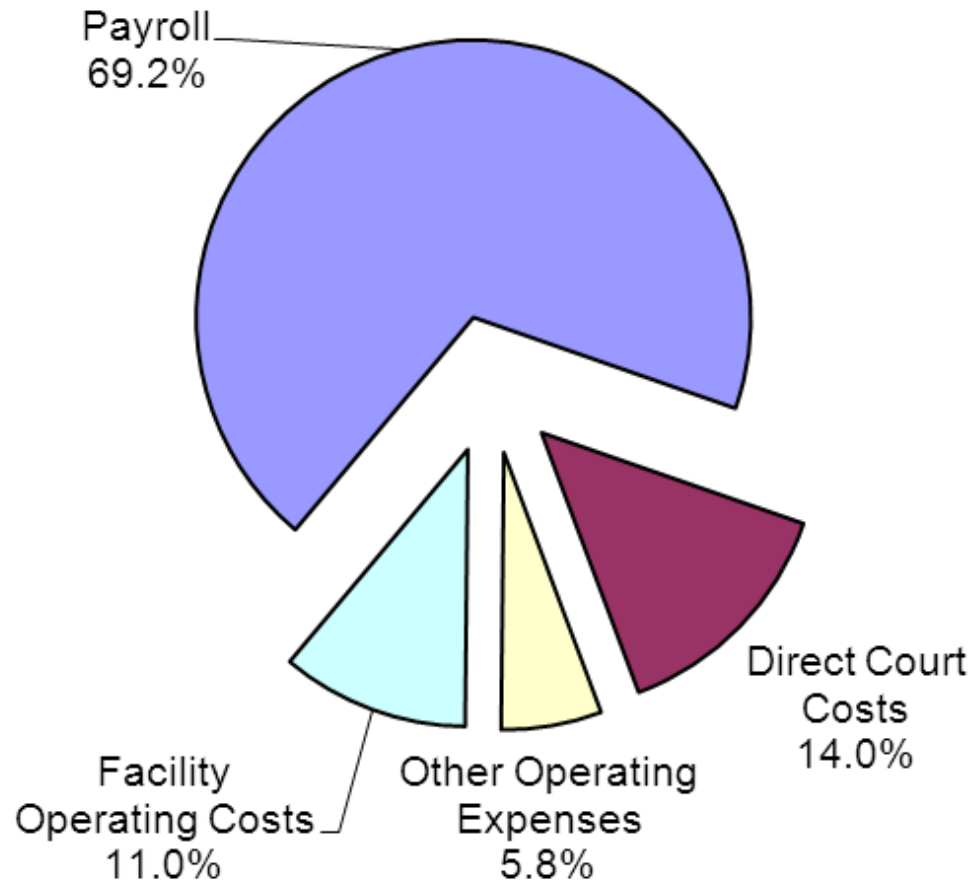
Judiciary Appropriations State Appropriations

*Estimate

Judiciary General Fund Appropriations (including collective bargaining & specific appropriations)



How the Judiciary's Base Appropriations are Expended FY 2011 - Total Appropriations: \$130,743,104



**FY 2011 - 2013
BIENNIUM BUDGET REQUESTS**

FY 2011 – 2013 BIENNIUM BUDGET REQUESTS

- General Fund Requests
 - \$8.1 million to restore payroll funding and eliminate furloughs in FYs 2012 and 2013
 - \$1.9 million in FY 2012 and \$4.4 million in FY 2013 to restore judges 5% pay cut and fund judges' mandated pay increases
 - 10 positions and \$426,000 in FY 2012 and \$388,000 in FY 2013 for Community Service Sentencing Program intake functions
- Special Fund Requests
 - \$167,000 to restore payroll funding and discontinue furloughs in various Judiciary special funds
 - \$92,278 to increase Spouse and Child Abuse Special Fund ceiling to \$600,000

FY 2011 - 2013 BIENNIUM BUDGET REQUESTS (Continued)

	<u>FY 2012</u>	<u>FY 2013</u>
Capital Improvement Program (CIP) Funds - Total	<u>24,614,460</u>	<u>14,350,000</u>
- Ka'ahumanu Hale--Re-roofing	4,645,250	0
- Kona Judiciary Complex	4,500,000	7,500,000
- Kapolei Judiciary Complex (Administrative Services Office Building)	6,500,000	0
- Ali'iōlani Hale exterior and clock tower improvements	3,040,000	0
- Kapuāiwa Building--Window replacement and upgrade	185,000	1,850,000
- Kauikeaouli Hale Cellblock Area--Planning / design study for upgrades	305,210	0
- Planning / design study for Ka'ahumanu Hale--Planning / design study for fire alarm system replacement and upgrade	147,000	0
- Ka'ahumanu Hale--Planning / design study for elevator replacement and upgrade	292,000	0
- Lump Sum CIP for Judiciary Facilities	5,000,000	5,000,000

**CURRENT/POTENTIAL IMPACTS
OF
BUDGET REDUCTIONS/
POSITION ELIMINATIONS/FURLONGHS**

CURRENT IMPACTS OF BUDGET REDUCTIONS, POSITION ELIMINATIONS, FURLOUGHS

- Justice Delayed
 - Scheduling problems, crowded calendars
 - Between FY 2008 and FY 2010, median age increased for pending:
 - FC felony cases 61%
 - DC misdemeanor cases 52%
 - Foreclosure cases 44%
 - CC civil cases 41.8%
 - Between FY 2008 and FY 2010, increase in:
 - Pending CC civil actions 28.4%
 - New CC civil actions filed 19.6%
 - Pending foreclosure cases 80%
 - Pending DC civil actions 98.2%
 - New DC civil actions filed 36.4%
 - Time to hear traffic/DUI trials and process uncontested divorces increased by 100% or more

CURRENT IMPACTS (continued)

- Court/Judiciary services reduced/eliminated
 - Closed North Kohala, Ka‘u, and Hamakua rural courthouses
 - TVB Honolulu is considering discontinuing nighttime open hours completely
 - Reduced POS contracts by \$2.8 million (24%) in FY 2010
 - Oahu Adult Drug Court
 - Reduced electronic voice monitoring of clients by 30%
 - No new residential clients after March 2011 until FY 2012

CURRENT IMPACTS (continued)

- Effectiveness of courts impacted (based on survey of judges)
 - Less sentencing/treatment options available to judges
 - Reduced space available for inmate rehabilitation and treatment/residential treatment programs results in prison time instead
 - Congested caseloads, slower disposition of cases, less time on individual cases, and more continuances which exacerbates situation
 - Increased pressure to “expedite” cases to avoid criticism of delayed justice
 - Trials being delayed, extended to second week

CURRENT IMPACTS (continued)

- Families/Victims/Litigants/Public/Court Staff Affected
 - POS contract reduction resulted in less treatment, social services, domestic violence programs available, and a 22.5% reduction in mediation cases serviced
 - Increased waitlists for treatment/specialty courts
 - Family Court Kids' First Program, Kapolei, mandatory session wait time increased from 4 weeks to 10 weeks
 - More self-represented litigants (over 100,000 in 2009)
 - More frustration, stress, tension, errors among court staff
 - Nine experienced judges retired

**POTENTIAL IMPACTS
OF
FURTHER BUDGET REDUCTIONS**

POTENTIAL IMPACTS OF FURTHER BUDGET REDUCTIONS ON JUDICIARY AND STATE

- Judiciary
 - Exacerbation of current problems; justice delayed further; inability to efficiently/effectively perform core mission
 - Elimination or significant reduction in various Judiciary or Judiciary purchased programs/services
- State
 - Higher recidivism and increase in crime
 - Prison/juvenile facility overcrowding
 - Increased costs
 - Increased public safety concerns

DRUG COURT GRADUATES

	Adult	Juvenile	Family
Oahu	631	100	154
Maui	360	2	22
Hawaii	129	18	n/a
Kauai	97	9	n/a
Total	1,217	129	176

1,522 graduates since establishment of the first Drug Court in 1996.

DRUG COURT FY 2010 ACTIVE PARTICIPANTS

	Adult	Juvenile	Family
Oahu	122	46	88
Maui	189	1	11
Hawaii	121	17	n/a
Kauai	51	9	n/a
Total	483	73	99

655 active participants in Drug Court programs.

COST COMPARISON ADULT DRUG COURTS VS. INCARCERATION

	Active	PSD Cost Per Day	PSD Cost Per Year	Total
Oahu	122	\$137	\$50,005	\$6,100,610
Maui	189	\$137	\$50,005	\$9,450,945
Hawaii	121	\$137	\$50,005	\$6,050,605
Kauai	51	\$137	\$50,005	\$2,550,255
Total	483			\$24,152,415

Adult Drug Court Operating Costs: \$3.1 million

COST COMPARISON JUVENILE DRUG COURTS VS. INCARCERATION

	HYCF Cost		HYCF Cost	
	Active	Per Day	Per Year	Total
Oahu	46	\$227	\$82,855	\$3,811,330
Maui	1	\$227	\$82,855	\$82,855
Hawaii	17	\$227	\$82,855	\$1,408,535
Kauai	9	\$227	\$82,855	\$745,695
Total	73			\$6,048,415

Juvenile Drug Court Operating Costs: About \$1 million

DRUG COURTS RECIDIVISM RATES

	Adult	Juvenile	Family
Oahu	2.90%	5.80%*	6.00%
Maui	4.20%	0.00%	6.67%
Hawaii	2.90%	0.00%	n/a
Kauai	3.49%	0.00%	n/a

Note: Rates are based on national standard of three years

* Law violations and drug offenses.

POTENTIAL EFFECT OF PROGRAM SHUTDOWNS

Juvenile Sex Offenders Unit (program allocation - \$440,000):

If the program was shut down, the cost to place the 111 active participants in HYCF would be about \$9.2 million annually.

Mental Health Court (program allocation - \$175,000):

If the program was shut down, the cost to incarcerate the 36 active participants would be about \$1.8 million annually.

Hawaii's Opportunity Probation with Enforcement (HOPE program allocation – \$1.1 million):

If the Project Hope program was discontinued and its participants were incarcerated instead at a cost of \$137 per day, then the cost of incarceration for all 1,871 active probationers would be about \$93.6 million annually.

Court Annexed Arbitration Program (CAAP program allocation - \$280,000):

The 10,151 cases settled by award since inception of the program in 1987 would have cost about \$32.5 million if they had gone to 3 day civil trial with jurors (\$3,200 per case).

JUDICIARY OVERVIEW

MISSION: The mission of the Judiciary, as an independent branch of government, is to administer justice in an impartial, efficient, and accessible manner in accordance with the law. As the third branch of Hawaii's State Government, it is invested by Article VI of the State Constitution with powers coequal to those of the Legislative and Executive Branches.

Within the Judiciary, the major program categories are court operations and support services. The programs in the court operations category serve to safeguard the rights and interests of persons by assuring an equitable and expeditious judicial process. These include the Courts of Appeal (JUD 101); and the First, Second, Third, and Fifth Circuits (JUD 310, 320, 330, and 350, respectively). Programs in the support services category enhance the effectiveness and efficiency of the judicial system by providing the various courts with administrative services such as fiscal control and direction of operations and personnel, and fall under the title of Administration (JUD 601). Within Administration are the Offices of the Administrative and Deputy Administrative Director of the Courts, and four departments – Intergovernmental and Community Relations, Policy and Planning, Support Services, and Human Resources. Further details on the functions and activities of the programs in each of the categories can be found in Table 2.

ECONOMIC IMPACT: The Judiciary is very aware of the State's still unsettled economic situation, its limited financial resources, and ongoing budget concerns and projected deficits for the fiscal biennium. These conditions, and the actions taken as a result of these conditions, have had severe effects on the Judiciary – that is, on its funding situation, on its employees, and on its ability to provide complete, timely services to its clientele and to the public. Specifically, as you know, between FY 2009 and FY 2011, the Judiciary's budget base was reduced by 13.1%, or \$19.3 million, and 79 vacant positions, or 4% of its authorized permanent staffing, were eliminated, although 22 new positions were provided for Kapolei. As a result, the Judiciary had to take various cost cutting measures, including significantly reducing expenditures for electricity, purchase of service (POS) contracts, guardian ad litem/legal counsel services, per diem judges, overtime, repair and maintenance, travel, temporary hire positions, forms/supplies/printing, and other miscellaneous items. The Judiciary also adopted a two-day-per-month employee furlough plan that was implemented in November 2009 and that will continue through June 2011. Furlough actions reduced Judiciary general fund payroll expenditures by \$4.8 million in FY 2010 and \$8.1 million in FY 2011.

The impact of these budget and personnel reductions, together with the two-day-per-month furloughs, is being felt throughout the Judiciary and Hawai'i, especially considering that the Judiciary has no control over its workload and must now accommodate that workload with less financial resources, people, and work days. In fact, furloughs alone have eliminated more than 600,000 available staff hours of work. Taken together, these conditions have resulted in justice being less effective and delayed as cases and hearings take longer to get heard and resolved, and in the elimination or reduction of important services being provided by or through the Judiciary. Significant problems have arisen in scheduling trials and hearings as fewer days are available for scheduling, and because prosecutors, public defenders, and sheriffs do not all have the same furlough days as the Judiciary. With fewer days, there are more continuances which exacerbate the scheduling problems and contribute to overcrowded calendars.

In early December 2010, Hawai'i's judges were asked if "budget cuts have impinged on the courts' effectiveness". Twenty-one of 80 responded; all but one of those that responded said "absolutely", "without question", or "definitely" that the economic downturn and furloughs in particular, have reduced

the effectiveness of the Judiciary. Unfilled staff vacancies have prohibited or impeded the courts' ability to provide "fair, effective, and timely justice". The judges indicated that trials take longer to complete and that more continuances are granted than before, leaving prisoners incarcerated for longer than would otherwise occur; and that they are limited in their sentencing options because of constraints on operating budgets for rehabilitation programs. All the respondents cited productivity problems among themselves and staff as a result of reduced work days. The judges also pointed out that less time is being devoted to individual cases. For example, it was mentioned that in cases of child custody or child protective services, reduced court days limit judges' ability to effectively decide the proper course of action "in the best interest of the child."

Hawaii's families and most vulnerable citizens have been significantly impacted by the budget cuts and furlough situation. For example, between FY 2008 and FY 2010, the median age for processing Family Court felony cases has increased by 61%. The time it takes to process an uncontested divorce has doubled. The wait time for children to participate in the Kids First program in Kapolei, which seeks to alleviate the impacts of divorce by having children attend group counseling sessions, has more than doubled. Indeed, some children were not able to attend counseling sessions until after their parents' divorce was finalized. At the Children's Justice Centers, child abuse victims and witnesses have sometimes had to wait through a three-day furlough weekend before being interviewed. Even a brief delay in conducting such interviews can affect recall of details concerning the alleged incident(s), particularly in very young children.

Justice has been delayed in civil cases as well. The number of pending civil cases increased by 98.2% in our district courts and 28.4% in our circuit courts from FY 2008 through FY 2010. The number of civil cases filed in circuit court increased 19.6% over the last two fiscal years, particularly in areas which are linked to the health of the economy. Not surprisingly, since the resources available to address that increased caseload have been reduced, the median age of pending circuit court civil cases has increased by more than 40%. Prolonging the time it takes to resolve these civil disputes increases the cost and uncertainty of litigation and hinders our community's efforts at economic recovery.

Criminal cases have also been affected. Twenty-four adult probation positions were eliminated in the first circuit, including positions in high risk areas such as the sex offender and domestic violence units. This has left individual probation officers supervising as many as 180 such defendants, as opposed to the recommended national standard of not more than 120 defendants per officer. By stretching our probation officers too thin, we compromise their ability to ensure that probationers gain control over the problems, such as drug abuse, that initially landed them into trouble. Having defendants successfully complete probation saves money for taxpayers in the long run, since the average cost of supervising a probationer is less than \$2 per day, while the cost of incarcerating an inmate is approximately \$137 per day.

As mentioned above, the budget situation resulted in the Judiciary reducing funding for POS contracts; actual POS contract expenditures decreased by more than \$2.8 million (almost 24%) from FY 2009 to FY 2010. These types of contracts involve the purchase of assessment and/or treatment services for substance abuse, child sex abuse, and mental health, as well as domestic violence (DV) emergency shelter services, juvenile client and family services, victim impact classes, individual/group counseling, and more. Portions of some of these programs/services were eliminated while others were significantly reduced. Cuts severely impacted treatment courts and resulted in fewer services being available and fewer clients served, and longer waits to access services resulting in less adherence to program goals and a slow-down in admittance. For example, reduced funding for Catholic Charities of Hawaii resulted in the loss of two

positions which led to 165 fewer child sexual abuse clients being served in FY 2010. A \$44,000 cut to the juvenile substance abuse treatment service contract with the YMCA of Honolulu led to the laying off of one counselor and the servicing of 95 less clients.

The work has not decreased in the Judiciary, yet the funding and personnel resources and days available to do that work have. With less time and people to do that work as well as the additional work required to adjust schedules, trials, and hearings, stress, fatigue, and frustration have increased significantly among court staff, which has led to errors, the inability to meet certain timeframes, and an overall decrease in morale. The public has also been deeply affected as waiting times to be serviced have doubled in some cases and fewer days are available for the public to do business with the Judiciary.

While certainly there is an immediate economic impact from these reductions, much of the impact might not be felt until later years and will be borne by other agencies as well. For example, if future budget cuts required the mental health court and adult drug courts in each circuit to be closed and the 519 active participants in each court to instead be incarcerated for one year at the current Oahu prison cost of \$137 per day each (\$50,000 per participant per year), this would cost the State almost \$26 million annually. If the juvenile drug courts were closed and the 73 active participants were assigned to the Hawaii Youth Correctional Facility for one year at a cost of \$227 per day each (\$82,000 per year), the cost to the State would exceed \$6 million annually. In either case, the costs to the State would be more than six times the operating costs for the adult or juvenile drug courts. These potential costs to the State would multiply even more if further cuts meant closing our family drug courts or discontinuing such programs as Project HOPE.

Recidivism (re-offense) and its effects and economic impacts also would not be felt until sometime in the future. Felony recidivism rates over the last three years for adult drug court clients range from 2.9% on Oahu and the Big Island to 4.2% on Maui, or an average low of 3.4% statewide, as compared to over 50% recidivism within three years for persons released from prison (per Bureau of Justice reports). Thus, for the majority of defendants who are incarcerated without the benefit of the drug court program, the doors of the courthouse and prisons become revolving doors with all the attendant costs that are incurred. Clearly, diverting defendants to drug treatment through any of our drug court programs potentially saves millions of dollars.

In summary, further cuts to staffing and treatment providers that service these specialty courts will result in vastly increased costs to the prison, welfare, law enforcement, social services systems, and judicial communities. Further reductions in these services would have an enormous impact on the ability of our community to remain safe and avoid an increase in crime and child abuse and neglect by repeat offenders. The increase of long-range social costs due to the inadequate provision of services and diversion options for children and youth is immense as these children and youth – if not worked with early – develop educational and behavioral problems and are more likely to matriculate to the adult criminal system.

In conclusion, it cannot be overemphasized that adequately funding the state court system is an investment in justice, and an investment in our democracy, that should not and cannot be compromised even during tough economic times.

ALTERNATIVES CONSIDERED:

Generating Additional Revenue – Last year, the Judiciary submitted a bill with its legislative package to increase the traffic abstract fee from \$7 to \$10; the Legislature in turn increased this fee to

\$20. Based on abstract fee collections for the first five months of FY 2011, it is expected that this fee increase will eventually result in more than \$2 million in additional State general fund revenue annually.

Shifting General Funded Operational Costs to Non-general Funds – To complement scarce State general fund resources, the Judiciary’s Spouse and Child Abuse Special Fund (SPSF) provides resources to support statewide spouse and child abuse intervention or prevention activities. The SPSF is established by Section 601-3.6, HRS, and the proceeds of the account are used for staff programs, and grants or purchases of service that support or provide spouse or child abuse intervention or prevention activities. Since the creation of this special fund by the 1994 Legislature, the Judiciary has utilized its resources for a broad range of innovative programs relating to the prevention of family violence, including parenting classes, keiki intervention services, and activities geared toward reducing incidences of family violence and child abuse in the community. The SPSF continues to enable the Judiciary to develop and maintain a proactive stance in responding to the issues of DV and child abuse and neglect. One of the major benefits derived from the establishment of the fund has been the ability to provide funding for a comprehensive range of services and activities that could not have been supported without SPSF resources. As a direct result of SPSF resources, services to victims of DV and child abuse have improved, and access to effective intervention services to DV offenders has been expanded. Authorization to expend these special funds is provided by the legislatively authorized ceiling appropriated each year. In order to better fulfill the First Circuit’s mission without increasing the use of scarce general fund resources, the Judiciary has included a biennium budget request to increase the existing \$507,722 SPSF expenditure ceiling by \$92,278 each year to \$600,000 annually. The additional ceiling authorization will facilitate the purchase of additional DV services including counseling and advocacy services for 25 victims, as well as counseling services for 25 – 35 children (and their parents) who have been exposed to DV, and supervised child visitation services for 25 – 30 families. The Judiciary will also use the additional ceiling authorization to provide a minimum of one day of DV intervention training at the annual Family Court Symposium that is attended by Family Court Judges and staff. This training will ensure that all Family Court Judges and staff involved in addressing acts of DV receive the most up-to-date and comprehensive information on treating DV. Providing such training at the Symposium will prove invaluable, as Family Court Judges and Judiciary staff will have the opportunity to convene and learn from each other while discussing common themes and issues relevant to preventing instances of DV and child abuse.

Over the years, the cost of activities that the Judiciary would like to support with SPSF resources has grown to the point where an increase in the existing \$507,722 annual expenditure authorization is needed. This situation has been exacerbated by general fund budget cuts implemented over the past two years that resulted in a reduction of over 20% in purchased DV services provided. The request to increase the expenditure ceiling of the SPSF by \$92,278 to \$600,000 will enable the Judiciary to increase the level of available DV services, offsetting at least in small part, the loss of general fund resources. It will also provide the means to improve the quality of DV services by ensuring that Family Court Judges and staff receive training on the latest, most effective means of addressing and preventing future instances of DV. In short, the Judiciary remains committed to using the monies from the SPSF to promote the safety and well-being of DV victims and other family members, as well as abused and neglected children and their families. Increasing the expenditure ceiling of the SPSF as requested will help us to fulfill this commitment without requesting additional general fund resources.

Outsourcing Activities Performed by Eliminated Personnel – No activities have been outsourced as a result of eliminated positions or personnel.

Consolidation/Elimination of Programs – The Judiciary eliminated the lunch and learn the law program, and the size of the Public Information Office and the Internal Audit Office was significantly reduced. Further, the Honolulu Traffic Violations Bureau is now open only one night a week to serve the public, as compared to five nights previously, and it is likely that it will close at night altogether in the near future.

With the opening of the Ronald T.Y. Moon Court Complex in Spring 2010, the Waianae District Courthouse was closed and its functions were moved to Kapolei. The Puna District Courthouse on the Big Island was closed on August 1, 2009 and its cases were transferred to the new Hilo Court Complex. In early FY 2011, sheriff and related budget issues necessitated the closing of the rural courthouses in North Kohala, Hamakua, and Ka'u on the Big Island, requiring court customers to make a 20 to 60 minute drive to another courthouse.

Also, since the loss of a significant number of positions during the 2009 legislative session, programs have been trying to do more with less. One approach has been to consolidate programs/functions, restructure, maximize staff resources, re-establish/regroup to provide services, etc. In this regard, since July 1, 2009, 13 staff reorganizations have occurred and five more are in progress.

This concludes the overview section of our testimony. It should be noted that the 20 tables and the organizational charts requested by the December 13, 2010 Budget Briefing Instructions follow this overview section.

Judiciary
Department-wide Budget Summary

Table 1

Fiscal Year (FY) 2011				
Act 132/10 Appropriation (a)	Restriction (b)	Emergency Appropriation (c)	Total FY11 (d)	MOF
\$ 130,730,624.00			\$ 130,730,624.00	A
\$ 10,673,244.00			\$ 10,673,244.00	B
			\$ -	N
			\$ -	T
			\$ -	U
			\$ -	V
\$ 343,261.00			\$ 343,261.00	W
			\$ -	X
\$ 141,747,129.00	\$ -	\$ -	\$ 141,747,129.00	Total
Fiscal Year (FY) 2012				
Act 132/10 Appropriation (a)	Reductions (b)	Additions (c)	Total FY12 (d)	MOF
\$ 130,730,624.00		\$ 10,410,468.00	\$ 141,141,092.00	A
\$ 10,673,244.00		\$ 259,666.00	\$ 10,932,910.00	B
			\$ -	N
			\$ -	T
			\$ -	U
			\$ -	V
\$ 343,261.00			\$ 343,261.00	W
			\$ -	X
\$ 141,747,129.00	\$ -	\$ 10,670,134.00	\$ 152,417,263.00	Total
Fiscal Year (FY) 2013				
Act 132/10 Appropriation (a)	Reductions (b)	Additions (c)	Total FY13 (d)	MOF
\$ 130,730,624.00		\$ 12,876,168.00	\$ 143,606,792.00	A
\$ 10,673,244.00		\$ 259,666.00	\$ 10,932,910.00	B
			\$ -	N
			\$ -	T
			\$ -	U
			\$ -	V
\$ 343,261.00			\$ 343,261.00	W
			\$ -	X
\$ 141,747,129.00	\$ -	\$ 13,135,834.00	\$ 154,882,963.00	Total

Judiciary
Priority List of Functions

Pri #	Description of Function	Activities	Prog ID(s)	Statutory Reference
Appeals Courts				
1	Supreme Court		JUD 101	Article VI of the Hawaii State Constitution HRS Section 602
	The Supreme Court is the State of Hawaii's court of last resort, and hears appeals on transfer from the Intermediate Court of Appeals or on writ of certiorari to the Intermediate Court of Appeals. It licenses and disciplines attorneys, disciplines judges, and exercises ultimate rule-making power for all courts in the State.	The Supreme Court hears and makes determinations on appeals and original proceedings that are properly brought before the court, including cases heard upon applications for writs of certiorari; cases transferred from the Intermediate Court of Appeals; reserved questions of law from the Circuit Courts, the Land Court, and the Tax Appeal Court; certified questions of law from federal courts; applications for writs directed to judges and other public officers; and complaints regarding elections.		
2	Intermediate Court of Appeals			
	The Intermediate Court of Appeals reviews, in the first instance, appeals from trial courts and from some agencies. It is also authorized to entertain cases submitted without suit when there is a question of law that could be the subject of a civil suit in the Circuit Court of the Tax Appeal Court, and the parties agree upon the facts upon which the controversy depends.	The Intermediate Court of Appeals provides timely disposition of appeals from trial courts and state agencies, including the resolution of the particular dispute and explication of the law for the benefit of the litigants, the bar, and the public.		
3	State Law Library System			
	The State Law Library System provides legal reference sources and services to the courts, the legal community, and the public. It collects, organizes, and disseminates information and materials relating to legal research and judicial administration through the central collection in Honolulu and satellite collections in the Second, Third, and Fifth Circuit Courts. Chamber libraries also are furnished and maintained for each district, circuit, and appellate court judge statewide.	The State Law Library System collects, organizes, and disseminates information and materials relating to legal research and judicial administration in order to enhance the effectiveness of the judicial process.		
Lower Court Programs*				
1	Adjudication		JUD 310 JUD 320 JUD 330 JUD 350	Article VI of the Hawaii State Constitution HRS Section 603 HRS Section 604
	Adjudication provides the First, Second, Third, and Fifth Circuits with judges and staff to operate the circuit, family, and district courts.	Central to the operation of the lower court programs of the Judiciary are the Circuit Courts, Family Courts (a division of the Circuit Court), and District Courts.		
2	Central Administration			
	The primary objectives of the programs in each circuit include providing for effective and efficient planning, direction, administration, coordination, and evaluation of all administrative business and support functions, operations, and activities required to support judicial proceedings and judgements in the circuit, district, and family courts.	Circuit Courts are trial courts of general jurisdiction. Circuit Courts have jurisdiction in most felony cases, and concurrent jurisdiction with the Family Courts for certain felonies related to domestic abuse, such as violations of temporary restraining orders involving family and household members. Circuit Courts also have exclusive jurisdiction in probate, trust, and conservatorship (formerly "guardian of the property") proceedings, and concurrent jurisdiction with the Family Courts over adult guardianship (formerly "guardian of the person") proceedings. Circuit Courts have exclusive jurisdiction in civil cases involving amounts greater than \$25,000, and concurrent jurisdiction with District Courts in civil cases involving amounts between \$10,000 and \$25,000. Jury trials are conducted exclusively by Circuit Court judges. A party to a civil case triable by jury may demand a jury trial where the amount in controversy exceeds \$5,000. Circuit Courts have exclusive jurisdiction in mechanics lien cases and foreclosure cases, and jurisdiction as provided by law in appeals from other agencies (such as unemployment compensation appeals).		
3	Client Services			
	The primary objective is to provide direct services to adult and juvenile clients of courts within the First, Second, Third, and Fifth Circuits. Activities include making recommendations to the courts, enforcing compliance with court orders, maintaining			

Judiciary
Priority List of Functions

Pri #	Description of Function	Activities	Prog ID(s)	Statutory Reference
	client classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.			
4	Court Services			
	Court Services are responsible for providing courtroom clerical, court reporting, and other support and ancillary services to the courts of the First, Second, Third, and Fifth Circuits. Programs are designed to aid in the timely disposition of cases of general and limited jurisdiction for civil, criminal felonies, misdemeanors, petty misdemeanors, family proceedings, and traffic (decriminalized and regular traffic criminal) in each circuit.	<p>Circuit Court programs include alternatives to traditional dispute resolution methods. The Circuit Court Drug Court Programs aim to divert nonviolent defendants from the traditional criminal justice path and incarceration, placing them in treatment programs under judicial supervision, rewarding good behavior, and imposing immediate sanctions for relapse into drug use. The Circuit Court's Court Annexed Arbitration Program is designed to reduce the cost and delay of protracted civil litigation, requiring tort actions with a probable jury award value under \$150,000 to be submitted to the program and be subject to a determination of arbitrability and to arbitration under program rules.</p> <p>The Family Courts, divisions of the Circuit Courts, are specialized courts of record designed to deal with family conflict and juvenile offenders. The Family Court complements its strictly adjudicatory functions by providing a number of counseling, guidance, detention, mediation, education, and supervisory programs for children and adults. The Family Courts retain jurisdiction over children who, while under the age of 18, violate any law or ordinance, are neglected or abandoned, are beyond the control of their parents or other custodians, live in an environment injurious to their welfare, or behave in a manner injurious to their own or others' welfare. Activities are geared toward facilitating the determination of the court for appropriate and timely dispositions; preparing cases for detention, adjudicatory, and dispositional hearings; conducting social study investigations; and supervising and treating juveniles under legal status with the court. Family Court activities also include Foster Home placement and providing guardians ad-litem.</p> <p>The Family Court's jurisdiction also encompasses adults involved in offenses against other family members; dissolution of marriages; disputed child custody and visitation issues; resolution of paternity issues; adoptions; and adults who are incapacitated and/or are in need of protection. The Family Courts provide services which include temporary restraining orders for protection; treatment of parties involved in domestic violence; supervision and monitoring of defendants in domestic abuse cases; and education programs for separating parents and children.</p> <p>The District Courts are the courts with which the citizens of Hawai'i most frequently come into contact. In the First Circuit, courthouses in the four rural judicial districts of Ewa/Pearl City, Waianae, Wahiawa, and Kaneohe provide residents with the option of conveniently staying within their respective communities to transact many types of court business. The District Courts, in civil matters, exercise jurisdiction where the amount in controversy does not exceed \$25,000. If the amount in controversy exceeds \$5,000, the parties may demand a jury trial, in which case the matter is committed to the Circuit Courts. The District Courts also have exclusive jurisdiction in all landlord-tenant cases and all small claims actions (suits in which the amount in controversy does not exceed \$3,500). The civil divisions of the District Courts also handle temporary restraining orders and injunctions against harassment for non-household members.</p>		

Judiciary
Priority List of Functions

Pri #	Description of Function	Activities	Prog ID(s)	Statutory Reference
		<p>In traffic matters, the District Courts exercise jurisdiction over civil infractions and criminal traffic violations of the Hawai'i Revised Statutes, county ordinances, and the rules and regulations of state and county regulatory agencies. Certain traffic matters, known as "decriminalized" traffic offenses, are handled on a civil standard within the traffic division. Those traffic matters which are not "decriminalized" are handled on a criminal standard. In criminal matters, the jurisdiction of the District Courts is limited to misdemeanors, traffic offenses, and cases filed for violations of county ordinances and the rules of the State's regulatory agencies. In felony cases where an arrest has been made, the District Courts are required to hold a preliminary hearing, unless such hearing is waived by the accused. All trials are conducted by judges. However, in criminal misdemeanor cases, the defendant may demand a jury trial, in which case the matter is committed to the Circuit Courts for trial.</p>		
*all functions are an integral part of the Judiciary operation and are dependent on one another.				
Overall Judiciary Administration*			JUD 601	Article VI of the Hawaii
1	Office of the Administrative Director of the Courts		JUD 501	State Constitution
	The Office of the Administrative Director primarily assists the Chief Justice in directing the administration of the Judiciary and in examining the administrative methods of the courts to determine and make recommendations to the Chief Justice for their improvement. It also administers statewide programs and activities relating to personnel management; planning and budget; fiscal; compilation and analysis of statistical data and reports; information and data processing; public information and dissemination; and facilities planning and maintenance. Relative to these programs and activities, the Office of the Administrative Director provides direction to the respective Chief Court Administrators and other managers.	<p>The Office of the Administrative Director of the Courts serves as the administrative arm of the Judiciary. It is headed by an Administrative Director who is appointed by the Chief Justice with the approval of the Supreme Court. The Administrative Director is assisted by a Deputy Administrative Director of the Courts in fulfilling the duties and responsibilities assigned to the office. The Director's Office is composed of a number of staff and specific programs.</p>		HRS Section 601 HRS Section 6F HRS Section 551A HRS Section 588 HRS Section 613
2	Office of the Deputy Administrative Director of the Courts			
	The Office of the Deputy Administrative Director of the Courts assists the Administrative Director of the Courts in the administration of the Judiciary through subordinate administrators/managers.	<p>The Intergovernmental and Community Relations Department provides legal services, public relations, and information services for the Judiciary; coordinates citizen volunteer services and investigative processes in cases of intrafamilial and extrafamilial child sex abuse; researches, plans, and develops alternate dispute resolution procedures and programs; and provides educational programs using a variety of interpretive media that promote understanding and appreciation of the history of Hawaii's Judiciary. This Department is also concerned with providing public guardianship for mentally incapacitated adults; and providing equality and accessibility in the State's justice system.</p>		
3	Intergovernmental and Community Relations			
	The Intergovernmental and Community Relations Department plans, directs, and coordinates the operations and activities of the various programs within the department through subordinate program managers, and supervisors. Programs in this unit include: staff attorneys, public information, alternative dispute	<p>The planning, program evaluation, budgeting, statistical, capital improvement, affirmative action, audit, legislative coordination, and administrative drivers' license revocation functions are carried out by the Policy and Planning Department. The financial, purchasing, data processing, reprographics, telecommunications, and records management functions are performed within the Support Services Department. The Human Resources Department manages centralized programs of recruitment, compensation, record keeping, employee and labor relations, employee benefits, and continuing education.</p>		

Judiciary
Priority List of Functions

Pri #	Description of Function	Activities	Prog ID(s)	Statutory Reference
	resolution, volunteers in public service, equality and access to the courts, children's justice advocacy, public guardian, and the Judiciary History Center.	The Commission on Judicial Conduct, which is attached to the Judiciary for administrative purposes only, is responsible for investigating allegations of judicial misconduct and disability. Rules of the court require that three licensed attorneys and four citizens who are not attorneys be appointed to this Commission. An additional function allows the Commission to issue advisory opinions to aid judges in the interpretation of the Code of Judicial Conduct.		
4	Policy and Planning			
	The Policy and Planning Department plans, directs, and coordinates the operations and activities of the various programs within the department through subordinate program managers, and supervisors. Programs in this unit include: budget, statistics, capital improvements, planning, program evaluation, internal audit, affirmative action and equal employment opportunity, legislative coordinating / special projects, and administrative driver's license revocation.			
5	Support Services			
	The Support Services Department plans, directs, and coordinates the operations and activities of the various programs within the department through subordinate program managers, and supervisors. Programs in this unit include: financial and support services (including contracts and purchasing), fiscal office in administration, information technology and communication services, information management, records management, and reprographics.			
6	Human Resources			
	Human Resources Department plans, directs, and coordinates the operations and activities of the various programs within the department through subordinate program managers, and supervisors. Programs in this unit include: administrative services, labor relations, compensation management, staffing services, disability claims management, employee services, and judicial / employee training and development.			
	*all functions are an integral part of the Judiciary operation, and are dependent upon one another.			

Judiciary
Resources by Program ID

Table 3

Prog ID/Org	Program Title	As budgeted in Act 132/10 (FY11)			Governor's Submittal (FY12)			Governor's Submittal (FY13)			MOF
		Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
JUD 101	Courts of Appeal	79.00	-	\$ 6,545,780.00	79.00	-	\$ 7,089,488.00	79.00	-	\$ 7,421,204.00	A
		-	-	\$ 243,261.00	-	-	\$ 243,261.00	-	-	\$ 243,261.00	W
JUD 310	First Circuit	1,057.50	38.00	\$ 67,943,664.00	1,057.50	38.00	\$ 72,577,257.00	1,057.50	38.00	\$ 74,007,389.00	A
		40.00	-	\$ 3,785,302.00	41.00	-	\$ 4,002,620.00	41.00	-	\$ 4,002,620.00	B
JUD 320	Second Circuit	205.00	-	\$ 14,068,851.00	209.00	-	\$ 15,139,493.00	209.00	-	\$ 15,394,607.00	A
JUD 330	Third Circuit	223.00	3.00	\$ 16,646,447.00	227.00	1.00	\$ 17,873,833.00	227.00	1.00	\$ 18,202,911.00	A
JUD350	Fifth Circuit	97.00	-	\$ 6,389,529.00	99.00	-	\$ 6,883,879.00	99.00	-	\$ 7,003,539.00	A
JUD 501	Judicial Selection Commission	1.00	-	\$ 85,341.00	1.00	-	\$ 90,248.00	1.00	-	\$ 90,248.00	A
JUD 601	Administration	213.00	6.00	\$ 19,051,012.00	213.00	6.00	\$ 21,486,894.00	213.00	6.00	\$ 21,486,894.00	A
		1.00	10.00	\$ 6,887,942.00	1.00	10.00	\$ 6,930,290.00	1.00	10.00	\$ 6,930,290.00	B
		-	-	\$ 100,000.00	-	-	\$ 100,000.00	-	-	\$ 100,000.00	W
		1,875.50	47.00	\$ 130,730,624.00	1,885.50	45.00	\$ 141,141,092.00	1,885.50	45.00	\$ 143,606,792.00	A
		41.00	10.00	\$ 10,673,244.00	42.00	10.00	\$ 10,932,910.00	42.00	10.00	\$ 10,932,910.00	B
		-	-	\$ 343,261.00	-	-	\$ 343,261.00	-	-	\$ 343,261.00	W

Judiciary
Current Year (FY11) Restrictions

Table 4

<u>Prog ID</u>	<u>Restriction \$\$\$</u>	<u>Impact</u>	<u>MOF</u>
None.			

Judiciary
Proposed FY12 and FY13 Reductions

Table 5

<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>Prog ID</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>MOE</u>	<u>Carry-over? (Y/N)</u>
			<u>FY12</u>	<u>FY12</u>	<u>FY12</u>	<u>FY13</u>	<u>FY13</u>	<u>FY13</u>		
None.										

Judiciary
Proposed FY12 and FY13 Additions

Table 6

<u>Type</u> <u>(FE / HS/ O)</u>	<u>Description of Addition</u>	<u>Prog ID</u>	<u>Pos (P)</u> <u>FY12</u>	<u>Pos (T)</u> <u>FY12</u>	<u>\$\$\$ FY12</u>	<u>Pos (P)</u> <u>FY13</u>	<u>Pos (T)</u> <u>FY13</u>	<u>\$\$\$ FY13</u>	<u>MOF</u>
FE	Restore Judges' salary adjustment.	JUD 101	-	-	\$ 253,637.00	-	-	\$ 585,353.00	A
O	Restore employee furloughs.	JUD 101	-	-	\$ 364,643.00	-	-	\$ 364,643.00	A
FE	Restore Judges' salary adjustment.	JUD 310	-	-	\$ 1,093,445.00	-	-	\$ 2,523,577.00	A
O	Restore employee furloughs.	JUD 310	-	-	\$ 4,310,526.00	-	-	\$ 4,310,526.00	A
O	Restore employee furloughs.	JUD 310	-	-	\$ 11,496.00	-	-	\$ 11,496.00	B
O	Restore employee furloughs.	JUD 310	-	-	\$ 113,544.00	-	-	\$ 113,544.00	B
O	Increase Spouse & Child Abuse ceiling to accommodate additional counseling, visitation, training services.	JUD 310	-	-	\$ 92,278.00	-	-	\$ 92,278.00	B
FE	Restore Judges' salary adjustment.	JUD 320	-	-	\$ 213,229.00	-	-	\$ 492,109.00	A
O	Restore employee furloughs.	JUD 320	-	-	\$ 867,968.00	-	-	\$ 867,968.00	A
O	Positions/Funds to assume adult community service sentencing duties from Public Safety.	JUD 320	4.00	-	\$ 148,764.00	4.00	-	\$ 124,998.00	A
FE	Restore Judges' salary adjustment.	JUD 330	-	-	\$ 259,357.00	-	-	\$ 598,561.00	A
O	Restore employee furloughs.	JUD 330	-	-	\$ 957,959.00	-	-	\$ 957,959.00	A
O	Positions/Funds to assume adult community service sentencing duties from Public Safety.	JUD 330	4.00	-	\$ 198,166.00	4.00	-	\$ 188,040.00	A
FE	Restore Judges' salary adjustment.	JUD 350	-	-	\$ 95,082.00	-	-	\$ 219,442.00	A
O	Restore employee furloughs.	JUD 350	-	-	\$ 392,105.00	-	-	\$ 392,105.00	A
O	Positions/Funds to assume adult community service sentencing duties from Public Safety.	JUD 350	2.00	-	\$ 79,412.00	2.00	-	\$ 74,712.00	A
O	Restore employee furloughs.	JUD 501	-	-	\$ 5,891.00	-	-	\$ 5,891.00	A
O	Restore employee furloughs.	JUD 601	-	-	\$ 1,170,284.00	-	-	\$ 1,170,284.00	A
O	Restore employee furloughs.	JUD 601	-	-	\$ 42,348.00	-	-	\$ 42,348.00	B
			10.00	-	\$ 10,410,468.00	10.00	-	\$ 12,876,168.00	A
			-	-	\$ 259,666.00	-	-	\$ 259,666.00	B

Judiciary

Operating Budget Requests to the New Administration

<u>Description of Addition</u>	<u>Prog ID</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>MOF</u>
		<u>FY12</u>	<u>FY12</u>	<u>FY12</u>	<u>FY13</u>	<u>FY13</u>	<u>FY13</u>	
Not Applicable to the Judiciary.								

Judiciary

Table 8

Non-general funds (excluding Federal Funds)

<u>Name of Fund</u>	<u>Unencumbered Cash Bal 1),2),3)</u>	<u>MOF</u>	<u>Statutory Reference</u>
Parent Education Special Fund	318,044	B	607-5.6, HRS
Driver Education and Training Special Fund	1,708,691	B	286G-2, HRS
Probation Services Special Fund	912,245	B	706-649, HRS
Spouse and Child Abuse Special Account	988,021	B	601-3.6, HRS
Judiciary Computer System Special Fund	4,906,863	B	Act 203/96, Act 299/99, Act 216/03, Act 230/04, Act 231/04
Indigent Legal Assistance Fund	115,854	B	Act 121/98, Act 131/01
Supreme Court Law Library Revolving Fund	5,715	W	601-3.5, HRS
Court Interpreting Services Revolving Fund	32,077	W	607-1.5, HRS
1) Estimated (amounts not reconciled to Department of Accounting & General Services (DAGS) final balances as of November 30, 2010).			
2) Does not reflect Act 192, SLH special to general fund transfer (FY11 - \$1.5M Driver Educ & Trng SF; \$2M Judiciary Computer System SF).			
3) Does not reflect \$891,100 negative adjustment to cash balances due to Judiciary's share of investment write-down of auction rate securities (total cumulative loss estimated by DAGS for all Judiciary non-general funds).			

Judiciary
Emergency Appropriation Requests

Table 9

<u>Prog ID</u>	<u>Description of Request</u>	<u>FTE</u>	<u>\$\$\$</u>	<u>MOF</u>
None.				

Judiciary
Budget Decisions

Prog ID/Org	Description	Department Request FY12			Department Request FY13			Budget & Finance FY12			Budget & Finance FY13			Governor's Decision FY12			Governor's Decision FY13			
		MOE	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
Not Applicable to the Judiciary.																				

Judiciary
Vacancy Report

Table 11

<u>Date of Vacancy</u>	<u>Position Title</u>	<u>Position Number</u>	<u>Exempt (Y/N)</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>MOF</u>	<u>Prog ID</u>	<u>Authority to Hire (Y/N)</u>
6/1/2010	Attorney	59441	N	86,183.00	92,400.00	G	JUD101	Y
9/14/2010	Associate Justice	210	Y	146,594.00	151,118.40	G	JUD101	Y
9/15/2010	Judicial Assistant II	12257	Y	61,308.00	68,388.00	G	JUD101	Y
9/1/2010	Law Clerk	12281	Y	53,835.00	55,500.00	G	JUD101	Y
9/15/2010	Law Clerk	27464	Y	53,835.00	55,500.00	G	JUD101	Y
8/26/2010	Attorney	500369	N	86,183.00	88,848.00	G	JUD101	Y
9/30/2010	District Judge	58032	Y	121,881.00	128,295.60	G	JUD310	Y
10/7/2010	District Judge	3777	Y	121,881.00	128,295.60	G	JUD310	Y
3/1/2010	Account Clerk III	9658	N	38,988.00	41,040.00	G	JUD310	Y
11/3/2010	Accountant IV	57044	N	48,746.00	51,312.00	G	JUD310	Y
5/17/2010	Account Clerk IV	59002	N	33,311.00	36,516.00	G	JUD310	Y
8/11/2010	Social Worker III	57034	N	41,633.00	42,132.00	G	JUD310	Y
9/9/2010	Social Worker II	58533	N	43,297.00	38,988.00	G	JUD310	Y
9/16/2010	Social Worker IV	58535	N	43,297.00	47,412.00	G	JUD310	Y
11/12/2010	Social Worker IV	58901	N	52,725.00	55,500.00	G	JUD310	Y
4/1/2004	Driver Education Officer	25738	N	54,823.00	49,344.00	S	JUD310	Y
12/14/1998	Driver Educ Asst I	57783	N	37,039.00	34,656.00	S	JUD310	Y
12/30/2006	Illustrator II	26900	N	53,363.00	56,160.00	S	JUD310	Y
9/3/2010	Judicial Clerk II	4785	N	38,988.00	41,040.00	G	JUD310	Y
7/7/2010	Social Worker IV	16873	N	43,297.00	45,576.00	G	JUD310	Y
11/9/2010	Juvenile Detention Worker I	4724	N	39,672.00	38,604.00	G	JUD310	Y
10/31/2009	Supervising Court Reporter II	4709	N	79,025.00	83,184.00	G	JUD310	Y
7/1/2009	Estate & Guardianship Clerk II	4732	N	57,707.00	60,744.00	G	JUD310	Y
4/10/2010	District Court Clerk I	27893	N	34,690.00	37,968.00	G	JUD310	Y
6/1/2010	District Court Clerk II	59533	N	37,506.00	42,684.00	G	JUD310	Y
5/11/2010	Circuit Court Clerk II	58181	N	47,435.00	51,936.00	G	JUD310	Y
10/5/2010	Circuit Court Clerk I	58606	N	43,867.00	46,176.00	G	JUD310	Y
8/31/2010	Circuit Court Clerk II	58183	N	42,191.00	44,412.00	G	JUD310	Y
2/9/2010	Circuit Court Clerk II	58187	N	47,435.00	49,932.00	G	JUD310	Y
9/28/2010	Court Bailiff II	57436	N	37,506.00	41,040.00	G	JUD310	Y

Judiciary
Vacancy Report

Table 11

<u>Date of Vacancy</u>	<u>Position Title</u>	<u>Position Number</u>	<u>Exempt (Y/N)</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>MOF</u>	<u>Prog ID</u>	<u>Authority to Hire (Y/N)</u>
12/31/2009	Judicial Clerk V	26636	N	55,518.00	58,440.00	G	JUD310	Y
7/12/2010	Court Documents Clerk III	57115	N	42,191.00	44,412.00	G	JUD310	Y
10/8/2010	Judicial Clerk II	57808	N	43,867.00	30,036.00	G	JUD310	Y
11/22/2010	Clerk III	14484	N	24,385.00	26,700.00	G	JUD310	Y
10/22/2010	Social Worker IV	59263	N	34,943.00	38,988.00	G	JUD320	Y
7/9/2010	Social Worker II	58562	N	44,209.00	38,988.00	G	JUD320	Y
9/1/2010	Social Worker IV	500185	N	42,509.00	43,824.00	G	JUD320	Y
11/15/2010	Judicial Clerk III	58528	N	36,829.00	37,968.00	G	JUD320	Y
9/16/2010	Social Worker IV	59241	N	47,852.00	49,332.00	G	JUD330	Y
9/14/2010	Social Worker IV	58544	N	55,977.00	57,708.00	G	JUD330	Y
11/1/2010	Circuit Court Clerk II	58699	N	61,308.00	54,012.00	G	JUD330	Y
8/2/2010	Court Bailiff I	59603	N	32,743.00	31,212.00	G	JUD330	Y
10/6/2010	Judicial Clerk II	58693	N	32,743.00	31,212.00	G	JUD330	Y
10/18/2010	Secretary II	59237	N	43,524.00	44,412.00	G	JUD350	Y
11/6/2010	Court Bailiff II	59433	N	38,690.00	33,756.00	G	JUD350	Y
10/1/2010	Information Specialist IV	500026	N	55,500.00	55,500.00	S	JUD601	Y
8/20/2010	CJC Program Specialist	58785	N	55,500.00	55,500.00	G	JUD601	Y
9/1/2010	Chief DUI Adjudicator	59154	Y	99,660.00	99,660.00	G	JUD601	Y
12/1/2009	DUI Review Tech/Acct Clk	59171	Y	36,516.00	36,516.00	G	JUD601	Y
11/1/2010	Program Budget Analyst V	58071	N	75,960.00	75,960.00	G	JUD601	Y
10/30/2010	Clerk IV	57124	N	37,968.00	37,968.00	G	JUD601	Y
8/23/2010	IT Specialist IV	59205	N	45,576.00	45,576.00	G	JUD601	Y
10/1/2010	IT Specialist V	58915	N	51,312.00	42,132.00	G	JUD601	Y
Special Fund Positions Noted In Red.								

Judiciary
Personnel Separations

Table 12

July 1, 2009 to December 31, 2009											
Separation		Position	Perm/			Budgeted	Budgeted	Actual		BU	
Date	Prog ID/Org	Number	Temp	MOF	Position Title	FTE	Salary	FTE	Actual Salary	Code	SR Level
7/1/2009	Jud 310 - 1st Cir	00004711	Perm	G	Estate & Guardianship Atty	1.00	\$ 93,229	1.00	\$ 99,660	35	EM05
7/1/2009	Jud 310 - 1st Cir	00004732	Perm	G	Estate & Guardianship Spclt	1.00	\$ 57,707	1.00	\$ 60,744	04	SR19
7/1/2009	Jud 310 - 1st Cir	00057102	Perm	G	Judicial Clerk II	1.00	\$ 26,368	1.00	\$ 28,836	03	SR12
7/1/2009	Jud 610 - Admin	00057338	Perm	G	Clerk IV	1.00	\$ 27,756	1.00	\$ 42,684	03	SR10
7/1/2009	Jud 310 - 1st Cir	00057108	Perm Exempt	G	Judicial Assistant I	1.00	\$ 62,495	1.00	\$ 46,176	03	SR21
7/1/2009	Jud 310 - 1st Cir	00057268	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 55,500	73	SR20
7/1/2009	Jud 310 - 1st Cir	00057274	Perm Exempt	G	Circuit Judge	1.00	\$ 129,322	1.00	\$ 143,292	00	JG05
7/1/2009	Jud 330 - 3rd Cir	00057379	Perm Exempt	G	Judicial Assistant I	1.00	\$ 66,450	1.00	\$ 48,048	03	SR21
7/14/2009	Jud 310 - 1st Cir	00057103	Perm	G	Account Clerk III	1.00	\$ 27,394	1.00	\$ 28,836	03	SR11
7/14/2009	Jud 310 - 1st Cir	00057564	Perm	G	Social Worker IV	1.00	\$ 46,865	1.00	\$ 49,332	13	SR22
7/15/2009	Jud 310 - 1st Cir	00057407	Perm	G	Land & Tax Appeal Ct Clerk	1.00	\$ 47,435	1.00	\$ 49,932	03	SR17
7/16/2009	Jud 610 - Admin	00058785	Perm	G	CJC Program Specialist	1.00	\$ 55,500	1.00	\$ 55,500	13	SR26
7/18/2009	Jud 310 - 1st Cir	00057623	Perm	G	Judicial Clerk II	1.00	\$ 30,803	1.00	\$ 33,756	03	SR12
7/25/2009	Jud 350 - 5th Cir	00058859	Perm	G	Court Documents Clerk I	1.00	\$ 43,524	1.00	\$ 36,516	03	SR15
8/1/2009	Jud 310 - 1st Cir	00057034	Perm	G	Social Worker III	1.00	\$ 41,633	1.00	\$ 43,824	13	SR20
8/1/2009	Jud 310 - 1st Cir	00057043	Perm	G	Secretary II	1.00	\$ 42,191	1.00	\$ 44,412	03	SR14
8/1/2009	Jud 310 - 1st Cir	00057638	Perm	G	Social Worker IV	1.00	\$ 45,041	1.00	\$ 47,412	13	SR22
8/1/2009	Jud 310 - 1st Cir	00059386	Perm	G	Judicial Clerk V	1.00	\$ 55,518	1.00	\$ 58,440	04	SR18
8/1/2009	Jud 310 - 1st Cir	00027005	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/1/2009	Jud 310 - 1st Cir	00057251	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/8/2009	Jud 350 - 5th Cir	00058855	Perm Exempt	G	Law Clerk	1.00	\$ 53,352	1.00	\$ 53,352	73	SR20
8/15/2009	Jud 310 - 1st Cir	00021661	Perm	G	Social Worker V	1.00	\$ 54,823	1.00	\$ 60,024	23	SR24
8/15/2009	Jud 310 - 1st Cir	00023507	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/15/2009	Jud 101 - COA	00027465	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
8/15/2009	Jud 101 - COA	00500068	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
8/18/2009	Jud 320 - 2nd Cir	00057772	Perm Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
8/19/2009	Jud 101 - COA	00027463	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
8/21/2009	Jud 320 - 2nd Cir	00027881	Perm Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
8/26/2009	Jud 350 - 5th Cir	00014546	Perm	G	Deputy Chief Court Admr I	1.00	\$ 96,902	1.00	\$ 98,880	35	EM05
8/26/2009	Jud 320 - 2nd Cir	00058367	Perm	G	Judicial Clerk III	1.00	\$ 31,451	1.00	\$ 32,424	03	SR14
8/28/2009	Jud 101 - COA	00057262	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2009	Jud 350 - 5th Cir	00058110	Perm	G	Circuit Court Clerk II	1.00	\$ 45,252	1.00	\$ 63,204	03	SR20
9/1/2009	Jud 330 - 3rd Cir	00058527	Perm	G	Judicial Clerk II	1.00	\$ 38,296	1.00	\$ 39,480	03	SR12
9/1/2009	Jud 101 - COA	00012281	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2009	Jud 310 - 1st Cir	00014890	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 310 - 1st Cir	00025218	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20

Judiciary
Personnel Separations

Table 12

<u>Separation</u>	<u>Prog ID/Org</u>	<u>Position</u>	<u>Perm/</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Actual Salary</u>	<u>BU</u>	<u>SR Level</u>
<u>Date</u>		<u>Number</u>	<u>Temp</u>			<u>FTE</u>	<u>Salary</u>	<u>FTE</u>		<u>Code</u>	
9/1/2009	Jud 310 - 1st Cir	00025311	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 310 - 1st Cir	00026894	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 330 - 3rd Cir	00057200	Perm Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 101 - COA	00057721	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2009	Jud 310 - 1st Cir	00057876	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 310 - 1st Cir	00058008	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 310 - 1st Cir	00058583	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 101 - COA	00059187	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2009	Jud 101 - COA	00500066	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2009	Jud 101 - COA	00500067	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/5/2009	Jud 330 - 3rd Cir	00057122	Perm Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
9/5/2009	Jud 310 - 1st Cir	00058003	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/12/2009	Jud 310 - 1st Cir	00028320	Perm	S	Driver Educ Asst II	1.00	\$ 45,646	1.00	\$ 49,932	03	SR17
9/17/2009	Jud 330 - 3rd Cir	00500146	Perm Exempt	G	Judicial Assistant I	1.00	\$ 73,365	1.00	\$ 46,176	03	SR21
9/19/2009	Jud 310 - 1st Cir	00057966	Perm	G	Janitor II	1.00	\$ 31,567	1.00	\$ 33,228	01	BC02
9/19/2009	Jud 310 - 1st Cir	00015662	Perm	G	District Court Clerk I	1.00	\$ 32,068	1.00	\$ 33,756	03	SR15
9/24/2009	Jud 101 - COA	00012739	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/26/2009	Jud 310 - 1st Cir	00058579	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
10/1/2009	Jud 350 - 5th Cir	00004848	Perm Civil Service	G	Circuit Court Clerk II	1.00	\$ 45,252	1.00	\$ 48,048	03	SR20
10/1/2009	Jud 310 - 1st Cir	00057494	Perm Civil Service	G	Facilities Manager	1.00	\$ 64,969	1.00	\$ 68,388	04	SR24
10/1/2009	Jud 310 - 1st Cir	00058964	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 37,506	1.00	\$ 41,040	03	SR12
10/6/2009	Jud 101 - COA	00057438	Perm Civil Service	G	Court Fiscal Officer I	1.00	\$ 68,117	1.00	\$ 70,224	23	SR24
10/8/2009	Jud 101 - COA	00027462	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
10/13/2009	Jud 330 - 3rd Cir	00059005	Perm Civil Service	G	Circuit Court Clerk II	1.00	\$ 56,687	1.00	\$ 58,440	03	SR20
10/17/2009	Jud 310 - 1st Cir	00059079	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
10/23/2009	Jud 610 - Admin P	00058145	Perm Civil Service	G	IT Specialist V	1.00	\$ 53,352	1.00	\$ 53,352	13	SR24
10/24/2009	Jud 330 - 3rd Cir	00057766	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 32,743	1.00	\$ 33,756	03	SR12
10/27/2009	Jud 610 - Admin P	00058839	Perm Exempt	G	Research Analyst	1.00	\$ 37,452	0.60	\$ 37,452	13	SR24
10/31/2009	Jud 310 - 1st Cir	00004709	Perm Civil Service	G	Supervising Court Reporter II	1.00	\$ 79,025	1.00	\$ 83,184	04	SR27
10/31/2009	Jud 310 - 1st Cir	00014602	Perm Civil Service	G	District Court Clerk III	1.00	\$ 57,707	1.00	\$ 60,744	04	SR19
10/31/2009	Jud 350 - 5th Cir	00023657	Perm Civil Service	G	Secretary IV	1.00	\$ 40,219	1.00	\$ 41,040	63	SR18
10/31/2009	Jud 330 - 3rd Cir	00058892	Perm Civil Service	G	Social Worker IV	1.00	\$ 60,551	1.00	\$ 62,424	13	SR22
10/31/2009	Jud 310 - 1st Cir	00059230	Perm Civil Service	G	Circuit Court Clerk II	1.00	\$ 60,044	1.00	\$ 63,204	03	SR20
10/31/2009	Jud 320 - 2nd Cir	00500351	Perm Civil Service	G	Assistant Facilities Manager	1.00	\$ 40,503	1.00	\$ 42,684	04	SR21
10/31/2009	Jud 310 - 1st Cir	00000213	Perm Exempt	G	Circuit Judge	1.00	\$ 129,322	1.00	\$ 136,127	00	JG05
10/31/2009	Jud 310 - 1st Cir	00059227	Perm Exempt	G	Circuit Judge	1.00	\$ 129,322	1.00	\$ 136,127	00	JG05
10/31/2009	Jud 310 - 1st Cir	00059229	Perm Exempt	G	Judicial Assistant I	1.00	\$ 60,044	1.00	\$ 58,440	03	SR21

Judiciary
Personnel Separations

Table 12

<u>Separation Date</u>	<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
11/6/2009	Jud 320 - 2nd Cir	00027877	Perm Exempt	G	Judicial Assistant I	1.00	\$ 48,434	1.00	\$ 46,176	03	SR21
11/13/2009	Jud 610 - Admin	00014462	Perm Civil Service	G	Secretary IV	1.00	\$ 37,968	1.00	\$ 42,684	63	SR18
11/20/2009	Jud 310 - 1st Cir	00057011	Perm Civil Service	S	Clerk III	1.00	\$ 24,385	1.00	\$ 27,756	03	SR08
11/20/2009	Jud 330 - 3rd Cir	00059200	Perm Civil Service	G	Social Worker III	1.00	\$ 39,332	1.00	\$ 43,824	13	SR20
12/1/2009	Jud 330 - 3rd Cir	00004827	Perm Civil Service	G	Court Fiscal Officer IV	1.00	\$ 79,664	1.00	\$ 78,984	23	SR26
12/1/2009	Jud 350 - 5th Cir	00057203	Perm Civil Service	G	Account Clerk V	1.00	\$ 38,808	1.00	\$ 48,048	03	SR15
12/1/2009	Jud 310 - 1st Cir	00057561	Perm Civil Service	G	Social Worker V	1.00	\$ 69,392	1.00	\$ 73,044	23	SR24
12/1/2009	Jud 330 - 3rd Cir	00058175	Perm Civil Service	G	Judicial Clerk III	1.00	\$ 43,080	1.00	\$ 44,412	03	SR14
12/1/2009	Jud 320 - 2nd Cir	00058332	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 44,791	1.00	\$ 46,176	03	SR12
12/1/2009	Jud 310 - 1st Cir	00058654	Perm Civil Service	G	Social Worker IV	1.00	\$ 64,114	1.00	\$ 67,488	13	SR22
12/1/2009	Jud 610 - Admin P	00058719	Perm Civil Service	G	Clerk IV	1.00	\$ 42,684	1.00	\$ 42,684	03	SR10
12/4/2009	Jud 310 - 1st Cir	00057267	Permanent Exempt	G	Law Clerk	1.00	\$ 52,725	1.00	\$ 53,352	73	SR20
12/25/2009	Jud 330 - 3rd Cir	00057200	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
12/30/2009	Jud 310 - 1st Cir	00058323	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
12/31/2009	Jud 310 - 1st Cir	00004735	Perm Civil Service	G	Estate & Guardianship Spclt	1.00	\$ 45,646	1.00	\$ 49,932	03	SR19
12/31/2009	Jud 310 - 1st Cir	00004753	Perm Civil Service	G	Secretary IV	1.00	\$ 55,518	1.00	\$ 58,440	63	SR18
12/31/2009	Jud 310 - 1st Cir	00004765	Perm Civil Service	G	Social Worker VI	1.00	\$ 78,022	1.00	\$ 82,128	23	SR26
12/31/2009	Jud 310 - 1st Cir	00004772	Perm Civil Service	G	Social Worker V	1.00	\$ 72,162	1.00	\$ 75,960	23	SR24
12/31/2009	Jud 310 - 1st Cir	00004778	Perm Civil Service	G	Social Worker IV	1.00	\$ 64,114	1.00	\$ 67,488	13	SR22
12/31/2009	Jud 330 - 3rd Cir	00004825	Perm Civil Service	G	Court Documents Supervisor	1.00	\$ 61,308	1.00	\$ 63,204	04	SR21
12/31/2009	Jud 310 - 1st Cir	00008923	Perm Civil Service	G	Social Worker IV	1.00	\$ 64,114	1.00	\$ 67,488	13	SR22
12/31/2009	Jud 310 - 1st Cir	00009625	Perm Civil Service	G	Social Worker V	1.00	\$ 66,713	1.00	\$ 70,224	23	SR24
12/31/2009	Jud 310 - 1st Cir	00010342	Perm Civil Service	G	Estate & Guardianship Spclt	1.00	\$ 55,518	1.00	\$ 58,440	03	SR19
12/31/2009	Jud 320 - 2nd Cir	00014543	Perm Civil Service	G	District Court Clerk I	1.00	\$ 50,378	1.00	\$ 51,936	03	SR15
12/31/2009	Jud 310 - 1st Cir	00014562	Perm Civil Service	G	Court Admr II	1.00	\$ 75,035	1.00	\$ 78,984	23	SR26
12/31/2009	Jud 310 - 1st Cir	00026301	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 43,867	1.00	\$ 46,176	03	SR12
12/31/2009	Jud 310 - 1st Cir	00026636	Perm Civil Service	G	Judicial Clerk V	1.00	\$ 55,518	1.00	\$ 58,440	04	SR18
12/31/2009	Jud 310 - 1st Cir	00026934	Perm Civil Service	S	Driver Educ Asst II	1.00	\$ 53,363	1.00	\$ 56,172	03	SR17
12/31/2009	Jud 330 - 3rd Cir	00057008	Perm Civil Service	G	Social Worker IV	1.00	\$ 65,463	1.00	\$ 64,920	13	SR22
12/31/2009	Jud 310 - 1st Cir	00057028	Perm Civil Service	G	Social Worker IV	1.00	\$ 64,114	1.00	\$ 67,488	13	SR22
12/31/2009	Jud 330 - 3rd Cir	00057097	Perm Civil Service	G	Court Reporter II	1.00	\$ 74,636	1.00	\$ 76,944	03	SR25
12/31/2009	Jud 310 - 1st Cir	00057114	Perm Civil Service	G	Estate & Guardianship Spclt	1.00	\$ 57,707	1.00	\$ 60,744	03	SR19
12/31/2009	Jud 310 - 1st Cir	00057213	Perm Civil Service	G	Circuit Court Clerk III	1.00	\$ 62,495	1.00	\$ 65,784	04	SR22
12/31/2009	Jud 610 - Admin P	00057395	Perm Civil Service	G	Clerical Supervisor III	1.00	\$ 46,176	1.00	\$ 46,176	04	SR14
12/31/2009	Jud 310 - 1st Cir	00057400	Perm Civil Service	G	Clerk IV	1.00	\$ 29,651	1.00	\$ 32,424	03	SR10
12/31/2009	Jud 310 - 1st Cir	00057414	Perm Civil Service	G	Human Resources Technician VI	1.00	\$ 47,435	1.00	\$ 49,932	63	SR15
12/31/2009	Jud 310 - 1st Cir	00057469	Perm Civil Service	G	Account Clerk V	1.00	\$ 49,339	1.00	\$ 51,936	03	SR15

Judiciary
Personnel Separations

Table 12

<u>Separation Date</u>	<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
12/31/2009	Jud 610 - Admin P	00057649	Perm Civil Service	G	Research Statistician V	1.00	\$ 48,461	1.00	\$ 64,920	23	SR24
12/31/2009	Jud 310 - 1st Cir	00057808	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 43,867	1.00	\$ 46,176	03	SR12
12/31/2009	Jud 310 - 1st Cir	00057894	Perm Civil Service	G	Court Bailiff I	1.00	\$ 49,339	1.00	\$ 41,040	03	SR13
12/31/2009	Jud 310 - 1st Cir	00058727	Perm Civil Service	G	Secretary II	1.00	\$ 43,867	1.00	\$ 46,176	03	SR14
12/31/2009	Jud 330 - 3rd Cir	00058926	Perm Civil Service	G	District Court Clerk II	1.00	\$ 48,434	1.00	\$ 49,932	03	SR17
12/31/2009	Jud 610 - Admin P	00058998	Perm Civil Service	G	Planner V	1.00	\$ 64,920	1.00	\$ 64,920	13	SR24
12/31/2009	Jud 320 - 2nd Cir	00059243	Perm Civil Service	G	Secretary III	1.00	\$ 49,873	1.00	\$ 46,176	03	SR16
12/31/2009	Jud 330 - 3rd Cir	00059279	Perm Civil Service	G	Social Worker IV	1.00	\$ 60,551	1.00	\$ 62,424	13	SR22
12/31/2009	Jud 310 - 1st Cir	00500055	Perm Civil Service	G	Janitor III	1.00	\$ 33,767	1.00	\$ 35,544	01	WS02
12/31/2009	Jud 310 - 1st Cir	00000215	Permanent Exempt	G	Circuit Judge	1.00	\$ 129,322	1.00	\$ 136,127	00	JG05
12/31/2009	Jud 101 - COA	00057257	Permanent Exempt	G	Associate Judge	1.00	\$ 135,726	1.00	\$ 139,924	00	JG04
12/31/2009	Jud 101 - COA	00057260	Permanent Exempt	G	Judicial Assistant II	1.00	\$ 56,687	1.00	\$ 71,112	63	SR23
12/31/2009	Jud 101 - COA	00057263	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
12/31/2009	Jud 101 - COA	00057722	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
12/31/2009	Jud 310 - 1st Cir	00058868	Permanent Exempt	G	Circuit Judge	1.00	\$ 129,322	1.00	\$ 136,127	00	JG05
12/31/2009	Jud 310 - 1st Cir	00058869	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
12/31/2009	Jud 310 - 1st Cir	00059049	Permanent Exempt	G	District Judge	1.00	\$ 121,881	1.00	\$ 128,296	00	JG06
12/31/2009	Jud 610 - Admin P	00059164	Permanent Exempt	G	DUI Adjudicator	1.00	\$ 78,984	1.00	\$ 78,984	13	SR26
12/31/2009	Jud 610 - Admin P	00059176	Permanent Exempt	G	DUI Clerk	1.00	\$ 42,684	1.00	\$ 42,684	03	SR10
January 1, 2010 to June 30, 2010											
1/1/2010	Jud 320 - 2nd Cir	00057719	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 34,012	1.00	\$ 30,036	03	SR12
1/1/2010	Jud 310 - 1st Cir	00058982	Perm Civil Service	G	Juvenile Counselor I	1.00	\$ 40,025	1.00	\$ 36,024	13	SR16
1/7/2010	Jud 310 - 1st Cir	00027810	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 37,506	1.00	\$ 36,516	03	SR12
1/8/2010	Jud 101 - COA	00019606	Permanent Exempt	G	Administrative Law Clerk	1.00	\$ 58,223	1.00	\$ 60,024	73	SR22
1/8/2010	Jud 350 - 5th Cir	00059669	Permanent Exempt	G	Law Clerk	1.00	\$ 53,352	1.00	\$ 53,352	73	SR20
1/13/2010	Jud 310 - 1st Cir	00059529	Perm Civil Service	G	Drug Ct Subst Abuse Cnslr III	1.00	\$ 43,297	1.00	\$ 42,132	13	SR20
1/23/2010	Jud 310 - 1st Cir	00057337	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 28,534	1.00	\$ 31,212	03	SR12
1/23/2010	Jud 310 - 1st Cir	00059344	Perm Civil Service	G	Social Worker IV	1.00	\$ 43,297	1.00	\$ 45,576	13	SR22
1/23/2010	Jud 310 - 1st Cir	00500205	Perm Civil Service	G	Social Worker IV	1.00	\$ 54,823	1.00	\$ 45,576	13	SR22
1/26/2010	Jud 320 - 2nd Cir	00057018	Perm Civil Service	G	Social Worker II	1.00	\$ 39,332	1.00	\$ 40,548	13	SR18
1/29/2010	Jud 320 - 2nd Cir	00012047	Perm Civil Service	G	Social Worker III	1.00	\$ 37,818	1.00	\$ 42,132	13	SR20
2/2/2010	Jud 330 - 3rd Cir	00058572	Perm Civil Service	G	Account Clerk IV	1.00	\$ 41,786	1.00	\$ 31,212	03	SR13
2/12/2010	Jud 320 - 2nd Cir	00059220	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 35,093	1.00	\$ 30,036	03	SR12
2/27/2010	Jud 310 - 1st Cir	00014565	Perm Civil Service	G	Asst Court Fiscal Officer II	1.00	\$ 75,856	1.00	\$ 78,984	13	SR26
2/27/2010	Jud 310 - 1st Cir	00025739	Perm Civil Service	S	Driver Educ Asst II	1.00	\$ 53,363	1.00	\$ 56,172	03	SR17
2/27/2010	Jud 330 - 3rd Cir	00059649	Perm Civil Service	G	Social Worker IV	1.00	\$ 65,463	1.00	\$ 67,488	13	SR22

Judiciary
Personnel Separations

Table 12

<u>Separation Date</u>	<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
3/5/2010	Jud 310 - 1st Cir	00026075	Perm Civil Service	G	Social Worker III	1.00	\$ 40,025	1.00	\$ 42,132	13	SR20
3/11/2010	Jud 310 - 1st Cir	00025218	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
3/11/2010	Jud 310 - 1st Cir	00058280	Permanent Exempt	G	Judicial Assistant I	1.00	\$ 62,495	1.00	\$ 65,784	03	SR21
3/12/2010	Jud 320 - 2nd Cir	00027877	Permanent Exempt	G	Judicial Assistant I	1.00	\$ 48,434	1.00	\$ 46,176	03	SR21
3/13/2010	Jud 101 - COA	00059301	Perm Civil Service	G	Appellate Court Clerk	1.00	\$ 54,487	1.00	\$ 48,048	03	SR20
3/13/2010	Jud 320 - 2nd Cir	00058792	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 29,135	1.00	\$ 30,036	03	SR12
3/13/2010	Jud 330 - 3rd Cir	00059731	Perm Civil Service	G	Social Worker IV	1.00	\$ 47,852	1.00	\$ 49,332	13	SR22
4/1/2010	Jud 310 - 1st Cir	00027791	Perm Civil Service	G	Social Worker V	1.00	\$ 54,823	1.00	\$ 60,024	23	SR24
4/1/2010	Jud 310 - 1st Cir	00025255	Perm Civil Service	G	DP Control Clerk I	1.00	\$ 34,690	1.00	\$ 37,968	03	SR12
4/1/2010	Jud 320 - 2nd Cir	00058838	Perm Civil Service	G	Judicial Clerk III	1.00	\$ 41,403	1.00	\$ 42,684	03	SR14
4/1/2010	Jud 310 - 1st Cir	00003107	Permanent Exempt	G	District Judge	1.00	\$ 121,881	1.00	\$ 128,296	00	JG06
4/10/2010	Jud 310 - 1st Cir	00027893	Perm Civil Service	G	District Court Clerk I	1.00	\$ 34,690	1.00	\$ 37,968	03	SR15
4/16/2010	Jud 310 - 1st Cir	00058222	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 30,803	1.00	\$ 30,036	03	SR12
4/21/2010	Jud 310 - 1st Cir	00500503	Perm Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/30/2010	Jud 310 - 1st Cir	00007723	Perm Civil Service	G	Social Worker IV	1.00	\$ 46,865	1.00	\$ 51,312	13	SR22
4/30/2010	Jud 350 - 5th Cir	00058581	Perm Civil Service	G	Social Worker IV	1.00	\$ 38,988	1.00	\$ 47,412	13	SR22
5/1/2010	Jud 320 - 2nd Cir	00057105	Perm Civil Service	G	Estate & Guardianship Spclt	1.00	\$ 54,487	1.00	\$ 56,172	03	SR19
5/6/2010	Jud 330 - 3rd Cir	00500012	Perm Civil Service	G	Social Worker IV	1.00	\$ 52,834	1.00	\$ 45,576	13	SR22
5/6/2010	Jud 310 - 1st Cir	00001128	Permanent Exempt	G	District Judge	1.00	\$ 121,881	1.00	\$ 128,296	00	JG06
5/11/2010	Jud 310 - 1st Cir	00058181	Perm Civil Service	G	Circuit Court Clerk II	1.00	\$ 47,435	1.00	\$ 51,936	03	SR20
5/14/2010	Jud 330 - 3rd Cir	00004836	Perm Civil Service	G	Social Worker IV	1.00	\$ 49,773	1.00	\$ 51,312	13	SR22
5/14/2010	Jud 330 - 3rd Cir	00500148	Permanent Exempt	G	Law Clerk	1.00	\$ 54,487	1.00	\$ 53,352	73	SR20
5/21/2010	Jud 320 - 2nd Cir	00500098	Perm Civil Service	G	Drug Ct Subst Abuse Cnslr II	1.00	\$ 34,943	1.00	\$ 38,988	13	SR18
5/28/2010	Jud 320 - 2nd Cir	00001275	Permanent Exempt	G	District Judge	1.00	\$ 124,447	1.00	\$ 128,296	00	JG06
5/29/2010	Jud 310 - 1st Cir	00057955	Perm Civil Service	G	Janitor III	1.00	\$ 33,767	1.00	\$ 35,544	01	WS02
5/29/2010	Jud 310 - 1st Cir	00026931	Perm Civil Service	S	Driver Educ Asst II	1.00	\$ 45,646	1.00	\$ 49,932	03	SR17
5/29/2010	Jud 320 - 2nd Cir	00006041	Perm Civil Service	G	Court Documents Clerk III	1.00	\$ 58,922	1.00	\$ 60,744	03	SR19
5/29/2010	Jud 330 - 3rd Cir	00059320	Perm Civil Service	G	Court Bailiff II	1.00	\$ 43,080	1.00	\$ 44,412	03	SR15
6/1/2010	Jud 101 - COA	00059441	Perm Civil Service	G	Attorney	1.00	\$ 86,183	1.00	\$ 92,400	73	SR28
6/1/2010	Jud 101 - COA	00003308	Perm Civil Service	G	Supreme Court Clerk	1.00	\$ 63,741	1.00	\$ 62,424	23	SR24
6/1/2010	Jud 310 - 1st Cir	00057972	Perm Civil Service	G	Janitor II	1.00	\$ 31,567	1.00	\$ 33,228	01	BC02
6/1/2010	Jud 310 - 1st Cir	00057955	Perm Civil Service	G	Janitor III	1.00	\$ 33,767	1.00	\$ 35,544	01	WS02
6/1/2010	Jud 310 - 1st Cir	00026931	Perm Civil Service	S	Driver Educ Asst II	1.00	\$ 45,646	1.00	\$ 49,932	03	SR17
6/1/2010	Jud 320 - 2nd Cir	00006041	Perm Civil Service	G	Court Documents Clerk III	1.00	\$ 58,922	1.00	\$ 60,744	03	SR19
6/1/2010	Jud 330- 3rd Cir	00059320	Perm Civil Service	G	Court Bailiff II	1.00	\$ 43,080	1.00	\$ 44,412	03	SR15
6/1/2010	Jud 330- 3rd Cir	00059005	Perm Civil Service	G	Circuit Court Clerk I	1.00	\$ 56,687	1.00	\$ 36,516	03	SR17
6/1/2010	Jud 610 - Admin	00057448	Perm Civil Service	G	IT Specialist V	1.00	\$ 70,224	1.00	\$ 70,224	13	SR24

Judiciary
Personnel Separations

Table 12

<u>Separation Date</u>	<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
6/3/2010	Jud 310 - 1st Cir	00057421	Perm Civil Service	G	Circuit Court Clerk II	1.00	\$ 43,867	1.00	\$ 46,176	03	SR20
6/16/2010	Jud 310 - 1st Cir	00014890	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
6/24/2010	Jud 350 - 5th Cir	00059119	Perm Civil Service	G	Social Worker III	1.00	\$ 42,132	1.00	\$ 42,132	13	SR20
July 1, 2010 to November 30, 2010											
7/1/2010	Jud 101 - COA	00058830	Perm Civil Service	G	Court Documents Clerk III	1.00	\$ 54,824	1.00	\$ 54,012	03	SR19
7/1/2010	Jud 310 - 1st Cir	00058242	Perm Civil Service	G	Social Worker IV	1.00	\$ 64,114	1.00	\$ 67,488	13	SR22
7/1/2010	Jud 310 - 1st Cir	00058126	Perm Civil Service	G	Social Worker II	1.00	\$ 40,025	1.00	\$ 38,988	13	SR18
7/1/2010	Jud 310 - 1st Cir	00057560	Perm Civil Service	G	Social Worker VI	1.00	\$ 78,022	1.00	\$ 82,128	23	SR26
7/1/2010	Jud 310 - 1st Cir	00004786	Perm Civil Service	G	Clerk III	1.00	\$ 24,385	1.00	\$ 39,480	03	SR08
7/1/2010	Jud 330 - 3rd Cir	00058176	Perm Civil Service	G	Court Bailiff I	1.00	\$ 32,743	1.00	\$ 31,212	03	SR13
7/1/2010	Jud 610 - Admin	00059452	Permanent Exempt	G	Education Assistant	1.00	\$ 27,756	1.00	\$ 27,756	03	SR10
7/2/2010	Jud 310 - 1st Cir	00058964	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 37,506	1.00	\$ 32,424	03	SR12
7/7/2010	Jud 310 - 1st Cir	00016873	Perm Civil Service	G	Social Worker IV	1.00	\$ 43,297	1.00	\$ 45,576	13	SR22
7/9/2010	Jud 320 - 2nd Cir	00058562	Perm Civil Service	G	Social Worker II	1.00	\$ 44,209	1.00	\$ 38,988	13	SR18
7/12/2010	Jud 310 - 1st Cir	00057115	Perm Civil Service	G	Court Documents Clerk III	1.00	\$ 42,191	1.00	\$ 44,412	03	SR19
7/12/2010	Jud 330 - 3rd Cir	00500112	Perm Civil Service	G	Social Worker IV	1.00	\$ 52,834	1.00	\$ 51,312	13	SR22
7/14/2010	Jud 310 - 1st Cir	00500206	Perm Civil Service	G	Social Worker IV	1.00	\$ 48,746	1.00	\$ 51,312	13	SR22
7/21/2010	Jud 320 - 2nd Cir	00058942	Perm Civil Service	G	Judicial Clerk III	1.00	\$ 41,403	1.00	\$ 42,684	03	SR14
7/23/2010	Jud 310 - 1st Cir	00057973	Perm Civil Service	G	Janitor II	1.00	\$ 31,567	1.00	\$ 33,228	01	BC02
7/26/2010	Jud 310 - 1st Cir	00058085	Perm Civil Service	G	Data Entry Operator I	1.00	\$ 24,385	1.00	\$ 25,668	03	SR08
7/27/2010	Jud 310 - 1st Cir	00004767	Perm Civil Service	G	Social Worker IV	1.00	\$ 57,023	1.00	\$ 45,576	13	SR22
7/27/2010	Jud 330 - 3rd Cir	00500010	Perm Civil Service	G	Clerk III	1.00	\$ 26,923	1.00	\$ 27,756	03	SR08
7/28/2010	Jud 310 - 1st Cir	00059194	Perm Civil Service	G	Social Worker III	1.00	\$ 59,303	1.00	\$ 42,132	13	SR20
7/28/2010	Jud 310 - 1st Cir	00059105	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
7/31/2010	Jud 310 - 1st Cir	00057529	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 47,960	1.00	\$ 46,176	03	SR12
7/31/2010	Jud 310 - 1st Cir	00019270	Perm Civil Service	G	Judicial Clerk III	1.00	\$ 36,070	1.00	\$ 37,968	03	SR14
7/31/2010	Jud 320 - 2nd Cir	00058211	Perm Civil Service	G	Groundskeeper I	1.00	\$ 31,870	1.00	\$ 33,228	01	BC02
7/31/2010	Jud 350 - 5th Cir	00059312	Perm Civil Service	G	Social Worker II	1.00	\$ 42,132	1.00	\$ 38,988	13	SR18
7/31/2010	Jud 350 - 5th Cir	00057126	Perm Civil Service	G	District Court Clerk I	1.00	\$ 45,252	1.00	\$ 33,756	03	SR15
7/31/2010	Jud 610 - Admin	00015275	Perm Civil Service	G	Human Resources Director	1.00	\$ 115,356	1.00	\$ 115,356	35	EM08
7/31/2010	Jud 310 - 1st Cir	00057251	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
7/31/2010	Jud 310 - 1st Cir	00058579	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/2/2010	Jud 310 - 1st Cir	00027894	Perm Civil Service	G	Judicial Clerk I	1.00	\$ 24,385	1.00	\$ 28,836	03	SR10
8/2/2010	Jud 310 - 1st Cir	00023381	Perm Civil Service	G	Judicial Clerk I	1.00	\$ 28,534	1.00	\$ 30,036	03	SR10
8/2/2010	Jud 330 - 3rd Cir	00059603	Perm Civil Service	G	Court Bailiff I	1.00	\$ 32,743	1.00	\$ 31,212	03	SR13
8/2/2010	Jud 610 - Admin	00057168	Perm Civil Service	G	Human Resources Manager II	1.00	\$ 96,420	1.00	\$ 96,420	35	EM05

Judiciary
Personnel Separations

Table 12

<u>Separation</u> Date	<u>Prog ID/Org</u>	<u>Position</u> Number	<u>Perm/\</u> <u>Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted</u> FTE	<u>Budgeted</u> Salary	<u>Actual</u> FTE	<u>Actual</u> Salary	<u>BU</u> Code	<u>SR Level</u>
8/3/2010	Jud 310 - 1st Cir	00057524	Perm Civil Service	G	Judicial Clerk I	1.00	\$ 29,651	1.00	\$ 42,684	03	SR10
8/3/2010	Jud 310 - 1st Cir	00026894	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/5/2010	Jud 310 - 1st Cir	00058687	Perm Civil Service	G	Clerk IV	1.00	\$ 26,368	1.00	\$ 28,836	03	SR10
8/9/2010	Jud 310 - 1st Cir	00058301	Perm Civil Service	G	Janitor II	1.00	\$ 31,567	1.00	\$ 33,228	01	BC02
8/9/2010	Jud 320 - 2nd Cir	00059202	Perm Civil Service	G	Judicial Clerk V	1.00	\$ 29,135	1.00	\$ 46,176	04	SR18
8/10/2010	Jud 310 - 1st Cir	00023507	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/11/2010	Jud 310 - 1st Cir	00057034	Perm Civil Service	G	Social Worker III	1.00	\$ 41,633	1.00	\$ 42,132	13	SR20
8/13/2010	Jud 320 - 2nd Cir	00057772	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
8/14/2010	Jud 320 - 2nd Cir	00023704	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
8/16/2010	Jud 310 - 1st Cir	00057059	Perm Civil Service	G	District Court Clerk II	1.00	\$ 37,483	1.00	\$ 41,040	03	SR17
8/16/2010	Jud 610 - Admin	00500331	Perm Civil Service	G	Clerk IV	1.00	\$ 27,756	1.00	\$ 27,756	03	SR10
8/17/2010	Jud 310 - 1st Cir	00023082	Perm Civil Service	G	District Court Clerk I	1.00	\$ 34,690	1.00	\$ 33,756	03	SR15
8/18/2010	Jud 610 - Admin	00058848	Perm Civil Service	G	Human Resources Officer	1.00	\$ 65,568	1.00	\$ 65,568	35	EM01
8/19/2010	Jud 330 - 3rd Cir	00057122	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
8/20/2010	Jud 610 - Admin	00058785	Perm Civil Service	G	CJC Program Specialist	1.00	\$ 55,500	1.00	\$ 55,500	13	SR26
8/23/2010	Jud 610 - Admin	00059205	Perm Civil Service	G	IT Specialist IV	1.00	\$ 45,576	1.00	\$ 45,576	13	SR22
8/26/2010	Jud 101 - COA	00500369	Perm Civil Service	G	Attorney	1.00	\$ 54,367	1.00	\$ 88,848	73	SR28
8/26/2010	Jud 101 - COA	00008538	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
8/28/2010	Jud 310 - 1st Cir	00057398	Perm Civil Service	G	Clerk III	1.00	\$ 25,365	1.00	\$ 25,668	03	SR08
8/28/2010	Jud 310 - 1st Cir	00027005	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/30/2010	Jud 310 - 1st Cir	00025259	Perm Civil Service	G	Judicial Clerk IV	1.00	\$ 43,867	1.00	\$ 46,176	03	SR16
8/31/2010	Jud 310 - 1st Cir	00058183	Perm Civil Service	G	Circuit Court Clerk II	1.00	\$ 42,191	1.00	\$ 44,412	03	SR20
9/1/2010	Jud 310 - 1st Cir	00058250	Perm Civil Service	G	Janitor II	1.00	\$ 31,567	1.00	\$ 33,228	01	BC02
9/1/2010	Jud 320 - 2nd Cir	00500185	Perm Civil Service	G	Drug Ct Subst Abuse Cnslr III	1.00	\$ 42,509	1.00	\$ 43,824	13	SR20
9/1/2010	Jud 330 - 3rd Cir	00059054	Perm Civil Service	G	Social Worker IV	1.00	\$ 47,852	1.00	\$ 51,312	13	SR22
9/1/2010	Jud 330 - 3rd Cir	00026945	Perm Civil Service	G	Judicial Clerk III	1.00	\$ 41,403	1.00	\$ 42,684	03	SR14
9/1/2010	Jud 101 - COA	00000206	Permanent Exempt	G	Chief Justice	1.00	\$ 152,030	1.00	\$ 156,727	00	JG01
9/1/2010	Jud 101 - COA	00003312	Permanent Exempt	G	Exec Secy to the Chief Justice	1.00	\$ 77,592	1.00	\$ 79,992	63	SR26
9/1/2010	Jud 101 - COA	00019606	Permanent Exempt	G	Administrative Law Clerk	1.00	\$ 58,223	1.00	\$ 60,024	73	SR22
9/1/2010	Jud 101 - COA	00027461	Permanent Exempt	G	Law Clerk	1.00	\$ 58,223	1.00	\$ 55,500	73	SR20
9/1/2010	Jud 101 - COA	00012892	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2010	Jud 101 - COA	00012281	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2010	Jud 101 - COA	00057261	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2010	Jud 101 - COA	00057720	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2010	Jud 101 - COA	00057262	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2010	Jud 101 - COA	00057721	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2010	Jud 101 - COA	00059187	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20

Judiciary
Personnel Separations

Table 12

<u>Separation</u> Date	<u>Prog ID/Org</u>	<u>Position</u> Number	<u>Perm/ Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted</u> FTE	<u>Budgeted</u> Salary	<u>Actual</u> FTE	<u>Actual</u> Salary	<u>BU</u> Code	<u>SR Level</u>
9/1/2010	Jud 101 - COA	00500066	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2010	Jud 101 - COA	00500069	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2010	Jud 310 - 1st Cir	00023424	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 310 - 1st Cir	00025311	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 310 - 1st Cir	00058008	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 310 - 1st Cir	00026894	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 310 - 1st Cir	00059228	Permanent Exempt	G	Law Clerk	1.00	\$ 57,023	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 310 - 1st Cir	00058583	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 330 - 3rd Cir	00057200	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 610 - Admin	00059154	Permanent Exempt	G	Chief DUI Adjudicator	1.00	\$ 99,660	1.00	\$ 99,660	35	EM05
9/2/2010	Jud 330 - 3rd Cir	00057382	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
9/3/2010	Jud 310 - 1st Cir	00004785	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 38,988	1.00	\$ 41,040	03	SR12
9/4/2010	Jud 310 - 1st Cir	00059673	Permanent Exempt	G	Law Clerk	1.00	\$ 52,725	1.00	\$ 53,352	73	SR20
9/9/2010	Jud 310 - 1st Cir	00058533	Perm Civil Service	G	Social Worker II	1.00	\$ 43,297	1.00	\$ 38,988	13	SR18
9/14/2010	Jud 330 - 3rd Cir	00058544	Perm Civil Service	G	Social Worker IV	1.00	\$ 55,977	1.00	\$ 57,708	13	SR22
9/14/2010	Jud 101 - COA	00012739	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/14/2010	Jud 101 - COA	00000210	Permanent Exempt	G	Associate Justice	1.00	\$ 146,594	1.00	\$ 151,118	00	JG02
9/15/2010	Jud 101 - COA	00012257	Permanent Exempt	G	Judicial Assistant II	1.00	\$ 61,308	1.00	\$ 68,388	63	SR23
9/15/2010	Jud 101 - COA	00027464	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/15/2010	Jud 310 - 1st Cir	00057877	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/16/2010	Jud 310 - 1st Cir	00058535	Perm Civil Service	G	Social Worker IV	1.00	\$ 43,297	1.00	\$ 47,412	13	SR22
9/16/2010	Jud 310 - 1st Cir	00009626	Perm Civil Service	G	Social Worker V	1.00	\$ 62,962	1.00	\$ 67,488	23	SR24
9/16/2010	Jud 310 - 1st Cir	00014525	Perm Civil Service	G	Judicial Clerk I	1.00	\$ 24,385	1.00	\$ 28,836	03	SR10
9/16/2010	Jud 310 - 1st Cir	00058146	Perm Civil Service	G	Judicial Clerk I	1.00	\$ 24,385	1.00	\$ 28,836	03	SR10
9/16/2010	Jud 330 - 3rd Cir	00059241	Perm Civil Service	G	Social Worker IV	1.00	\$ 47,852	1.00	\$ 49,332	13	SR22
9/16/2010	Jud 310 - 1st Cir	00058003	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/24/2010	Jud 101 - COA	00027462	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/28/2010	Jud 310 - 1st Cir	00057436	Perm Civil Service	G	Court Bailiff II	1.00	\$ 37,506	1.00	\$ 41,040	03	SR15
9/30/2010	Jud 310 - 1st Cir	00014466	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 43,867	1.00	\$ 46,176	03	SR12
9/30/2010	Jud 310 - 1st Cir	00058032	Permanent Exempt	G	District Judge	1.00	\$ 121,881	1.00	\$ 128,296	00	JG06
10/1/2010	Jud 310 - 1st Cir	00058294	Perm Civil Service	G	Accountant III	1.00	\$ 57,023	1.00	\$ 60,024	13	SR20
10/1/2010	Jud 310 - 1st Cir	00057723	Perm Civil Service	G	Social Worker IV	1.00	\$ 64,114	1.00	\$ 67,488	13	SR22
10/1/2010	Jud 330 - 3rd Cir	00057008	Perm Civil Service	G	Social Worker IV	1.00	\$ 65,463	1.00	\$ 45,576	13	SR22
10/1/2010	Jud 330 - 3rd Cir	00058951	Perm Civil Service	G	District Court Clerk I	1.00	\$ 46,607	1.00	\$ 36,516	03	SR15
10/1/2010	Jud 610 - Admin	00500026	Perm Civil Service	S	Information Specialist IV	1.00	\$ 55,500	1.00	\$ 55,500	13	SR22
10/1/2010	Jud 610 - Admin	00058915	Perm Civil Service	G	IT Specialist III	1.00	\$ 42,132	1.00	\$ 42,132	13	SR20
10/1/2010	Jud 310 - 1st Cir	00059355	Permanent Exempt	G	Circuit Judge	1.00	\$ 129,322	1.00	\$ 136,127	00	JG05

Judiciary
Personnel Separations

Table 12

<u>Separation</u> <u>Date</u>	<u>Prog ID/Org</u>	<u>Position</u> <u>Number</u>	<u>Perm/</u> <u>Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted</u> <u>FTE</u>	<u>Budgeted</u> <u>Salary</u>	<u>Actual</u> <u>FTE</u>	<u>Actual</u> <u>Salary</u>	<u>BU</u> <u>Code</u>	<u>SR Level</u>
10/1/2010	Jud 310 - 1st Cir	00059101	Permanent Exempt	G	Law Clerk	1.00	\$ 52,725	1.00	\$ 55,500	73	SR20
10/4/2010	Jud 310 - 1st Cir	00025263	Perm Civil Service	G	Account Clerk III	1.00	\$ 27,394	1.00	\$ 30,036	03	SR11
10/4/2010	Jud 320 - 2nd Cir	00058789	Perm Civil Service	G	Judicial Clerk IV	1.00	\$ 46,607	1.00	\$ 48,048	03	SR16
10/5/2010	Jud 310 - 1st Cir	00058903	Perm Civil Service	G	Social Worker IV	1.00	\$ 45,041	1.00	\$ 49,332	13	SR22
10/5/2010	Jud 310 - 1st Cir	00058606	Perm Civil Service	G	Circuit Court Clerk I	1.00	\$ 43,867	1.00	\$ 46,176	03	SR17
10/6/2010	Jud 330 - 3rd Cir	0058693	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 32,743	1.00	\$ 31,212	03	SR12
10/7/2010	Jud 310 - 1st Cir	00003777	Permanent Exempt	G	District Judge	1.00	\$ 121,881	1.00	\$ 128,296	00	JG06
10/8/2010	Jud 310 - 1st Cir	00057808	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 43,867	1.00	\$ 30,036	03	SR12
10/11/2010	Jud 320 - 2nd Cir	00058157	Perm Civil Service	G	Social Worker III	1.00	\$ 55,977	1.00	\$ 42,132	13	SR20
10/13/2010	Jud 320 - 2nd Cir	00059747	Perm Civil Service	G	Drug Ct Subst Abuse Cnslr II	1.00	\$ 40,868	1.00	\$ 38,988	13	SR18
10/15/2010	Jud 320 - 2nd Cir	00057328	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 25,899	1.00	\$ 30,036	03	SR12
10/16/2010	Jud 310 - 1st Cir	00500041	Perm Civil Service	G	Account Clerk III	1.00	\$ 30,803	1.00	\$ 28,836	03	SR11
10/18/2010	Jud 350 - 5th Cir	00059237	Perm Civil Service	G	Secretary II	1.00	\$ 44,412	1.00	\$ 44,412	03	SR14
10/19/2010	Jud 310 - 1st Cir	00059096	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 55,500	73	SR20
10/22/2010	Jud 320 - 2nd Cir	00059263	Perm Civil Service	G	Social Worker II	1.00	\$ 34,943	1.00	\$ 38,988	13	SR18
10/30/2010	Jud 330 - 3rd Cir	00023699	Perm Civil Service	G	Social Worker V	1.00	\$ 70,853	1.00	\$ 75,960	23	SR24
10/30/2010	Jud 610 - Admin	00057124	Perm Civil Service	G	Clerk IV	1.00	\$ 37,968	1.00	\$ 37,968	03	SR10
10/30/2010	Jud 310 - 1st Cir	00004899	Permanent Exempt	G	Judicial Assistant I	1.00	\$ 60,044	1.00	\$ 60,744	03	SR21
10/30/2010	Jud 310 - 1st Cir	00059427	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
10/30/2010	Jud 320 - 2nd Cir	00027881	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
11/1/2010	Jud 330 - 3rd Cir	00058699	Perm Civil Service	G	Circuit Court Clerk II	1.00	\$ 61,308	1.00	\$ 54,012	03	SR20
11/1/2010	Jud 610 - Admin	00058071	Perm Civil Service	G	Program Budget Analyst V	1.00	\$ 75,960	1.00	\$ 75,960	73	SR24
11/3/2010	Jud 310 - 1st Cir	00057044	Perm Civil Service	G	Accountant IV	1.00	\$ 48,746	1.00	\$ 51,312	13	SR22
11/6/2010	Jud 310 - 1st Cir	00058192	Perm Civil Service	G	Judicial Clerk III	1.00	\$ 30,803	1.00	\$ 33,756	03	SR14
11/6/2010	Jud 350 - 5th Cir	00059433	Perm Civil Service	G	Court Bailiff II	1.00	\$ 33,081	1.00	\$ 33,756	03	SR15
11/9/2010	Jud 310 - 1st Cir	00004724	Perm Civil Service	G	Juvenile Detention Worker I	1.00	\$ 39,672	1.00	\$ 38,604	10	CO03
11/12/2010	Jud 310 - 1st Cir	00058901	Perm Civil Service	G	Social Worker IV	1.00	\$ 52,725	1.00	\$ 55,500	13	SR22
11/15/2010	Jud 320 - 2nd Cir	00058528	Perm Civil Service	G	Judicial Clerk III	1.00	\$ 36,829	1.00	\$ 37,968	03	SR14
11/16/2010	Jud 610 - Admin	00500400	Perm Civil Service	G	Program Specialist I	1.00	\$ 45,576	1.00	\$ 45,576	13	SR22
11/22/2010	Jud 310 - 1st Cir	00014484	Perm Civil Service	G	Clerk III	1.00	\$ 24,385	1.00	\$ 26,700	03	SR08
11/27/2010	Jud 330 - 3rd Cir	00057379	Permanent Exempt	G	Judicial Assistant I	1.00	\$ 66,450	1.00	\$ 46,176	03	SR21
Special Fund Positions Noted In Red.											

Judiciary
New Hires

Table 13

July 1, 2009 to December 31, 2009											
<u>New Hire</u> <u>Effective Date</u>	<u>Prog ID/Org</u>	<u>Position</u> <u>Number</u>	<u>Perm/</u> <u>Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted</u> <u>FTE</u>	<u>Budgeted</u> <u>Salary</u>	<u>Actual</u> <u>FTE</u>	<u>Actual</u> <u>Salary</u>	<u>BU Code</u>	<u>SR Level</u>
8/3/2009	Jud 350 - 5th Cir	00059433	Perm	G	Court Bailiff I	1.00	\$ 33,081	1.00	\$ 31,212	03	SR13
8/3/2009	Jud 310 - 1st Cir	00057251	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/10/2009	Jud 350 - 5th Cir	00058855	Perm Exempt	G	Law Clerk	1.00	\$ 53,352	1.00	\$ 53,352	73	SR20
8/17/2009	Jud 320 - 2nd Cir	00057758	Perm	G	Judicial Clerk II	1.00	\$ 29,135	1.00	\$ 30,036	03	SR12
8/17/2009	Jud 310 - 1st Cir	00023507	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/17/2009	Jud 320 - 2nd Cir	00027877	Perm Exempt	G	Judicial Assistant I	1.00	\$ 48,434	1.00	\$ 46,176	03	SR21
8/18/2009	Jud 310 - 1st Cir	00058670	Perm	G	Juvenile Detention Worker II	1.00	\$ 39,672	1.00	\$ 41,760	10	CO05
8/18/2009	Jud 320 - 2nd Cir	00057772	Perm Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
8/20/2009	Jud 320 - 2nd Cir	00059126	Perm	G	Social Worker II	1.00	\$ 37,818	1.00	\$ 38,988	13	SR18
8/24/2009	Jud 320 - 2nd Cir	00500350	Perm	G	IT Support Technician III	1.00	\$ 46,485	1.00	\$ 36,516	03	SR17
8/24/2009	Jud 310 - 1st Cir	00025881	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/24/2009	Jud 101 - COA	00027461	Perm Exempt	G	Law Clerk	1.00	\$ 58,223	1.00	\$ 55,500	73	SR20
8/24/2009	Jud 101 - COA	00027463	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
8/24/2009	Jud 320 - 2nd Cir	00027881	Perm Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
8/27/2009	Jud 101 - COA	00500068	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
8/31/2009	Jud 310 - 1st Cir	00057877	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 310 - 1st Cir	00004800	Perm	G	Cook III	1.00	\$ 42,283	1.00	\$ 44,508	01	WS08
9/1/2009	Jud 350 - 5th Cir	00058861	Perm	G	Clerk III	1.00	\$ 25,155	1.00	\$ 25,668	03	SR08
9/1/2009	Jud 330 - 3rd Cir	00058919	Perm	G	Clerk IV	1.00	\$ 29,135	1.00	\$ 27,756	03	SR10
9/1/2009	Jud 310 - 1st Cir	00014890	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 310 - 1st Cir	00023424	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 310 - 1st Cir	00025218	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 310 - 1st Cir	00025311	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 310 - 1st Cir	00026894	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 330 - 3rd Cir	00057200	Perm Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 101 - COA	00057262	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/1/2009	Jud 330 - 3rd Cir	00057379	Perm Exempt	G	Judicial Assistant I	1.00	\$ 66,450	1.00	\$ 46,176	03	SR21
9/1/2009	Jud 310 - 1st Cir	00057876	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 310 - 1st Cir	00058008	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 310 - 1st Cir	00058583	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2009	Jud 310 - 1st Cir	00059427	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/3/2009	Jud 101 - COA	00012281	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/3/2009	Jud 101 - COA	00027464	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/3/2009	Jud 101 - COA	00027465	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/3/2009	Jud 101 - COA	00057721	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/3/2009	Jud 101 - COA	00059187	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/3/2009	Jud 101 - COA	00500066	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/8/2009	Jud 330 - 3rd Cir	00057122	Perm Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20

Judiciary
New Hires

Table 13

<u>New Hire Effective Date</u>	<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
9/8/2009	Jud 310 - 1st Cir	00058003	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/14/2009	Jud 310 - 1st Cir	00011956	Perm	G	Juvenile Detention Worker II	1.00	\$ 41,234	1.00	\$ 41,760	10	CO05
9/14/2009	Jud 320 - 2nd Cir	00057719	Perm	G	Judicial Clerk II	1.00	\$ 34,012	1.00	\$ 30,036	03	SR12
9/14/2009	Jud 101 - COA	00500067	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/17/2009	Jud 310 - 1st Cir	00058222	Perm	G	Judicial Clerk II	1.00	\$ 30,803	1.00	\$ 30,036	03	SR12
9/28/2009	Jud 101 - COA	00012739	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/28/2009	Jud 310 - 1st Cir	00058579	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
10/1/2009	Jud 320 - 2nd Cir	00058157	Perm Civil Service	G	Social Worker III	1.00	\$ 55,977	1.00	\$ 42,132	13	SR20
10/1/2009	Jud 330 - 3rd Cir	00059716	Perm Civil Service	G	Social Worker IV	1.00	\$ 44,209	1.00	\$ 47,412	13	SR22
10/1/2009	Jud 320 - 2nd Cir	00500370	Perm Civil Service	G	Social Worker I	1.00	\$ 64,209	1.00	\$ 36,024	13	SR16
10/5/2009	Jud 310 - 1st Cir	00015961	Perm Civil Service	G	Court Bailiff I	1.00	\$ 43,867	1.00	\$ 31,212	03	SR13
10/9/2009	Jud 320 - 2nd Cir	00059262	Perm Civil Service	G	Social Worker III	1.00	\$ 47,852	1.00	\$ 42,132	13	SR20
10/12/2009	Jud 610 - Admin	00500331	Perm Civil Service	G	Clerk IV	1.00	\$ 27,756	1.00	\$ 27,756	03	SR10
10/12/2009	Jud 101 - COA	00027462	Perm Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
10/16/2009	Jud 330 - 3rd Cir	00057365	Perm Civil Service	G	Judicial Clerk I	1.00	\$ 30,276	1.00	\$ 27,756	03	SR10
10/19/2009	Jud 610 - Admin	00026622	Perm Civil Service	G	Planner III	1.00	\$ 42,132	1.00	\$ 42,132	13	SR20
10/19/2009	Jud 310 - 1st Cir	00059079	Perm Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
10/20/2009	Jud 310 - 1st Cir	00057880	Perm Civil Service	G	District Court Clerk I	1.00	\$ 42,191	1.00	\$ 33,756	03	SR15
11/2/2009	Jud 330 - 3rd Cir	00057006	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 31,451	1.00	\$ 30,036	03	SR12
11/2/2009	Jud 350 - 5th Cir	00057126	Perm Civil Service	G	District Court Clerk I	1.00	\$ 45,252	1.00	\$ 33,756	03	SR15
11/2/2009	Jud 350 - 5th Cir	00059312	Perm Civil Service	G	Social Worker II	1.00	\$ 42,132	1.00	\$ 38,988	13	SR18
11/2/2009	Jud 320 - 2nd Cir	00059729	Perm Civil Service	G	Social Worker IV	1.00	\$ 47,852	1.00	\$ 45,576	13	SR22
11/5/2009	Jud 310 - 1st Cir	00023082	Perm Civil Service	G	District Court Clerk I	1.00	\$ 34,690	1.00	\$ 33,756	03	SR15
11/9/2009	Jud 310 - 1st Cir	00021708	Perm Civil Service	G	Judicial Clerk I	1.00	\$ 26,368	1.00	\$ 27,756	03	SR10
11/9/2009	Jud 310 - 1st Cir	00057591	Perm Civil Service	G	Clerk III	1.00	\$ 24,385	1.00	\$ 25,668	03	SR08
11/9/2009	Jud 310 - 1st Cir	00059606	Perm Civil Service	G	Juvenile Detention Worker II	1.00	\$ 46,865	1.00	\$ 41,760	10	CO05
11/9/2009	Jud 610 - Admin	00058839	Perm Exempt	G	Research Analyst	1.00	\$ 37,452	0.60	\$ 33,300	13	SR24
11/10/2009	Jud 310 - 1st Cir	00004724	Perm Civil Service	G	Juvenile Detention Worker I	1.00	\$ 39,672	1.00	\$ 38,604	10	CO03
11/16/2009	Jud 320 - 2nd Cir	00057791	Perm Civil Service	G	Social Worker I	1.00	\$ 60,551	1.00	\$ 36,024	13	SR16
11/16/2009	Jud 320 - 2nd Cir	00057850	Perm Civil Service	G	Social Worker IV	1.00	\$ 40,868	1.00	\$ 45,576	13	SR22
11/16/2009	Jud 320 - 2nd Cir	00059220	Perm Civil Service	G	Judicial Clerk II	1.00	\$ 35,093	1.00	\$ 30,036	03	SR12
11/17/2009	Jud 310 - 1st Cir	00057966	Perm Civil Service	G	Janitor II	1.00	\$ 31,567	1.00	\$ 33,228	01	BC02
11/19/2009	Jud 330 - 3rd Cir	00059742	Perm Civil Service	G	Clerk III	1.00	\$ 25,899	1.00	\$ 25,668	03	SR08
11/23/2009	Jud 350 - 5th Cir	00059727	Perm Civil Service	G	Social Worker II	1.00	\$ 38,988	1.00	\$ 38,988	13	SR18
11/23/2009	Jud 320 - 2nd Cir	00027877	Perm Exempt	G	Judicial Assistant I	1.00	\$ 48,434	1.00	\$ 46,176	03	SR21
11/24/2009	Jud 330 - 3rd Cir	00500146	Perm Exempt	G	Judicial Assistant I	1.00	\$ 73,365	1.00	\$ 46,176	03	SR21
12/1/2009	Jud 310 - 1st Cir	00057407	Permanent Civil Service	G	Land & Tax Appeal Ct Clerk	1.00	\$ 47,435	1.00	\$ 36,516	03	SR17
12/1/2009	Jud 330 - 3rd Cir	00057627	Permanent Civil Service	G	Account Clerk III	1.00	\$ 45,057	1.00	\$ 28,836	03	SR11

Judiciary
New Hires

Table 13

<u>New Hire Effective Date</u>	<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
12/1/2009	Jud 350 - 5th Cir	00500278	Permanent Civil Service	G	Clerk III	1.00	\$ 25,155	1.00	\$ 25,668	03	SR08
12/2/2009	Jud 310 - 1st Cir	00012074	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 28,534	1.00	\$ 30,036	03	SR12
12/14/2009	Jud 310 - 1st Cir	00058866	Permanent Civil Service	G	Clerk III	1.00	\$ 24,385	1.00	\$ 25,668	03	SR08
12/15/2009	Jud 310 - 1st Cir	00010350	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 32,068	1.00	\$ 31,212	03	SR12
12/16/2009	Jud 320 - 2nd Cir	00058141	Permanent Civil Service	G	Clerk III	1.00	\$ 25,899	1.00	\$ 25,668	03	SR08
12/17/2009	Jud 610 - Admin	00500399	Permanent Civil Service	G	Forensic Interview Specialist	1.00	\$ 45,576	1.00	\$ 45,576	13	SR22
12/21/2009	Jud 350 - 5th Cir	00058547	Permanent Civil Service	G	Clerk III	1.00	\$ 25,668	1.00	\$ 25,668	03	SR08
12/28/2009	Jud 101 - COA	00058831	Permanent Civil Service	G	Clerk III	1.00	\$ 28,460	1.00	\$ 25,668	03	SR08
12/28/2009	Jud 610 - Admin	00500400	Permanent Civil Service	G	Program Specialist I	1.00	\$ 45,576	1.00	\$ 45,576	73	SR22
12/31/2009	Jud 330 - 3rd Cir	00057008	Permanent Civil Service	G	Social Worker IV	1.00	\$ 65,463	1.00	\$ 45,576	13	SR22
January 1, 2010 to June 30, 2010											
1/4/2010	Jud 330 - 3rd Cir	00058175	Permanent Civil Service	G	Judicial Clerk III	1.00	\$ 43,080	1.00	\$ 32,424	03	SR14
1/5/2010	Jud 101 - COA	00057438	Permanent Civil Service	G	Court Fiscal Officer I	1.00	\$ 68,117	1.00	\$ 45,576	13	SR22
1/5/2010	Jud 330 - 3rd Cir	00058892	Permanent Civil Service	G	IT Support Technician III	1.00	\$ 60,551	1.00	\$ 44,412	03	SR17
1/11/2010	Jud 610 - Admin	00004710	Permanent Civil Service	G	Dir of IT & Business Services	1.00	\$ 111,792	1.00	\$ 111,792	35	EM08
1/11/2010	Jud 310 - 1st Cir	00019274	Permanent Civil Service	G	Data Entry Operator I	1.00	\$ 24,385	1.00	\$ 25,668	03	SR08
1/11/2010	Jud 320 - 2nd Cir	00057776	Permanent Civil Service	G	Social Worker I	1.00	\$ 37,818	1.00	\$ 36,024	13	SR16
1/11/2010	Jud 310 - 1st Cir	00058057	Permanent Civil Service	G	Juvenile Detention Worker I	1.00	\$ 39,672	1.00	\$ 38,604	10	CO03
1/11/2010	Jud 320 - 2nd Cir	00059367	Permanent Civil Service	G	Clerk III	1.00	\$ 27,971	1.00	\$ 25,668	03	SR08
1/13/2010	Jud 310 - 1st Cir	00007723	Permanent Civil Service	G	Social Worker IV	1.00	\$ 46,865	1.00	\$ 51,312	13	SR22
1/19/2010	Jud 310 - 1st Cir	00057824	Permanent Civil Service	G	Data Entry Operator I	1.00	\$ 25,365	1.00	\$ 25,668	03	SR08
1/19/2010	Jud 610 - Admin	00058719	Permanent Civil Service	G	Clerk III	1.00	\$ 42,684	1.00	\$ 25,668	03	SR08
1/25/2010	Jud 310 - 1st Cir	00008923	Permanent Civil Service	G	Social Worker IV	1.00	\$ 64,114	1.00	\$ 45,576	13	SR22
1/25/2010	Jud 610 - Admin	00019068	Permanent Civil Service	G	Secretary IV	1.00	\$ 37,968	1.00	\$ 37,968	63	SR18
2/1/2010	Jud 330 - 3rd Cir	00059279	Permanent Civil Service	G	Social Worker IV	1.00	\$ 60,551	1.00	\$ 45,576	13	SR22
2/1/2010	Jud 350 - 5th Cir	00057983	Permanent Civil Service	G	Clerk III	1.00	\$ 25,155	1.00	\$ 25,668	03	SR08
2/2/2010	Jud 330 - 3rd Cir	00057200	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
2/8/2010	Jud 310 - 1st Cir	00057798	Permanent Civil Service	G	Clerk III	1.00	\$ 24,385	1.00	\$ 25,668	03	SR08
2/16/2010	Jud 330 - 3rd Cir	00059005	Permanent Civil Service	G	Circuit Court Clerk I	1.00	\$ 56,687	1.00	\$ 36,516	03	SR17
2/16/2010	Jud 350 - 5th Cir	00058880	Permanent Civil Service	G	Clerk III	1.00	\$ 25,668	1.00	\$ 25,668	03	SR08
2/17/2010	Jud 310 - 1st Cir	00059397	Permanent Civil Service	G	Human Resources Clerk IV	1.00	\$ 27,394	1.00	\$ 28,836	63	SR11
2/18/2010	Jud 320 - 2nd Cir	00500351	Permanent Civil Service	G	Assistant Facilities Manager	1.00	\$ 40,503	1.00	\$ 42,684	04	SR21
2/22/2010	Jud 310 - 1st Cir	00014465	Permanent Civil Service	G	Data Entry Operator I	1.00	\$ 26,368	1.00	\$ 25,668	03	SR08
2/22/2010	Jud 610 - Admin	00058314	Permanent Civil Service	G	Secretary III	1.00	\$ 39,480	1.00	\$ 35,064	63	SR16
2/24/2010	Jud 310 - 1st Cir	00004735	Permanent Civil Service	G	Estate & Guardianship Spclt	1.00	\$ 45,646	1.00	\$ 39,480	03	SR19
3/1/2010	Jud 310 - 1st Cir	00057011	Permanent Civil Service	S	Clerk III	1.00	\$ 24,385	1.00	\$ 25,668	03	SR08
3/1/2010	Jud 310 - 1st Cir	00057813	Permanent Civil Service	G	Clerk III	1.00	\$ 24,385	1.00	\$ 25,668	03	SR08
3/1/2010	Jud 320 - 2nd Cir	00058332	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 44,791	1.00	\$ 30,036	03	SR12

Judiciary
New Hires

Table 13

<u>New Hire Effective Date</u>	<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
3/4/2010	Jud 310 - 1st Cir	00057567	Permanent Civil Service	G	Clerk III	1.00	\$ 24,385	1.00	\$ 25,668	03	SR08
3/8/2010	Jud 310 - 1st Cir	00057114	Permanent Civil Service	G	Estate & Guardianship Spclt	1.00	\$ 57,707	1.00	\$ 39,480	03	SR19
3/8/2010	Jud 350 - 5th Cir	00059669	Permanent Exempt	G	Law Clerk	1.00	\$ 53,352	1.00	\$ 53,352	73	SR20
3/11/2010	Jud 310 - 1st Cir	00058203	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 28,534	1.00	\$ 30,036	03	SR12
3/11/2010	Jud 101 - COA	00500064	Permanent Exempt	G	Associate Judge	1.00	\$ 135,726	1.00	\$ 139,924	00	JG04
3/11/2010	Jud 310 - 1st Cir	00059227	Permanent Exempt	G	Circuit Judge	1.00	\$ 129,322	1.00	\$ 136,127	00	JG05
3/15/2010	Jud 320 - 2nd Cir	00057719	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 34,012	1.00	\$ 30,036	03	SR12
3/15/2010	Jud 101 - COA	00500066	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
3/15/2010	Jud 101 - COA	00500067	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
3/16/2010	Jud 310 - 1st Cir	00057808	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 43,867	1.00	\$ 30,036	03	SR12
3/16/2010	Jud 610 - Admin	00058998	Permanent Civil Service	G	Planner V	1.00	\$ 64,920	1.00	\$ 51,312	13	SR24
3/16/2010	Jud 610 - Admin	00057518	Permanent Civil Service	G	Accountant III	1.00	\$ 42,132	1.00	\$ 42,132	13	SR20
3/22/2010	Jud 310 - 1st Cir	00015612	Permanent Civil Service	G	Juv Det Training Prog Spclt	1.00	\$ 46,865	1.00	\$ 45,576	13	SR22
3/22/2010	Jud 610 - Admin	00058145	Permanent Civil Service	G	IT Specialist IV	1.00	\$ 53,352	1.00	\$ 45,576	13	SR22
3/22/2010	Jud 610 - Admin	00059112	Permanent Exempt	G	Private Secretary I	1.00	\$ 54,012	1.00	\$ 48,048	63	SR22
3/29/2010	Jud 310 - 1st Cir	00500489	Permanent Civil Service	G	Groundskeeper I	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
3/29/2010	Jud 310 - 1st Cir	00500491	Permanent Civil Service	G	Groundskeeper I	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/1/2010	Jud 310 - 1st Cir	00004768	Permanent Civil Service	G	Social Worker IV	1.00	\$ 45,041	1.00	\$ 45,576	13	SR22
4/1/2010	Jud 310 - 1st Cir	00015611	Permanent Civil Service	G	Social Worker IV	1.00	\$ 52,725	1.00	\$ 45,576	13	SR22
4/1/2010	Jud 330 - 3rd Cir	00058917	Permanent Civil Service	G	Clerk III	1.00	\$ 29,135	1.00	\$ 25,668	03	SR08
4/5/2010	Jud 310 - 1st Cir	00059075	Permanent Civil Service	G	Building Maintenance Worker I	1.00	\$ 42,317	1.00	\$ 44,544	01	BC09
4/5/2010	Jud 310 - 1st Cir	00500493	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/5/2010	Jud 310 - 1st Cir	00500496	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/5/2010	Jud 310 - 1st Cir	00500497	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/5/2010	Jud 310 - 1st Cir	00500504	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/5/2010	Jud 310 - 1st Cir	00500505	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/5/2010	Jud 310 - 1st Cir	00500500	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/5/2010	Jud 310 - 1st Cir	00500041	Permanent Civil Service	G	Account Clerk III	1.00	\$ 30,803	1.00	\$ 28,836	03	SR11
4/5/2010	Jud 350 - 5th Cir	00059080	Permanent Civil Service	G	Social Worker II	1.00	\$ 38,988	1.00	\$ 38,988	13	SR18
4/6/2010	Jud 310 - 1st Cir	00500499	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/6/2010	Jud 310 - 1st Cir	00058003	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
4/7/2010	Jud 310 - 1st Cir	00500498	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/16/2010	Jud 330 - 3rd Cir	00500381	Permanent Civil Service	G	Janitor II	1.00	\$ 32,289	1.00	\$ 33,228	01	BC02
4/16/2010	Jud 330 - 3rd Cir	00059232	Permanent Civil Service	G	Social Worker III	1.00	\$ 51,751	1.00	\$ 47,412	13	SR20
4/16/2010	Jud 320 - 2nd Cir	00500107	Permanent Exempt	G	Law Clerk	1.00	\$ 59,038	1.00	\$ 53,352	73	SR20
4/19/2010	Jud 310 - 1st Cir	00500503	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/19/2010	Jud 310 - 1st Cir	00500501	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/19/2010	Jud 310 - 1st Cir	00500502	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
4/19/2010	Jud 310 - 1st Cir	00059484	Permanent Civil Service	G	Social Worker V	1.00	\$ 50,684	1.00	\$ 51,312	23	SR24

Judiciary
New Hires

Table 13

<u>New Hire Effective Date</u>	<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
4/27/2010	Jud 310 - 1st Cir	00005883	Permanent Civil Service	G	Social Worker IV	1.00	\$ 43,297	1.00	\$ 49,332	13	SR22
5/3/2010	Jud 310 - 1st Cir	00059398	Permanent Civil Service	G	Attorney (PROGRAM) I	1.00	\$ 69,392	1.00	\$ 51,312	73	SR24
5/3/2010	Jud 310 - 1st Cir	00057965	Permanent Civil Service	G	Janitor II	1.00	\$ 31,567	1.00	\$ 33,228	01	BC02
5/3/2010	Jud 320 - 2nd Cir	00057328	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 25,899	1.00	\$ 30,036	03	SR12
5/3/2010	Jud 330 - 3rd Cir	00059182	Permanent Civil Service	G	Judicial Clerk I	1.00	\$ 41,403	1.00	\$ 27,756	03	SR10
5/6/2010	Jud 101 - COA	00057260	Permanent Exempt	G	Judicial Assistant II	1.00	\$ 56,687	1.00	\$ 58,440	63	SR23
5/6/2010	Jud 101 - COA	00057257	Permanent Exempt	G	Associate Judge	1.00	\$ 135,726	1.00	\$ 139,924	00	JG04
5/6/2010	Jud 310 - 1st Cir	00000213	Permanent Exempt	G	Circuit Judge	1.00	\$ 129,322	1.00	\$ 136,127	00	JG05
5/6/2010	Jud 310 - 1st Cir	00025218	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
5/10/2010	Jud 310 - 1st Cir	00057975	Permanent Civil Service	G	Janitor II	1.00	\$ 31,567	1.00	\$ 33,228	01	BC02
5/10/2010	Jud 101 - COA	00057722	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
5/10/2010	Jud 310 - 1st Cir	00025217	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
5/11/2010	Jud 330 - 3rd Cir	00058572	Permanent Civil Service	G	Account Clerk IV	1.00	\$ 41,786	1.00	\$ 31,212	03	SR13
5/11/2010	Jud 310 - 1st Cir	00014904	Permanent Exempt	G	Judicial Assistant I	1.00	\$ 60,044	1.00	\$ 54,012	03	SR21
5/13/2010	Jud 310 - 1st Cir	00058323	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
5/17/2010	Jud 330 - 3rd Cir	00007736	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 34,012	1.00	\$ 30,036	03	SR12
5/17/2010	Jud 330 - 3rd Cir	00500110	Permanent Civil Service	G	Social Worker III	1.00	\$ 49,050	1.00	\$ 42,132	13	SR20
5/17/2010	Jud 310 - 1st Cir	00057876	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
5/18/2010	Jud 101 - COA	00057263	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 27,750	73	SR20
5/24/2010	Jud 310 - 1st Cir	00500205	Permanent Civil Service	G	Social Worker IV	1.00	\$ 54,823	1.00	\$ 45,576	13	SR22
5/24/2010	Jud 320 - 2nd Cir	00012047	Permanent Civil Service	G	Social Worker III	1.00	\$ 37,818	1.00	\$ 42,132	13	SR20
6/1/2010	Jud 320 - 2nd Cir	00059220	Permanent Civil Service	G	Judicial Clerk I	1.00	\$ 35,093	1.00	\$ 27,756	03	SR10
6/1/2010	Jud 330 - 3rd Cir	00500148	Permanent Exempt	G	Law Clerk	1.00	\$ 54,487	1.00	\$ 53,352	73	SR20
6/2/2010	Jud 310 - 1st Cir	00027810	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 37,506	1.00	\$ 30,036	03	SR12
6/2/2010	Jud 310 - 1st Cir	00058008	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
6/15/2010	Jud 310 - 1st Cir	00015662	Permanent Civil Service	G	District Court Clerk II	1.00	\$ 32,068	1.00	\$ 36,516	03	SR17
6/16/2010	Jud 310 - 1st Cir	00021709	Permanent Civil Service	G	District Court Clerk I	1.00	\$ 34,690	1.00	\$ 33,756	03	SR15
6/16/2010	Jud 330 - 3rd Cir	00059731	Permanent Civil Service	G	Social Worker IV	1.00	\$ 47,852	1.00	\$ 47,412	13	SR22
6/21/2010	Jud 310 - 1st Cir	00057398	Permanent Civil Service	G	Clerk III	1.00	\$ 25,365	1.00	\$ 25,668	03	SR08
6/21/2010	Jud 310 - 1st Cir	00023102	Permanent Civil Service	G	Clerk III	1.00	\$ 28,534	1.00	\$ 25,668	03	SR08
6/22/2010	Jud 310 - 1st Cir	00057251	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
6/28/2010	Jud 310 - 1st Cir	00026947	Permanent Civil Service	S	Clerk III	1.00	\$ 36,070	1.00	\$ 25,668	03	SR08
July 1, 2010 to November 30, 2010											
7/1/2010	Jud 101 - COA	00003308	Permanent Civil Service	G	Supreme Court Clerk	1.00	\$ 63,741	1.00	\$ 57,708	23	SR24
7/1/2010	Jud 310 - 1st Cir	00058163	Permanent Civil Service	G	Social Worker III	1.00	\$ 41,633	1.00	\$ 42,132	13	SR20
7/1/2010	Jud 320 - 2nd Cir	00021813	Permanent Civil Service	G	Clerk III	1.00	\$ 41,403	1.00	\$ 25,668	03	SR08
7/1/2010	Jud 330 - 3rd Cir	00059320	Permanent Civil Service	G	Court Bailiff II	1.00	\$ 43,080	1.00	\$ 33,756	03	SR15
7/1/2010	Jud 310 - 1st Cir	00057251	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20

Judiciary
New Hires

Table 13

<u>New Hire</u> <u>Effective Date</u>	<u>Prog ID/Org</u>	<u>Position</u> <u>Number</u>	<u>Perm/</u> <u>Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted</u> <u>FTE</u>	<u>Budgeted</u> <u>Salary</u>	<u>Actual</u> <u>FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
7/2/2010	Jud 310 - 1st Cir	00057320	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 32,068	1.00	\$ 32,424	03	SR12
7/7/2010	Jud 310 - 1st Cir	00057563	Permanent Civil Service	G	Social Worker IV	1.00	\$ 45,041	1.00	\$ 45,576	13	SR22
7/9/2010	Jud 310 - 1st Cir	00026931	Permanent Civil Service	S	Driver Educ Asst II	1.00	\$ 45,646	1.00	\$ 37,968	03	SR17
7/12/2010	Jud 310 - 1st Cir	00057910	Permanent Civil Service	G	Clerk III	1.00	\$ 27,394	1.00	\$ 25,668	03	SR08
7/12/2010	Jud 330 - 3rd Cir	00500012	Permanent Civil Service	G	Social Worker IV	1.00	\$ 47,269	1.00	\$ 51,312	13	SR22
7/12/2010	Jud 330 - 3rd Cir	00059520	Permanent Civil Service	G	Judicial Clerk I	1.00	\$ 29,135	1.00	\$ 27,756	03	SR10
7/14/2010	Jud 310 - 1st Cir	00057319	Permanent Civil Service	G	Social Worker IV	1.00	\$ 45,041	1.00	\$ 51,312	13	SR22
7/14/2010	Jud 310 - 1st Cir	00026152	Permanent Civil Service	G	District Court Clerk I	1.00	\$ 47,435	1.00	\$ 33,756	03	SR15
7/19/2010	Jud 310 - 1st Cir	00004725	Permanent Civil Service	G	Estate & Guardianship Clerk I	1.00	\$ 37,506	1.00	\$ 33,756	03	SR15
7/26/2010	Jud 310 - 1st Cir	00025255	Permanent Civil Service	G	DP Control Clerk I	1.00	\$ 34,690	1.00	\$ 30,036	03	SR12
7/26/2010	Jud 320 - 2nd Cir	00058838	Permanent Civil Service	G	Judicial Clerk III	1.00	\$ 41,403	1.00	\$ 32,424	03	SR14
7/27/2010	Jud 310 - 1st Cir	00058939	Permanent Civil Service	G	Human Resources Clerk IV	1.00	\$ 33,311	1.00	\$ 39,480	63	SR11
7/27/2010	Jud 310 - 1st Cir	00008244	Permanent Civil Service	G	Social Worker IV	1.00	\$ 46,865	1.00	\$ 45,576	13	SR22
7/27/2010	Jud 330 - 3rd Cir	00058693	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 32,743	1.00	\$ 31,212	03	SR12
7/28/2010	Jud 310 - 1st Cir	00007723	Permanent Civil Service	G	Social Worker IV	1.00	\$ 46,865	1.00	\$ 45,576	13	SR22
8/2/2010	Jud 310 - 1st Cir	00014557	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 30,803	1.00	\$ 31,212	03	SR12
8/2/2010	Jud 310 - 1st Cir	00014472	Permanent Civil Service	G	Judicial Clerk III	1.00	\$ 24,385	1.00	\$ 33,756	03	SR14
8/2/2010	Jud 320 - 2nd Cir	00058330	Permanent Civil Service	G	Clerk III	1.00	\$ 29,135	1.00	\$ 25,668	03	SR08
8/2/2010	Jud 330 - 3rd Cir	00058176	Permanent Civil Service	G	Court Bailiff II	1.00	\$ 32,743	1.00	\$ 33,756	03	SR15
8/2/2010	Jud 610 - Admin	00015275	Permanent Civil Service	G	Human Resources Director	1.00	\$ 115,356	1.00	\$ 110,880	35	EM08
8/2/2010	Jud 310 - 1st Cir	00058579	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/3/2010	Jud 310 - 1st Cir	00058964	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 37,506	1.00	\$ 46,176	03	SR12
8/3/2010	Jud 310 - 1st Cir	00057852	Permanent Civil Service	G	Judicial Clerk III	1.00	\$ 33,311	1.00	\$ 39,480	03	SR14
8/3/2010	Jud 310 - 1st Cir	00026894	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/5/2010	Jud 310 - 1st Cir	00004789	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 26,368	1.00	\$ 31,212	03	SR12
8/9/2010	Jud 310 - 1st Cir	00057802	Permanent Civil Service	G	Account Clerk III	1.00	\$ 33,311	1.00	\$ 28,836	03	SR11
8/9/2010	Jud 310 - 1st Cir	00057960	Permanent Civil Service	G	Janitor II	1.00	\$ 31,567	1.00	\$ 33,228	01	BC02
8/9/2010	Jud 310 - 1st Cir	00057955	Permanent Civil Service	G	Janitor III	1.00	\$ 33,767	1.00	\$ 35,544	01	WS02
8/9/2010	Jud 310 - 1st Cir	00500495	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
8/9/2010	Jud 320 - 2nd Cir	00006041	Permanent Civil Service	G	Court Documents Clerk III	1.00	\$ 58,922	1.00	\$ 48,048	03	SR19
8/9/2010	Jud 330 - 3rd Cir	00058530	Permanent Civil Service	G	Clerk III	1.00	\$ 41,403	1.00	\$ 25,668	03	SR08
8/10/2010	Jud 310 - 1st Cir	00023507	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/11/2010	Jud 310 - 1st Cir	00058242	Permanent Civil Service	G	Social Worker IV	1.00	\$ 64,114	1.00	\$ 45,576	13	SR22
8/16/2010	Jud 310 - 1st Cir	00057229	Permanent Civil Service	G	Admin Assistant (JUD) I	1.00	\$ 51,311	1.00	\$ 44,412	03	SR19
8/16/2010	Jud 310 - 1st Cir	00025442	Permanent Civil Service	G	Clerk IV	1.00	\$ 26,368	1.00	\$ 27,756	03	SR10
8/16/2010	Jud 310 - 1st Cir	00058654	Permanent Civil Service	G	Social Worker IV	1.00	\$ 64,114	1.00	\$ 45,576	13	SR22
8/16/2010	Jud 320 - 2nd Cir	00023704	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
8/16/2010	Jud 320 - 2nd Cir	00057772	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
8/18/2010	Jud 610 - Admin	00057168	Permanent Civil Service	G	Human Resources Manager II	1.00	\$ 96,420	1.00	\$ 75,408	35	EM05

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8/19/2010	Jud 330 - 3rd Cir	00057122	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
8/23/2010	Jud 610 - Admin	00057448	Permanent Civil Service	G	IT Specialist V	1.00	\$ 70,224	1.00	\$ 51,312	13	SR24
8/26/2010	Jud 310 - 1st Cir	00001128	Permanent Exempt	G	District Judge	1.00	\$ 121,881	1.00	\$ 128,296	00	JG06
8/26/2010	Jud 310 - 1st Cir	00003107	Permanent Exempt	G	District Judge	1.00	\$ 121,881	1.00	\$ 128,296	00	JG06
8/26/2010	Jud 310 - 1st Cir	00059049	Permanent Exempt	G	District Judge	1.00	\$ 121,881	1.00	\$ 128,296	00	JG06
8/26/2010	Jud 310 - 1st Cir	00001261	Permanent Exempt	G	District Judge	1.00	\$ 121,881	1.00	\$ 128,296	00	JG06
8/30/2010	Jud 310 - 1st Cir	00014556	Permanent Civil Service	G	Judicial Clerk V	1.00	\$ 43,867	1.00	\$ 49,932	04	SR18
8/30/2010	Jud 310 - 1st Cir	00027005	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
8/31/2010	Jud 310 - 1st Cir	00057754	Permanent Civil Service	G	Circuit Court Clerk II	1.00	\$ 60,044	1.00	\$ 44,412	03	SR20
9/1/2010	Jud 310 - 1st Cir	00014530	Permanent Civil Service	G	Judicial Clerk I	1.00	\$ 26,368	1.00	\$ 27,756	03	SR10
9/1/2010	Jud 330 - 3rd Cir	00004836	Permanent Civil Service	G	Social Worker IV	1.00	\$ 49,773	1.00	\$ 51,312	13	SR22
9/1/2010	Jud 330 - 3rd Cir	00012057	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 38,296	1.00	\$ 30,036	03	SR12
9/1/2010	Jud 330 - 3rd Cir	00024378	Permanent Civil Service	G	Social Worker IV	1.00	\$ 47,852	1.00	\$ 45,576	13	SR22
9/1/2010	Jud 310 - 1st Cir	00023424	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 310 - 1st Cir	00014890	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 310 - 1st Cir	00025311	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 310 - 1st Cir	00058008	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 310 - 1st Cir	00026894	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 310 - 1st Cir	00059228	Permanent Exempt	G	Law Clerk	1.00	\$ 57,023	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 310 - 1st Cir	00058583	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 310 - 1st Cir	00059105	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/1/2010	Jud 330 - 3rd Cir	00057200	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
9/3/2010	Jud 310 - 1st Cir	00058518	Permanent Civil Service	G	Judicial Clerk V	1.00	\$ 40,550	1.00	\$ 46,176	04	SR18
9/3/2010	Jud 101 - COA	00057720	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/3/2010	Jud 101 - COA	00057262	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/3/2010	Jud 101 - COA	00057721	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/3/2010	Jud 101 - COA	00059187	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/3/2010	Jud 101 - COA	00500066	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/7/2010	Jud 310 - 1st Cir	00500494	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
9/7/2010	Jud 101 - COA	00057261	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/7/2010	Jud 101 - COA	00500069	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/7/2010	Jud 310 - 1st Cir	00059673	Permanent Exempt	G	Law Clerk	1.00	\$ 52,725	1.00	\$ 53,352	73	SR20
9/8/2010	Jud 310 - 1st Cir	00059071	Permanent Civil Service	G	Groundskeeper I	1.00	\$ 31,567	1.00	\$ 33,228	01	BC02
9/8/2010	Jud 310 - 1st Cir	00500490	Permanent Civil Service	G	Groundskeeper I	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
9/8/2010	Jud 101 - COA	00012892	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/9/2010	Jud 310 - 1st Cir	00059343	Permanent Civil Service	G	Social Worker II	1.00	\$ 52,725	1.00	\$ 38,988	13	SR18
9/14/2010	Jud 310 - 1st Cir	00027791	Permanent Civil Service	G	Social Worker V	1.00	\$ 54,823	1.00	\$ 64,920	23	SR24
9/14/2010	Jud 310 - 1st Cir	00012073	Permanent Civil Service	G	Judicial Clerk I	1.00	\$ 24,385	1.00	\$ 27,756	03	SR10
9/14/2010	Jud 101 - COA	00000206	Permanent Exempt	G	Chief Justice	1.00	\$ 152,030	1.00	\$ 156,727	00	JG01

Judiciary
New Hires

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9/15/2010	Jud 101 - COA	00003312	Permanent Exempt	G	Exec Secy to the Chief Justice	1.00	\$ 77,592	1.00	\$ 79,992	63	SR26
9/15/2010	Jud 101 - COA	00019606	Permanent Exempt	G	Administrative Law Clerk	1.00	\$ 58,223	1.00	\$ 60,024	73	SR22
9/15/2010	Jud 310 - 1st Cir	00057877	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/16/2010	Jud 310 - 1st Cir	00057337	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 28,534	1.00	\$ 31,212	03	SR12
9/16/2010	Jud 310 - 1st Cir	00057529	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 47,960	1.00	\$ 31,212	03	SR12
9/16/2010	Jud 310 - 1st Cir	00500503	Permanent Civil Service	G	Janitor II	1.00	\$ 29,674	1.00	\$ 33,228	01	BC02
9/16/2010	Jud 310 - 1st Cir	00057560	Permanent Civil Service	G	Social Worker VI	1.00	\$ 78,022	1.00	\$ 73,044	23	SR26
9/16/2010	Jud 310 - 1st Cir	00018796	Permanent Civil Service	G	Social Worker IV	1.00	\$ 64,114	1.00	\$ 45,576	13	SR22
9/16/2010	Jud 310 - 1st Cir	00058510	Permanent Civil Service	G	Social Worker IV	1.00	\$ 58,311	1.00	\$ 47,412	13	SR22
9/16/2010	Jud 310 - 1st Cir	00058982	Permanent Civil Service	G	Juvenile Counselor III	1.00	\$ 40,025	1.00	\$ 42,132	13	SR20
9/16/2010	Jud 330 - 3rd Cir	00058105	Permanent Civil Service	G	Social Worker IV	1.00	\$ 53,835	1.00	\$ 49,332	13	SR22
9/16/2010	Jud 310 - 1st Cir	00058003	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
9/20/2010	Jud 101 - COA	00011315	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/27/2010	Jud 310 - 1st Cir	00023387	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 34,690	1.00	\$ 30,036	03	SR12
9/27/2010	Jud 330 - 3rd Cir	00059005	Permanent Civil Service	G	Circuit Court Clerk I	1.00	\$ 56,687	1.00	\$ 36,516	03	SR17
9/27/2010	Jud 350 - 5th Cir	00059312	Permanent Civil Service	G	Social Worker III	1.00	\$ 42,132	1.00	\$ 42,132	13	SR20
9/27/2010	Jud 350 - 5th Cir	00058581	Permanent Civil Service	G	Social Worker II	1.00	\$ 38,988	1.00	\$ 38,988	13	SR18
9/27/2010	Jud 610 - Admin	00057395	Permanent Civil Service	G	Clerk III	1.00	\$ 46,176	1.00	\$ 25,668	03	SR08
9/27/2010	Jud 101 - COA	00008538	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/28/2010	Jud 310 - 1st Cir	00500045	Permanent Civil Service	G	Circuit Court Clerk I	1.00	\$ 42,191	1.00	\$ 44,412	03	SR17
9/28/2010	Jud 330 - 3rd Cir	00500112	Permanent Civil Service	G	Social Worker IV	1.00	\$ 52,834	1.00	\$ 45,576	13	SR22
9/30/2010	Jud 101 - COA	00012739	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
9/30/2010	Jud 310 - 1st Cir	00000215	Permanent Exempt	G	Circuit Judge	1.00	\$ 129,322	1.00	\$ 136,127	00	JG05
9/30/2010	Jud 310 - 1st Cir	00058868	Permanent Exempt	G	Circuit Judge	1.00	\$ 129,322	1.00	\$ 136,127	00	JG05
10/1/2010	Jud 330 - 3rd Cir	00057345	Permanent Civil Service	G	District Court Clerk II	1.00	\$ 43,080	1.00	\$ 39,480	03	SR17
10/1/2010	Jud 610 - Admin	00057019	Permanent Civil Service	G	Coms & Comy Relations Officer	1.00	\$ 51,312	1.00	\$ 64,920	23	SR26
10/1/2010	Jud 310 - 1st Cir	00004702	Permanent Exempt	G	Judicial Assistant I	1.00	\$ 57,707	1.00	\$ 46,176	03	SR21
10/1/2010	Jud 310 - 1st Cir	00025881	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
10/1/2010	Jud 310 - 1st Cir	00058280	Permanent Exempt	G	Judicial Assistant I	1.00	\$ 62,495	1.00	\$ 58,440	03	SR21
10/1/2010	Jud 310 - 1st Cir	00058869	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
10/1/2010	Jud 310 - 1st Cir	00059101	Permanent Exempt	G	Law Clerk	1.00	\$ 52,725	1.00	\$ 53,352	73	SR20
10/4/2010	Jud 310 - 1st Cir	00058294	Permanent Civil Service	G	Accountant II	1.00	\$ 57,023	1.00	\$ 38,988	13	SR18
10/4/2010	Jud 320 - 2nd Cir	00057018	Permanent Civil Service	G	Social Worker III	1.00	\$ 39,332	1.00	\$ 42,132	13	SR20
10/4/2010	Jud 320 - 2nd Cir	00059202	Permanent Civil Service	G	Judicial Clerk V	1.00	\$ 29,135	1.00	\$ 51,936	04	SR18
10/4/2010	Jud 101 - COA	00027461	Permanent Exempt	G	Law Clerk	1.00	\$ 58,223	1.00	\$ 55,500	73	SR20
10/4/2010	Jud 610 - Admin	00059452	Permanent Exempt	G	Education Assistant	1.00	\$ 27,756	1.00	\$ 27,756	03	SR10
10/5/2010	Jud 101 - COA	00058830	Permanent Civil Service	G	Court Documents Clerk III	1.00	\$ 54,824	1.00	\$ 49,932	03	SR19
10/5/2010	Jud 310 - 1st Cir	00058250	Permanent Civil Service	G	Janitor II	1.00	\$ 31,567	1.00	\$ 33,228	01	BC02
10/5/2010	Jud 310 - 1st Cir	00057723	Permanent Civil Service	G	Social Worker IV	1.00	\$ 64,114	1.00	\$ 49,332	13	SR22

Judiciary
New Hires

Table 13

<u>New Hire Effective Date</u>	<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Perm/Temp</u>	<u>MOF</u>	<u>Position Title</u>	<u>Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Actual FTE</u>	<u>Actual Salary</u>	<u>BU Code</u>	<u>SR Level</u>
10/6/2010	Jud 330 - 3rd Cir	00500010	Permanent Civil Service	G	Clerk III	1.00	\$ 26,923	1.00	\$ 27,756	03	SR08
10/7/2010	Jud 310 - 1st Cir	00059355	Permanent Exempt	G	Circuit Judge	1.00	\$ 129,322	1.00	\$ 136,127	00	JG05
10/11/2010	Jud 310 - 1st Cir	00059194	Permanent Civil Service	G	Social Worker III	1.00	\$ 59,303	1.00	\$ 42,132	13	SR20
10/11/2010	Jud 310 - 1st Cir	00004786	Permanent Civil Service	G	Clerk III	1.00	\$ 24,385	1.00	\$ 25,668	03	SR08
10/12/2010	Jud 310 - 1st Cir	00058085	Permanent Civil Service	G	Data Entry Operator I	1.00	\$ 24,385	1.00	\$ 25,668	03	SR08
10/12/2010	Jud 320 - 2nd Cir	00001275	Permanent Exempt	G	District Judge	1.00	\$ 124,447	1.00	\$ 128,296	00	JG06
10/13/2010	Jud 310 - 1st Cir	00057680	Permanent Civil Service	G	Juvenile Detention Worker I	1.00	\$ 39,672	1.00	\$ 38,604	10	CO03
10/13/2010	Jud 101 - COA	00027462	Permanent Exempt	G	Law Clerk	1.00	\$ 53,835	1.00	\$ 55,500	73	SR20
10/18/2010	Jud 310 - 1st Cir	00057398	Permanent Civil Service	G	Clerk III	1.00	\$ 25,365	1.00	\$ 25,668	03	SR08
10/18/2010	Jud 310 - 1st Cir	00059529	Permanent Civil Service	G	Drug Ct Subst Abuse Cnslr II	1.00	\$ 43,297	1.00	\$ 38,988	13	SR18
10/18/2010	Jud 310 - 1st Cir	00058026	Permanent Civil Service	G	Juvenile Detention Worker I	1.00	\$ 43,297	1.00	\$ 38,604	10	CO03
10/18/2010	Jud 310 - 1st Cir	00059643	Permanent Civil Service	G	Court Bailiff I	1.00	\$ 38,988	1.00	\$ 31,212	03	SR13
10/18/2010	Jud 350 - 5th Cir	00057126	Permanent Civil Service	G	District Court Clerk I	1.00	\$ 45,252	1.00	\$ 46,176	03	SR15
10/18/2010	Jud 330 - 3rd Cir	00057382	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
10/21/2010	Jud 310 - 1st Cir	00057524	Permanent Civil Service	G	Judicial Clerk I	1.00	\$ 29,651	1.00	\$ 27,756	03	SR10
10/25/2010	Jud 310 - 1st Cir	00027894	Permanent Civil Service	G	Judicial Clerk II	1.00	\$ 24,385	1.00	\$ 30,036	03	SR12
11/1/2010	Jud 330 - 3rd Cir	00058951	Permanent Civil Service	G	District Court Clerk II	1.00	\$ 46,607	1.00	\$ 48,048	03	SR17
11/1/2010	Jud 610 - Admin	00057649	Permanent Civil Service	G	Budget And Statistics Manager	1.00	\$ 48,461	1.00	\$ 87,360	35	EM05
11/1/2010	Jud 310 - 1st Cir	00004899	Permanent Exempt	G	Judicial Assistant I	1.00	\$ 60,044	1.00	\$ 56,172	03	SR21
11/1/2010	Jud 310 - 1st Cir	00059096	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
11/1/2010	Jud 310 - 1st Cir	00059427	Permanent Exempt	G	Law Clerk	1.00	\$ 50,684	1.00	\$ 53,352	73	SR20
11/1/2010	Jud 320 -2nd Cir	00027881	Permanent Exempt	G	Law Clerk	1.00	\$ 49,761	1.00	\$ 53,352	73	SR20
11/3/2010	Jud 310 - 1st Cir	00014565	Permanent Civil Service	G	Asst Court Fiscal Officer II	1.00	\$ 75,856	1.00	\$ 60,024	13	SR26
11/12/2010	Jud 310 - 1st Cir	00058903	Permanent Civil Service	G	Social Worker IV	1.00	\$ 45,041	1.00	\$ 55,500	13	SR22
11/15/2010	Jud 320 -2nd Cir	00058789	Permanent Civil Service	G	Judicial Clerk IV	1.00	\$ 46,607	1.00	\$ 41,040	03	SR16
11/16/2010	Jud 310 - 1st Cir	00058301	Permanent Civil Service	G	Janitor II	1.00	\$ 31,567	1.00	\$ 33,228	01	BC02
11/22/2010	Jud 310 - 1st Cir	00023381	Permanent Civil Service	G	Judicial Clerk I	1.00	\$ 28,534	1.00	\$ 28,836	03	SR10
11/22/2010	Jud 610 - Admin	00058177	Permanent Civil Service	G	IT Support Technician II	1.00	\$ 46,176	1.00	\$ 33,756	03	SR15
Special Fund Positions Noted In Red.											

Reduction in Force (RIF) Actions

<u>Prog ID/Org</u>	<u>Position #</u>	<u>Position Title</u>	<u>MOF</u>	<u>FTE</u>	<u>Current Comp Rate</u>	<u>Position Salary Decrease</u>	<u>Position Salary Increase</u>	<u>Comp Freq (Mo/Hr)</u>	<u>SR Level</u>	<u>BU</u>	<u>Perm/ Temp</u>	<u>Placement Action</u>	<u>Reason</u>
None to Date.													

Judiciary
Grievances

<u>Prog ID/Org</u>	<u>Position Number</u>	<u>Position Title</u>	<u>MOF</u>	<u>FTE</u>	<u>SR Level</u>	<u>BU</u>	<u>Perm/Temp</u>	<u>RIF Date</u>	<u>Grievance Date</u>	<u>Current Status</u>
None to Date.										

Expenditures Exceeding Federal Fund Ceiling

<u>Prog ID</u>	<u>Appropriation Ceiling</u>	<u>Ceiling Increase</u>	<u>Date of Increase</u>	<u>Reason for Exceeding Ceiling</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>	<u>ARRA?</u>
Not Applicable to the Judiciary.							

Judiciary
Intradepartmental Transfers

Table 17

<u>From Prog ID</u>	<u>To Prog ID</u>	<u>Amount Transferred</u>	<u>Date of Transfer</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
FY 2011					
JUD 101	JUD 601	1,265,598	8/9/2010	To reallocate funds as intended by the Legislature when the entire Judiciary lump-sum budget cut of \$1.5M was applied solely to JUD 601 for expediency purposes. The transfer reflects the amount reallocated to JUD 601 to properly offset the legislative reduction, a portion of which should have been assigned to each Judiciary program. JUD 601's portion of \$1.5M reduction = \$234,402. (\$234,402+\$1,265,598=\$1,500,000)	N
JUD 310					
JUD 320					
JUD 330					
JUD 350					
JUD 501					

Judiciary
CIP Summary

Table 18

<u>Priority</u>	<u>Project Title</u>	<u>FY12 \$\$\$</u>	<u>FY13 \$\$\$</u>	<u>MOF</u>
1	Ka'ahumanu Hale Roof and Lanai Upgrades and Improvements, O'ahu	4,645,000		C
2	Kona Judiciary Complex, Hawaii	4,500,000	7,500,000	C
3	Kapolei Judiciary Complex, O'ahu (incl. Admin. Svcs. Office Bldg)	6,500,000		C
4	Ali'iolani Hale Exterior and Clock Tower Improvements, O'ahu	3,040,000		C
5	Kapua'iwa Building Window Replacement and Upgrade, O'ahu	185,000	1,850,000	C
6	Kauikeaouli Hale Cellblock Upgrade and Improvements, O'ahu	305,000		C
7	Ka'ahumanu Hale Fire Alarm System Upgrade and Improvements, O'ahu	147,000		C
8	Ka'ahumanu Hale Elevator System Upgrade and Modernization, O'ahu	292,000		C
9	Lump Sum CIP for Judiciary Facilities, Statewide	5,000,000	5,000,000	C
	Judiciary Total	24,614,000	14,350,000	

Judiciary

CIP Requests to the New Administration

<u>Priority</u>	<u>Project Title</u>	<u>FY12 \$\$\$</u>	<u>FY13 \$\$\$</u>	<u>MOF</u>
Not Applicable to the Judiciary.				

Judiciary
Organizational Chart

Table 20

<u>Year of Change</u> FY11/FY12	<u>Page Number</u>	<u>Description of Change</u>
FY 11	69	Fifth Circuit, Client Services Division, Adult Client Services and Probation Branch - Reorganized existing staff for a Special Services Unit within the Adult Client Services and Probation Branch. The Special Services Unit is in line with Act 44, HRS 706--622.5, HRS 704-411(1)(b) which recognizes the need for special sentencing practices for specific offender populations.

FIRST JUDICIAL CIRCUIT
OFFICE OF THE CHIEF COURT ADMINISTRATOR

Reports to the Chief Judge of the First Judicial Circuit.

Plans, directs, administers, coordinates and evaluates all administrative, business and support functions, operations and activities required to support judicial proceedings and judgments in a judicial circuit involving criminal, civil, family and probation matters; and oversees a multitude of circuit, family and district court programs within the judicial circuit through subordinate administrators, managers and supervisors.

Sets short- and long-term goals to accomplish the judicial circuit's objectives; formulates policies, procedures and controls relevant to the overall administration and practices of the judicial circuit's functions, operations and programs; implements policies and procedures to meet established guidelines; makes assessments on the overall effectiveness and efficiency of policies and procedures; and modifies/revises policies and procedures to attain maximum operational functioning levels, and provide optimal quality of services while meeting legal, regulatory and procedural requirements of the judicial circuit.

Participates in the development, implementation, assessment and modification of Judiciary-wide operational guidelines and procedures; develops short- and long-term goals and objectives for budget, program priority, staffing and technology forecasts, addressing major issues and exploring innovative ideas; and initiates research and studies aimed toward the continual improvement of the Judiciary's functions, operations, programs and services rendered.

Establishes and carries out extensive liaison responsibilities between organizational units, with other judicial circuits, judicial officials, administration; and with governmental, private, law enforcement and other external agencies in the interrelation and coordination of the judicial circuit's functions and programs supporting judicial proceedings.

Formulates legislative proposals; monitors legislative matters affecting the operations and services provided by the judicial circuit; and prepares and provides testimony involving such matters.

Oversees the development, implementation and evaluation of procedures and methods required to achieve the judicial circuit and program short- and long-term goals, and allocates necessary resources to organizational units.

Develops and maintains a sound management system; and oversees the First Judicial Circuit's fiscal and accounting functions, to ensure the uniform delivery of services of the highest quality while providing and promoting the effective, economical and efficient utilization of resources.

Prepares and submits the judicial circuit's annual budgeting plan, as well as the biennium and supplemental budget requests. Oversees the judicial circuit's statistical/reporting requirements.

Oversees and ensures the sound administration and execution of grants and purchase of service agreements used to provide necessary services supporting First Judicial Circuit programs.

Sets the direction and makes recommendations on actions affecting subordinate administrative, supervisory and other personnel. Participates in confidential and sensitive matters affecting employer-employee relations; and consults with administrative officials regarding such matters.

Administrative responsibility over court services, programs and ancillary functions which support judicial proceedings for the Circuit Court of the First Judicial Circuit.

COURT OPERATIONS SPECIALISTS:

Serves as a staff specialist to the Chief Court Administrator.

Assists the Chief Court Administrator of the First Circuit in researching and conducting studies for improving and/or implementing new programs and projects which support the courts; evaluating and developing recommendations; reviewing and revising policies, procedures, and methods in court administration; performing administrative housekeeping functions, such as preparing budget requests, reports and correspondence; and resolving problems on behalf of the Chief Court Administrator.

SOCIAL WORK PROGRAM SPECIALISTS:

Serves as a Social Work Program Specialist to the Chief Court Administrator.

Assists the Chief Court Administrator of the First Circuit by providing staff assistance in researching, developing, coordinating and evaluating social work programs that serve the public involved with or appearing before the court. Social Work Program Specialists conceptualize, analyze, and install new social work program methods and techniques; plan and conduct staff development and training programs; monitor and evaluate purchase of service contracts. Social Work Program Specialists also evaluate procedural and organizational matters relative to social issues, and make recommendations to the Chief Court Administrator regarding alternatives, solutions, or refinements to the process or to the system.

HUMAN RESOURCES:

Serves as staff specialists and human resources support clerical staff to the Chief Court Administrator.

Assists the Chief Court Administrator of the First Circuit in performing administrative housekeeping functions, such as conducting internal investigations, reorganization proposals, reports and correspondence; researching and following up on certain personnel matters such as grievances, workers' compensation and investigations; and resolving problems on behalf of the Chief Court Administrator.

Responsible for employee leave recordkeeping; and initiating and processing of personnel forms. Provides recommendations, guidance, assistance and technical support services to branch administrators, supervisors and employees on all problems related to employee conduct, discipline, civil service grievances, communications, morale, and employee benefit and service programs, etc., within the First Circuit. Provides technical advisory assistance to the Chief Court Administrator and serves as liaison between the First Circuit and the centralized Human Resources Department within the Office of the Administrative Director of the Courts.

LEGAL RESEARCH SECTION:

Serves as legal advisor to the Chief Court Administrator, the Senior Family Judge, Family Court Judges, and the Board of Family Court Judges.

Reviews and researches local and national legislation and case law impacting on procedures, policy, and rules of the family court.

Prepares, screens, and evaluates testimony on proposed legislation affecting the family court.

Reviews and improves legal forms used in the family court. Updates the Manual of Policies and Procedures of the Family Court and the Family Court Rules.

STATISTICIANS:

Plans, designs, maintains, and provides overall direction and management of the family court's statistical system.

Collects, analyzes, and reports statistical data on all activities of the court and coordinates data collection efforts within the court and with other elements of the Judiciary.

Consults with family courts statewide on statistical matters to ensure uniformity throughout the family court system.

Prepares computer programs to access, manipulate, and derive data on juveniles referred to the family court. Develops and conducts training sessions in statistical data system reporting and the use of computers in data collection.

COMPUTER SUPPORT SECTION:

The Computer Support Section provides technical assistance in the planning, coordination, and implementation of studies and analyses of operating policies, practices, and procedures for the automation of court program operations. The Computer Support Section provides assessment of existing court program operations to develop, implement and evaluate modifications to guidelines, policies, procedures, standards and work methods necessary to improve and automate operations. Confers with First Circuit staff to resolve administrative and operational problems, and implements changes for the automation of various program operations. Serves as liaison between the First Circuit and the centralized Information Technology & Communications Division within the Support Services Department of the Office of the Administrative Director of the Courts.

FISCAL MANAGEMENT & SUPPORT SERVICES BRANCH

The Fiscal Management & Support Services Branch consists of three (3) fiscal sections: Circuit, District, and Kapolei; and the Facilities Management Section.

Each of the three (3) fiscal sections is composed of units with functional responsibility for accounting, payables/procurement, and receivables/revenues.

ACCOUNTING UNIT:

The Accounting Units are responsible for Financial Reporting, Records Management and Appropriated Funds Accounting. Financial Reporting includes the preparation of monthly and quarterly financial reports for funds held outside state treasury. Records Management includes the proper disposal of financial records. Appropriated Funds Accounting includes the reconciliation of division records to central Financial Services Division records; obtaining new contracts and renew contracts with vendors; contingency memoranda; securing price quotations; preparation of 1099's; and preparation of journal vouchers.

The Accounting Unit provides professional accounting services in the analyses and maintenance of the courts' trust accounts; determines status of all accounts by category; develops, prepares and maintains expenditure, object, costs and control ledgers, registers, journals and other records required in control of fiscal operations; participates in analyses of department revenue and operating costs; assists in monitoring and managing the appropriated and non-appropriated funds for various programs and activities; reviews and audits all payroll claims in conformance with collective bargaining agreements and Judiciary personnel rules and regulations; and assists the Court Administrative Services Officer and Assistant Court Fiscal Officers in the preparation of the court's budget, and development and/or modification of applicable fiscal policies and procedures.

PAYABLES/PROCUREMENT UNIT:

The Payables/Procurement Units are responsible for Inventory Management, Risk Management and Federal Grants Management. Inventory Management includes the preparation of quarterly and annual inventory reports; application of decals to new equipment; preparation of transfer and disposal forms; physical inventory taking; and the reconciliation of purchases, transfers, disposals, etc., to inventory records. Risk Management includes the preparation of property loss/liability/auto risk management reports. Federal Grants Management includes the maintaining of records of grant-related revenues and expenditures; preparation of required reports; and preparation of necessary journal vouchers to reimburse general fund.

The Payables/Procurement Units provides clerical support in assisting in maintaining control ledgers, registers, journals and other records required in controlling appropriated and non-appropriated funds; prepares and reviews requisitions, contracts or purchase

orders for the procurement of supplies, materials, equipment and services; processing of invoices and the preparation for payment of invoices through the State Accounting System or through appropriate petty cash funds; prepares payment of witness fees and other litigation expenses, defendant escort services, attorney fees and expenses, and other court-related expenses; and maintains and processes the replenishment of monies to the imprest funds for witness fees and for authorization expenditures through petty cash funds.

RECEIVABLES/REVENUES UNIT:

The Receivables/Revenues Units are responsible for Cash Management and Receipts and Disbursements. Cash Management includes collateralization; escheating of unclaimed bails and other unclaimed monies; investment of case deposits; interest income; follow-up and write-offs of uncollectibles; and the evaluation of financial institutions to determine if deposits shall continue to be allocated to the financial institutions previously selected. Receipts and Disbursements include safeguard collections; record and account for collections; disburse collections in accordance with court orders and fiscal procedures; preparation of receipts, crediting the collection of the proper ledgers, depositing monies to a financial institution, and reconciling collections with accounting records; and processing refunds to defendants, and managing disbursements to the state treasury, crime victims, and the special fund of other state agencies.

The Receivables/Revenues Units provides clerical support in the recordkeeping and accounting activities relevant to fiduciary responsibilities for the small guardianship accounts; collects and receipts monies; disburses from trust funds for case deposits, bail and other refunds, fines, restitution, government realizations, other court ordered assessments, and other payments as required.

FACILITIES MANAGEMENT:

Provides and coordinates the cleaning, groundskeeping, and day-to-day repair and maintenance of Judiciary buildings located in the First Circuit.

Procures contractors to assist facilities management personnel when necessary. Participates in the coordination of all minor renovation work in the First Circuit.

May participate in the inspection of capital improvement construction work in the First Circuit.

ADULT CLIENT SERVICES BRANCH

The Adult Client Services Branch is responsible for providing presentence investigation/intake, court-ordered supervision, and specialized services for adult felony and misdemeanor cases. In addition, the branch also provides specialized client services.

INTAKE SECTION

The Intake Section is organized into three investigative units and two community services/restitution units responsible for all presentence investigations, preparation of presentence diagnosis and reports of all non-sex offenders referred by the court, and the restitution services for victims. The section is also responsible for community service placement services, restitution recovery services to victims and monitoring of restitution collections, inter/intrastate investigations referred by other jurisdictions which includes management of all interstate compact referrals for adult parole and probation cases, and mental exam investigations as referred by the courts.

SUPERVISION SECTION I

Is responsible for all First Circuit court-referred supervision of non-sex offenders and non-sex offenders accepted for interstate compact supervision from other jurisdictions. The section also provides supervision for defendants under order of conditional release from the Hawaii State Hospital.

SUPERVISION SECTION II

Is responsible for TRO intake complaints and all First Circuit court-referred supervision of domestic violence offenders and interstate compact supervision from other jurisdictions. The section also provides supervision for defendants under order of conditional release from the Hawaii State Hospital.

SPECIAL SERVICES SECTION

Is responsible for investigation, supervision and treatment of all adult sex offenders and a differentiated drug offender population requiring increased supervision and treatment services.

CLERICAL SUPPORT SERVICES SECTION

Responsible for all clerical, transcribing, legal file management, message control, public relations activities and records management to their geographically assigned ACSB staff. The section further supports the branch in greeting the general public, distribution of branch documents, reports and files, MIS data entry, and record retention.

DRUG COURT

Provides case management, assessment, referral, coordination, and educational services to the targeted drug abusing offender population.

MENTAL HEALTH COURT

Specializes in treating mental health issues within the court system. Ensures that court personnel is able to recognize the signs of mental illness and provides direct services through court programs and interaction with the community.

FUNCTIONAL STATEMENTS OF ADULT PROBATION - FIRST CIRCUIT

The major functions of Adult Probation of the First Circuit are clarified into six primary subordinate areas: 1) Presentence Investigation/ Intake; 2) Supervision; 3) Special Services Unit; 4) Hawaii Drug Court Program; 5) Training, Research, Evaluation and Planning; and 6) Clerical.

I. PRESENTENCE INVESTIGATION/INTAKE

- A. To conduct comprehensive and concise presentence investigations and provide diagnosis reports for the Criminal Division of the Circuit Courts as authorized by Section 704-404, 706-601, 706-604, and 806-73, Hawaii Revised Statutes, inclusive of the following criteria:
 - 1. To identify and provide a complete and objective-based assessment of the offender's risk and need for services prior to sentencing.
 - 2. To identify appropriate and alternative sentences available to the courts as provided in Sections 706-620, 706-621, 706-622, 706-623 and 706-624, Hawaii Revised Statutes.
 - 3. To identify and provide referral services designed to address rehabilitative needs of a wide variety of offenders for sentencing.
 - 4. To identify aggravating and mitigating circumstances to the sentencing courts utilizing uniform standards and objective-based elements of assessments.
- B. To provide sentencing recommendations to the courts based upon investigation and assessments properly and comprehensively designed to identify crime reduction and crime prevention measures for selected offenders;
- C. To determine Interstate and Intrastate eligibility for courtesy supervision under the Interstate and Intrastate Compacts and to communicate with all parties involved.
- D. Through evaluation and research, establish intervention criteria for appropriate sanctions for offenders based upon community protection and reintegration goals of the division.
- E. To obtain all existing medical, social, police and juvenile records, including those expunged, and other pertinent records and make such records available for inspection by the three qualified examiners under

HRS 704-404, examination of defendant with respect to physical or mental disease, disorder, or defect.

II. SUPERVISION BRANCH

- A. To provide supervision services based on evaluated needs of the offender, offender's risk in reoffending and specific court instructions to offenders referred by the Criminal Division of the Circuit Courts as authorized by Sections 704-412, 706-605, 706-623, 706-624, 706-625, 706-626, 706-727, 706-640, 706-642, 706-644, and 806-73, Hawaii Revised Statutes;
- B. To conduct objective-based classification of all offenders placed under supervision by the Circuit Courts based on prescribed risk and needs assessments and utilizing interviews, scoring of factors, and force-field analysis;
- C. To develop, implement and maintain objective-based case plans for the most serious classified offenders;
- D. To implement and enforce conditions or drug testing, search and seizure, and curfew in crime reduction and detection activities with minimum risk to public and staff;
- E. To use suitable legal methods to aid and bring about improvement in the offender for restitution and fine collections and brokerage of social services;
- F. To respond to probation violations with minimum threat to public safety and initiate timely and thorough adverse court actions against violators;
- G. To conduct crime reduction investigations on supervised offenders based on reports from the community or other criminal justice agencies;
- H. To provide thorough and complete court documentation and reports, including restitution determination.

III. SPECIAL SERVICES

- A. Provide comprehensive investigative and evaluation services and intensive supervision of specifically designated adult offender population as determined by inter-departmental agreement, legislation and as authorized by HRS Chapter 706, and § 704-605, 706-623, 706-625, 706-626, 706-627, 706-640, 706-642, 706-644, and 806-73 for the Criminal

Division of the First Circuit; inclusive of the following criteria:

1. To identify and provide a complete and objective-based assessment of the offender's risk and need for services prior to sentencing.
 2. To identify appropriate and alternative sentences available to the courts as provided in Sections 706-620, 706-621, 706-622, 706-623 and 706-624, Hawaii Revised Statutes.
 3. To identify and provide referral services designed to address treatment needs of the offender population for sentencing.
 4. To identify aggravating and mitigating circumstances to the sentencing courts utilizing uniform standards and objective-base elements of assessment.
- B. To provide sentencing recommendations to the courts based upon investigation and specific assessments properly and comprehensively designed to identify crime reduction and crime prevention measures for the specified offender population.
- C. To conduct objective-based classification of the specified offender population based on prescribed risk and needs assessments and utilizing interviews, scoring of factors, and force-field analysis;
- D. To implement and enforce conditions of drug testing, search and seizure, and curfew in crime reduction and detection activities with minimum risk to public and staff;
- E. To use suitable legal methods to aid and bring about improvement in the offender for restitution and fine collections and brokerage of social services;
- F. To respond to probation violations with minimum threat to public safety and initiate timely and thorough adverse court actions against violators;
- G. To conduct crime reduction investigations on supervised offenders based on reports from the community or other criminal justice agencies;
- H. To provide thorough and complete court documentation and reports, including restitution determination.

- I. To provide a program of structured, graduated intermediate sanctions for nonviolent, nondrug-involved offenders who are diverted from a term of incarceration.

IV. HAWAII DRUG COURT

- A. To provide case management, assessment, referral, coordination, and educational services to targeted drug abusing offender populations in the criminal justice system.
- B. To facilitate collaborative networking among criminal justice agencies and treatment providers to maximize, integrate, and expand treatment and ancillary services to referred substance abusing offenders.
- C. To assist in design and conduct of drug treatment and related ancillary service evaluations.
- D. To establish and maintain a management information system dedicated to referred substance abusing offenders in conjunction with existing systems.
- E. To assist in the evaluation and development of purchase of service requirements for treatment of drug offenders in the criminal justice system.
- F. To assist in the evaluation and development of drug testing services for referred drug offenders.
- G. To provide educational and outpatient treatment services to program-referred substance abusing offenders.

V. TRAINING, RESEARCH, EVALUATION AND PLANNING

A. RESEARCH, EVALUATION AND PLANNING

1. To coordinate and oversee development, implementation, and evaluation of existing intake investigation, supervision and other division programs, including statewide Purchase-of-Service program.

2. To direct, control and maintain development, refinement and operation of the division's management information systems in a manner which will promote and enhance timely and accurate information, growth in users accessibility and utilization, including:
 - a. information system security;
 - b. procedures;
 - c. database validation.
3. To identify, evaluate and provide data and statistics for Judiciary management and administration in budgeting, planning and policy formulation and in the preparation of studies, reports and forecasts for operations and planning purposes including concerns external to the division.
4. To provide liaison and inter-agency and intra-agency support designed to encourage and fulfill division mission, goals and objectives and promote improvements in the criminal justice system.
5. To assist in formulation of legislative proposals and reports; and in the development of division policies and procedures within administrative guidelines.
6. To develop and implement grants and other potential sources of program assistance relating to division activities or court programs.
7. To provide planning and improvements in the maintenance and operation of the supervision management classification system and caseflow management systems developed and implemented by the division on a statewide basis.
8. To plan, coordinate, and develop statewide policies and procedures and development and implementation of such policies and procedures.

B. TRAINING

1. To prepare, develop, implement and evaluate a core training curriculum for division professional and clerical personnel and to provide for on-going development of training components.

2. To coordinate all research activities and special studies as it relates to division effectiveness/efficiency.
3. To develop and maintain a statewide program of training and education in specialized subject fields.
4. To develop, implement and maintain a standard system of training and evaluation which identifies performance competency measures for utilization in personnel evaluations and career advancement.
5. To coordinate remedial and refresher courses for personnel in identified areas.
6. To establish and maintain evaluation and outcome measures involving training activities.
7. To establish and maintain a comprehensive and current knowledge base of essential source materials and professional skills.

VI. CLERICAL BRANCH

A. CLERICAL/COURT RELATED SERVICES

1. To provide transcription by word processing of all reports, correspondence, and related documentation; primary management of affidavits, motion and related procedures for the division.
2. To prepare and maintain all social and legal files utilized in the investigative, supervision and management activities; to receive and index records and reports for the division and court-related activity.
3. To provide timely preparation and distribution of division documents and files to professional staff, the courts and other criminal justice agencies.

B. SUPPORT SERVICES

1. To greet and receive the public; direct incoming offender and telephone requests to division staff, and provide message control of division communications.

2. To provide timely distribution of division documentation and files to division members, the courts and activities external to the division.
3. To provide backup data entry support to management information system activity.
4. To maintain a master identification system on offenders referred to the division for services.
5. To be responsible for execution of division's document retention and disposal program.

FUNCTIONAL STATEMENTS

ADULT SERVICES BRANCH

Provides social work supportive services to judges of the family court.

Plans, organizes, and conducts services necessary to reduce or ameliorate adult and family domestic problems.

Provides the court with short-term counseling and investigative services that will assist the court in reducing marital and family problems.

Administers programs for the conduct of court ordered marital conciliation counseling, short-term marital counseling, counseling and assistance in obtaining protective restraining orders in domestic violence situations.

Criminal Misdemeanor Section I & II

Conducts pre-sentence investigation reports for all Family Court misdemeanor cases.

Makes recommendations to the court on sentencing and treatment plans.

Gathers data for mental examination/fitness to proceed cases.

Monitors all cases where individuals are ordered to participate in anger management counseling and/or drug alcohol assessment/counseling.

Supervises all individuals placed on probation.

TRO/Domestic Violence Section

Investigates, evaluates, processes, and disposes of domestic violence and spouse abuse cases referred by other agencies or self referred for a domestic violence restraining order.

Reviews annual reports made by guardians of incapacitated persons.

Domestic Violence Substance Abuse Section

Conducts pre-sentence investigation reports for a target group of Family Court misdemeanor cases involving substance abusers charged with crimes of domestic violence.

Makes recommendations to the court on sentencing and treatment plans.

Gathers data for mental examination/fitness to proceed cases.

Monitors target group cases where individuals are ordered to participate in anger management counseling and/or drug alcohol assessment/counseling.

Supervises target group of individuals placed on probation.

DISTRICT COURT PROBATION BRANCH
DISTRICT COURT OF THE FIRST CIRCUIT

OFFICE OF THE DIRECTOR

Plans, develops, and directs counseling and probation programs and resource requirements in support of district courts of the First Judicial Circuit.

Coordinates and directs methods of service delivery.

Develops, implements, and maintains division policies and procedures with respect to presentencing and investigative services, supervision and probational services, court representation services, clerical and support services, and management of personnel, equipment, facilities, and environment.

Develops and prepares division budget requests and identifies expenditure needs.

Interacts and cooperates with the Board of Directors of the Adult Probation Divisions, other Judiciary divisions, correctional and criminal justice agencies, other governmental entities, and community organizations and resource sources.

Provides direction in matters pertaining to management of services and programs of the counseling and probation services for the District Courts of the Second, Third, and Fifth Judicial Circuits.

Develops, implements, and maintains a management information system to provide for data, statistical analysis, research and planning needs.

Implements, maintains, and refines administrative and management controls and measures for the delivery of presentencing and investigative services, supervision and probational services, and clerical support services of the Division.

Provides representatives to the various divisions of the District Court of the First Circuit to assist the court in handling hearings on counseling and probation division cases, make oral presentations and recommendations on each case, and coordinate court-ordered referrals to the division.

Provides consultative services to the court.

Provides liaison and coordination services on cases involving the prosecuting attorneys, public defenders, private attorneys, police departments, other courts and law enforcement agencies, governmental and private institutions, and the general public.

PRE-SENTENCE INVESTIGATION SECTION

Investigates offenders referred by the District Court of the First Circuit under HRS 706-601, 706-602, 706-603, 706-604, and 806-73.

Provides presentence diagnoses, reports, assessments, and analysis.

Identifies and provides referral services designed to address risks and needs of offenders for sentencing.

Provides sentencing recommendations to serve the best interests of the community while considering the rehabilitative and restraining needs of the offender.

Arranges for and assists with court ordered mental examinations.

Conducts preliminary investigations of offenders' backgrounds, family, social, medical, psychiatric, and mental health histories, circumstances of offenses, and past juvenile and criminal records.

Conducts restitution investigations and submits reports of those investigations to the court.

Determines amounts of restitution due to damage, loss, or injury sustained by a victim as a result of the offense.

Determines offenders' economic status and capacity to make restitution or to make reparation to the victim.

Recommends restitution or reparation in an amount the offender can afford.

Conducts investigations pursuant to interstate and intrastate compact agreements.

Provides testimony in court hearings, assessments, and recommendations of reports.

SUPERVISION SECTIONS

Provides supervision and probational services for offenders referred by the District Court of the First Circuit under HRS 806-73, 706-605, 706-623, 706-624, 706-625, 706-626, 706-627, 706-640, 706-642, 706-644, and 712-1255.

Assesses offenders' needs and risks of re-offending to determine level of supervision required.

Reviews terms and conditions of sentences with offenders and instructs them regarding those terms and conditions.

Keeps informed of the conduct and condition of offenders.

Helps offenders improve their conduct and condition through such means as referrals for medical, mental, health, and substance abuse treatment.

Implements and enforces conditions of probation, suspended sentences, and sentences encompassing restitution and fine collections, brokering of social services and treatment, community service work, and other supervisory activities directed by the court.

Provides courtesy supervision or probation services over offenders from other jurisdictions pursuant to interstate and intrastate compact agreements.

CLERICAL SECTION

Data Control & Input Unit

Inputs case information and data into computer databases.

Intake & Support Services Unit

Processes referrals to the division and creates case records by verification based on notices of entry of judgment and other court documents.

Secures preliminary data from offenders and arranges interviews with probation officers.

Secures and copies police reports for case records.

Accesses OBTS, TRAVIS, HAJIS, and other criminal justice information systems and obtains offenders' criminal and violation histories.

Secures family court histories and records for perusal by probation officers.

Maintains a master case identification system.

Prepares and transmits reports to the court, the office of the prosecuting attorney, the office of the public defender, private attorneys, and defendants.

Maintains client information and case record filing systems for cases on bench warrant status.

Functional Statements
DRIVER EDUCATION SECTION

August 2009

Develops, implements, and coordinates a statewide traffic safety education program.

Maintains liaison, and participates and coordinates services with Judiciary, other government departments/agencies and the military to assist clients in complying with court-ordered obligations; and to develop, implement, and provide community education and information projects/campaigns related to traffic laws and traffic safety issues.

Develops and implements Judiciary public information campaigns and community education programs aimed at encouraging safe driving practices and adherence to traffic safety concepts.

Develops grants related to traffic safety/education to solicit financial support from the federal government and private agencies. Prepares the program's budget and monitors special fund expenditures.

Trains and certifies Driver Education Course instructors.

Provides resource speakers on traffic safety and the traffic court system.

Produces and disseminates brochures, flyers, and other materials to promote traffic safety education to the public.

Researches, develops and prepares testimony on proposed legislation. Reviews legislation to determine impact to and to make revisions in the Driver Education program operations and its procedures.

Reviews and monitors the special fund allotments and expenditures.

Driver Improvement Units 1 and 2, Maui, Hawaii, and Kauai

Provides standardized assessment, counseling, and traffic safety information to clients referred to the program.

Makes presentations; conducts traffic safety courses and training.

Participates in community education and information projects and campaigns to highlight traffic laws, other traffic safety issues, and to encourage safe driving through public awareness; disseminates traffic safety information to the public.

Refers clients for assessment and treatment by outside agencies and programs.

Monitors clients' completion of classes and compliance with court-ordered obligations.

Researches, develops, implements and revises training materials related to traffic safety for clients, public education and staff development.

Clerical Support Services Unit

Provides receptionist services and intake of clients - obtains information from client to create, update, setup and maintain automated case records and files.

Course Control/Records Unit

Schedules clients for classes; sets up course folders for classes; prints attendance sheets; copies, collates, and distributes class materials; summarizes class evaluations; maintains statistics of enrollments and completions; and maintains class records.

Obtains information from Driver Education Assistants to update automated case records and files to continue, advance and/or close cases; to prepare, maintain, and finalize standardized forms/reports indicating clients' completion of classes and compliance to court-ordered obligations. Prepares and maintains logs and standardized forms/reports for the Administrative Driver's License Revocation Office for those client referred for standardized and/or assessment and treatment by outside agencies and programs.

Graphics Support Unit

Designs and prepares graphic and illustrative art work in various media to promote traffic safety education.

Prepares basic art layouts and design concepts; draws by hand or computer, samples of art; selects materials/media and oversees printing and/or other methods of reproduction.

Estimates and/or obtains material and labor costs for production.

Community Service Sentencing

Administers the Community Service Sentencing Program (CSSP) within the First Judicial Circuit.

Provides administrative staff guidance to CSSP's in the Second, Third, and Fifth Judicial Circuits.

Establishes consistent operational guidelines and procedures to recruit and orient public agencies, non-profit and charitable organizations as worksites.

Standardizes the screening, placement, and monitoring of offenders.

Serves as a central clearing-house for offender referrals within the Judiciary as well as the Federal District Court, and Department of Public Safety, Corrections Division.

Screens and places offenders in work sites based on needs of the work site and offenders' backgrounds.

Provides unsupervised offenders with counseling and referral assistance in the areas of employment, drug and alcohol abuse, mental health, and other social service needs.

Monitors offenders' work performance and prepares written reports to the referring court or probation department.

Makes court representation on behalf of the program and recommends alternative sentences for unsuitable offenders.

JUVENILE CLIENT SERVICES BRANCH

SPECIALIZED SERVICES SECTION

The Specialized Services Section is responsible for servicing the Island of Oahu. The section's caseload includes youth who are seventeen (17) years old or younger at the time of case activation. The section provides specialized services for juvenile status offenders and some juvenile law violators, child abuse and neglect and family cases. In addition, the section also provides specialized client services related to custody investigations, recruitment and training of volunteer guardians ad litem, divorcing parents and their minor children and those involved in paternity actions. A clerical support unit is responsible for processing of documents, juvenile case records and all other clerical functions.

Persons In Need of Supervision Unit

The Unit is responsible for the intake processing of youth who are referred to the court for runaway, truancy, curfew, beyond control and injurious behavior offenses. They also are responsible to process law violators who are below the age of 12 at the time of the offense.

The major responsibility of the Unit is to assess the youth and the youth's family situation, to determine the appropriate course of action to take, that addresses the reason(s) why the youth is referred to the court system. The Unit reviews reports, interviews youth and family, and works jointly with professionals within the community. The Unit writes comprehensive social reports for the judge including recommendations and justifications for judicial action, develop behavioral contracts, and monitors the contracts for compliances.

Volunteer Guardian Ad Litem Unit

The Unit is responsible for fulfilling the role of the Guardian Ad Litem who is appointed by the Court under the Child Protective Act. The Guardian Ad Litem's role is to protect and promote the needs and best interests of the children who are involved in the Child Protective Services system.

The major responsibility of the Unit is to recruit, train and provide oversight to the citizen Volunteer Guardian Ad Litem (VGAL). The VGALs maintain ongoing personal contacts with the children in their homes and at school, as well as contacts with the foster parents, social workers, therapists, school personnel and other professionals. The VGALs make court appearances, and submit written progress reports to the Court with findings and recommendations regarding well-being of the children.

Special Services Unit

The Unit is responsible for the Court intake processing and monitoring of child abuse and neglect cases petitioned to the Court under the Child Protective Act.

The major responsibilities of the Unit are to facilitate and coordinate all abuse and neglect cases petitioned before the Court. The Unit serves as social work consultants to the Court, and relates to families, attorneys, social workers, foster parents and other professionals within the community. The Unit makes court appearances and provides written assessments to the Court.

Custody Investigation Unit

The Unit is responsible for providing to the Court written custody investigations and evaluations, when parents are not able to agree on child custody issues such as visitation schedules, where the child physically resides, which parent is legally responsible for the child, etc. Families must qualify financially for these services.

The major responsibilities of the Unit are to conduct in person interviews with parents, children and others significant to the case, and to provide written findings and recommendations to the Court in divorce, paternity, and guardianship proceedings. The Unit makes court appearances as required.

Kids First Unit

The Unit is responsible for running the mandatory education program for divorcing parents and their minor children. Parents not married to each other (paternity) who file motions disputing visitation or custody, and parents who file post-decree custody matters, are also required to attend. As a direct result of attending the program more parents settle and fewer cases are litigated.

The program's goal is to diminish parental conflict and promote peaceful co-parenting. Children learn what divorce means and are provided a supportive setting to explore appropriate ways to cope with feelings and changes related to their parent's separation or divorce. A rotation of eight psychologists and 65 volunteers are maintained to conduct the weekly Wednesday evenings classes. The program is financially self-supporting through the Parent Education Fund. The Unit provides assistance to neighbor island circuits.

Clerical Support Unit

The Clerical Support Unit is responsible for all clerical functions, including receiving, reviewing, preparing, and processing court documents and forms; case creating, docketing, indexing, and scanning; juvenile case record management; and message control for the section. The unit further supports the section in greeting the public/clients and other reception duties; distributing of section documents, reports and juvenile case records; and data entry.

(08/03/2009)

FUNCTIONAL STATEMENT
OF THE
JUVENILE INTAKE AND PROBATION SECTION

The Juvenile Intake and Probation Section is responsible for monitoring and supervising juveniles who have been referred to and/or adjudicated by the court for law violations or status offenses and who are required to complete specified conditions of an informal adjustment of the referral, and who are placed on status or continued under the court's jurisdiction for further disposition.

Major responsibilities of the section are to: 1) conduct social investigations to assist the court in rendering dispositions; 2) provide monitoring and supervision of juveniles placed on probation or protective supervision status with the court; 3) monitor juveniles subject to release from the court's jurisdiction upon compliance with the court's order or with conditions of an informal adjustment of the referral and cases in which status has been awarded to another agency; and 4) assist with and supervise cases from intra- and inter-state jurisdictions.

The section is divided into units based on geographical areas, an intake unit, a specialized unit focusing on juvenile sex offenders and a clerical support unit.

(May 2009)

JUVENILE CLIENT SERVICES BRANCH

JUVENILE DRUG COURT

Provides case management, assessment, referral, coordination, and education services to targeted drug abusing juvenile offender populations in the criminal justice system. Facilitates collaborative networking among criminal justice agencies and treatment providers to maximize, integrate, and expand treatment and ancillary services to referred juvenile substance abusing offenders. Assists in the design and conduct of drug treatment and related ancillary service evaluations. Establishes and maintains a management information system dedicated to referred juvenile substance abusing offenders in conjunction with existing systems. Assists in the evaluation and development of drug testing services for referred juvenile drug offenders. Provides educational and outpatient treatment services to program referred substance abusing juveniles.

FAMILY DRUG COURT

Operates a comprehensive program designed to help parents break the cycle of addiction and child abuse and neglect through monitored service delivery, shorten out-of-home placement through ongoing case monitoring, and expedite informed permanency planning by making it a more informed process. Operating out of a single courtroom with a Family Court Judge and staff from CPS, as well as a team of court-based case managers, the Family Drug Court provides a coherent, integrated response to the needs to substance addicted parents and their children.

GIRLS COURT PROGRAM

Provides a comprehensive continuum of gender specific intervention and dispositional services to be more effective and efficient in meeting the special needs of at-risk adolescent girls and female juveniles offenders, while stressing accountability and reducing recidivism. Since girls respond differently to programmatic approaches used for boys and because many existing programs tend to be structured around the needs of boys, the Girls Court will help expand the limited number of girls' programs in Hawaii.

DETENTION SERVICES SECTION

Provides a safe, temporary environment for children through the secured Hale Ho'omalua Facility or the unsecured Home Maluhia.

Processes the admissions and releases of detainees. Detains minors pending disposition of their situations by the court. Administers policies of the courts relating to the detention of minors. Provides and maintains the basic essentials of food, clothing, shelter, and medical care, for all children remanded to the detention facility. Provides supervision over detainees to assure their control and protection on a 24-hour basis. Conducts educational programs designed to fulfill basic academic requirements and provides every detainee with the opportunity to participate in those training courses. Administers a program to develop and implement recreational activities, and special and social skills development to maximize the constructive use of the time of detainees. Develops and maintains policies pertaining to the detainment of those remanded to the detention home within the guidelines of the court system.

Administers the management and operations of the section in the most effective and efficient manner, including social work liaison, intake, case management, and treatment for juvenile referrals; clerical processing of paperwork and records maintenance; meal preparation; and infirmary services.

**FUNCTIONAL STATEMENT
COURT SERVICES
DIVISION**

Administers programs which provide courtroom clerical, court reporting, and other support and ancillary services to the courts of the First Judicial Circuit. Programs in the division are designed to aid in the timely disposition of cases of general and limited jurisdiction for civil, criminal felonies, misdemeanors and petty misdemeanors, family proceedings, and traffic (decriminalized and regular traffic criminal) in the First Judicial Circuit.

JUDICIAL SERVICES BRANCH:

Court Clerks:

Attends court proceedings to assist judges during hearings and trials. Receives, screens, files, and disposes of petitions, complaints and other legal pleadings requiring judicial hearings or court actions. Takes and keeps minutes of the substance of judicial proceedings and actions. Prepares and processes papers, notices, orders, exhibits and other documents presented to the court. Assists judges and attorneys on matters of court procedures, forms, and practices of the First Judicial Circuit.

Court Bailiffs:

Provides courtroom services to judges by maintaining order, security, and decorum in courtrooms, judicial chambers, and public waiting areas. Oversees the management and control of court calendars. Assists as liaison with law enforcement agencies pertaining to the coordination of individuals in custody appearing for court hearings. Processes and issues certificates of witness and mileage fees. Maintains list of available interpreters of different languages to call as needed to interpret in court cases, depositions, and other court matters.

JURY POOL BRANCH:

Plans, develops, and coordinates the statewide jury selection process (HRS 6'12). Coordinates the mailing of questionnaires and notices to jurors statewide. Orients prospective and qualified jurors on jurors' responsibilities, the jury selection process, jury paneling, courtroom policies and procedures, and other significant information pertaining to jury service. Selects and assigns jury pool members for trials in the civil, criminal, family court and district court trial divisions. Processes and coordinates the statewide jury payroll.

COURT ANNEXED ARBITRATION PROGRAM:

Provides a non-binding arbitration program for certain civil cases, in which the jurisdictional amount for the program is \$150,000 or less by: 1) providing litigants with a simplified procedure for obtaining prompt and equitable resolution of their cases; 2) providing an early disposition of many civil cases with resultant savings in time and

costs to the litigants and to the court, but without sacrificing the quality of justice to be rendered; and 3) expediting the disposition of smaller and more routine cases.

LAND AND TAX APPEAL COURT:

Maintains a statewide system of court records which has exclusive jurisdiction of all applications for the registration of title to land and easements or rights in land held and possessed in fee simple within the state.

ESTATE AND PROBATE BRANCH:

Responsible for the administration of the estates of decedents. Work includes the preparation and maintenance of cases and calendars for court and at other formal small estate hearings.

Functional Statement
Estate & Probate Branch

August 2009

Assists chief court administrator, as chief clerk, in carrying out duties of conservator (or guardian of the property in pre-2005 cases) appointed pursuant to HRS §551-21, as amended. Interviews family members, attorneys and other interested persons to gather information. Prepares and files petitions and other documents to initiate proceedings; effects notice; arranges for personal service of process, if required; schedules hearings and prepares court calendar; prepares orders. Administers estate from appointment through termination of proceedings. Files applications with the Social Security Administration, the Veteran's Administration, and the Department of Human Services, as appropriate. Examines vouchers to verify authenticity and accuracy and assures the payment or disposition is processed according to law. Administers financial accounting and submits for court approval periodic reports of receipts and distributions.

Assists chief court administrator, as chief clerk, in carrying out duties of personal representative appointed pursuant to HRS §560:3-1205, as amended (estates of \$100,000 or less). Interviews family members, attorneys and other interested persons to gather information. Prepares and files documents to initiate proceedings; effects notice; schedules hearings and prepares court calendar; prepares orders. Administers estate from appointment through termination of proceedings. Collects and inventories assets. Examines claims filed against estates to verify authenticity and accuracy and assures the payment or disposition of claims is processed according to law. Administers financial accounting and submits for court approval periodic and final reports of receipts and distributions.

Carries out court administrator's duties as registrar in accordance with Hawaii Probate Code. Reviews submissions for compliance with court rules and statutory requirements. Acts upon applications for informal probate of will and informal appointment of personal representative, and applications for issuance of acknowledgment of authority of personal representative or conservator appointed in another state to act in Hawaii.

Provides technical assistance to probate court through review of documents submitted for consideration on an ex parte basis (without notice or hearing) for compliance with statutory and rule requirements, and checks calculations and details for accuracy and internal consistency. Returns documents to filing party after probate court action.

Assists chief court administrator, as custodian of records for probate, guardianship, conservatorship, and trust cases, and other cases subject to probate court jurisdiction, by receiving and filing documents, and collecting filing fees. Prepares and maintains case files, statistics, and reports.

Provide fiscal and operational support to chief court administrator as custodian of funds and other assets held by the court for safekeeping.

January 2007

**FUNCTIONAL STATEMENT
COURT OPERATIONS DIVISION**

LEGAL DOCUMENTS BRANCH 1:

Administers a program designed to receive, file, examine, process, and maintain legal documents in support of all cases of general jurisdiction, including family jurisdictional matters of the First Circuit. Provides information and services related to court files. Processes and submits appeals to the Supreme Court. Develops and maintains services to the courts, attorneys, and the general public.

LEGAL DOCUMENTS BRANCH 2:

Administers a program designed to receive, file, process, and maintain legal documents in support of cases of limited jurisdiction. Processes citations relating to harbor-boating, airports, public utilities, dog leash, weights and measures, agriculture, parks and recreations, and land and natural resources. Provides information and services related to court files. May process and submit appeals to the Supreme Court. Develops and maintains services to the courts, attorneys, and the general public.

The Ho'okele Court Navigation Section provides direct services, assistance and information to the public. The Court Concierge is responsible for greeting and receiving court users as they enter the courthouse and directing them to the proper program or location. The Service Center provides assistance to court users by explaining court procedures, disseminating court forms and self-help packets, and assisting in filling out court forms.

TRAFFIC VIOLATIONS BUREAU:

Administers a traffic violations program which encompasses the processing of traffic citations.

03/01/06

FUNCTIONAL STATEMENT
COURT REPORTERS BRANCH

Attends court proceedings to take and transcribe verbatim and real-time records of court proceedings in the First Judicial Circuit. Prepares transcripts from stenographic notes upon request, and prepares and files transcripts ordered on appeal for docketing with the Supreme Court. Completes all necessary documentation in compliance with Appellate Procedures.

FUNCTIONAL STATEMENT

January 2001

FIRST CIRCUIT

RURAL COURTS:

The rural courts are comprised of four rural judicial districts - Ewa, Waianae, Wahiawa (Wahiawa/Waiialua), and Kaneohe (Koolauloa/Koolaupoko). Each rural court is responsible for the planning, organizing, managing, directing and coordinating of the judicial support services and the traffic violations operations. Plans, develops, and implements administrative procedures and policies for effective and efficient court operations. Assures that the security and maintenance of the rural court buildings are performed.

SECOND JUDICIAL CIRCUIT
OFFICE OF THE CHIEF COURT ADMINISTRATOR

Reports to the Chief Judge of the Second Judicial Circuit.

Plans, directs, administers, coordinates and evaluates all administrative, business and support functions, operations and activities required to support judicial proceedings and judgments in a judicial circuit involving criminal, civil, family and probation matters; and oversees a multitude of circuit, family and district court programs within the judicial circuit through subordinate administrators, managers and supervisors.

Sets short- and long-term goals to accomplish the judicial circuit's objectives; formulates policies, procedures and controls relevant to the overall administration and practices of the judicial circuit's functions, operations and programs; implements policies and procedures to meet established guidelines; makes assessments on the overall effectiveness and efficiency of policies and procedures; and modifies/revises policies and procedures to attain maximum operational functioning levels, and provide optimal quality of services while meeting legal, regulatory and procedural requirements of the judicial circuit.

Participates in the development, implementation, assessment and modification of Judiciary-wide operational guidelines and procedures; develops short- and long-term goals and objectives for budget, program priority, staffing and technology forecasts, addressing major issues and exploring innovative ideas; and initiates research and studies aimed toward the continual improvement of the Judiciary's functions, operations, programs and services rendered.

Establishes and carries out extensive liaison responsibilities between organizational units, with other judicial circuits, judicial officials, administration; and with governmental, private, law enforcement and other external agencies in the interrelation and coordination of the judicial circuit's functions and programs supporting judicial proceedings.

Formulates legislative proposals; monitors legislative matters affecting the operations and services provided by the judicial circuit; and prepares and provides testimony involving such matters.

Oversees the development, implementation and evaluation of procedures and methods required to achieve the judicial circuit and program short- and long-term goals, and allocates necessary resources to organizational units.

Develops and maintains a sound management system; and oversees the Second Judicial Circuit's fiscal and accounting functions, to ensure the uniform delivery of services of the highest quality while providing and promoting the effective, economical and efficient utilization of resources.

Prepares and submits the judicial circuit's annual budgeting plan, as well as the biennium and supplemental budget requests. Oversees the judicial circuit's statistical/reporting requirements.

FUNCTIONAL STATEMENT

January 2001

SECOND JUDICIAL CIRCUIT
OFFICE OF THE CHIEF COURT ADMINISTRATOR

Oversees and ensures the sound administration and execution of grants and purchase of service agreements used to provide necessary services supporting Second Judicial Circuit programs.

Sets the direction and makes recommendations on actions affecting subordinate administrative, supervisory and other personnel. Participates in confidential and sensitive matters affecting employer-employee relations; and consults with administrative officials regarding such matters.

Administrative responsibility over court services, programs and ancillary functions which support judicial proceedings for the Circuit Court of the Second Judicial Circuit.

FUNCTIONAL STATEMENT

ADMINISTRATIVE SERVICES BRANCH Second Judicial Circuit

FISCAL DIVISION

Directs and supervises fiscal programs in support of court operations in the Second Judicial Circuit.

Manages and controls appropriated and non-appropriated funds.

Develops expenditure plans and work programs and formulates estimates of resource requirements.

Assists in preparing program and financial plans, budgets, and variance reports.

Prepares and justifies allotment requests and specific money request.

Advises administrators on the status of appropriation, allotments, and expenditures.

Develops and directs the maintenance of an accounting and auditing program.

Develops and maintains authorization and recording procedures to control assets, liabilities, revenues, and expenditures.

Maintains control ledgers, registers, journals, and other fiscal records.

Receives cash and disburses funds.

Manages small estates and guardianship fiduciary activities.

Prepares financial statements and reports.

Operates purchasing and disbursing activities.

Reviews and audits invoices and payroll claims for conformance with collective bargaining agreements and Judiciary personnel rules and regulations.

Negotiates for the procurement of services, materials, and other resources to increase the effectiveness and efficiency of the court.

Prepares insurance and loss, OSHA, worker's compensation, personnel and payroll reports.

FACILITIES MANAGEMENT

Provides and coordinates building maintenance services to buildings, structures, mechanical and electronic systems in the Second Judicial Circuit.

Provides janitorial and grounds keeping services to buildings and grounds of the Second Judicial Circuit.

PERSONNEL

Assists program administrators in preparing all requests for personnel action involving appointment, separation, changes in status, training/travel, leave without pay, etc.

Maintains tracking system of all requests for personnel action submitted. Monitors status of actions as necessary.

Serves as liaison with between the Second Judicial Circuit and the Judiciary Personnel Office.

Maintains program personnel records and files, including time and leave records, worker's compensation records, personnel action files, and other records as required.

Provides technical expertise or provides research in personnel matters, when necessary.

Prepares requests for filing of vacancies. Ensures lists of eligibles are processed in accordance with specified rules and regulations and within time constraints. Coordinates hiring process through the Judiciary Personnel Office.

Provides information to employees concerning personnel forms, rules and regulations, and procedure.

TECHNICAL SUPPORT

Operates, monitors, and controls computer system(s) to ensure correct and efficient operations.

Acts as liaison with TISD to review electronic data processing utilization, workload and scheduling report to determine efficiency of computers.

Monitors and controls the operation of the data communications network.

Sets up, moves, installs, and configures computer equipment.

Provides para-professional technical support by assisting TISD in the implementation and intergration of computer systems.

FUNCTIONAL STATEMENT
ADULT CLIENT SERVICES BRANCH

Adult Client Services Branch

The Adult Client Services branch serves adult offenders in the tri-isle circuit of Maui, Molokai, and Lanai. The branch is responsible for insuring community protection, offender accountability to the community and rehabilitative support to the offender. All units conduct assessments utilizing evidenced based risk assessment tools, focus on identifying criminogenic risk, and utilize Cognitive Behavioral Therapy and Motivational Interviewing techniques to address risk and needs.

The branch is composed of five (5) units designated to provide direct offender services. One (1) dedicated to investigate the background of defendants before sentencing, two (2) specialized units servicing specific offender populations and two (2) to supervising general offenders populations permitted to remain in the community. One (1) unit is responsible for providing clerical support services to the branch.

Pre-Sentence Investigation Unit

This unit is responsible for the intake investigation function. Conducts pre-sentence and other dispositional investigations, prepares and submits reports and recommendations to the Courts for sentencing. Also conducts intake investigations of offenders referred from other circuits and states. The unit uses validated risk assessment instruments, and fashions sentencing recommendations that accurately addresses an offender's criminogenic needs.

Conduct investigations under the authority of HRS 707-404, 706-601, 706-604, and 806-73.

Conduct investigations on court referred or criminal justice system referred cases.

Identifies and assess an offender's criminogenic risk and needs prior to sentencing and provides referral to services when necessary.

Identifies alternative sentences available to the court as provided by the Hawaii Revised Statutes.

Identifies aggravating and mitigating circumstances to the courts.

Identifies inter and intrastate candidates for courtesy supervision under the Interstate and Intrastate Compacts.

General Supervision Units

These two (2) units provide supervision of offenders sentenced to court ordered

supervision in the community. They also provide services to offenders accepted from other circuits or states. Each unit provides basic supervisory services as noted under Units I and II.

Units I and II:

Provides case management classification for offenders.

Develops, implements, and maintains case plans for classified offenders.

Establishes and maintains minimum standards of performance and structures programming for offenders.

Engages in crime reduction and detection activities related to drug testing, warrantless search and seizure, surveillance, investigative checks, interviews, and collateral contacts.

Implements and enforces conditions of probation.

Identifies and initiates adverse court actions against offenders who violate mandatory or discretionary conditions of probation or supervision or those under conditions of release.

Investigates reports from the community or other criminal justice agencies of potential risks.

Provides the court documentation and reports on client progress, status and compliance.

Specialty Units

Domestic Violence Unit

This unit specializes in services to domestic violence offenders and their victims. Therefore, in addition to the duties and responsibilities described for Units I and II, the scope and responsibility of the unit is expanded to include the following duties as required by HB 498/HRS 806-73(a).

Notify offenders' victim of probation status and when requested by the victim, contact and provide any information obtained which relates to the health and safety of the victim.

Due to the need for the specialized knowledge and skills, this unit in addition to

the duties described for Units I and II will perform the duties of the Pre-sentence Investigation Unit for this population.

Special Services

This unit will provide services to offenders sentenced under HRS 706-622.5, Act 44, HRS 704-411(1)(b) to Conditional Release status, and offenders who are sentenced as Sex Offenders. These cases require an Intensive Case Management approach developed on the basis of evidence based researched assessment tools and techniques. This unit may also coordinate activities and management of supervision programs such as Search and Seizure Operations and Home Detention/Electronic Monitoring efforts. Therefore, unit members have an expanded scope of responsibility and require specialized knowledge and skills to effectively work with these specialized populations.

Due to the need for the specialized knowledge and skills, this unit in addition to the duties described for Units I and II will perform the duties of the Pre-sentence Investigation Unit for this population.

Clerical Support Services

This section provides clerical support services to the probation staff within the Adult Client Services Branch. The clerical staff members support the branch in the following ways:

Documents receiving, receptionist, file management, record keeping services and mail pick up and distribution.

Information and assistance to the public, legal community and other community agencies as to services provided, Court procedure, forms and policies of the Court.

Type, copy and distribute all formal Court reports, letters, memorandums and other correspondence generated by the probation staff.

Maintains an updated manual/automated record of all referrals, and their offenses.

Assists the probation staff with the completion of monthly caseload reports, complete statistical inputs as necessary and generate in type written form this information to the appropriate unit supervisor.

FUNCTIONAL STATEMENT

CLIENT SERVICES DIVISION

JUVENILE CLIENT & FAMILY SERVICES BRANCH:

This division consists of three (3) units physically on Maui, with service responsibility for Molokai and Lanai. The division focuses on services to reduce or relieve adult family problems caused by divorce, parental separations and domestic violence; to juvenile law and status offenders; abused and neglected children; to those clients and children with substance abuse issues; and other minors under the jurisdiction Family Court and/or those who may be on legal status with other Executive departments.

The units within the division are identified by the population and the primary service they render.

Family Court Drug Court

Provides case management, assessment, referral, coordination, and educational services to drug abusing clients in the targeted population.

Facilitates collaborative networking among criminal justice and social service agencies and treatment providers to maximize, integrate, and expand treatment and ancillary services to referred substance abusing offenders.

Assists in the design and conduct of drug treatment and related ancillary service evaluations.

Assists in the evaluation and development of purchase of service requirements for treatment of targeted drug offender population.

Assists in the evaluation and development of drug testing services for referred substance abusing clients.

Establishes and maintains a management information system dedicated to referred substance abusing clients in conjunction with existing systems.

Probation & Other Agency Support

The unit is responsible for providing supervision and monitoring of adjudicated juvenile law and status offenders on probation or protective supervision, includes those adjudicated in another circuit or state; those on legal status with an Executive Branch Department; adolescent placed within the

jurisdiction of the Court for care and services to be provided by the Departments of Education, Human Services and/or Health and evaluate the requests of under age minors seeking the Court's consent to marry.

Probation/Protective Supervision Status With the Court (Inter & Intra State)

Supervise and monitor the behavior and activities of juveniles placed on probation or protective supervision with the Family Court.

Completes all Interstate Compact and out-of-circuit investigation requests to determine the suitability of foster and relative home placements.

Investigate, evaluate and recommends the appropriate dispositional alternative for reoffending minors.

Provides intensive crisis counseling to families and minors; if minor is in custody, determines appropriate custody status and/or release from detention/shelter care; coordinates and participates in detention/shelter hearings and/or provides supervised release services as ordered by the court.

Continually reassess risks and needs of the juvenile as may be reported by the family, school and other community resources and provides referral to services when necessary.

Develop, coordinate and implement treatment plans for adjudicated minors; participates in Individual Educational Plan (IEP), Coordinated Service Plan (CSP) and treatment team meetings as appropriate.

Conducts Waiver of Jurisdiction studies.

Replies to inquiries on closed cases.

Refers, facilitates and arranges for out-of-home placements of probation/unit supervised protective supervision clients when necessary.

Refers adolescents on probation/unit supervised protective supervision and families to long term treatment and other specialized services.

In cases that legal status is awarded to an Executive Branch Department or court jurisdiction

established to ensure case management, service and treatment by an Executive Branch Department, monitor minors' progress and departments' compliance with the court's order to provide treatment. Includes minors on protective supervision with the Department of Education adjudicated pursuant to HRS Chapter 571-11(2) (A) and (C); legal status awarded to the Department of Human Services for cases pursuant to HRS Chapter 587 and case responsibility ordered with Department of Health for minors adjudicated pursuant to HRS 571-11 (7).

Intake and Crisis Services

Unit responsibility is focused to provide services to adolescents who are not on legal status or under the jurisdiction of the court and to relieve family distress caused by parental separation and domestic abuse within the home.

Unit members may rotate 24/7 on call duties to determine the appropriateness of detaining minors in police custody following arrest.

Conduct assessments, investigations and completes pre-dispositional reports on juvenile law violators and status offenders.

Develop, coordinate and implement treatment plans for adjudicated minors; participates in Individual Educational Plan (IEP), Coordinated Service Plan (CSP) and treatment team meetings as appropriate.

Investigate, evaluate and recommends the appropriate dispositional alternative for re-offending minors.

Provides intensive crisis counseling to families and minors; if minor is in custody, determines appropriate custody status and/or release from detention/shelter care; coordinates and participates in detention/shelter hearings and/or provides supervised release services as ordered by the court.

Arranges the return of out of circuit/state runaways to their legal jurisdictions.

Monitors cases which have been continued until specific orders of the Court have been complied with.

Witnesses adolescent voluntary commitments to psychiatric facilities.

Provides information and referral services.

Conducts Court ordered child custody and visitation investigations in disputed cases involving divorce, paternity, guardianship and other proceedings which involve contested child custody/access issues.

Investigates, studies, evaluates and makes recommendations in disputed post divorce and other proceedings which involve contested child custody/access issues.

Provides screening for mediation of parenting disputes using the four screening instruments to determine whether or not the parties are appropriate to continue in the mediation process.

Conducts home placement investigations for out-of-state and off island juvenile probation cases potentially being transferred to Maui County jurisdiction.

Provides counseling and assistance in obtaining protective orders in domestic violence situations; participates in Court proceedings and monitors compliance with Court orders.

Monitors cases of dependent adult abuse referred by the Court under HRS Chapter 346 Part X.

Assist individuals obtain and file Temporary Restraining Orders for harassment and/or in family violence cases.

This unit will provide critical services which support the Adult Probation (AP) and Family & Children Services (FCS) Section. This unit will consolidate and standardize functions common to both AP and FCS such as:

Assist in the planning, development, coordination, and evaluation programs involving probation, counseling, purchase of service, grants, support and ancillary services;

Assist in developing and executing reporting formats, evaluation methods and techniques.

Prepares reports, concept papers, specifications, and other documentation to justify the awarding of grants and purchase of service contracts; monitors and evaluates the performance of contracted services.

Provide mediation and facilitation services to assist victims of criminal acts and individuals involved in disputed child custody/assess issues.

Recruit, train and monitor citizen volunteer activity in the Court.

Program Services

Facilitates and promotes opportunities for citizen involvement and participation in the juvenile justice system in the Second Circuit through the administration of the following programs.

Volunteers in Public Service to the Courts (VIPS)

Develops volunteer opportunities into specific job activities for citizen participants.

Recruits, screens, trains, assigns and supervises volunteers.

Volunteer Guardian-Ad-Litem Program (VGAL)

Recruits, screens, trains and supervises volunteer VGALs appointed by the Court to represent a child's best interests in child abuse and neglect Court proceedings.

Provides consultation and review of investigative reports prepared by VGALs and reviews case recommendations prior to submittal to the Court.

Assists VGALs with monitoring of cases and adherence to Court orders.

Obtains legal consultation and representation of VGALs in difficult Court proceedings.

Conducts ongoing orientation and training programs for VGALs and GALs.

Assigns all Court ordered appointments of guardian-ad-litem (GALS) and VGALs.

Community Service Sentencing Program (CSSP)

In conjunction with Probation Officers, develops and executes a plan for the treatment and

rehabilitation of adults and minors with the use of an effective community service program.

Screens and places offenders in work sites based on needs of the work site and offenders' background.

Monitors adolescent offenders' work performance and prepares written reports as required to the referring Court or Probation Officer.

Develops and maintains positive relationships with adolescents and families with regular contact through office and field visits; provides intervention in cases of noncompliance to program requirements by face-to-face contact with minors through office or field visits.

Monetary Restitution Program (MRP)

Develops and administers methods of holding offenders accountable for restitution payments through job development, pre-employment training, work placement and monitoring for compliance with Court restitution orders.

Recruits private businesses and community agencies to serve as work sites where offenders can be placed and monitored; where monies for restitution may be earned for payment to their victims.

Conducts victim claim investigations and determines the amount of restitution to be recommended to the Court according to established program guidelines.

Mediation Services

Assesses, screens and determines appropriateness of mediation as a dispute resolution alternative for parties involved in contested child custody and access proceedings.

Provides mediation services and/or refers appropriate parties to Court certified mediators to resolve child custody, access and other child centered issues.

Assesses, screens and determines whether mediation or victim-offender reconciliation services would be appropriate and beneficial for both the victim and offender.

Teamed with the assigned probation/court officer provide mediation and reconciliation sessions.

Prepares formal Court reports on mediation outcome; provides the Court with recommendations when mediation is not appropriate; monitors timely completion and forwards completed mediation reports to the Court from private and community mediators.

Clerical Support Services

The section provides clerical support to the probation, social work, and drug court staff. The clerical staff members support the branch social workers with:

Documents receiving, receptionist, file management and record keeping services.

Information and assistance to the public, legal community and other community agencies as to services provided, Court procedure, forms and policies of the Family Court.

Type, copy and distribute all formal Court reports, letters, memorandums and other correspondence generated by the social work staff.

Maintains an updated manual/automated record of all referrals, their offenses and cross referenced family information.

Process requests for military and firearms clearance and records check from other governmental agencies.

Assist the social workers with the completion of monthly caseload reports, complete statistical inputs as necessary and generate in type written form this information to the appropriate unit supervisor as requested.

FUNCTIONAL STATEMENT

CLIENT SERVICES DIVISION, MAUI DRUG COURT Second Judicial Circuit

To provide case management, assessment, referral, coordination, and educational services to targeted drug abusing offender populations in the criminal justice system.

To facilitate collaborative networking among criminal justice agencies and treatment providers to maximize, integrate, and expand treatment and ancillary services to referred substance abusing offenders.

To assist in design and conduct of drug treatment and related ancillary service evaluations.

To assist in the evaluation and development of purchase of service requirements for treatment of drug offenders in the criminal justice system.

To assist in the evaluation and development of drug testing services for referred substance abusing offenders.

To establish and maintain a management information system dedicated to referred substance abusing offenders in conjunction with existing systems.

APRIL 2006

**FUNCTIONAL STATEMENT
COURT & OPERATIONAL SUPPORT
SERVICES DIVISION**

Second Circuit

COURT REPORTERS BRANCH

Plans, directs, organizes, and coordinates court reporting services within the Second Judicial Circuit.

Records verbatim testimony of witnesses and other involved in court proceedings.

Prepares transcripts of court proceedings when required by the court, attorneys, or the public.

Supplies certified statements of testimony when directed by judges.

Furnishes certified transcripts of notes, takes depositions, and administers oaths relative to such depositions.

Coordinates the development of standard procedural manuals to insure uniformity of court reporting operations.

ESTATE AND GUARDIANSHIP BRANCH

Administers small estates and small guardianship programs valued at less than \$60,000 and \$8,000, respectively.

Interviews family members, interested persons, attorneys, and other persons to obtain information to institute estate or guardianship proceedings.

Prepares petitions, orders, notices, motions, affidavits, assignments, claims, receipts, and other legal documents in the initiation, administration, and distribution of estates.

Assembles and examines evidence, data, and memoranda for compliance with legal requirements.

Prepares legal notices to be posted and published in newspapers.

Examines claims filed against estates to verify authenticity and accuracy and assures that the payment or disposition of claims is processed according to law.

Arranges for personal services of process and effects service of notice.

Files application with the Social Security Administration, the Veteran's Administration, and the Department of Human Services.

COURT ANNEXED ARBITRATION PROGRAM

Complies with the legal and procedural requirements as it pertains to CAAP in accordance with the Hawaii Arbitration Rules.

Determines applicability of certain civil matters filed to be placed into CAAP.

Maintains master list of attorneys qualified as arbitrators in CAAP.

Determines the assignment of arbitrators in each CAAP case.

Prepares all necessary forms and documents in accordance with Hawaii Arbitration Rules.

Receives and files all documents pertaining to the arbitration case.

Monitors time frames and deadlines set in each case in compliance with arbitration rules.

Corresponds with attorneys, arbitrators, litigants to insure the timely progression of cases through the program.

COURT & OPERATIONAL SUPPORT SERVICES BRANCH

This branch is responsible for all in-court clerical duties required for the timely disposition of cases through hearings or trials; receives, reviews, and files documents and papers for entry into court records; prepares and processes court documents, forms, and calendars; and provides information and responds to inquiries regarding court matters and procedures.

Courtroom Support Section, FC Clerks Unit

Assists judges in scheduling cases for hearings and trials and in disposing of matters pending before the courts.

Verifies the completeness of case records prior to legal proceedings and verifies that actions sought comply with statutory and procedural requirements.

Prepares verdicts, judgments, and related documents to execute the orders of judges.

Issues legal notices to attorneys, litigants, and witnesses, and surmon interpreters.

Maintains calendars of pending cases and advises judges of the status of these cases.

Attends and assists in Court hearings and trials. Keeps court minutes of substance of judicial action taken, swears witnesses, processes exhibits, notices, orders and other documents presented in court.

Prepares and sets Court Calendars and sets motions for calendars.

Coordinates the activities of other attaches of the court, such as law clerks, bailiffs, and court reporters.

Disposes of court calendars for sessions of criminal misdemeanors and traffic cases.

Reviews case records and identifies potential legal and procedural problems.

Provides pre-trial conference support services.

Checks the accuracy of written decisions and judgments before presentation to judges for signature.

Bailiffs Unit

Maintains order, security and decorum in courtrooms, judicial chambers, and in public waiting areas.

Assists in the receiving and marking of exhibits, papers, and properties introduced into evidence or as identification.

Assists in maintaining liaison with law enforcement agencies pertaining to the coordination of individuals in custody appearing in Court hearings.

Acts as a messenger of the court in the production of records, books, and other documents.

Processes and issues certificates of witness and mileage fees.

LEGAL DOCUMENTS SECTION

Administers a legal documents program in support of the courts of the Second Circuit.

Receives and examines papers and documents for compliance with laws, rules, and regulations pertaining to documentation.

Assigns case numbers, file stamps, and records cases.

Collects, compiles, and inputs data into various information systems; prepares statistical reports.

Examines, analyzes, and indexes documents and pleadings.

Reviews and evaluates documents in completed case files prior to releasing those documents for hearings and trials.

Inputs information from court records and makes copies of records as requested.

Conducts inventories and maintains lists of exhibits, depositions, and transcripts. Prepares exhibits for disposition or return to litigants.

Operates a records management program for controlling, microfilming, storing, retrieving, and destroying court records.

Prepares appeal records to the Supreme Court.

Provides information and assistance to attorneys, the general public and Court staff in matters pertaining to document filing procedures.

TRAFFIC OPERATIONS SECTION, Traffic Violations Unit

Prepares and processes traffic citations and other violations such as violations of law, ordinances, and rules relating to airport ramps, dog leash, fish and game, harbor boating, and industrial safety.

Reviews and verifies information on traffic offenders and offenses pertaining to delinquent traffic citation, and sends notices to violators who fail to respond to citations.

Researches files, TRAVIS, and other records for information on claims of probable payment, lost and outstanding citations, and mistaken identities.

Reviews and interprets data from traffic records, determines if any action is required, and follows-up to see that action is taken.

Assists the public with bail forfeitures, court reassignment dates, and penal summons service.

Processes decriminalized traffic infractions and related documents.

Administers a support program to aid in the disposition of criminal misdemeanors, traffic citations, and initial criminal procedures in felony cases.

Prepares calendars for sessions of criminal and traffic cases.

DC Clerks Unit

Assists judges in scheduling cases for hearings and trials and in disposing of matters pending before the courts.

Verifies the completeness of case records prior to legal proceedings and verifies that actions sought comply with statutory and procedural requirements.

Prepares verdicts, judgments, and related documents to execute the orders of judges.

Issues legal notices to attorneys, litigants, and witnesses, and surmon interpreters.

Maintains calendars of pending cases and advises judges of the status of these cases.

Attends and assists in Court hearings and trials. Keeps court minutes of substance of judicial action taken, swears witnesses, processes exhibits, notices, orders and other documents presented in court.

Prepares and sets Court Calendars and sets motions for calendars.

Coordinates the activities of other attaches of the court, such as law clerks, bailiffs, and court reporters.

Disposes of court calendars for sessions of criminal misdemeanors and traffic cases.

Reviews case records and identifies potential legal and procedural problems.

Provides pre-trial conference support services.

Checks the accuracy of written decisions and judgments before presentation to judges for signature.

LAW LIBRARY/SERVICE CENTER/JURY POOL SECTION

Law Library

Operates a legal reference library available to judges, lawyers, governmental agencies, and the general public.

Provides judges and the staffs of the Courts with information and materials related to legal research and judicial administration.

Collects, organizes, and disseminates information and materials related to legal research and judicial administration.

Aids in the use of library resources by locating materials and factual information through the use of library tools such as indexes, digests, and directories. Selects appropriate materials to answer reference questions.

Receives, examines for completeness of order, records, shelves and files all law books, law reviews, and loose-leaf services.

Processes all invoices and forwards to the Supreme Court Library for payment.

Issues and discharges books and calls in over dues.

Service Center

Assisting court users, attorneys, attorneys' staff, litigants by identifying their needs; directing them to the proper program or location; or referring them to an appropriate agency.

Assisting court users, attorneys, attorneys' staff, litigants, and the general public by explaining court rules and regulations, court procedures, statutes applicable to the proper presentation of documents for filing; providing comprehensive information regarding complex and technical questions on procedures; reviewing, examining, and filing court/legal documents to ensure conformance with procedural and statutory requirements; disseminating court forms and self-help packets, explaining the process for completing and filing court documents, and assisting in filling out court forms, which do not require legal advice and interpretation.

Consults with administrators in developing, revising and implementing procedures and standards related to the Service Center. Researches, develops and produces brochures and materials for the Service Center; identifies informational needs of court users; and develops materials to meet these needs.

Jury Pool

Assists trial divisions in preparing and sending out notice of summons for jury duty. Maintains lists of jury panels summoned.

Maintains files of Juror Qualification questionnaires.

Assists trial divisions with all jury services related inquiries and correspondence. Coordinates juror requests for excuses and deferments. Reschedules new court dates for those jurors who have been excused or deferred.

Prepares juror summons.

Composes and records instructions for jurors on the Jury code-a-phone.

RURAL COURTS BRANCH

This branch will be responsible for overseeing the operations of the rural district court divisions of Hana, Lahaina, Lanai, and Molokai.

Plan, direct, and organize the operations of the rural courts divisions

Maintain control ledgers, registers, journals, and other fiscal records for the rural court divisions.

Prepares financial statements and reports for the rural court divisions.

Monitor the receiving of cash, disbursing of funds and purchasing activities of the rural court divisions.

Coordinate and provide for all in-court clerical duties for the rural court divisions.

Monitor and control the preparation and processing of traffic citations and other violations such as violations of law, ordinances, and rules relating to airport ramps, dog leash, fish and game, harbor boating, and industrial safety in the rural divisions.

THIRD JUDICIAL CIRCUIT

OFFICE OF THE CHIEF COURT ADMINISTRATOR:

Reports to the Chief Judge of the Third Judicial Circuit.

Plans, directs, administers, coordinates and evaluates all administrative, business and support functions, operations and activities required to support judicial proceedings and judgments in a judicial circuit involving criminal, civil, family and probation matters; and oversees a multitude of circuit, family and district court programs within the judicial circuit through subordinate administrators, managers and supervisors.

Sets short- and long-term goals to accomplish the judicial circuit's objectives; formulates policies, procedures and controls relevant to the overall administration and practices of the judicial circuit's functions, operations and programs; implements policies and procedures to meet established guidelines; makes assessments on the overall effectiveness and efficiency of policies and procedures; and modifies/revises policies and procedures to attain maximum operational functioning levels, and provide optimal quality of services while meeting legal, regulatory and procedural requirements of the judicial circuit.

Participates in the development, implementation, assessment and modification of Judiciary-wide operational guidelines and procedures; develops short- and long-term goals and objectives for budget, program priority, staffing and technology forecasts, addressing major issues and exploring innovative ideas; and initiates research and studies aimed toward the continual improvement of the Judiciary's functions, operations, programs and services rendered.

Establishes and carries out extensive liaison responsibilities between organizational units, with other judicial circuits, judicial officials, administration; and with governmental, private, law enforcement and other external agencies in the interrelation and coordination of the judicial circuit's functions and programs supporting judicial proceedings.

Formulates legislative proposals; monitors legislative matters affecting the operations and services provided by the judicial circuit; and prepares and provides testimony involving such matters.

Oversees the development, implementation and evaluation of procedures and methods required to achieve the judicial circuit and program short- and long-term goals, and allocates necessary resources to organizational units.

Develops and maintains a sound management system; and oversees the Third Judicial Circuit's fiscal and accounting functions, to ensure the uniform delivery of services of the highest quality while providing and promoting the effective, economical and efficient utilization of resources.

Prepares and submits the judicial circuit's annual budgeting plan, as well as the biennium and supplemental budget requests. Oversees the judicial circuit's statistical/reporting requirements.

Oversees and ensures the sound administration and execution of grants and purchase of service agreements used to provide necessary services supporting Third Judicial Circuit programs.

Sets the direction and makes recommendations on actions affecting subordinate administrative, supervisory and other personnel. Participates in confidential and sensitive matters affecting employer-employee relations; and consults with administrative officials regarding such matters.

Administrative responsibility over court services, programs and ancillary functions which support judicial proceedings for the Circuit Court of the Third Judicial Circuit.

**FUNCTIONAL STATEMENT
ADMINISTRATIVE SERVICES DIVISION**

July 2007

Fiscal Office:

Administers a fiscal support services program to assist the courts of the Third Circuit to address fiscal responsibilities and to ensure proper fiscal management. These responsibilities include but are not limited to budget oversight, maintenance of subsidiary and control accounts, development and submission of required financial reports, maintenance of appropriated and non-appropriated accounts, vendor services, purchasing and procurement, payroll and appropriate tasks relating to accounts receivables and payables.

Law Library:

Operates a legal reference library available to judges, court staff, and members of the public. Provides information and materials related to legal research and judicial administration.

Human Resources Office:

Provides clerical and technical services in support of the processing of human resources actions. Serves as liaison with the central Human Resources Department.

Facilities Management Branch:

Provides janitorial and grounds keeping services to buildings and grounds of the Third Circuit. Provides and coordinates building maintenance services to buildings, structures, mechanical and electronic systems in the Third Circuit.

FUNCTIONAL STATEMENTS CLIENT SERVICES DIVISION

Adult Client & Probation Services Branch:

Administers programs for the delivery of adult services to assist the courts of the Third Circuit. This includes making recommendations to the courts, enforcing compliance with court orders, maintaining case classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.

Juvenile Client Services Branch:

Administers programs for the delivery of juvenile, family, and conciliation services to assist the courts of the Third Circuit. This includes making recommendations to the courts, enforcing compliance with court orders, maintaining case classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.

Drug Court:

Administers programs for the delivery of adult and juvenile substance abuse services to assist the courts of the Third Circuit. This includes making recommendations to the courts, enforcing compliance with court orders, maintaining case classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.

**FUNCTIONAL STATEMENTS
COURT SUPPORT AND OPERATIONS DIVISION**

Administers court support programs which provide courtroom clerical, court reporting, and other support services to the courts of the Third Circuit. The support services programs are designed to aid in the disposition of general and limited jurisdictional criminal felonies, misdemeanors and petty misdemeanors, family proceedings, traffic (decriminalized and regular traffic criminal), and civil cases in the Third Circuit.

Administers a support services program designed to assist in the receipt, processing, filing and retention of legal documents of all general, limited and family jurisdictional judicial matters, and estates and guardianship services of the Third Circuit.

FUNCTIONAL STATEMENTS

July 2009

COURT SUPPORT & OPERATIONS BRANCH - HILO & KONA

Court Services Section

Provides courtroom clerical and bailiff support services to the courts.

Sets and schedules cases for hearings and trials to dispose of matters pending before the courts. Maintains calendars of pending cases and advises judges of the status of those cases.

Verifies the completeness of case files prior to legal proceedings and verifies that actions sought comply with statutory and procedural requirements. Assures that documents and files presented to judges for signature comply with statutory and legal requirements.

Issues legal notices to attorneys, litigants, and witnesses, and summons interpreters.

Keeps court minutes, swears witnesses, processes exhibits, and receives notices and documents presented in court.

Summons jurors and attends to their needs during deliberations. Maintains order and escorts witnesses in and out of the courtroom.

Signs in witnesses for fees and mileage.

Prepares orders, judgments, and related documents to execute the findings of the court. Checks the accuracy of written decisions and judgments before presentation to judges for signature.

Prepares appeal records to the Supreme Court.

Legal Documents Section

Receives and examines papers and documents for compliance with laws, rules, and regulations pertaining to documentation. Assigns case numbers, file stamps, and records cases. Establishes hearing dates for cases. Prepares legal notices and notices of publication. Assesses court costs and computes interests and attorneys commissions.

Sets up case files and docket cases according to case categories and classifications. Inputs information into computer and docket sheets. Collects and compiles data and prepares statistical reports.

Provides information from court records and makes copies of records as requested. Provides information and assistance to the public and court staff in matters pertaining to document filing procedures.

Prepares writs, processes and attachments; processes and issues default judgments.

Conducts inventories and maintains lists of exhibits, depositions, and transcripts.

Prepares records on appeal.

Prepares exhibits for disposition or return to litigants.

Operates a records management program for controlling, microfilming, storing, retrieving, and destroying court records.

FUNCTIONAL STATEMENTS

July 2009

TRAFFIC OPERATIONS BRANCH - HILO, KONA & KAMUELA

Receives, reviews, and processes documents related to traffic infractions and traffic criminal matters from enforcement agencies.

Inputs information from these documents into the Judiciary Information Management System (JIMS).

Reviews and verifies information on traffic offenders and offenses utilizing JIMS and other records; merges ID's; makes corrections to edit lists.

Assists the public by explaining procedures and options in address their traffic matters.

Collects bail posted and assigns/reassigns court dates.

Reviews, prepares, and issues abstracts of traffic records for courts, the general public, insurance companies, and other governmental agencies.

Prepares and issues clearances for license renewal and car registration.

FIFTH JUDICIAL CIRCUIT
OFFICE OF THE CHIEF COURT ADMINISTRATOR

Reports to the Chief Judge of the Fifth Judicial Circuit.

Plans, directs, administers, coordinates and evaluates all administrative, business and support functions, operations and activities required to support judicial proceedings and judgments in a judicial circuit involving criminal, civil, family and probation matters; and oversees a multitude of circuit, family and district court programs within the judicial circuit through subordinate administrators, managers and supervisors.

Sets short- and long-term goals to accomplish the judicial circuit's objectives; formulates policies, procedures and controls relevant to the overall administration and practices of the judicial circuit's functions, operations and programs; implements policies and procedures to meet established guidelines; makes assessments on the overall effectiveness and efficiency of policies and procedures; and modifies/revises policies and procedures to attain maximum operational functioning levels, and provide optimal quality of services while meeting legal, regulatory and procedural requirements of the judicial circuit.

Participates in the development, implementation, assessment and modification of Judiciary-wide operational guidelines and procedures; develops short- and long-term goals and objectives for budget, program priority, staffing and technology forecasts, addressing major issues and exploring innovative ideas; and initiates research and studies aimed toward the continual improvement of the Judiciary's functions, operations, programs and services rendered.

Establishes and carries out extensive liaison responsibilities between organizational units, with other judicial circuits, judicial officials, administration; and with governmental, private, law enforcement and other external agencies in the interrelation and coordination of the judicial circuit's functions and programs supporting judicial proceedings.

Formulates legislative proposals; monitors legislative matters affecting the operations and services provided by the judicial circuit; and prepares and provides testimony involving such matters.

Oversees the development, implementation and evaluation of procedures and methods required to achieve the judicial circuit and program short- and long-term goals, and allocates necessary resources to organizational units.

Develops and maintains a sound management system; and oversees the Fifth Judicial Circuit's fiscal and accounting functions, to ensure the uniform delivery of services of the highest quality while providing and promoting the effective, economical and efficient utilization of resources.

Prepares and submits the judicial circuit's annual budgeting plan, as well as the biennium and supplemental budget requests. Oversees the judicial circuit's statistical/reporting requirements.

FUNCTIONAL STATEMENT

January 2001

FIFTH JUDICIAL CIRCUIT
OFFICE OF THE CHIEF COURT ADMINISTRATOR

Oversees and ensures the sound administration and execution of grants and purchase of service agreements used to provide necessary services supporting Fifth Judicial Circuit programs.

Sets the direction and makes recommendations on actions affecting subordinate administrative, supervisory and other personnel. Participates in confidential and sensitive matters affecting employer-employee relations; and consults with administrative officials regarding such matters.

Administrative responsibility over court services, programs and ancillary functions which support judicial proceedings for the Circuit Court of the Fifth Judicial Circuit.

FUNCTIONAL STATEMENT
ADMINISTRATIVE SERVICES BRANCH

Fiscal

Administers a support services program to assist the courts of the Fifth Judicial Circuit to address fiscal responsibilities to ensure proper fiscal management. These responsibilities include but are not limited to budget oversight, maintenance of subsidiary and control accounts, development and submission of required financial reports, maintenance of appropriated and non-appropriated accounts, vendor services, purchasing and procurement, payroll and appropriate tasks relating to accounts receivables and payables.

Law Library

Operates a legal reference library available to whomever need its resources to provide judges and the staffs of the courts and members of the public with information and materials related to legal research and judicial administration.

Estate and Guardianship Branch

Administers small estates and small guardianship program for the Fifth Judicial Circuit which includes the preparation of petitions, orders, notices, motions, affidavits, assignments, claims, receipts, and other legal documents in the initiation, administration, and distribution of estates.

Facilities Management

Provides and coordinates building maintenance services to buildings, structures, mechanical and electronic systems in the Fifth Judicial Circuit.

Provides janitorial and grounds keeping services to buildings and grounds of the Fifth Judicial Circuit.

Internal Support

Administers all contract and maintenance services of the courts including but not limited to:

Security systems, equipment, personnel and related resource requirements.

FUNCTIONAL STATEMENT
COURT USER SERVICES BRANCH

Adult Services

Administers programs for the delivery of adult services to assist the courts of the Fifth Judicial Circuit. This includes making recommendations to the courts, enforcing compliance with court orders, maintaining classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.

Juvenile Services

Administers programs for the delivery of juvenile, family, and conciliation services to assist the courts of the Fifth Judicial Circuit. This includes making recommendations to the courts, enforcing compliance with court orders, maintaining classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.

Drug Court

Administers programs for the delivery of adult and juvenile substance abuse services to assist the courts of the Fifth Judicial Circuit. This includes making recommendations to the courts, enforcing compliance with court orders, maintaining classification and information systems, managing purchase of service contracts, and maintaining contacts with community resources.

FUNCTIONAL STATEMENT **April 2005**
COURT AND OPERATIONAL SUPPORT SERVICES DIVISION

Administers court support, documents processing and traffic disposition activities in support of the courts of the Fifth Judicial Circuit.

Court Support Services Section

Administers court support activities which provide courtroom clerical, court reporting, and other support services to the courts of the Fifth Judicial Circuit. These support services are designed to aid in the disposition of general and limited jurisdictional criminal felonies, misdemeanors and petty misdemeanors, family proceedings, traffic (decriminalized and regular traffic criminal), and civil cases in the Fifth Judicial Circuit.

Documents Section

Administers the activities related to the receipt, processing, filing and retention of legal documents of all general, limited and family jurisdictional judicial matters, and estates and guardianship services of the Fifth Judicial Circuit.

Traffic Section

Administers the activities related to the disposition of traffic citations (criminal and decriminalized), and financial transactions relating to the disposition of traffic citations and cases.

Estate & Guardianship Section

Administers small estates and small guardianship program for the Fifth Judicial Circuit which includes the preparation of petitions, orders, notices, motions, affidavits, assignments; claims, receipts, and other legal documents in the initiation, administration, and distribution of estates.

SUPREME COURT

Superintends all courts of inferior jurisdiction in the State of Hawaii judicial system to prevent and correct errors and abuses where no other remedy is expressly provided by law. Has jurisdiction in all matters set out in 602, HRS. Promulgates rules which have the force and effect of law. Licenses and disciplines attorneys. Determines judicial fitness.

INTERMEDIATE COURT OF APPEALS

Has concurrent jurisdiction with the Supreme Court on all matters set out in 602, HRS.

OFFICE OF THE CHIEF CLERK

Provides court clerical and ancillary services for both the Hawaii State Supreme Court and the Intermediate Court of Appeals. Maintains custody of all records of the Courts of Appeal. Files and enters into the permanent records of the Court, all official and required documents. Maintains current calendar of all pending appeal cases. Notifies attorneys by phone and/or certified mail when cases and motions are set for oral argument. Files opinions, decisions, and orders; notifies attorneys of record by phone and mail of court's ruling. Provides information and assistance to attorney, law firm staff, bar applicants, court clerks, the general public on appeal procedures, bar application procedures and the use of appeal forms. Distributes advance sheets to publishing companies. Serves as secretary to the Board of Examiners.

LEGAL DOCUMENTS SECTION

Receives, reviews, accepts or files legal appellate documents; forwards documents for appropriate action; distributes filed documents to its respective court; distributes court orders to the parties involved in appellate proceedings; and provides information and assistance to attorneys.

RECORDS MANAGEMENT SECTION

Processes all appeals; prepares, updates and maintains all appellate case files for the Courts of Appeal.

FISCAL OFFICE

Processes all fiscal, accounting, and budgetary matters for the Courts of Appeal.

BAR EXAMINATION SECTION

Handles all aspects of the application and examination process for applicants to sit for the Hawaii State Bar Examination. Assists the Secretary to the Board of Examiners.

OFFICE OF THE ADMINISTRATIVE DIRECTOR OF THE COURTS

The Office of the Administrative Director of the Courts primarily assists the Chief Justice in directing the administration of the Judiciary and in examining the administrative methods of the courts to determine and make recommendations to the Chief Justice for their improvement.

Administers statewide programs and activities relating to personnel management; planning and budget; fiscal; compilation and analysis of statistical data and reports; information and data processing; public information and dissemination; and facilities planning and maintenance.

Provides technical direction to the Chief Court Administrators and other managers relative to these programs and activities.

1. Directs the preparation of the Judiciary unified budget, six-year program and financial plan, and variance report; guides the budget through the legislative processes; and insures the proper execution of appropriate funds.
2. Performs all duties and responsibilities that are specified in Title 7, HRS, relating to employees of the Judiciary. Administers a statewide system of personnel administration, to promote public service and establish conditions of service; to develop and maintain a position classification plan; and to prescribe rules and regulations to carry out the provisions of the law.
3. Administers the financial and accounting system of the Judiciary including fiscal, payroll, procurement, and auditing functions.
4. Plans for the physical facility requirements of the courts; develops and promulgates facility standards; and coordinates and monitors all capital improvement projects.
5. Administers a uniform system for the collection, analysis, and reporting of management information and judicial statistics. Prepares and submits to the Chief Justice reports of activities and the state of business of the courts.
6. Examines and monitors the state of the dockets of the courts and advises the Chief Justice on appropriate action for effective calendar management.
7. Directs the formulation of short- and long-range plans for the orderly and coordinated development of the statewide court system.
8. Defines management information requirements to evaluate courts operations. Develops and establishes broad policy guidelines for, and administers a statewide Judiciary information system and data automation program to ensure court efficiency.

9. Provides technical assistance and administrative support to appellate and trial court programs including, but not limited to, the administration of grants, the development of court innovation projects, and special research studies as may be required.
10. Participates in the development and implementation of administrative policies and procedures. Attends to other matters as may be assigned by the Chief Justice.
11. Serves as the clearinghouse for the release of information to the media and the general public; serves as liaison to government agencies, the Bar, and other organizations
12. Serves as the official liaison for the court system with the Legislature; establishes and defines proposed legislation; administers the Judiciary's legislative program; and monitors and guides the Judiciary through the legislative processes.
13. Serves as liaison with the Department of Public Safety. Establishes guidelines for security of the courts, buildings and employees.

OFFICE OF THE DEPUTY ADMINISTRATIVE DIRECTOR OF THE COURTS

Assists the Administrative Director of the Courts in the administration of the Judiciary through subordinate administrators/managers.

JUDICIAL SELECTION COMMISSION

In accordance with Article VI of the Hawaii State Constitution, as amended, this non-partisan commission screens and submits nominees for judicial vacancies, and conducts hearings for retention of justices or judges.

This commission is attached to the Judiciary for administration purposes.

COMMISSION ON JUDICIAL CONDUCT

In accordance with Article VI of the Hawaii State Constitution, as amended, this commission investigates and conducts hearings concerning allegations of misconduct or disability of justices or judges.

Makes recommendations to the Supreme Court concerning the reprimand, discipline, suspension, retirement or removal of any justice or judge.

Also, in accordance with Rules of the Supreme Court, as amended, may render advisory opinions concerning proper interpretations of the Revised Code of Judicial Conduct.

This commission is attached to the Office of the Administrative Director of the Courts for

administration purposes.

INTERGOVERNMENTAL & COMMUNITY RELATIONS

Plans, directs, and coordinates the operations and activities in the Intergovernmental & Community Relations Department through subordinate program managers, and supervisors. Programs in this unit include, staff attorneys, public information, law library, alternative dispute resolution, volunteers in public service, equality and access to the courts, children's justice advocacy, public guardian, Judiciary History Center.

POLICY & PLANNING

Plans, directs, and coordinates the operations and activities in the Policy & Planning Department through subordinate administrators, managers, and supervisors. Programs in this unit include: budget, statistics, CIP, planning, program evaluation, internal audit, affirmative action and equal employment opportunity, legislative coordinating and special projects, administrative drivers's license revocation.

SUPPORT SERVICES

Plans, directs, and coordinates the operations and activities in the Support Services Department through subordinate administrators, managers and supervisors. Programs in this unit include: fiscal and support services, information technology and communications services.

HUMAN RESOURCES

Plans, directs, and coordinates the operations and activities in the Human Resources Department through subordinate administrators, managers and supervisors. Programs in this unit include: administrative services, labor relations, classification and pay, recruitment and examinations, worker's compensation, employee services, judicial and employee training and development.

INTERGOVERNMENTAL/COMMUNITY RELATIONS DEPARTMENT

STAFF ATTORNEY'S OFFICE

Plans, directs, and coordinates state-wide legal and technical counsel for the Judiciary. Serves as legal advisor to the Chief Justice, the Administrative Director of the Courts, and Judicial committees, providing advice on matters impacting on court operations, the legal community, the general public, and the State of Hawaii's legal and judicial system. Plans, develops, and coordinates policies and procedures affecting the administrative functions of the Judiciary. Confers with Judiciary personnel on various legal matters such as ramifications of Judiciary rules and procedures, individual court procedures, legal effects of present and proposed activities, proposed legislation, and statutory case law. Reviews program material originating from the different Judiciary divisions for legal soundness and accuracy, insuring that policies, procedures, and regulations are consistent with the intent of the law and are administratively sound, efficient, and economical in operation. Coordinates the monitoring and review of cases in which the Judiciary is a party. Represents the Judiciary as legal counsel in all legal proceedings where the Judiciary is a party. Reviews, analyzes, and interprets documents affecting the administration of the Judiciary including contracts, leases, rules and procedures, and makes recommendations on these matters to the Administrative Director of the Courts and confers managers and executives on legal matters. Provides guidance and technical and specialized legal expertise in all procedural matters. Reviews and coordinates with program managers the implementation of changes in court operations due to legislative decisions. Researches, drafts, and provides commentary and/or testimony for the Legislative package. Reviews Judiciary publications, except the rules of court, for legal accuracy. Meets with citizen groups, bar committees, and judicial groups to assist with Judiciary concerns, making presentations to such groups concerning Judiciary functions and activities.

JUDICIARY HISTORY CENTER

Serves as a permanent education and research facility administratively attached to the Judiciary since 1990. The Center serves the public through exhibitions, research, collection, and other educational activities focusing on Hawaiian concepts of law and the development of a western judicial system. The Center's mission is to inform and stimulate awareness and appreciation of Hawaii's legal history.

SUPREME COURT LAW LIBRARY

Administers the state-wide law library system of the Judiciary, State of Hawaii. Plans and coordinates the central law library collection located in the Supreme Court Law Library, circuit and district court branch libraries in the Second, Third, Third-Kona, and Fifth Judicial Circuits, and collections of the justices, judges, and support services. Serves as staff assistant on law library matters to the administration. Analyzes present and future needs of the various law libraries for staff space, equipment, and services requirements. Develops, reviews, and revises policies and procedures for reference,

circulation, cataloging, records keeping, and records management, and provides guidelines for management in branch libraries. Develops short and long-range budget forecasts and prepares budget requests. Administers a law library public relations program designed to reduce customer complaints and increase patron satisfaction with law library services. Develops and administers a program for providing technical guidance to branch libraries. Provides legal reference and information services to justices, judges, attorneys, legislators, other public officials, and the general public. Answers difficult reference questions and searches literature on specific subject. Administers a state-wide program for the selection and purchasing of legal books, law reviews, and services to support the Judiciary's legal research requirements. Arranges for and maintains exchange programs with other states and vendors. Researches and prepares replies to inquiries from in-state and out-of-state government agencies, private agencies, and individuals on Hawaii law and administrative functions of the state Judiciary. Prepares recommendations in areas of judicial administration if requested by the administration, and participates in a staff capacity in special projects. Administers the Judiciary-wide purchase of legal reference materials for the libraries of the state Law Library System, appellate conference rooms, justices' chambers, and judges' chambers. Receives and distributes orders and purchases and processes invoices for them. Manages a program for the purchase and procurement of equipment and supplies for the Supreme Court Law Library. Maintains the Supreme Court Law Library System's budgetary accounts and records. Posts and balances journals and ledgers and reconciles accounts. Communicates with vendors regarding purchase orders and follows-up on end-of-year open orders. Checks vouchers and records changes to accounts. Maintains records of monthly expenditures to determine status of funds. Maintains monthly money account records for book purchases. Supervises the physical inventory of equipment and furniture. Purchases, procures and prepares remittances for Supreme Court Law Library materials, supplies, and equipment. Reviews and processes requisitions for purchases for the Supreme Court Law Library and book purchases for branches in the appellate court, circuit courts, and district courts. Maintains files of book orders placed and reviews invoices received under separate cover. Submits contingency purchase requests or bid-waivers and prepares written specifications for bid items. Prepares financial statements and reports based on data from various daily accounts and other sources. Prepares and processes payroll information. Maintains the petty cash fund. Assists in preparing budget estimates. Provides Supreme Court Law Library and branch library staff advice and assistance on fiscal procedural matters.

PUBLIC SERVICES SECTION

Provides legal reference, reader, advisory, circulation, and inter-library loan services. Confers with the Supreme Court Law Librarian on the development and evaluation of programs and policies to meet the law library's objectives. Assists patrons with legal reference and research questions. Orients and trains patrons and Judiciary staff in the use of printed and on-line library resources. Searches WESTLAW data bases for circuit and district court judges in Second, Third, and Fifth Judicial Districts. Provides consultative services to library technicians in satellite libraries in the Second, Third, and

Fifth Judicial Circuits. Provides professional guidance on legal reference and circulation services to the staffs of other libraries and to other interested persons. Formulates and implements approved policies and procedures. Recommends revisions to public service policies and standards, and participates in long-range planning for expansion of services and improvement of facilities. Maintains circulation statistics and records. Develops and implements policies and procedures for providing inter-library loans and acquires reference materials from other sources if such materials are not found in the Supreme Court Law Library. Locates, evaluates, selects titles to meet the special needs of the state Law Library System in consultation with the Supreme Court Law Librarian. Suggests withdrawal of superceded and out-of-state materials, recommends replacement of additional copies of essential resources, confers with the Technical Services Section on shelf placement or location of special titles and series, coordinates with the Office of the Lieutenant Governor regarding the receipt and distribution of Hawaii statutory material, and informs judges, Judiciary support Staff, and attorneys of recent acquisitions. Coordinates the ordering and issuance of the Hawaii Rules of Court and amendments thereto with the Supreme Court Staff Attorney and the Reprographics Center. Supervises the distribution, sale, updating, replacement, and inventory of subscription sets and pamphlets. Reviews and analyzes computer output on subscription files and suggests revisions in computer applications. Develops procedures for the distribution, notification, and sale of miscellaneous Supreme Court publications. Organizes and supervises the distribution and sale of statistics and records. Formulates procedures for on-line indexing and retrieval of slip opinions, advance sheets, and memorandum opinions of the Hawaii appellate courts. Prepares indexing of the Hawaii Bar Journal, Hawaii Bar News, and University of Hawaii Law Review for input into HO'IKE.

TECHNICAL SERVICES SECTION

Provides Judiciary-wide technical library services and in conjunction with the Supreme Court Law Librarian reviews and evaluates technical library services programs and policies. Prepares descriptive and subject cataloging for library materials for the Judiciary-wide library system. Maintains records of library holdings and collates and submits statistics on activities of the law library. Coordinates the HO'IKE networking program and the organization and maintenance of on-line data with three other Judiciary libraries. Provides instructional and consultative services relating to technical library services to all seeking such services.

CENTER FOR ALTERNATIVE DISPUTE RESOLUTION

Implements and maintains a program of dispute resolution services for cases involving public conflict, cases designated by the civil courts as complex, matters pertaining to standards or rules and other cases referred by judges, court administrators, legislators, or other government officials. Advises the Judicial Arbitration Commission regarding the Court Annexed Arbitration Program. Manages and evaluates the Judiciary's purchase of service contract with private non-profit community-based mediation centers throughout the state. Provides technical assistance and consultation to the Judiciary

and other government departments and administrative agencies that are considering ways of adding alternative dispute resolution protocols to their existing rules and procedures. Disseminates alternative dispute resolution information to judges, court administrators, state and local government agencies, and to the general public through speeches, participation in panel discussions, representation at symposiums and newsletters. Maintains a library of state of the art information regarding alternative dispute resolution methods and applications. Provides training and educational assistance to state and county government interested in strengthening their alternative dispute resolution capabilities. Assists in evaluating government-based ADR programs.

CHILDREN'S JUSTICE CENTER

Develops, achieves, and maintains interagency and interprofessional cooperation and coordination in the case management of intrafamilial and extrafamilial child sex abuse cases throughout the Judiciary. Obtains evidence useful for criminal prosecution and protective actions in civil proceedings. Develops ways, means, and strategies to reduce to an absolute minimum the number of interviews of child sex abuse victims. Coordinates therapeutic and treatment programs for child sex abuse victims and their families. Provides multidisciplinary and case management approach focused on alleged or suspected child abuse victims's needs and conditions, supportive family members, and for law enforcement and prosecutorial needs. Administers a statewide program for the training and continuing education of skilled professional interviewers of child sex abuse victims. Serves as the focus point of information and referral for child sex abuse programs in Hawaii and as a source of information for other programs nationally. Negotiates and administers agreements with county police departments, county prosecuting attorneys, attorney generals, human services, and other public and private agencies, and military services, for the temporary assignment to the program of personnel from these agencies. Negotiates and administers statewide contracts for the provision of specialized training and education for interviewers of child sex abuse victims from public and private agencies. Arranges for interviews of child sex abuse victims at appropriate meetings. Coordinates therapeutic and treatment services by public and private agencies for child sex abuse victims. Coordinates the flow of information between agencies responsible for criminal prosecution and agencies responsible for protective action in civil proceedings. Arranges for the exchange of information on child sex abuse programs and issues in all circuits. Develops recommendations and plans of action to assist public and private agencies involved in child sex abuse cases. Prepares and maintains records and reports for the child sex abuse program. Establishes procedures to assist agencies in obtaining evidence useful for criminal prosecution and protective action in civil proceedings. Works with county and state agencies to improve handling of child sex abuse cases, including informing, educating, and lobbying for needed legislative changes.

OFFICE ON EQUALITY AND ACCESS TO THE COURTS

Administers a statewide program addressing equality and accessibility in the justice system. Develops, conducts and coordinates research and educational programs on

equality and access issues including those affecting limited and non-English speaking individuals for the Judiciary and the legal community. Reviews, proposes and/or recommends policies pertaining to equality and access to the courts for the Judiciary and the legal community.

OFFICE OF THE PUBLIC GUARDIAN

Administers the Judiciary's public guardianship program for mentally incapacitated adults statewide. Serves as permanent, temporary, limited, or testamentary guardian of the person. Coordinates public guardianship petitions. Maintains the master calendar for public guardianship hearings and annual reports to the courts. Advises and assists persons and agencies seeking appointment as guardians. Advises and assists persons and agencies in the discharge of their duties as guardians. Assists the court as the court may request or direct in proceedings for the appointment of a guardian of the person. Initiates and participates in the formulation of guardianship policies and procedures. Researches and develops standards for the guardian's roles and responsibilities. Serves as a clearinghouse for guardianship information, referral, and technical assistance. Drafts written material on the guardianship petitioning process and alternatives to guardianship and disseminates these to social workers, family members, and interested parties. Researches the medical, family, educational, and financial background of the ward. Evaluates the appropriateness of public guardianship referrals received from nursing homes, hospitals, care homes, and individuals. Monitors the ward's care and welfare. Provides consent for education, medical treatment, and placement of the ward. Signs contracts on behalf of the ward. Completes ward's income tax returns. Disposes of the ward's personal belongings. Arranges funeral plans and oversees the ward's monies when no guardian of the property has been appointed.

January 2010

COMMUNICATIONS & COMMUNITY RELATIONS OFFICE

Manages the Judiciary-wide communications, community relations, and volunteer program which includes a variety of informational, educational, and volunteerism activities, e.g., Lunch & Learn the Law, the Judiciary's various service, incentive awards, and volunteer ceremonies, special events, news conferences, and information for the Hawaii State Bar Association, orientation and information for legislators, etc. Formulates and develops the Judiciary's communication plans and strategies, and identifies the means and methods for effective implementation. Develops and maintains effective relationships with other agencies, the legislature and their staff, the media, and the public for the management of information dissemination. Plans, develops and implements marketing, advertising, public relations, and web development activities to meet short and long-range goals of the Judiciary. Integrates communications and community relations programs and initiatives into a cohesive effort that conveys a consistent message in support of strategic goals and objectives. Transfers or converts materials into a form suitable for uploading onto the internet/intranet or onto another electronic medium, e.g., annual report, Judiciary newsletter, court briefs, etc. Oversees the Judiciary-wide volunteer program; develops volunteer opportunities into specific job activities for citizen participants; recruits, screens, trains, assigns and supervises volunteers; oversees court staff training on how to use and supervise volunteers; maintains a centralized registry of volunteers in the Judiciary; coordinates and conducts public orientation of the Judiciary and exposure to court proceedings. Advises and instructs all levels of management on policy and other matters related to communications and community relations; serves as the Judiciary's point of contact with the media, serves as clearinghouse responding to the media; responds to news reporters' requests for information, interviews, access to the courts, and other assistance; represents the Judiciary at meetings with local, national and international reporters, governmental agency directors and officials, the legislature and their staff, and representatives of the general public; keeps abreast of daily local, national, and international news and events, especially those affecting the courts; evaluates and responds to a variety of requests for information including legislative requests; follow-ups and responds to complaints from the public; researches, writes, and disseminates news releases and media advisories that inform and educate the public and the media about the Judiciary, its programs and projects; prepares and drafts memoranda, letters, speeches, testimonies, proclamations, etc. for the Chief Justice and Administrative Director of the Courts, and speaks on their behalf as effective communications with the public, employees, and other agencies including the legislature; prepares news releases, feature articles, and radio and television scripts; and arranges and conducts press conferences, including the planning and conduct of news conferences, promulgating announcements and materials for media use, and preparing individual Judiciary representatives for participation in the news conference. Conducts studies and special projects affecting the communications and community relations program; formulates short and long-range goals and objectives; prepares, evaluates, and revises

program guidelines and operational procedures; and participates in the development, evaluation, implementation, and revision of policies to ensure compliance with applicable federal, state, and administrative policies affecting the communications and community relations program.

POLICY & PLANNING DEPARTMENT

Plans, directs, and coordinates the operations and activities of the Policy & Planning Department through subordinate administrators, managers, and supervisors. Programs in this unit include: budget, CIP, statistics, planning, program evaluation, internal audit, legislative coordinating and special projects, administrative drivers's license revocation.

BUDGET AND STATISTICS DIVISION

Plans, develops and administers budget, CIP, and statistics for the Judiciary.

BUDGET BRANCH

Plans, organizes, directs and coordinates a Judiciary-wide program of budget preparation, analysis, evaluation, and execution. Analyzes and evaluates budget requests and coordinates the preparation of the Judiciary's program and financial plan and budget, variance report, budget testimony, and budget bill for submittal to the Legislature. Prepares additional justification and special reports needed to support the Judiciary's budget requests. Directs the preparation of short and long-term program expenditures and revenue forecasts. Defines the manner in which budget information is to be presented for review by program managers. Provides guidance to program managers on the development of work programs and expenditure plans to implement legislative and Judiciary policy on budget implementation. Evaluates program requirements and recommends redistribution of funds when necessary for the effective accomplishment of judicial business. Reviews and evaluates equipment requests and recommends approval or disapproval. Coordinates with CIP Coordinator to insure that CIP funds are allocated in accordance with planned schedules and priorities. Monitors the movement of proposed legislation affecting the Judiciary's budget and program and financial plan. Coordinates, reviews, analyzes, evaluates, and makes recommendations on the Judiciary's multi-year program and financial plans and Judiciary budget. Reviews, analyzes, evaluates, and monitors the expenditures of programs to assure conformance with authorized fund allocations and to make recommendations relating to the allocation or reallocation of resources. Advises and monitors compliance with budget execution policies and procedures by Judiciary program managers. Reviews requests for allotment of funds and requests to transfer funds between programs. Participates with the Financial Services Division and court fiscal officers in the review and development of the Judiciary's six year plans for the purchase of service program, development of rules relating to the Judiciary's purchase of service program, and development of the timetable for the preparation, review, compilation submittal of the Judiciary's purchase of service budget to the Legislature. Monitors the movement of proposed legislation affecting the Judiciary's budget and purchase of service program.

STATISTICS BRANCH

Plans, develops and maintains a system for the Judiciary's uniform statistical information. Analyzes the effects of state and federal laws on the statistical information system and insures that the kinds of data collected and studies being undertaken are in full compliance with legal requirements. Conducts specialized research and statistical analysis phases of court operations. Designs and revises tables and reporting forms to generate pertinent statistical information from the different reporting units. Evaluates the existing statistical information system to identify deficiencies in the system. Conducts validation and reliability studies to verify

the accuracy and consistency of data reported on the statistical information system. Develops new and revised policies and procedures governing statistical activities. Prepares tables, charts, graphic displays, and other relevant information on court caseload activity for publication in the Judiciary Annual Report. Provides statistical data and descriptive information on the courts' caseload for presentation in the Judiciary's Budget and Variance Report. Prepares court caseload data reported for computer processing and disseminates caseload summary reports to program managers. Develops, revises, and updates the Judiciary statistical management information system instruction manuals. Develops and conducts training programs for court personnel on the case management statistical information system. Develops new statistical reporting systems for programs. Provides technical assistance and consultation service to program administrators and other court personnel engaged in statistical research and survey projects. Maintains liaison with users of the statistical management information system within the Judiciary and with other governmental agencies and organizations.

CAPITAL IMPROVEMENTS BRANCH

Participates in the development, administration, and evaluation of capital improvement projects throughout the Judiciary. Controls and coordinates Judiciary capital improvement projects. Reviews proposed rental and lease agreements for all Judiciary facilities statewide. Monitors projects concerned with the maintenance, repair, renovation, and improvement of Judiciary buildings statewide. Initiates and monitors the procurement and execution of contracts for facility leases, renovations, and capital improvement projects. Provides technical expertise in engineering and architectural matters to Judiciary administrators and managers. Prepares and reviews designs, construction plans, timetables and cost estimates, lease agreements and material specifications and recommends approval or disapproval. Serves as liaison between the Judiciary and state and county agencies on the development of capital improvement projects. Coordinates the work of private consultants on planning projects and in the preparation of construction plans, cost estimates, and specifications for individual buildings and complexes of buildings and facilities. Monitors the status of capital improvement project appropriations.

PLANNING & PROGRAM EVALUATION DIVISION

Plans, develops and administers planning and program evaluation activities within the Judiciary.

PLANNING BRANCH

Directs and coordinates the promotion of comprehensive planning, including the development of the conceptual framework upon which planning is to be implemented. Directs, coordinates and implements short- and long-range planning efforts for court security and employee safety programs, policies and procedures. Facilitates the development of overall strategic plans for the Judiciary in consultation with the Chief Justice, the Administrative Director of the Courts, the Deputy Director, and key court officials. Assists and advises programs in initial planning efforts designed to lead them toward the development of their own planning capabilities and the enhancement of the overall efficiency and effectiveness of their operations. Participates in and conducts planning conferences and workshops for program managers and other court administrators to guide, assist, and facilitate the formulation of plans which are consistent with the Judiciary's general plan. Promotes effective working relationships with other states, governmental agencies, and professional organizations, and the academic community on matters relating to the Judiciary, judicial administration, and court planning. Provides research and other specialized services to the Chief Justice, the Administrative Director of the Courts,

and to other key administrators. Engages in futures research and emerging issues analysis to discover and study trends and issues that may impact the future of the Judiciary. Assists and encourages new and existing research and development to improve judicial and administrative services to the courts. Assists management in the formulation of legislative and administrative proposals as necessary for the execution of plans and recommendations. Develops and coordinates grant applications for projects which conform to and further Judiciary goals and which maximize the benefits from external sources of funding. Encourages research on and development of innovative court improvement projects and programs. Serves as the clearing house for the coordination and evaluation of potential impacts of state and county project proposals on the current and future plans of the Judiciary. Maintains a library of journals and publications, special studies and reports, and other reference materials in support of research activities on court management. Maintains liaison with Judiciary agencies to facilitate planning, and employee safety programs and other governmental grants management for court security.

PROGRAM EVALUATION BRANCH

Evaluates the need for and the placement of new programs in the Judiciary. Evaluates the current placement of Judiciary programs to determine if programs should be placed with another court or division. Designs program development policy, procedures, and standards to help guide Judiciary personnel in deciding when programs should be initiated, continued, or dropped. Evaluates programs to determine whether intended beneficiaries are being reached by the program, whether the design of the program is adequate, and whether the installation of a program is adequate. Explores and screens alternatives that could potentially improve judicial services. Provides data on the need for new programs and collects, reviews, and analyzes program data and information for proposed, planned, and recently developed court programs, projects, and services. Reviews and recommends whether new, as well as, existing programs and services are appropriate to the fundamental mission and role the Judiciary or whether these functions could be performed more efficiently, effectively, and economically by another public or private agency. Monitors, reviews, and evaluates new programs, projects, and services to determine how well new programs are functioning and assess how well program goals, objectives, and tasks are being met. Provides assurance that ongoing programs are the result of deliberative decision making processes. Facilitates the development of time standards for case processing. Conducts specialized research and analysis in selected phases of court operations to determine program viability and/or continuity.

INTERNAL AUDIT OFFICE

Conducts investigations and audits of accounting, reporting, and internal control systems established and maintained in the Judiciary. Administers a Judiciary-wide audit program to ensure coordination and consistency in the review and evaluation of financial records. Conducts internal post-audits of Judiciary programs to ensure that accounting and internal control systems adhere to prescribe policies, procedures, and generally accepted accounting principles. Ensures compliance with program requirements mandated by federal grants and other private and governmental agencies. Suggests and recommends improvements to accounting methods and procedures to achieve efficiency in fiscal operations. Investigates alleged violations of State law and Judiciary rules and regulations. Coordinates management and financial audits mandated by the Legislature and other private and governmental agencies. Provides audit and audit-related services to management and programs to aid in the attainment of efficient and effective organizational objectives.

LEGISLATIVE COORDINATING/SPECIAL PROJECTS OFFICE

Coordinates the legislative activities and functions of the Judiciary's legislative team. Researches, drafts, and provides commentary and/or testimony for the legislative package. Reviews testimony prior to presentation to the Legislature. Attends decision-making committee meetings concerning bills of interest to the Judiciary. Monitors bills and hearing notices to keep apprised of those which affect the Judiciary.

ADMINISTRATIVE DRIVER'S LICENSE REVOCATION OFFICE (ADLRO)

Implements the provisions of HRS Chapter 286 Part XIV, as amended. Within strict statutory time constraints, ADLRO conducts reviews and requested hearings related to the revocation of driving privileges of defendants arrested for operating a vehicle under the influence of intoxicants. The proceedings are specifically separate and apart from any criminal matters which may arise from the same arrest. ADLRO issues review and hearing decisions and determines the period of revocation to be imposed, according to statutory minimums. ADLRO makes entries into the Judiciary and City and County computer systems at various stages in the process so as to advise all related agencies regarding the status of an arrestee's matter. All hearings are tape recorded, and along with all other arrest documents, preserved for record keeping and appeals.

SUPPORT SERVICES DEPARTMENT

Financial Services Division - Administers a Judiciary-wide financial management program over assets, liabilities, revenues, expenditures, including payroll; administers a Judiciary-wide program for the procurement of goods and services; administers a records management service which operates and coordinates the Judiciary-wide system of control, retention, storage and access to court and administrative records and microfilm services; and provides reprographics services.

Information Technology & Communications Division - Administers and delivers information technologies and communications services that supports Judiciary's line and management operations.

FINANCIAL SERVICES DIVISION

FISCAL SERVICES BRANCH

Supervises fiscal programs consisting of accounting, pre-audit, payroll, and systems accounting. Manages a system of accounting controls over Judiciary assets. Manages a system of pre-audit to validate claims against the Judiciary before payment is effected. Manages a Judiciary-wide payroll system. Manages the preparation, revision, and distribution of the Judiciary Financial Administration Manual.

ACCOUNTING SECTION

Maintains an accounting system for controlling Judiciary assets, liabilities, revenues, and expenditures. Prepares interim, annual, supplemental, and special reports of Judiciary financial operations. Assists in the formulation of financial management policies and procedures. Responds to inquiries about accounting policies and procedures. Analyzes and evaluates funds held in a trustee capacity and makes recommendations for the management and investment of those funds. Reviews claims for the payment of goods and services, and insures that payments do not violate law or administrative policies and procedures. Resolves questionable claims by investigating the circumstances surrounding those claims and presenting findings and recommendations to the approving authority. Responds to inquiries about specific claims and on interpretations of law and administrative policies. Assures that conforming and contingency purchases conform to administrative procedures. Responds to inquiries regarding purchase transactions and procedures. Maintains the Judiciary property inventory system. Manages the Judiciary risk management and insurance program and acts as a central clearinghouse for insurance claims and reports of losses or damages.

PAYROLL SECTION

Manages the Judiciary-wide payroll system. Coordinates the processing of all payroll documents within the Judiciary and assures that those documents are forwarded to the state central payroll processing agency. Responds to inquiries regarding payroll transactions and procedures. Develops training instructions for Judiciary to insure consistent application of payroll rules and regulations. Revises and distributes the Judiciary Financial Administration Manual. Answers inquiries on the interpretation of the manual. Conducts and coordinates training to implement the Judiciary Financial Administration Manual and changes thereto.

CONTRACT AND PURCHASING BRANCH

Manages the Judiciary-wide purchasing program. Develops and procures bids, specifications and drafts contracts, prepares invitations and otherwise processes all bidding and advertising matters. Assures that purchases are made through the centralized purchasing system when practical and economical.

REPROGRAPHICS CENTER

Provides design, printing, and binding services to Judiciary organizations. Operates offset and letter presses to produce leaflets, circulars, catalogs, documents, office forms, and other materials. Assures that completed work is delivered or picked-up to appropriate Judiciary organization. Provides cost estimates on the preparation and publication of Judiciary documents. Develops design and layout for publications and prepares camera ready paste-up using desktop publishing equipment.

RECORDS MANAGEMENT OFFICE

Administers a program to maintain accurate and complete court records. Plans, directs, and manages a centralized court records management system which includes reproduction, retention, control, storage, and destruction. Reviews, develops, and implements a state-wide records retention schedule. Reviews laws, rules, and regulations pertaining to records retention and custody and initiates action to comply with requirements or to effect procedural improvements. Reviews and evaluates present processing procedures and recommends enhancements. Participates in long-range planning involving such matters as storage facilities, purchase of new equipment, technological advancements, and implementation of policies and procedures. Develops and executes budgets for records management. Microfilms court records, inspects microfilmed documents, maintains a film library for reference and reproduction. Provides information and reference services from court records to court personnel, attorneys, and the general public and renders technical assistance.

ADMINISTRATION FISCAL OFFICE

Serves as division fiscal officer to the various program components within the organization of the Administrative Director of the Courts. Operates an accounting system for the divisions under the Administrative Director of the Courts and assists those divisions with budget preparation, conducts annual physical inventories, and assures compliance to purchase, payment, and payroll policies and procedures. Processes and files personnel, travel, OSHA, and leave forms. Develops and tests software applications for use in various fiscal offices in conjunction with the Information Technology and Communications Division.

JUDICIARY INFORMATION MANAGEMENT SYSTEMS (JIMS)

Reviews and researches legislation and applicable case law to determine legal basis, evaluate case processing procedures, and conduct workflow analysis. Identifies potential workflow problems and recommends changes to procedures to facilitate conversion to automation.

Conducts analysis and studies of the JIMS business processes and performance levels; addresses and resolves court integration issues, and issues reports and recommendations on findings.

Designs and prepares court forms and documents for use with automated processes and statewide court automation software.

Researches, drafts, indexes, updates, and maintains all documentation for all JIMS business processes including procedural and workflow manuals, coding and validation tables, policies and directives. Conducts research, analysis, and makes recommendations to changes in documentation whenever statutory, rules, policies or procedural changes have occurred.

Researches and develops, schedules and conducts new and remedial staff development and training in the JIMS business processes; researches, develops, revises, and maintains training materials.

Troubleshoots and resolves user problems and issues.

Works with and assists Information Technology & Communications Division (ITCD) staff as needed to provide technical systems support; conduct systems analysis, design, programming, administration, and configuration of computer hardware and/or software related to JIMS; design, write, maintain, document, and test programs, queries; monitor and maintain database components; etc.

Researches and drafts recommendations for policy, process, and legislative changes to ensure Judiciary-wide uniformity, standardization, consistency, and efficiency of business processes. Prepares requests for proposal and/or grant proposals for JIMS.

Prepares analysis and reports on performance and modifications of JIMS during a biennium; submits report to Executive Committee on Technology.

INFORMATION TECHNOLOGY & COMMUNICATIONS DIVISION (ITCD)

Serves as the central information technology and telecommunications service organization of the Judiciary. Plans, organizes, directs, and coordinates the Judiciary's statewide information technology and telecommunications program, resources, and services. Provides advice, guidance, and assistance to all Judiciary courts and administrative units relating to the concepts, methods, and use of information and telecommunication technologies and equipment. Provides assistance to users as well as provides services in systems development and maintenance services for all computer based applications. Coordinates all hardware and software planning, acquisition, development, implementation, and maintenance to ensure Judiciary-wide compatibility of information technology and telecommunications resources.

OFFICE OF THE CHIEF INFORMATION OFFICER

Plans, directs and coordinates Judiciary-wide activities relating to information technology and telecommunications processing; systems development and maintenance services for all computer-based applications; and all hardware and software planning, acquisition, development, implementation, and maintenance to ensure Judiciary-wide compatibility of information technology and telecommunications resources. Provides advice, guidance and assistance to top-level administrators and judges in the efficient utilization and application of information technology; plans, coordinates and directs the development of program policies, procedures, and methods to improve operational areas; plans and coordinates activities relating to studies, research, preparation of legislative proposals and testimonies; and plans and directs the personnel and financial requirements for accomplishing program goals and objectives.

STRATEGIC PLANNING & PROJECT MANAGEMENT OFFICE

Functions under the general direction of the Chief Information Officer (CIO); coordinates the development and update of the ITCD Business Plan; prepares and assists in the development of strategic, tactical, and operational plans to achieve ITCD goals and objectives; monitors the progress and status of all information technology, telecommunications, and security system projects undertaken by ITCD; researches new technologies which may enhance, improve or affect ITCD services, operations, and/or security; conducts post-implementation and quality assurance evaluations of projects, including performance measurements and cost savings; develops policies, procedures, standards, and guidelines relating to computer and network security, project management, quality assurance, bid specifications, request for proposals and contracts, etc.; and reviews and coordinates all system implementation/development projects.

SYSTEMS SERVICES BRANCH:

Responsibilities: Provides for the smooth, efficient on-going operation, including monitoring, tuning and upgrading, of the Judiciary's centralized computer infrastructure. Includes all computing platforms including mainframe computer, AS/400, RS/6000, Wang VS and the JIMS server infrastructure. Serves as Helpdesk and provides PC/LAN Support.

- Application system security maintenance
- Computer system administration
- Computer Room operations
 - Monitor IT infrastructure
 - System backup
 - Computer room facilities management
 - Maintenance Contract Administration
- Technical support for hardware, software, and operating system tuning and upgrades.
- PC/Lan Support
- Internal and External User Help Desk Support

System and Security Administration Section

Serves as the primary systems and security administrators for the court services computer infrastructure. Maintains the technical expertise to provide higher level helpdesk support for the infrastructure.

Operational Support Section

Serves to maintain the operations of the court services computer infrastructure. This includes monitoring, trouble call initiation, backups, maintenance, supply ordering, and initial level help desk support along with the User Support Section.

User Support Section

Serves as the primary initial level help desk support group. Also provides user training, installation of hardware, software, upgrades and support services for other ITCD branches.

APPLICATIONS SERVICES BRANCH:

Responsibilities: Provides technical expertise and supports applications that service the courts, associated court programs, and administrative programs of the Judiciary. (Includes the applications, supporting utilities, hardware, and operating

systems.)

- Court applications
- Office applications like Lotus/Domino/WebSphere (Notes, Sametime, Quickplace, portal, web applications)
- Human Resource Systems
- Fiscal/Budget Systems
- Non-court-related Systems
- Database Administration

Office Applications Support

The Office Applications Support area provides technical expertise in supporting office applications such as Lotus Notes (email), Domino collaboration tools, WebSphere, and Internet/Intranet web applications; provides software and hardware infrastructure support; provides support on mobile communication devices; provides advice and technical assistance to other court programs and non-court related systems.

Application Support 1

The Application Support 1 area provides technical expertise in programming and supporting the Judiciary's Fiscal/Budget applications, Human Resource applications, and various other court and administrative applications; provides advice and technical assistance to other court programs.

Application Support 2

The Application Support 2 area provides technical expertise in programming and supporting the various Family Court applications; provides advice and technical assistance to Family Court and other state agencies.

Database Administration

The Database Administration area provides technical expertise in the administration of mainframe databases such as ADABAS needed for legacy court systems, as well as multi-platform Oracle databases needed for JIMS.

TELECOMMUNICATION SERVICES BRANCH:

Responsibilities: Provides technical expertise and supports Judiciary-wide telecommunications infrastructure and end user services.

- Judiciary-wide telecommunications infrastructure for both voice and data
 - Wide-Area Network
 - Local-Area Network
 - Voice System
 - Videoconferencing
- End User services
- Technical support for telecommunications infrastructure hardware, software, and operating system tuning and upgrades.

TELECOM SUPPORT 1 AND TELECOM SUPPORT 2 SECTIONS:

Plans, designs, engineers, and manages the telecommunication and network services to the Judiciary. Provides voice, data, and video telecommunication services to the Judiciary; provides expertise in hardware, software, and transmission facilities necessary for the establishment and proper functioning of voice, data, and video telecommunications systems and networks in the Judiciary.

Provides technical expertise in planning, developing, and implementing voice, data, and video communications systems and networks; develops and implements procedures to measure, forecast, and simulate communications capacity; analyzes network usage; assesses and analyzes the short- and long-term demands for various network services; develops project plans for implementation of networks and services for Judiciary; evaluates the Cost-effectiveness of these networks and services; provides program services for video and voice communications systems; and, provides Courts and support divisions with appropriate Network Planning and Program services.

Provides technical expertise in hardware, software, and transmission facilities necessary for the establishment and proper functioning of voice, data, radio, and video communications networks, including the Network Management System for data communications networks, Civic Center Local Area Network, closed-circuit video communications, internetwork video bridge, video conference center network, microwave systems and satellite systems. Designs and implements Judiciary telecommunication networks, including the Judiciary telephone systems, data communication networks, video conferencing throughout the State; interfaces with the State of Hawaii Department of Budget and Finance (DB&F) Information and Communication Services Division (ICSD) on the suballocation of the Hawaii Wide Area Integrated Information Access Network (HAWAIIAN) microwave frequencies into subchannels; internetworks the Judiciary communications systems with the other governmental jurisdictions; and reviews network capacity, network switching, terminal device, switching equipment, transmission design, etc.; provides Courts and support divisions with appropriate network engineering services.

HUMAN RESOURCES DEPARTMENT

OFFICE OF THE HUMAN RESOURCES DIRECTOR

Formulates and administers a system of human resources administration including recruitment and examinations, position classification and pay administration, benefits and transactions, employee services, management-labor relations, workers compensation, and interpretation of personnel-related laws, rules, and regulations for all non-judicial personnel within the Judiciary. Prepares and administers a budget for the department. Conducts studies of the non-judicial organization of the courts for the purpose of improving the administration and business of the courts.

EMPLOYEE SERVICES DIVISION

Defines the requirements for and administers Judiciary-wide programs for the processing of personnel actions, insuring that personnel actions comply with state and federal personnel laws, Judiciary personnel rules and regulations, negotiated labor-management agreements, and executive orders. Processes appointment, promotion, transfer, demotion, separation, and other personnel actions. Audits personnel actions to insure compliance with applicable laws rules and regulations. Establishes and maintains a system of management and control over the exempt services, including reviewing requests for exemption from civil service coverage and recommending approval or disapproval based on employment laws. Ensures compliance with personnel laws, rules, and regulations through an on-going program of education and periodic discussion to discuss new requirements, problem areas, and anticipated developments. Maintains a centralized, comprehensive employee information system for the civil service and exempt service which includes information on the composition of the workforce, personnel action trends, and problem areas. Coordinates the formulation of revisions to the Judiciary Personnel Rules and Regulations to insure uniform application and interpretation of personnel rules among the State Executive Branch and county jurisdictions.

COMPENSATION MANAGEMENT DIVISION

Administers a Judiciary-wide position classification system. Establishes and maintains a title and code structure for positions exempt from civil service coverage. Determines bargaining unit designations and makes recommendations for exclusion in appropriate cases. Conducts studies for the purpose of formulating new and amended class specifications. Determines the minimum qualifications required for newly developed classes. Prepares memoranda on classification appeals to the Judiciary Merit Appeals Board. Administers a Judiciary-wide compensation plan. Develops patterns for the assignment of categories of classes of positions to salary ranges or grades. Proposes assignment of new classes to salary ranges. Proposes initial pricing and repricing of classes, and comments on proposals made by the state and counties. Presents initial pricing appeals to the Judiciary Merit Appeals Board. Represents the department in collective bargaining negotiations affecting repricing of classes. Analyzes and proposes

assignment of classes to SC/ES ranges by the Chief Justice. Reviews and analyzes organizational structures and the effect of changes on position structures, and advises managers of the effects of proposed changes. Provides assistance to management in the development of work flow processes, methods, operational policies, personnel requirements, staffing requirements, and program priorities. Provides assistance to management in the development of functional statements for new organizational entities and reviews existing statements for duplication, redundancy, and overlap, and prepares functional statements that clarify these inconsistencies. Advises and assists management in attaining efficient and economical position structures designed to attract and retain the best qualified personnel. Prepares legislative proposals on matters affecting position classification and comments on proposals prepared by others.

LABOR RELATIONS DIVISION

Administers a Judiciary-wide program for the uniform interpretation and application of collective bargaining agreements, dispute settlements, related determinations on labor-management relations, and related Federal and State laws. Develops and coordinates systems for handling grievances. Advises and assists management representatives in the application of labor contract provisions. Advises the Human Resources Director and Administrative Director of the Courts on grievances. Represents the Human Resources Director and Administrative Director of the Courts in the labor-management negotiation process. Analyzes union contract proposals and develops counter proposals. Studies the feasibility of implementing labor-management practices and advises management of the results of studies. Defines the need for and provides management with current information on labor-management policies, practices, and procedures. Maintains currency in labor relations matters by analyzing trends and current practices in other jurisdictions.

STAFFING SERVICES DIVISION

Administers a Judiciary-wide recruitment and examination program designed to provide managers with the best qualified applicants. Develops, prepares, and disseminates civil service employment information and job announcements. Reviews job applications and determines if applicants meet the minimum qualification requirements. Develops, administers, and scores job-related tests, and ranks and rates applicants based on factors such as test scores, qualifications, education, suitability, and other job related factors. Establishes, maintains, and certifies lists of eligibles and refers applicants from appropriate lists to managers. Administers a program of job placement resulting from workforce reduction. Prepares memoranda on recruitment and examination appeals to the Judiciary Merit Appeals Board and presents management's case to the board.

DISABILITY CLAIMS MANAGEMENT DIVISION

Administers a judiciary-wide workers' compensation program designed to provide claims management, cost containment, and vocational rehabilitation services to all echelons of the Judiciary. Provides written and oral guidance to Judiciary operating elements on

workers' compensation claims. Conducts workshops on the application of existing and newly promulgated workers' compensation laws, rules, and regulations. Compiles and maintains cost data records and identifies cost elements and trends that deviate from the norm. Formulates cost reduction programs, and solutions to increasing workers' compensation costs. Reviews medical fees of care providers and attorneys' fees. Audits claims and payments processed by operating divisions. Controls forms used in processing workers' compensation claims and recommends new or revised forms based on an analysis of the effectiveness of existing forms and newly promulgated requirements. Screens, selects, and refers injured workers for rehabilitation training and services. Coordinates rehabilitation training and services with appropriate private, state, and federal agencies and with physicians involved in the rehabilitative process. Monitors the progress of injured workers in vocational rehabilitation training. Maintains accounts of benefits and medical expenses related to vocational rehabilitation. Maintains a management information and feedback system to apprise management of date related to accidents and lost time injuries. Recommends solutions to problem areas identified through workers' compensation claims. Identifies and recommends preventive measures to be taken to reduce work related injuries. Coordinates workshops for employees on areas and topics to reduce work related injuries.

ADMINISTRATIVE SERVICES DIVISION

Assists programs in addressing substandard performance issues; assists in the development of employee improvement plans; helps employees improve through employee development and training to meet these expectations. Provides assistance to employee to return to work from industrial injury; coordinates temporary placements; works with vocational rehabilitation counselors; serves as liaison with EE/AA Officer for reasonable accomodation placements. Conducts investigations and fact-finding to address and resolve issues related to workplace violence, harassment, personality conflicts; obtains or refers employees to community resources for assistance. Conducts management reviews and audits, investigations and fact-finding to address and resolve personnel related management problems. Reviews requests for family leave and makes recommendations to the Human Resources Director in conformance and compliance with the law. Drafts and amends policies and procedures for leave share; reviews leave share requests for conformance to administrative policies, coordinates and monitors leave share donations and the leave bank, maintains leave share records. Drafts and amends policies and procedures for management survey; revises and refines the survey instrument and methodology; computes and analyzes survey data and results; and provides follow-up on management survey including follow-up on problem areas with individual managers to help them improve and meet expectations of improvement plans. Reviews legislative matters which have impact upon employees and the Judiciary's personnel system; coordinates, drafts and prepares legislative testimony and proposals; comments on proposals prepared by others; and monitors and tracks these matters. Provides follow-up on special projects. Provides the Human Resources Director, program/divisions and employees with technical staff assistance and advisory services in the specialty area.

JUDICIAL EDUCATION OFFICE

Administers a Judiciary-wide training and employee development program. Identifies training needs through such techniques as employee evaluations on the effectiveness of such training. Establishes training programs based on identified needs and evaluates the effectiveness of such training. Develops, conducts, and coordinates orientation and supervisory training programs. Advises and assists employees and managers on employee development and training. Provides for all judicial education programs. Coordinates semi-annual judicial conferences and judicial training programs. Provides materials and resources to aid the judges. Reviews all programs and seminars provided by others and disseminates information.

FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

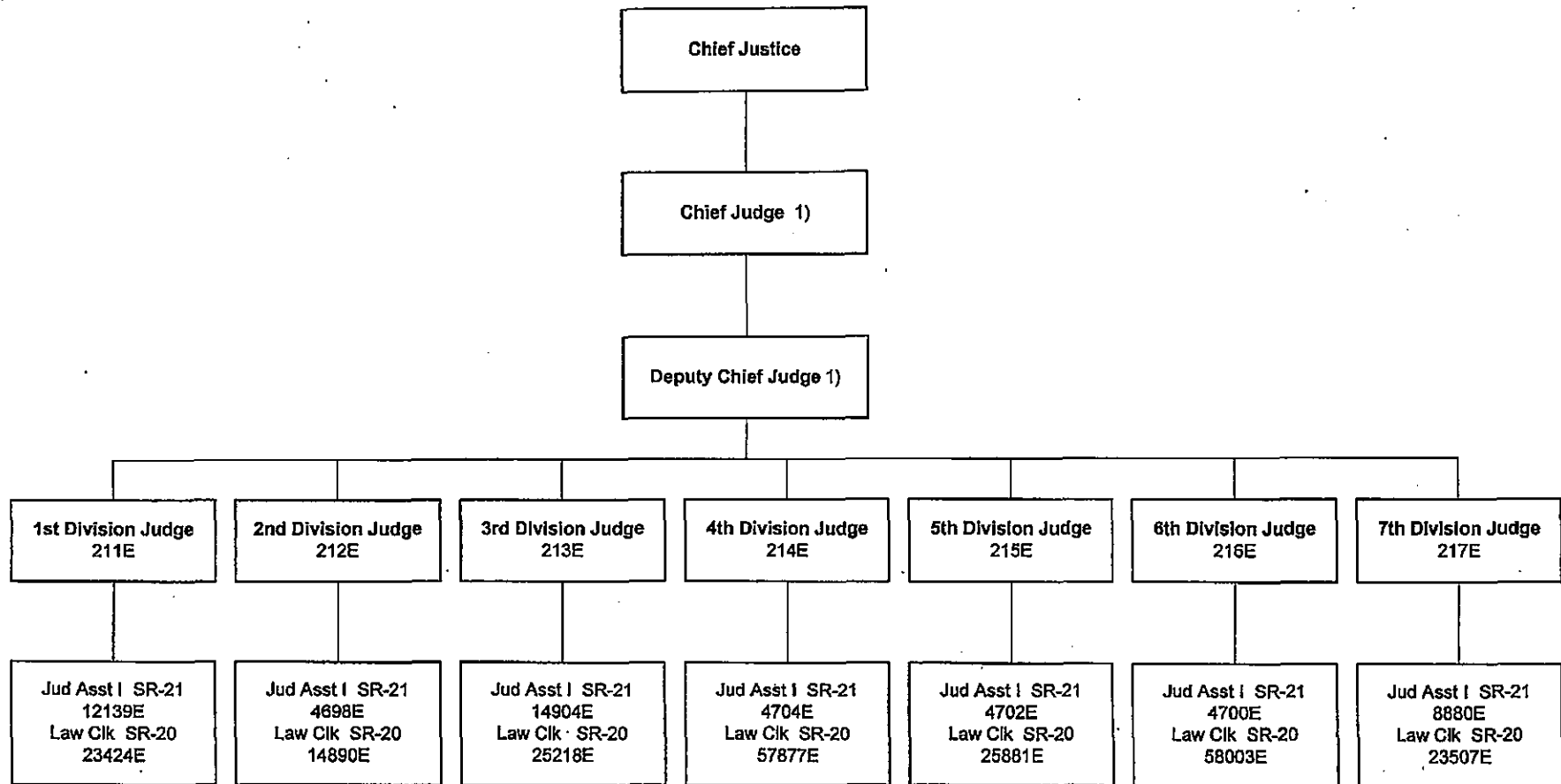
APPROVED:



Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02



1) Per Chief Justice's order of assignment.

FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

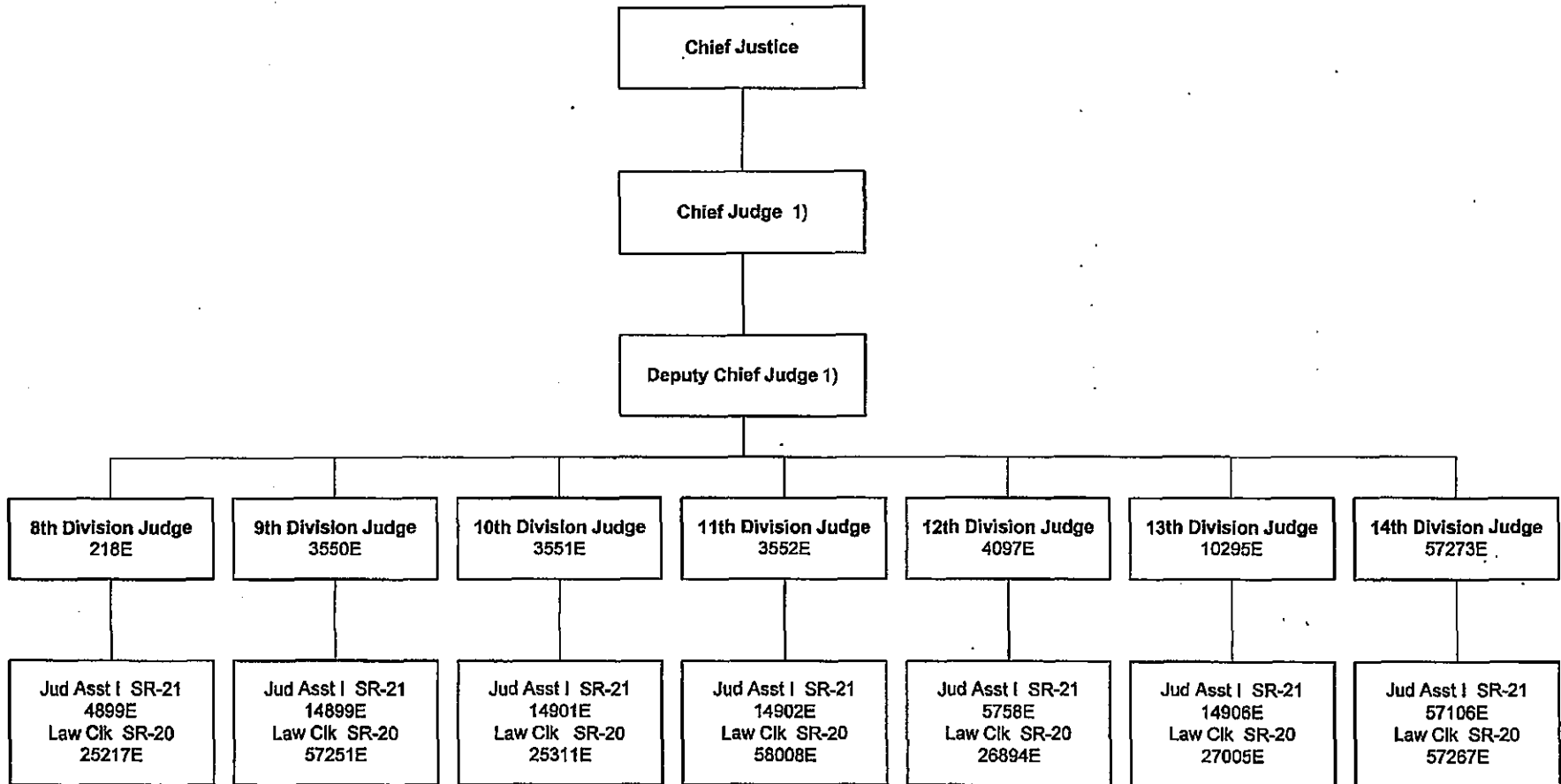
APPROVED:



Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02

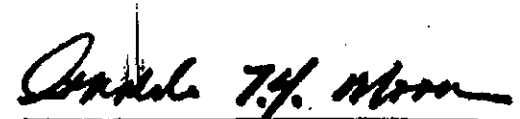


1) Per Chief Justice's order of assignment.

FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

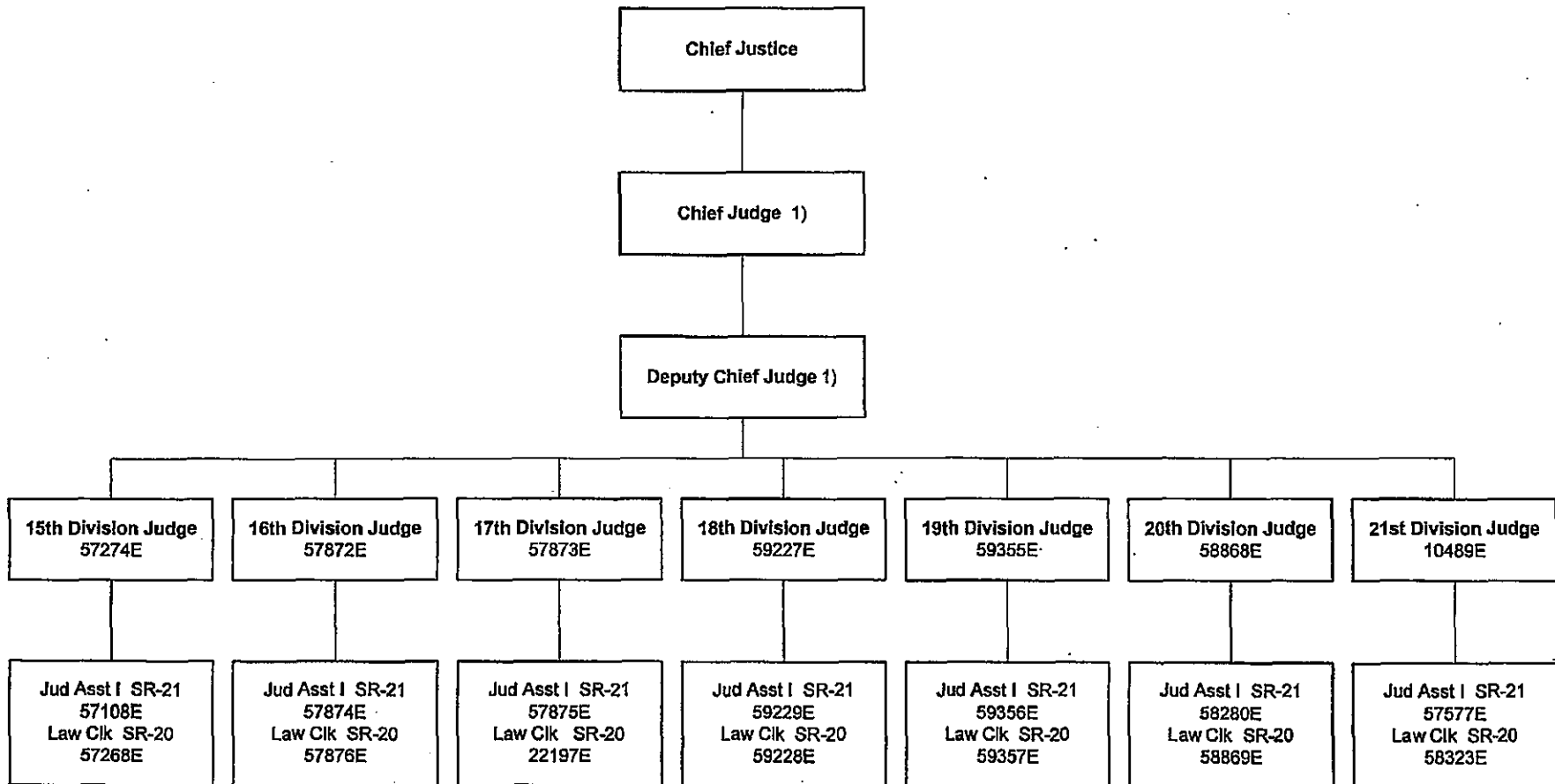
APPROVED:



Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02



1) Per Chief Justice's order of assignment.

FIRST JUDICIAL CIRCUIT

CIRCUIT JUDGES

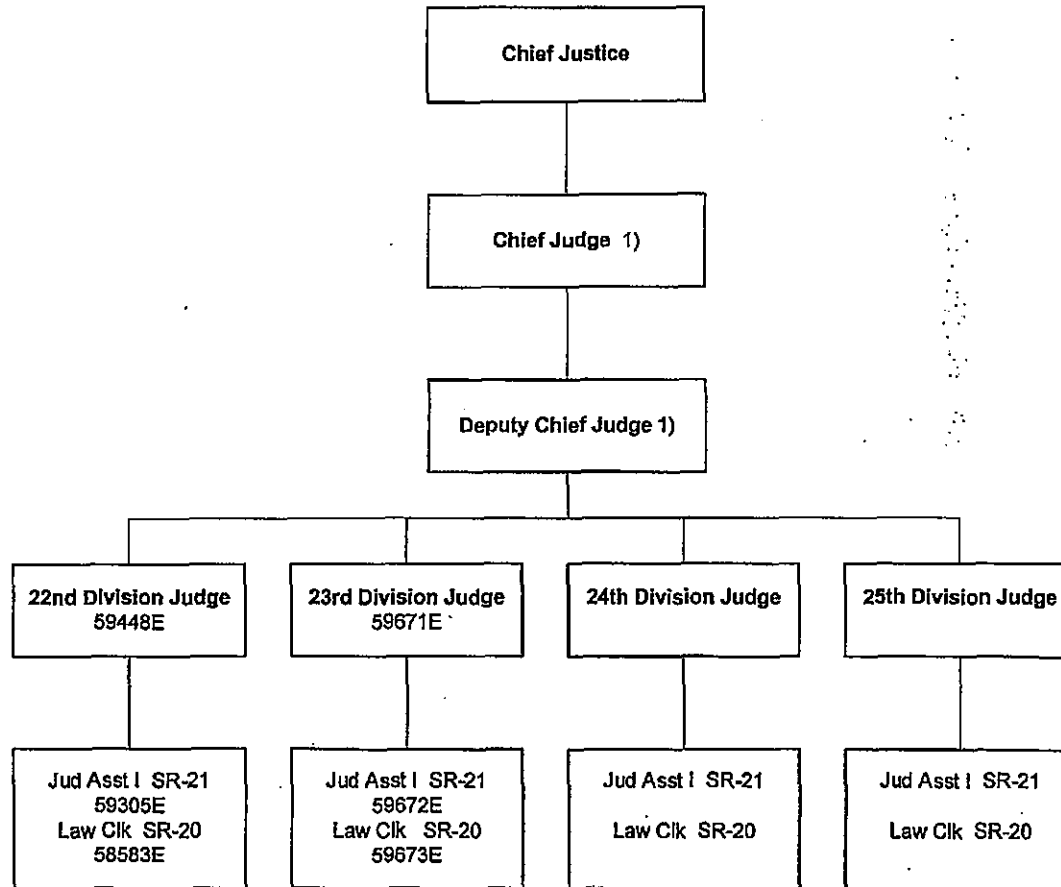
APPROVED:



Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02



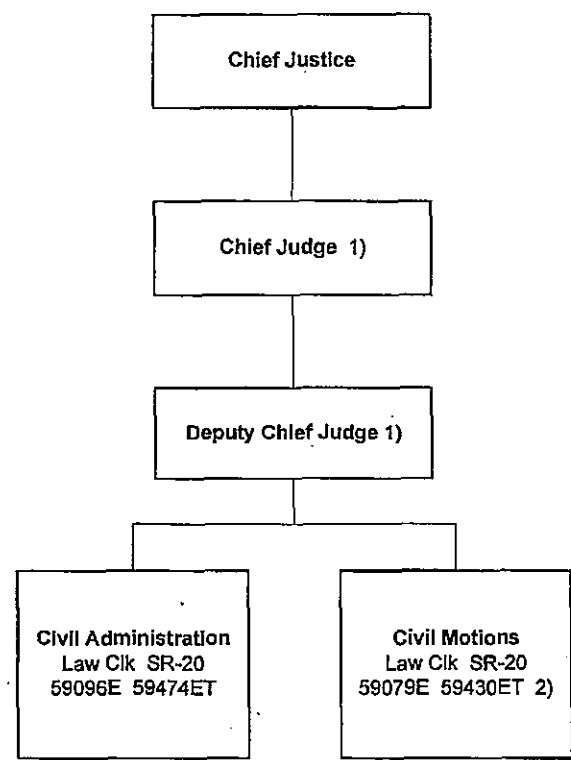
1) Per Chief Justice's order of assignment.

FIRST CIRCUIT

CIVIL ADMINISTRATION

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 8/23/02 Rev 9/09



1) Per Chief Justice's order of assignment.
2) Reports to Civil Motions Judge.

FIRST JUDICIAL CIRCUIT

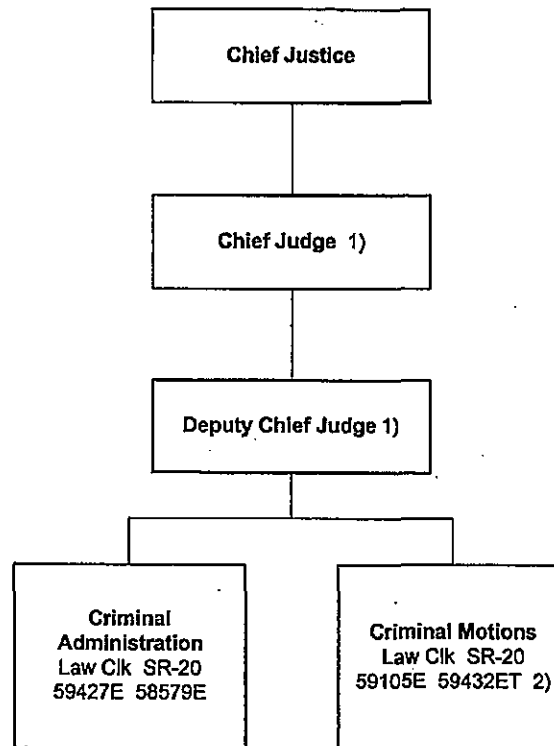
CRIMINAL ADMINISTRATION

APPROVED:

Ronald T. Y. Moon
Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

08/23/02



1) Per Chief Justice's order of assignment.

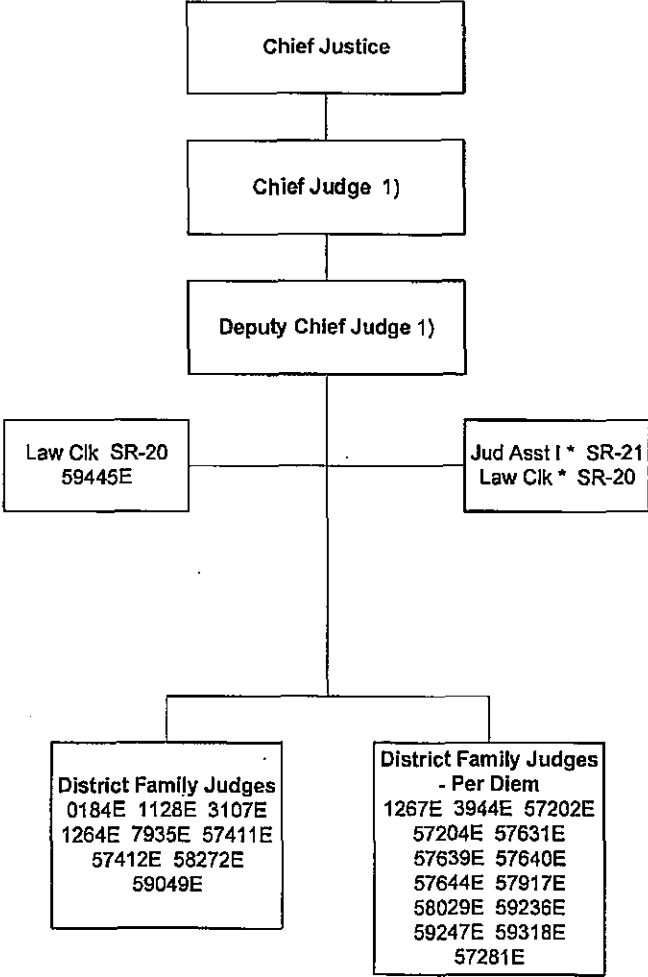
2) Reports to Criminal Motions Judge.

FIRST CIRCUIT

FAMILY JUDGES

APPROVED: *R. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 11/04/09



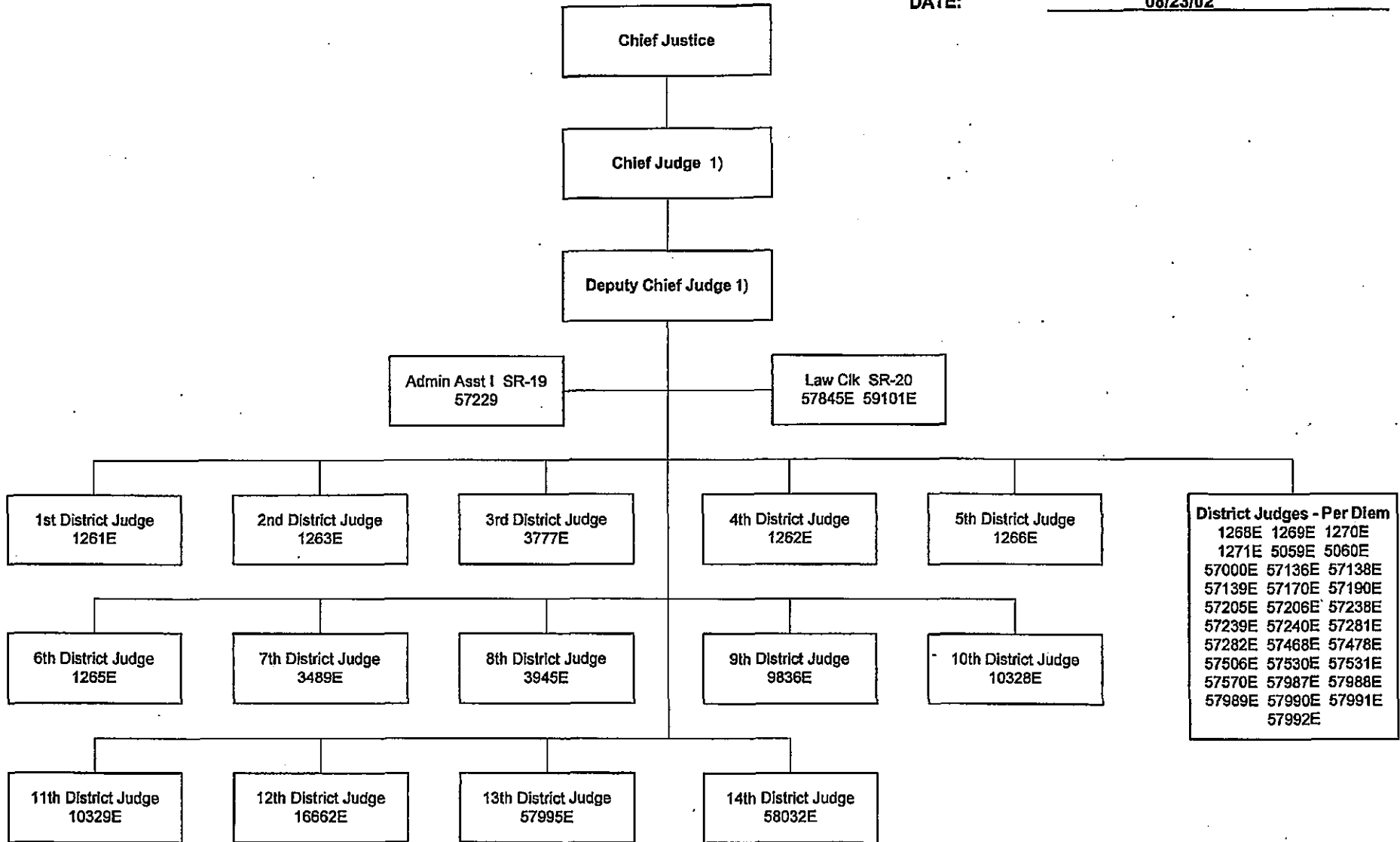
1) Per Chief Justice's order of assignment.
*Designated trial judge's staff.

FIRST JUDICIAL CIRCUIT

DISTRICT JUDGES

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 08/23/02

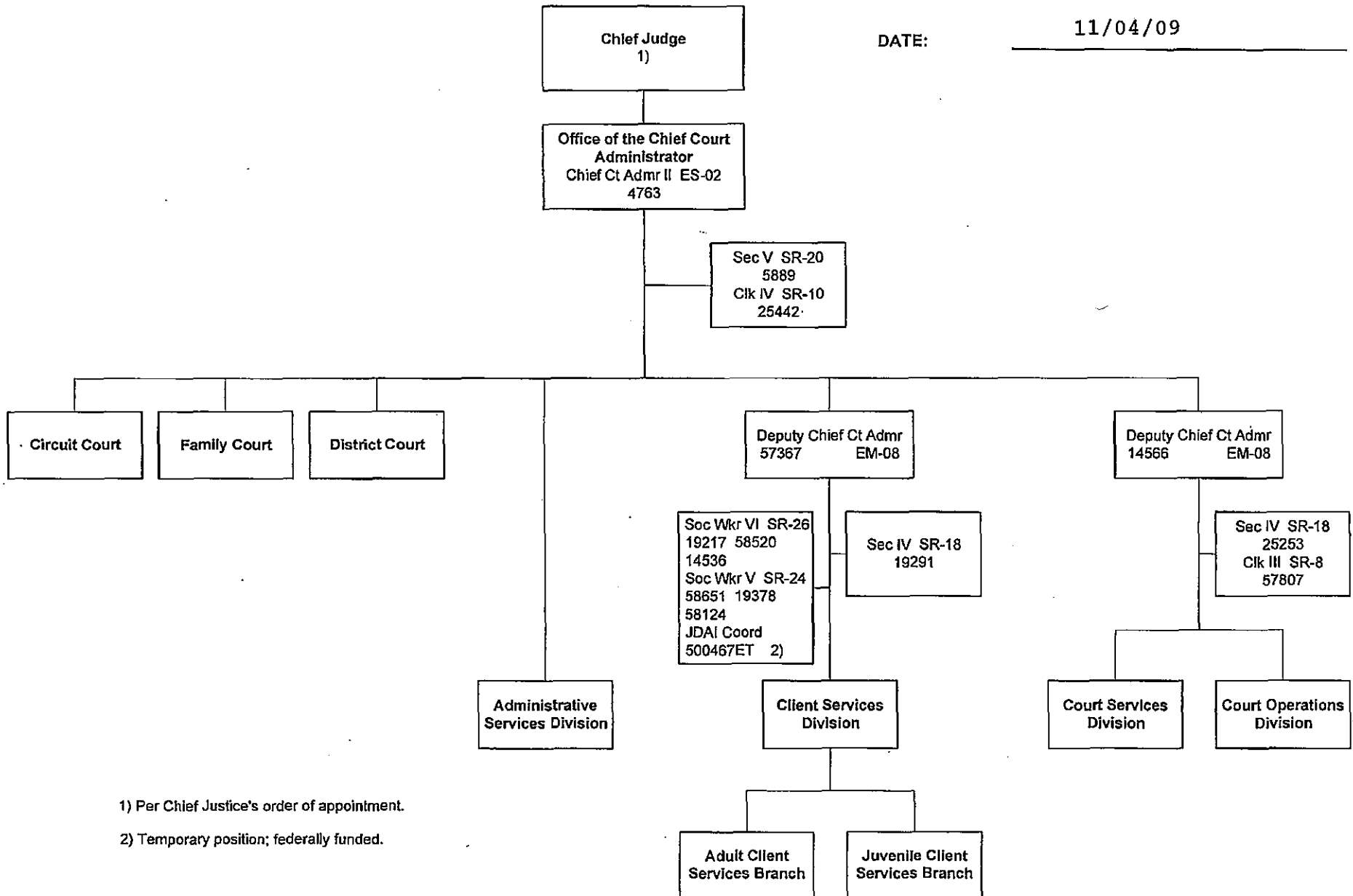


1) Per Chief Justice's order of assignment.

First Circuit

APPROVED: *R. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 11/04/09



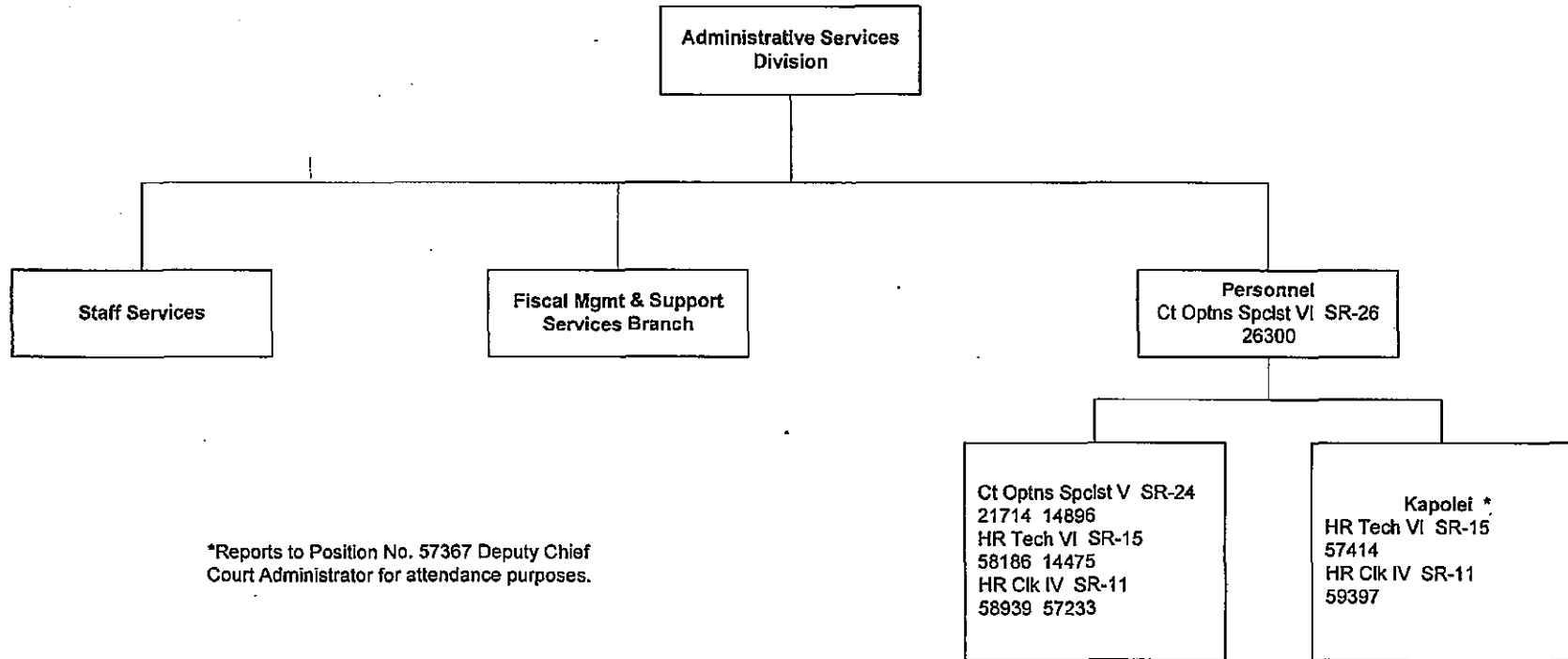
1) Per Chief Justice's order of appointment.

2) Temporary position; federally funded.

First Circuit

APPROVED: 
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 11/04/09

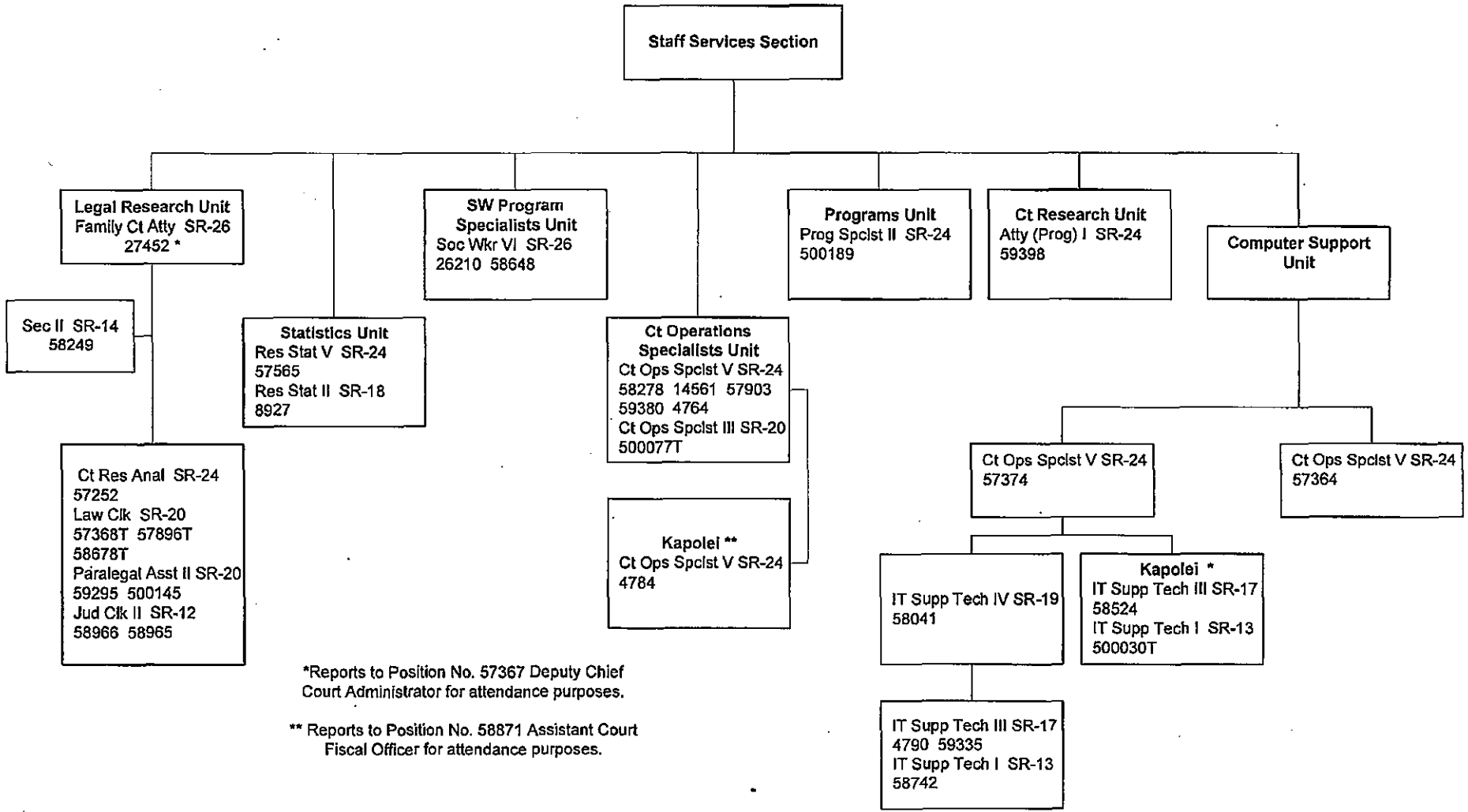


*Reports to Position No. 57367 Deputy Chief Court Administrator for attendance purposes.

First Circuit

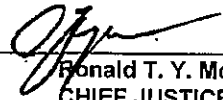
APPROVED: 
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 11/04/09



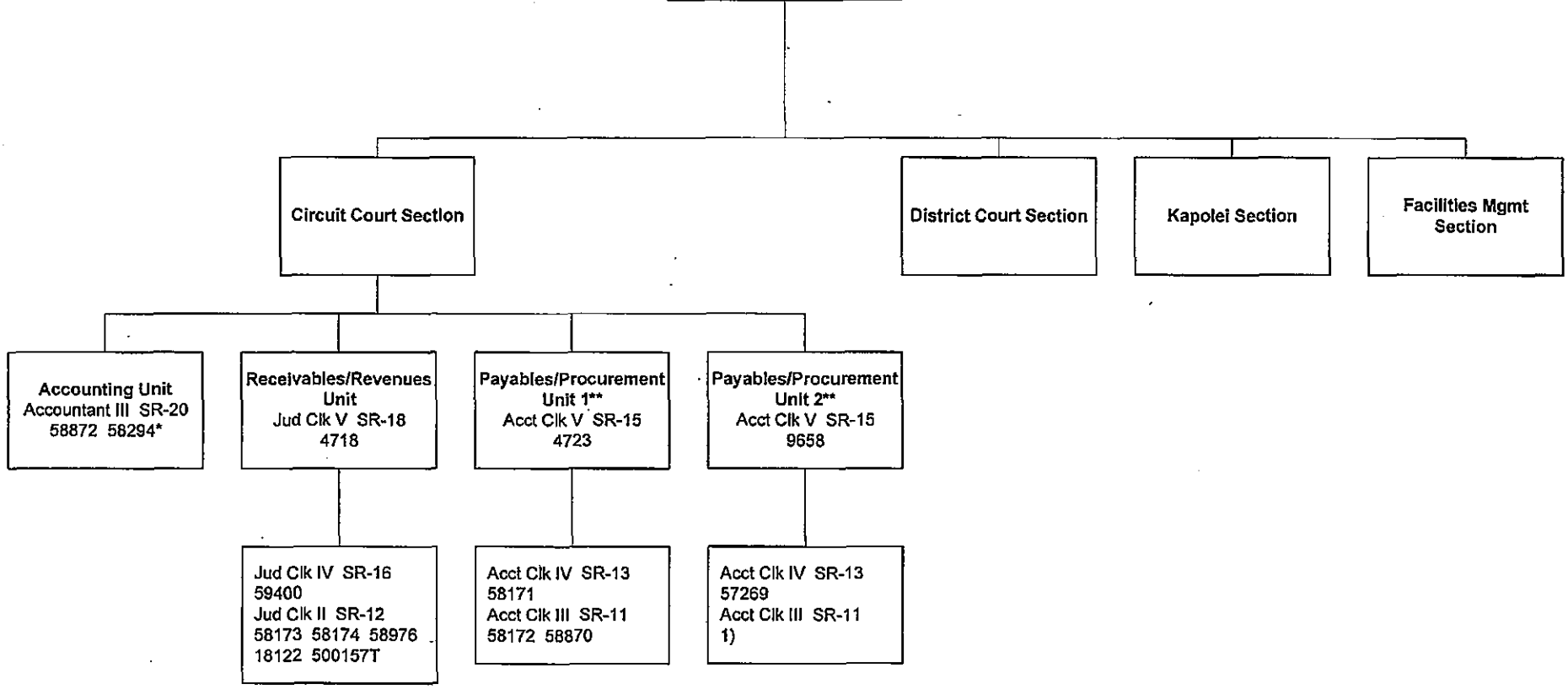
First Circuit

Fiscal Mgmt & Support Svcs

APPROVED: 
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 11/04/09

Fiscal Mgmt & Support
 Services Branch
 Ct Admin Svcs Ofcr SR-28
 4720




*Provides support to the Land & Tax Appeal Court.
 **Positions in these two units rotate as necessary to support operational needs.

1) Position No. to be assigned.

First Circuit

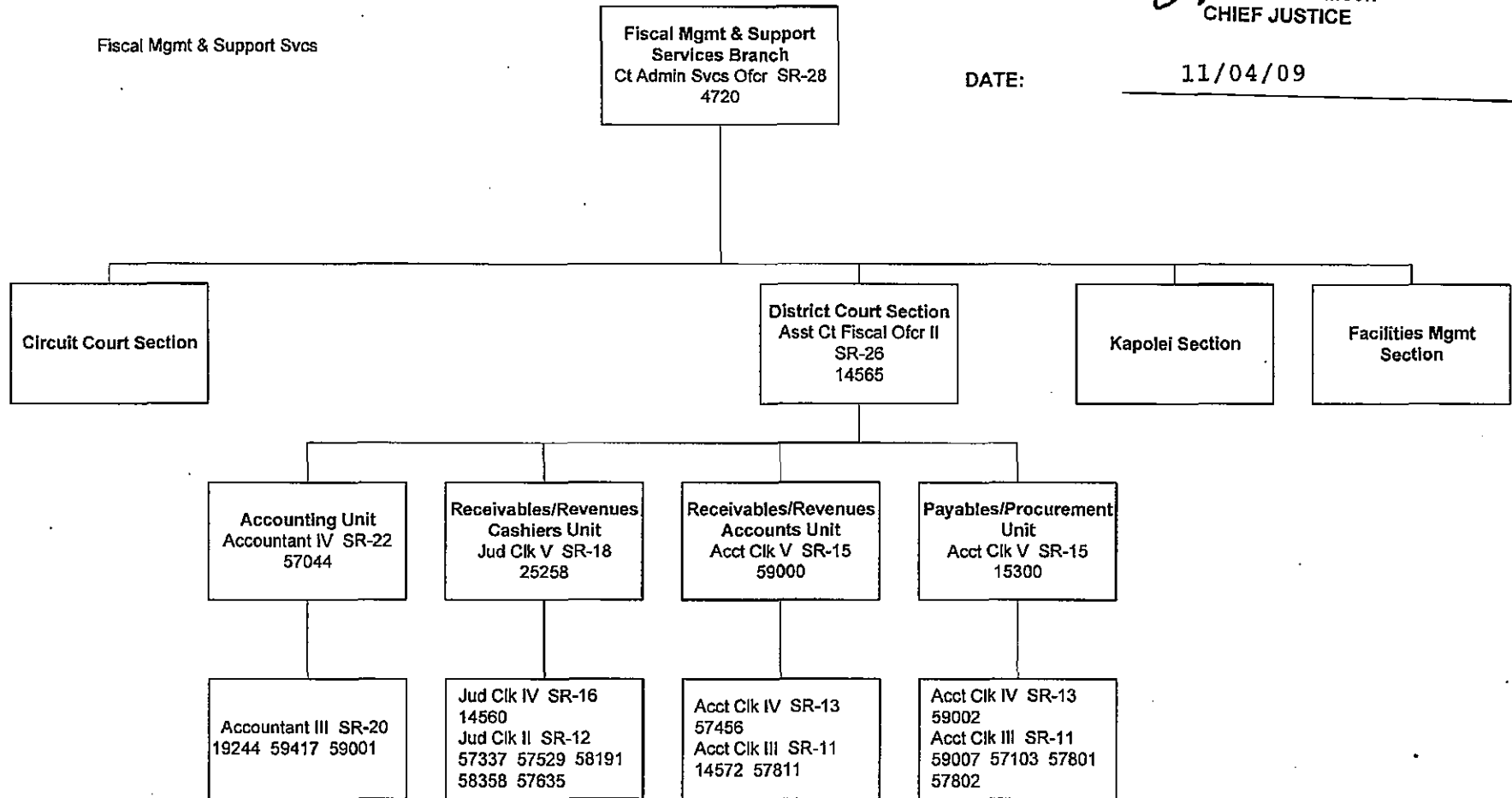
Fiscal Mgmt & Support Svcs

APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:


11/04/09



First Circuit

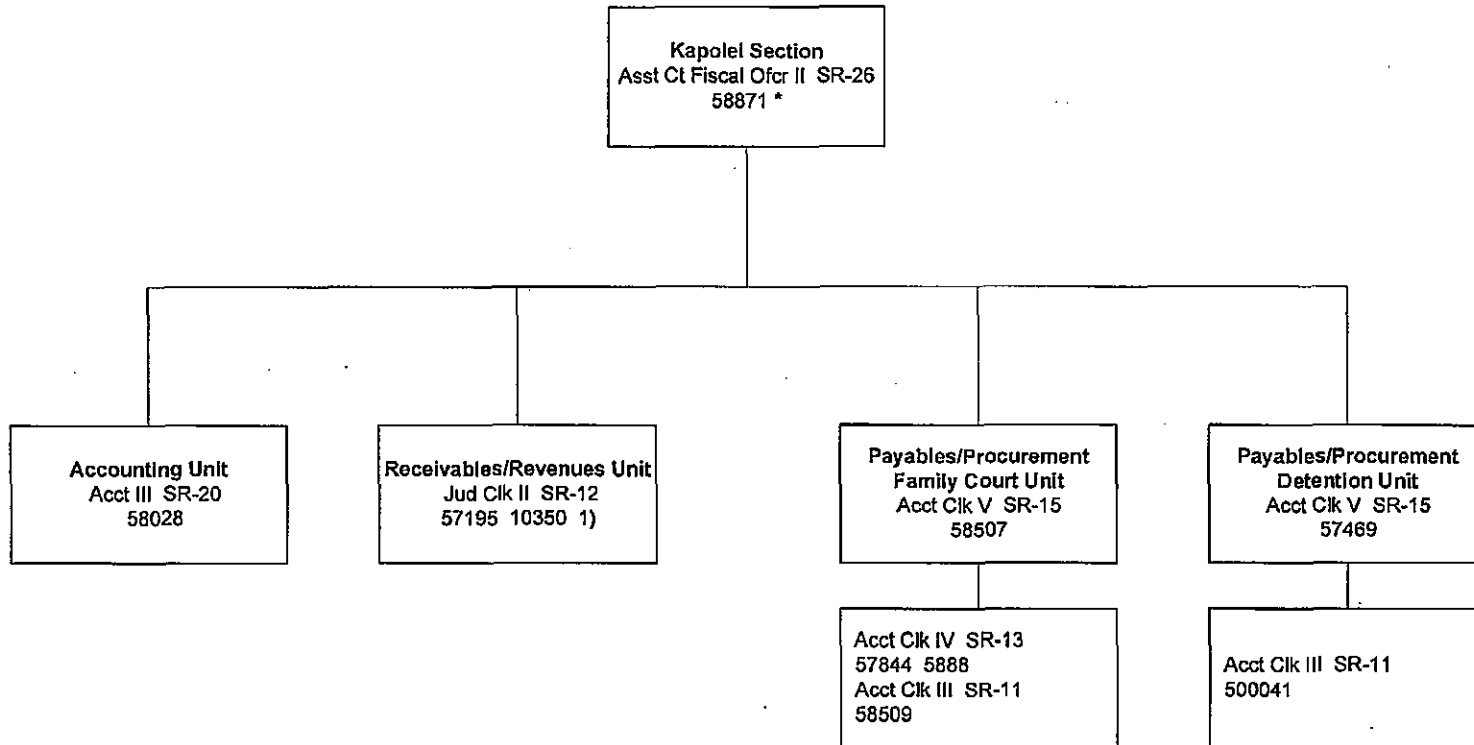
Kapolei Fiscal Office

APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

11/04/09



1) Vacant Position No. 10350 redescrbed from Acct Clk V.

*Reports to Position No. 57367 Deputy Chief Court Administrator for attendance purposes.

First Circuit

Facilities Mgmt

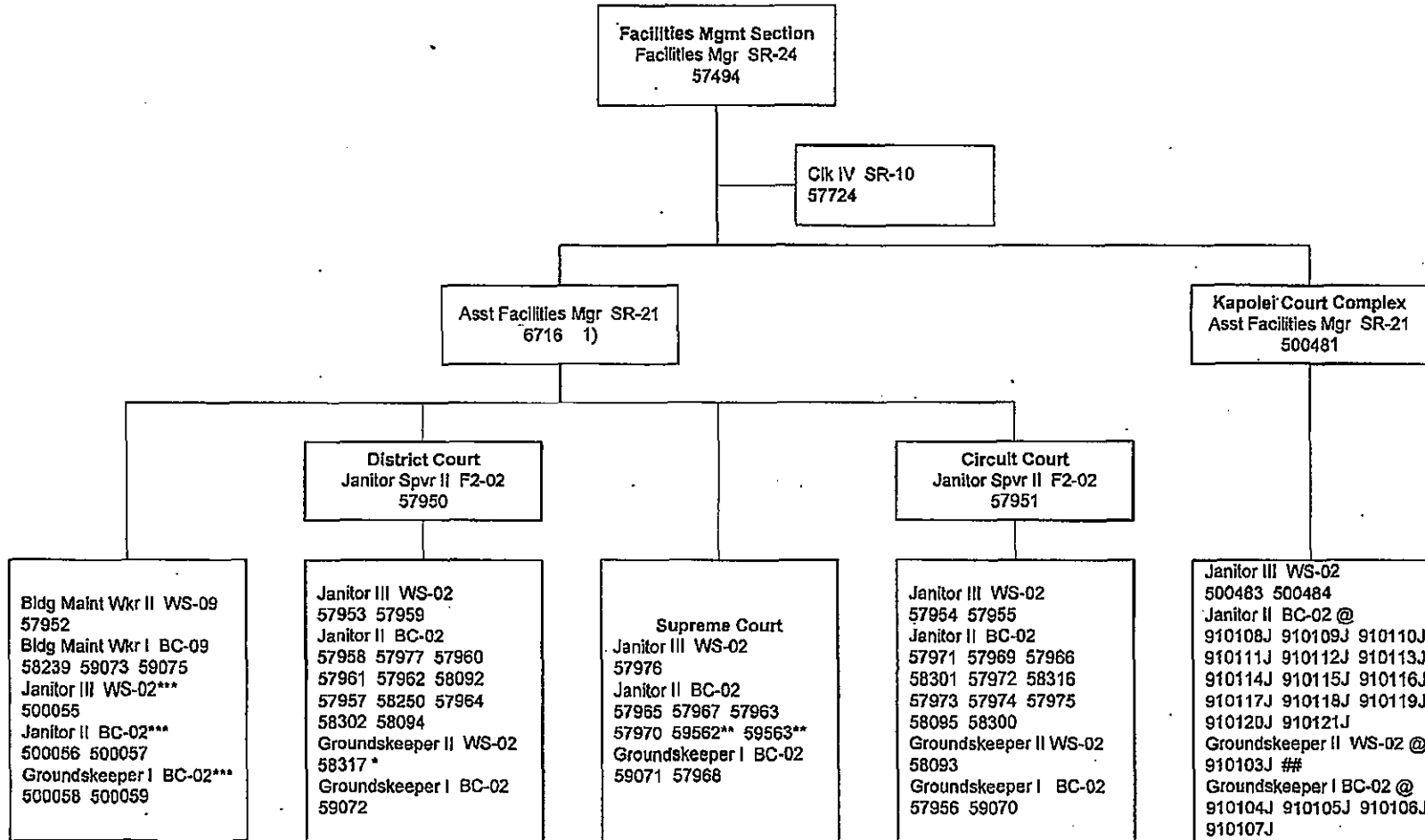
APPROVED:



Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

9/28/09



* Responsible for DC & SC.

** Assigned to Kapua'iwa Hale (#59562 & 59563).

***Assigned to Abner Paki Hale-Kaneohe

1) Redescribed from Acct Clk III.
Also responsible for Kaneohe District Court.

Reports to Position No. 58871 Asst Court Fiscal Officer II for attendance purposes.
Also responsible for Ewa and Wahiawa District Courts.

Position variance requested.

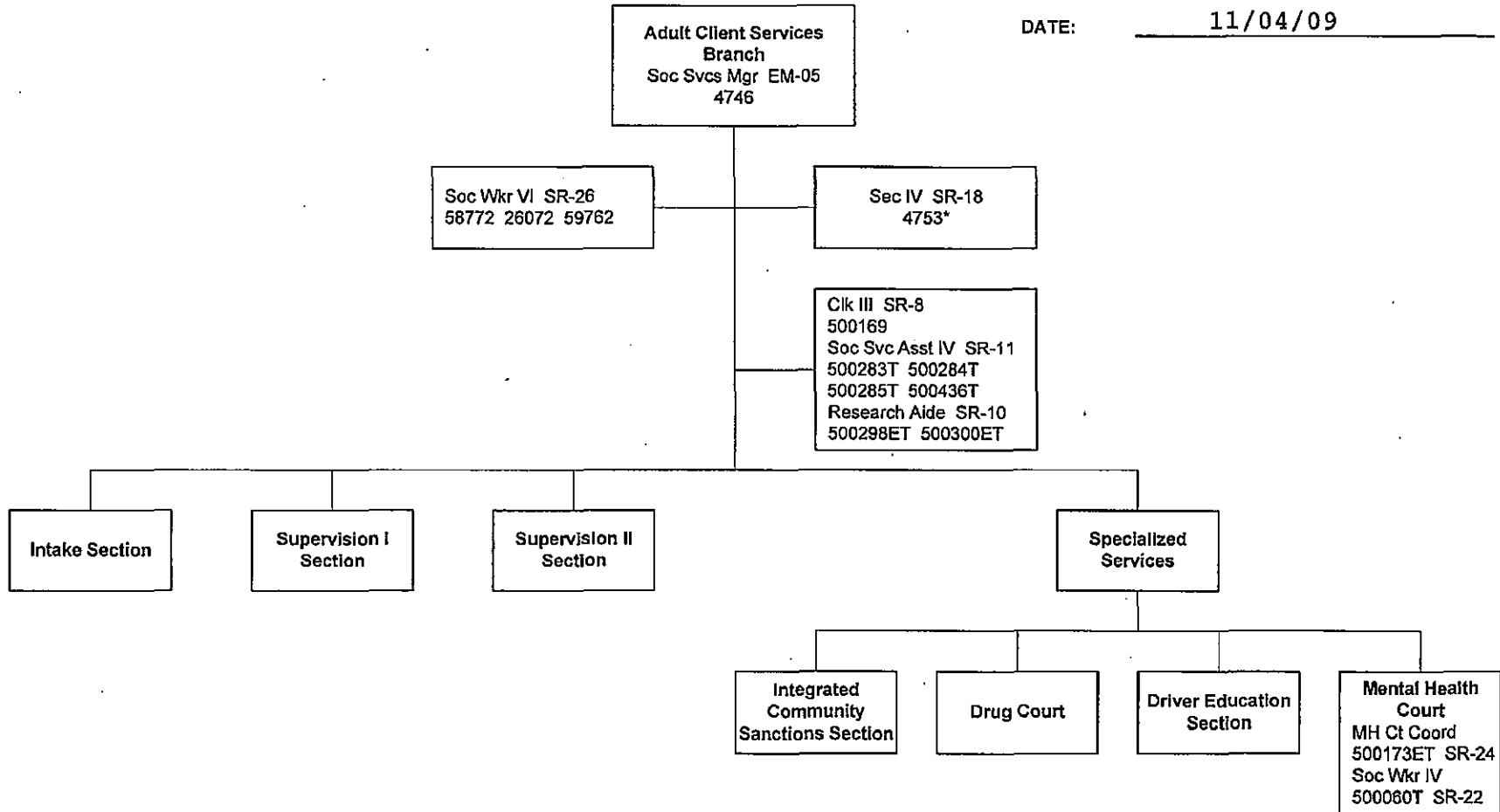
@ Pseudo no. to be replaced upon establishment.

First Circuit

Adult Client Svcs

APPROVED: *R. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 11/04/09

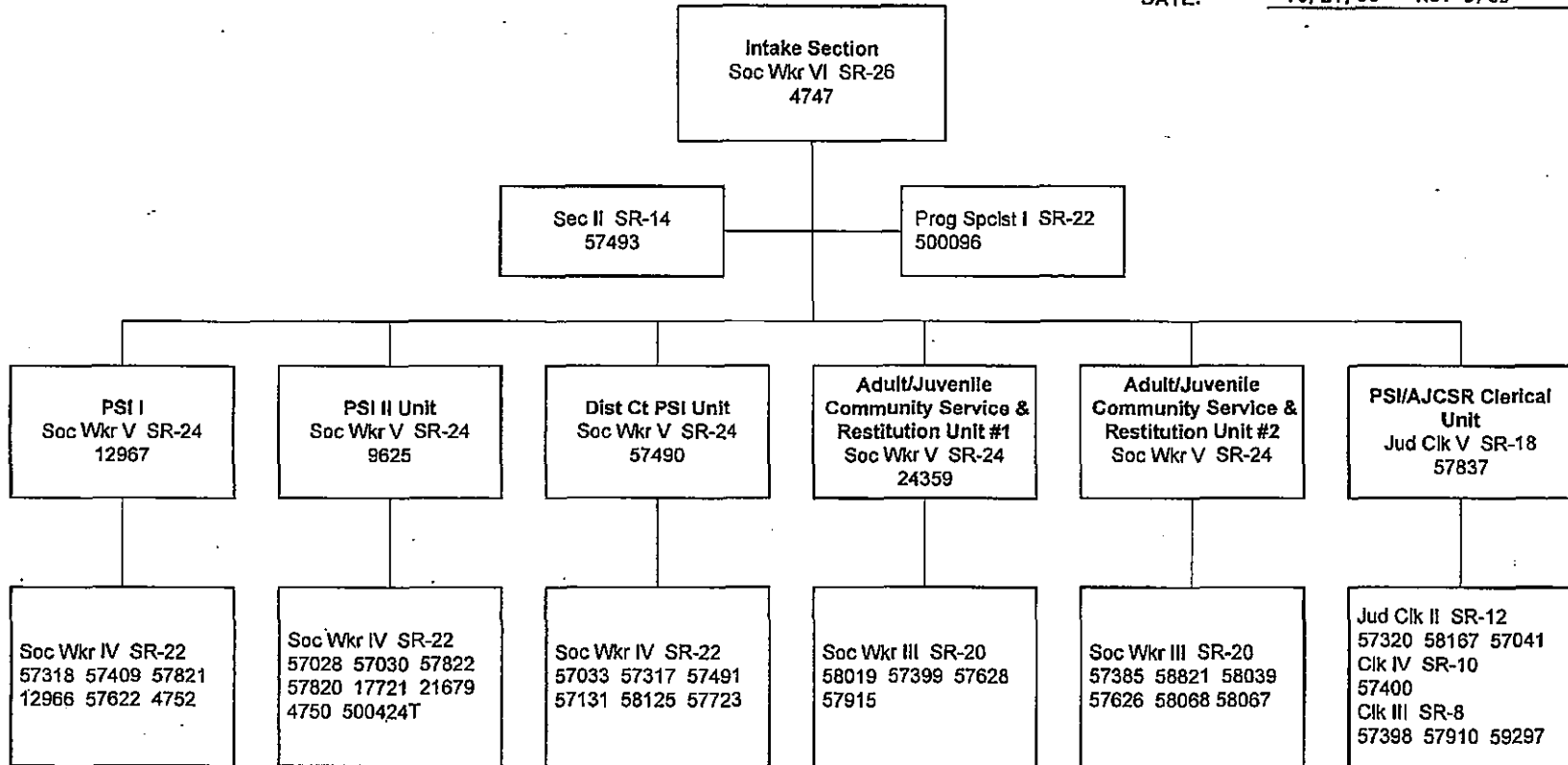


*Psn to be redescribed upon vacancy.

First Circuit

APPROVED: *Ronald T. Y. Mood*
 Ronald T. Y. Mood
 CHIEF JUSTICE

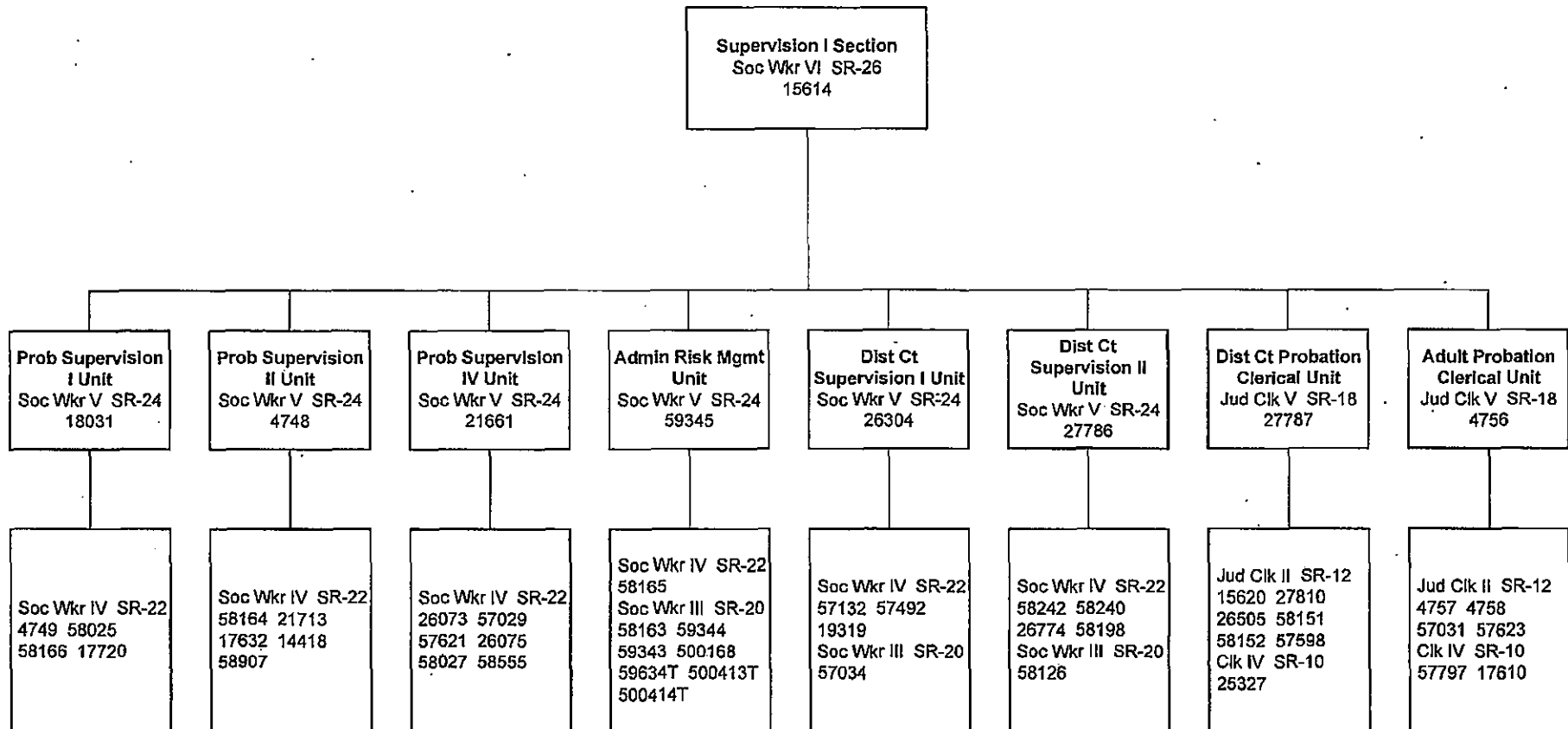
DATE: 10/21/08 Rev 9/09



First Circuit

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

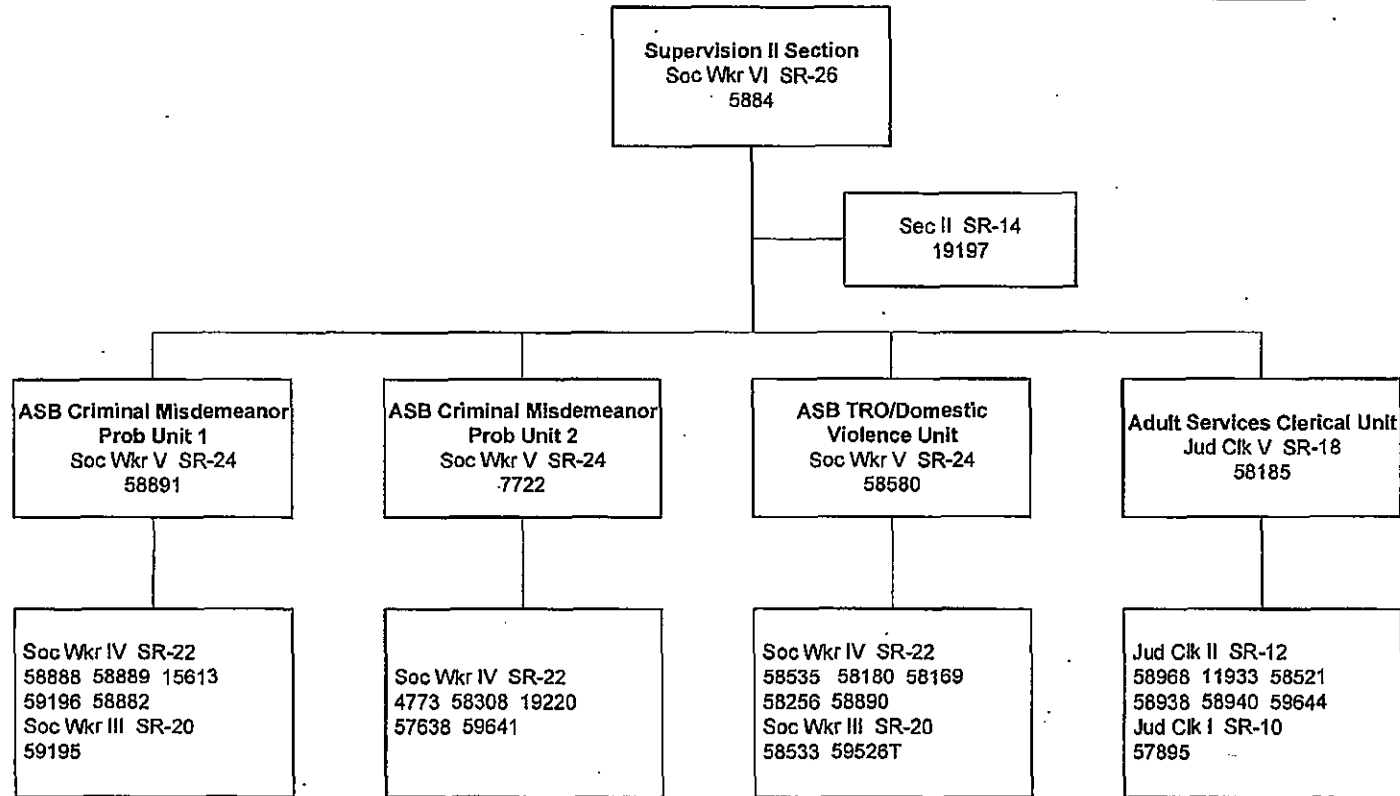
DATE: 10/21/08 Rev 9/09



First Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

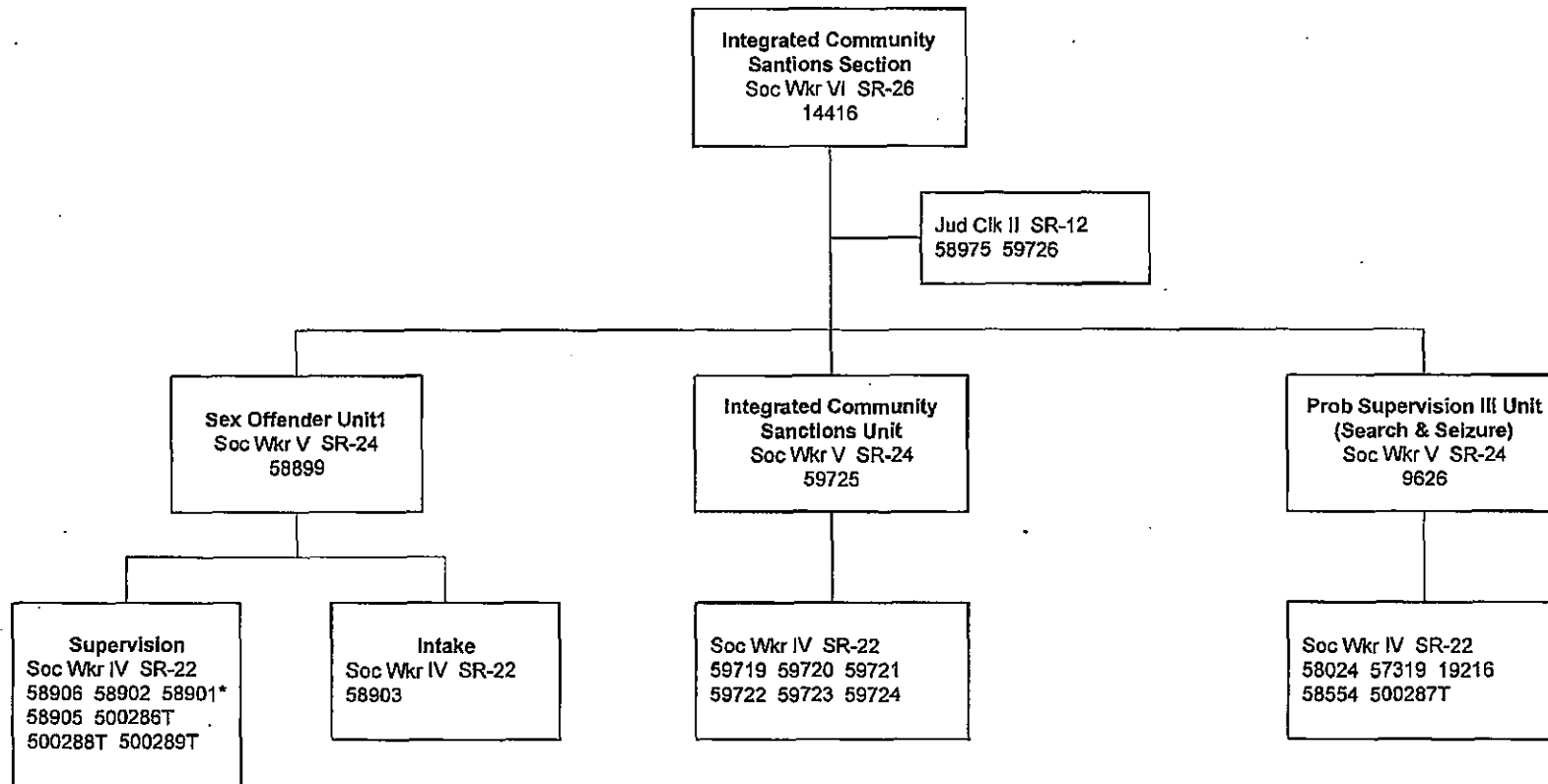
DATE: 10/21/08 Rev 9/09



First Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 2/1/02 Rev 9/09

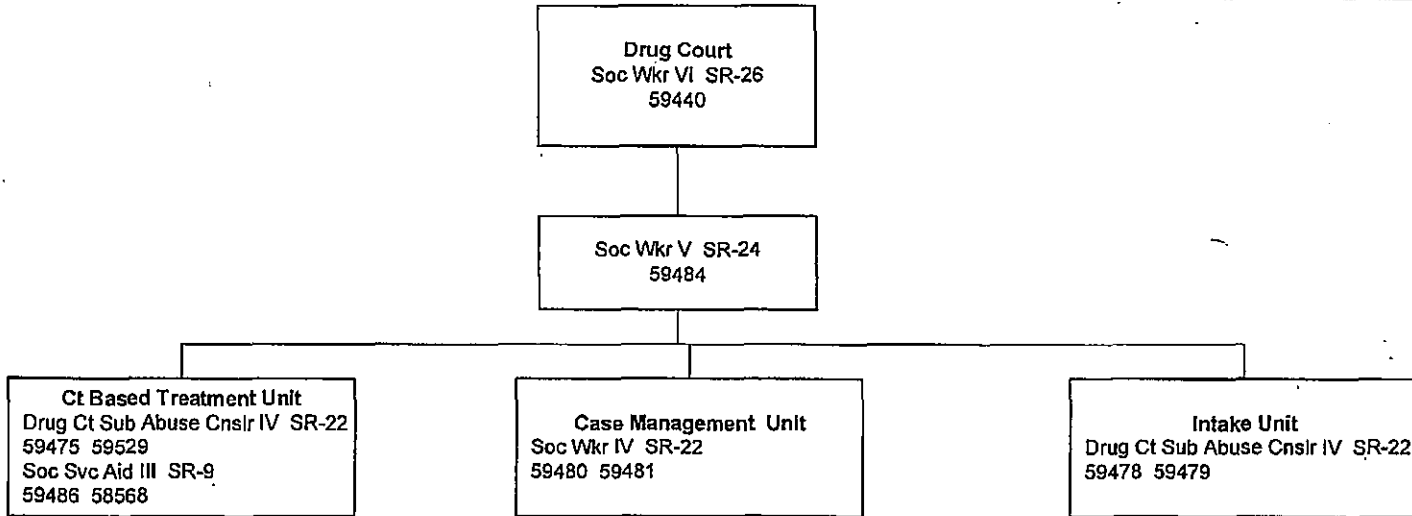


*Authorized level.

First Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

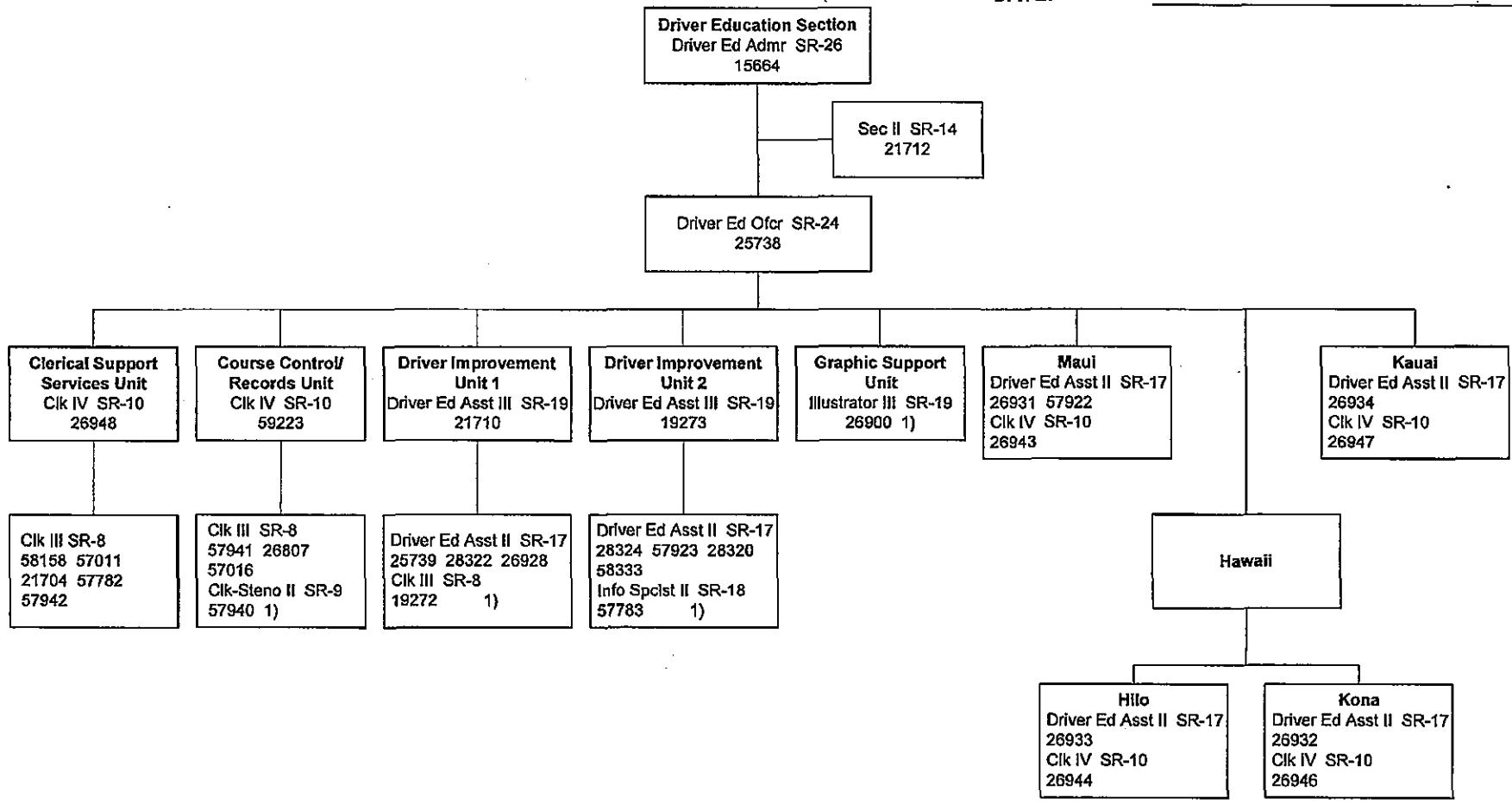
DATE: 2/1/02 Rev 9/09



First Circuit

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: November 10, 2009

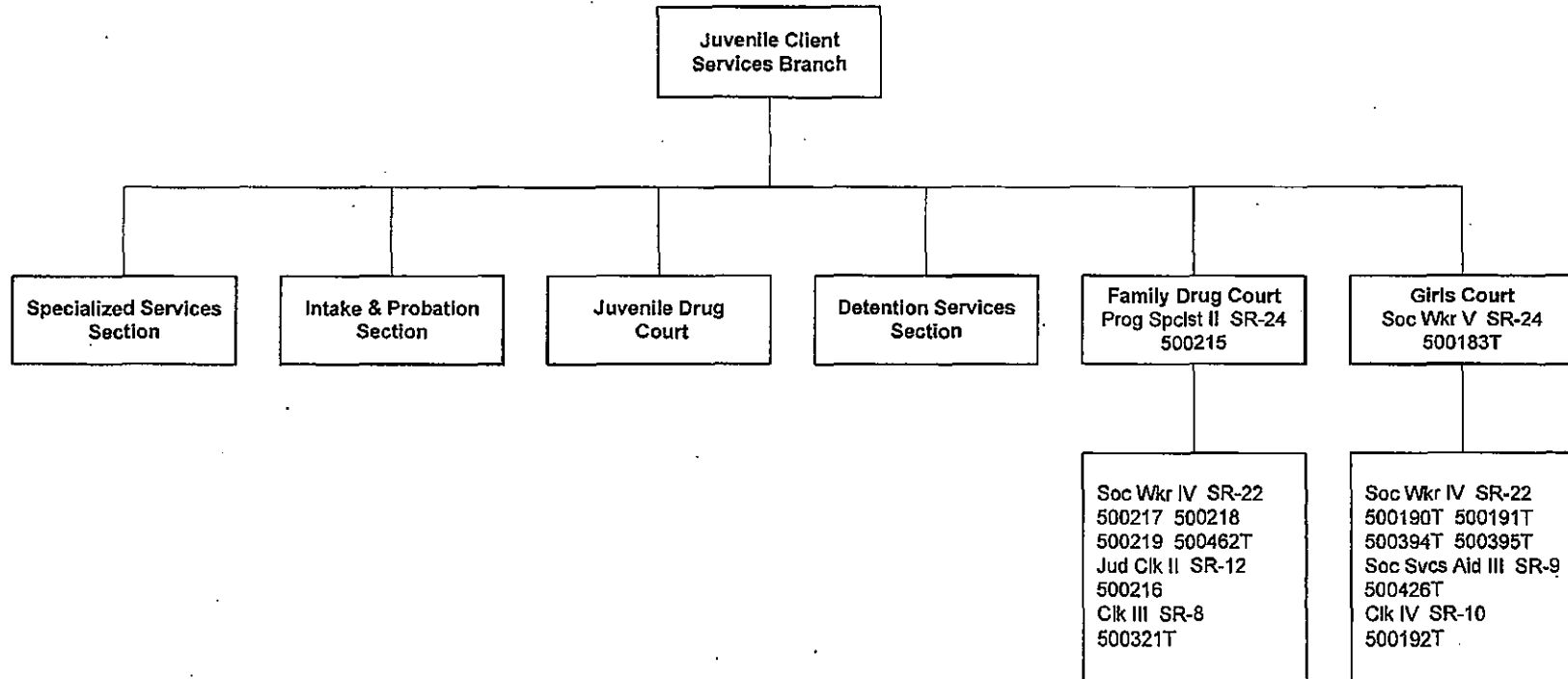


1) To be redescribed..

First Circuit

APPROVED: *Ronald T. Y. Moor*
Ronald T. Y. Moor
CHIEF JUSTICE

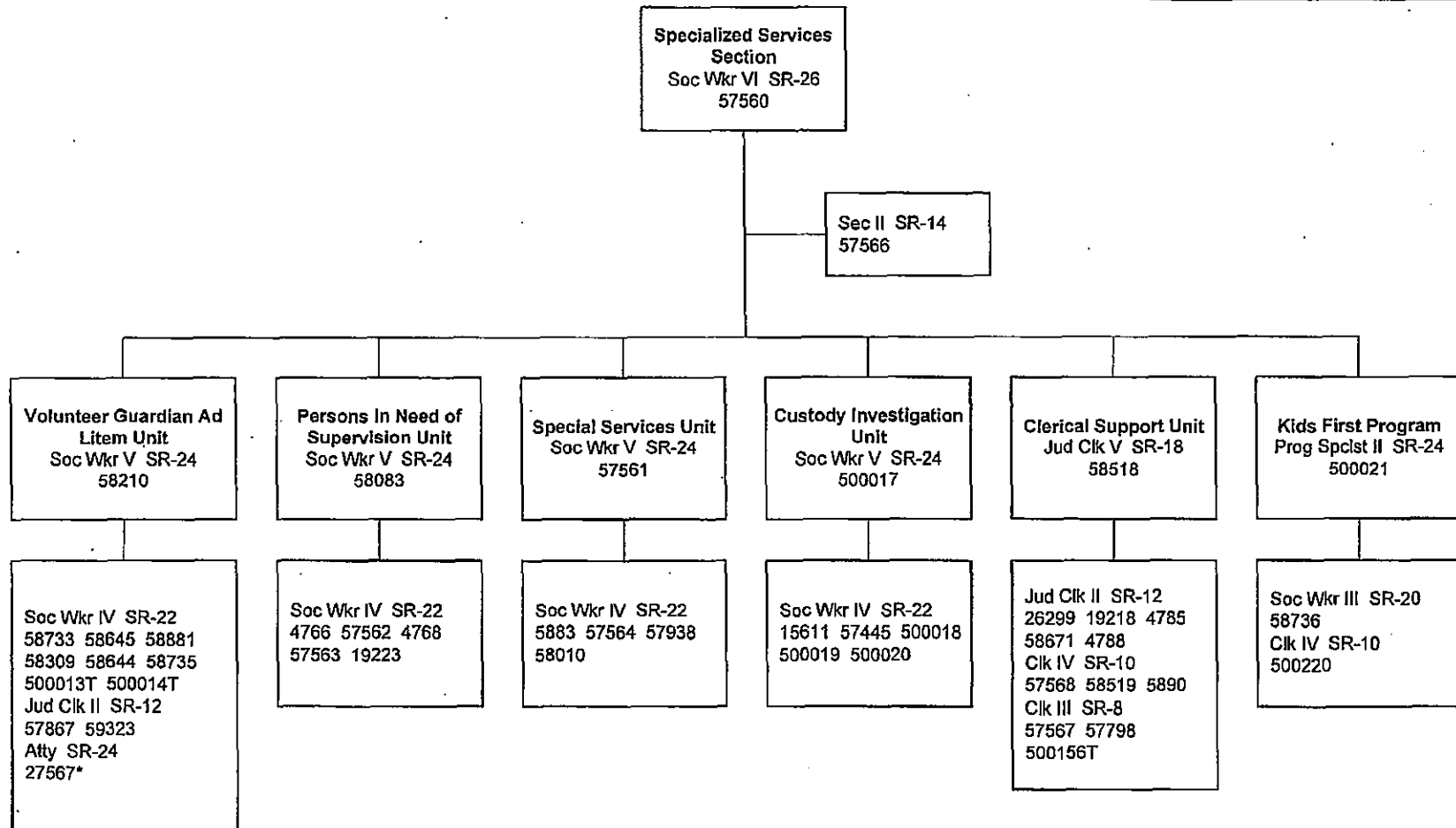
DATE: 8/14/08 Rev 9/09



First Circuit

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 8/14/08 Rev 9/09

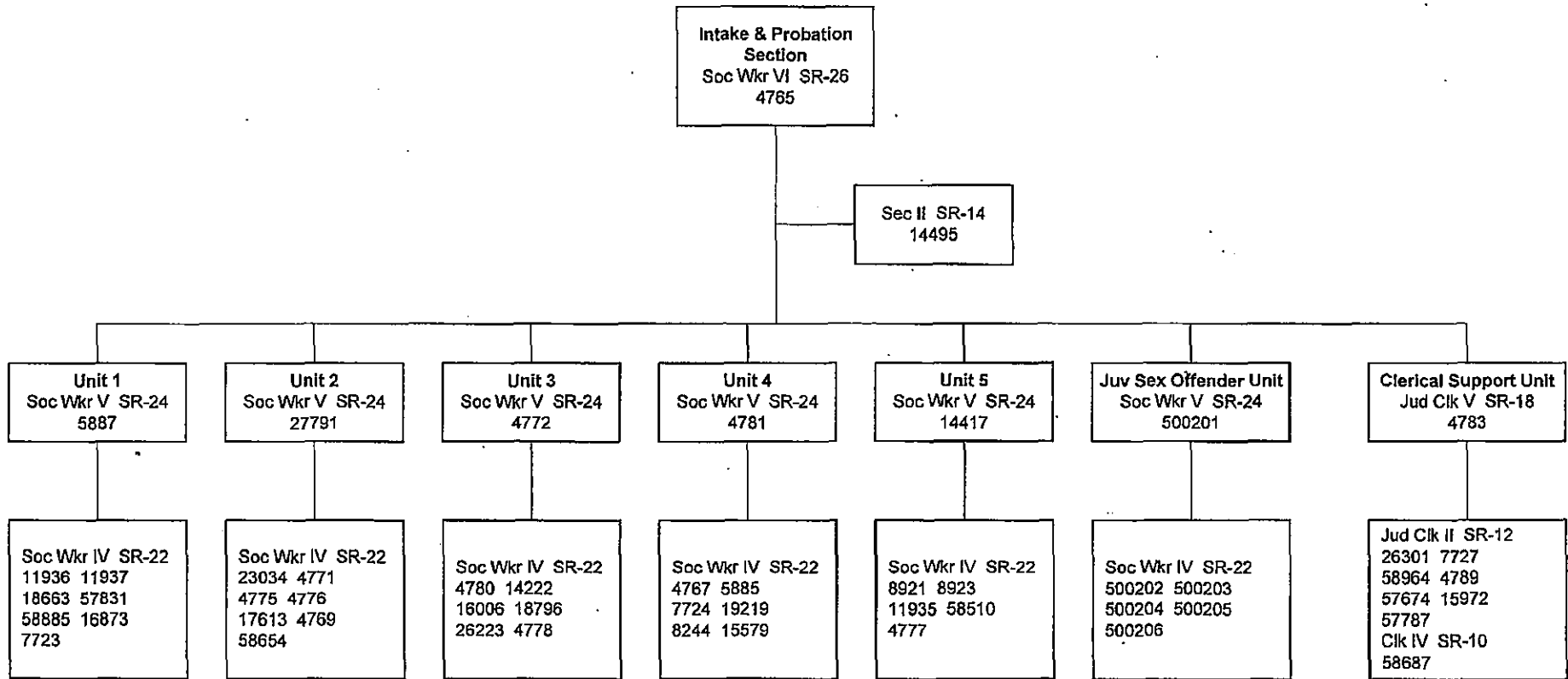


*Administrative supervision from Soc Wkr V; receives technical guidance from higher level Attorney positions in First Circuit.

First Circuit

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

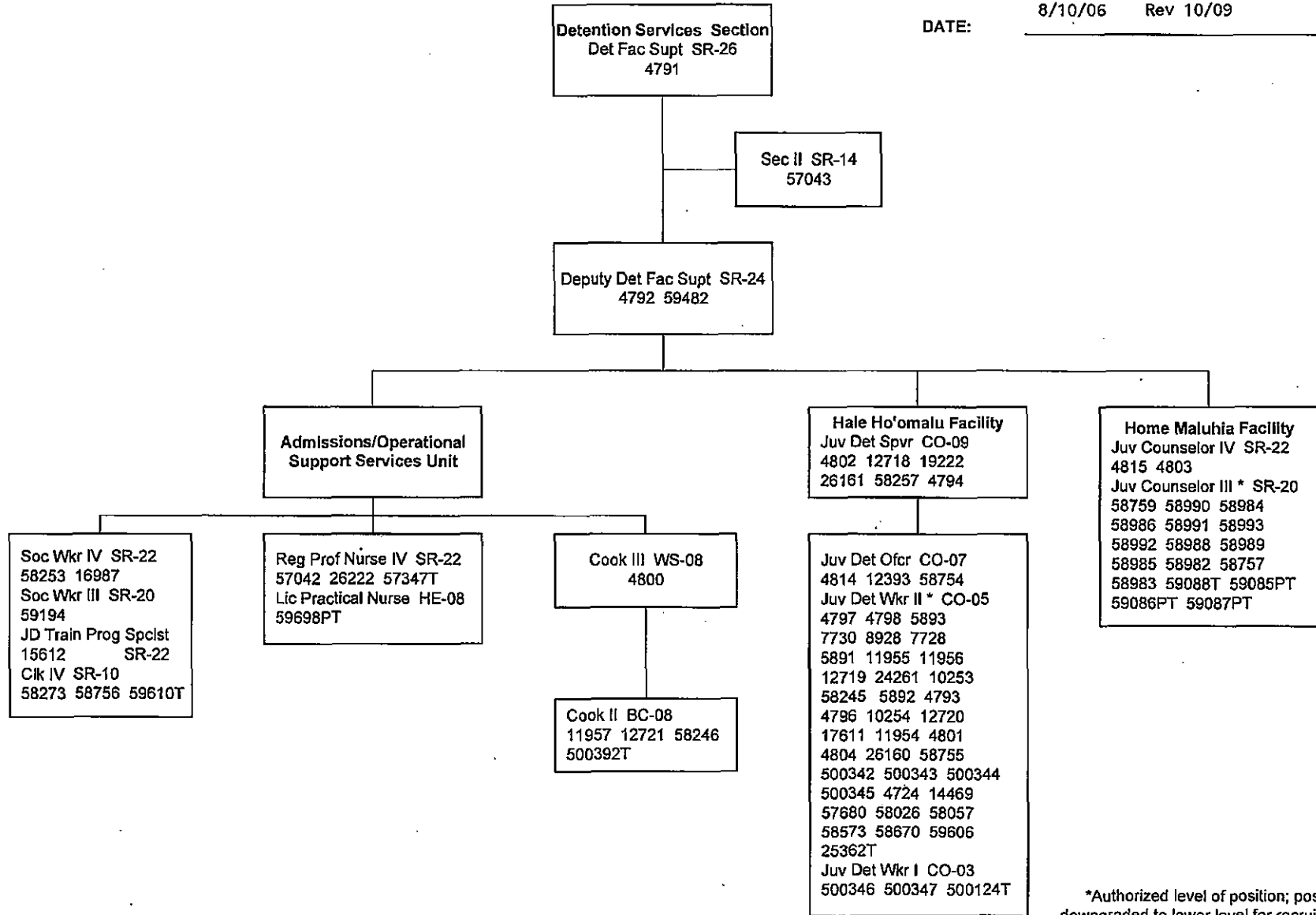
DATE: 8/10/06 Rev 9/09



First Circuit

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 8/10/06 Rev 10/09



*Authorized level of position; position may be downgraded to lower level for recruitment purposes

First Circuit

APPROVED: *Ronald T. Y. Moore*
Ronald T. Y. Moore
CHIEF JUSTICE


DATE: 7/27/06 Rev 9/09

Juvenile Drug Court
Soc Wkr VI SR-26
500044

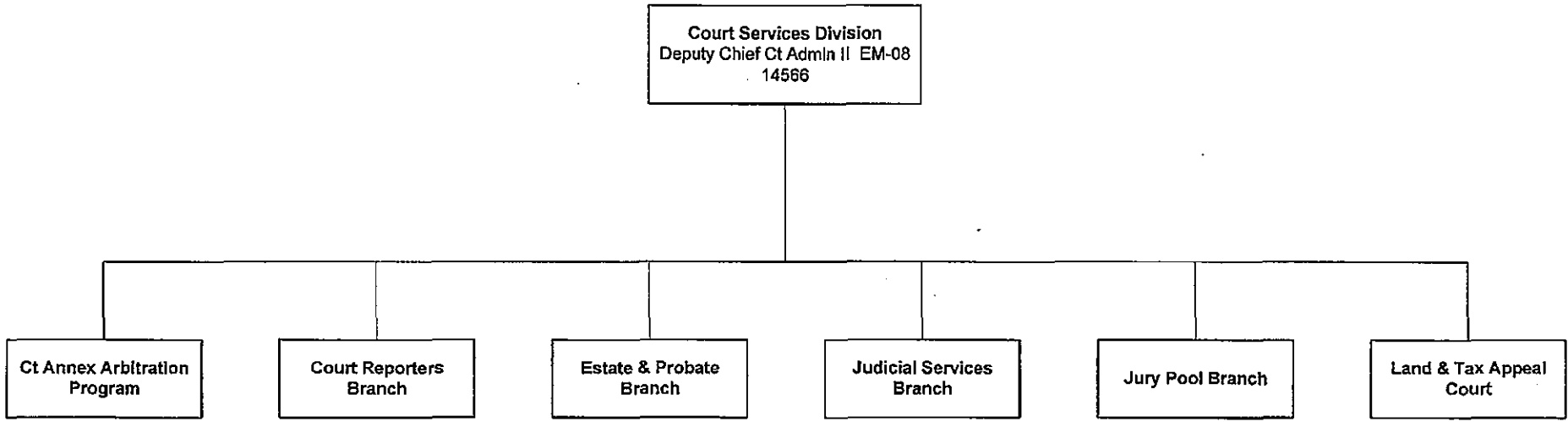
Soc Wkr V SR-24
59656

Soc Wkr IV SR-22
500046 500048
500049 500050
500051
Jud Clk II SR-12
500295T

First Circuit

APPROVED: 
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 11/04/09



First Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 8/23/02 Rev 9/09

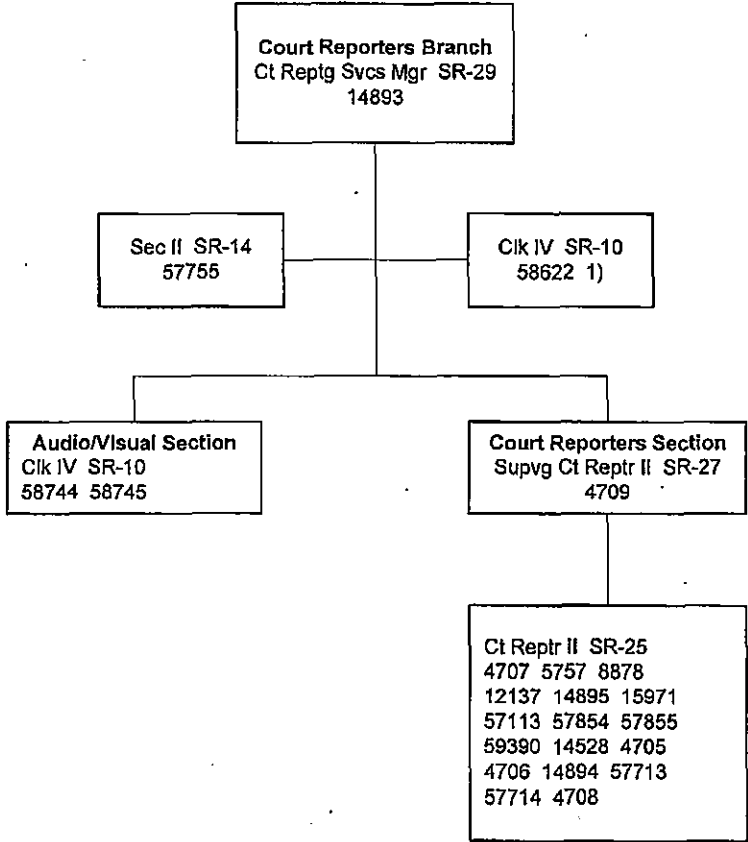
Court Annex Arbitration
Program
Arbitration Admr SR-26
59100

Arb Prog Spclst II SR-18
59114
Jud Clk II SR-12
58978

First Circuit

APPROVED: *Ronald T. Y. Moore*
Ronald T. Y. Moore
CHIEF JUSTICE

DATE: 3/1/06 Rev 9/09



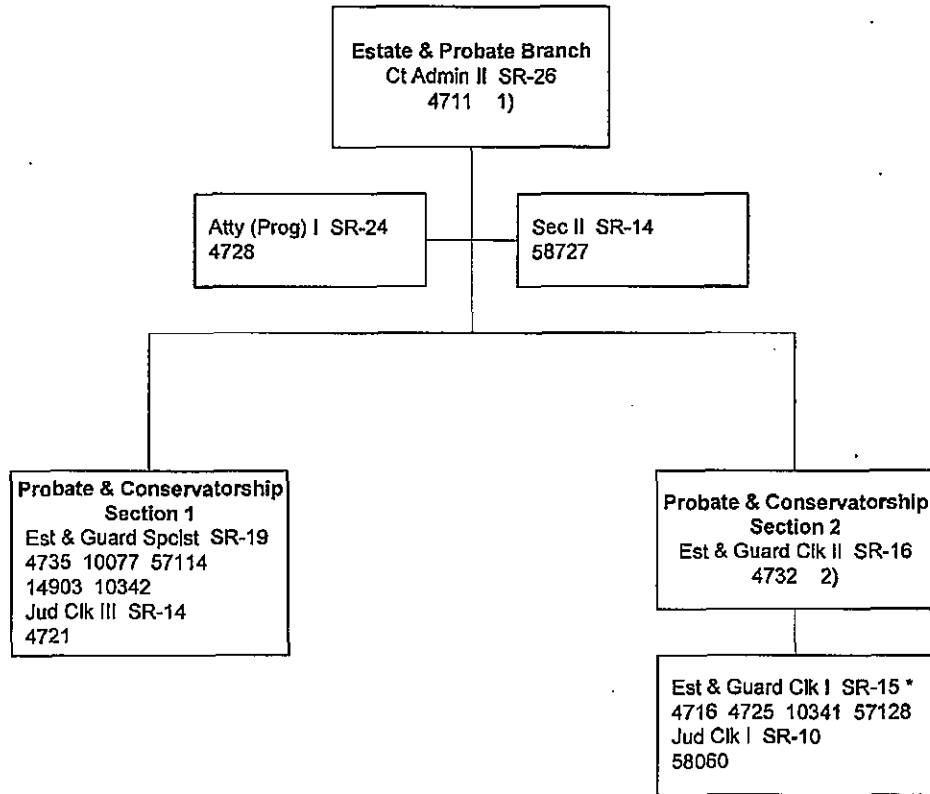
1) Provides clerical support to the Certified Shorthand Reporters Board.

First Circuit

Estate & Probate

APPROVED: 
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 11/04/09




1) To be redescribed from E&G Atty.
2) To be redescribed from E&G Spclst to working supervisor.

*Retitled to Est & Guardianship Clk I

First Circuit

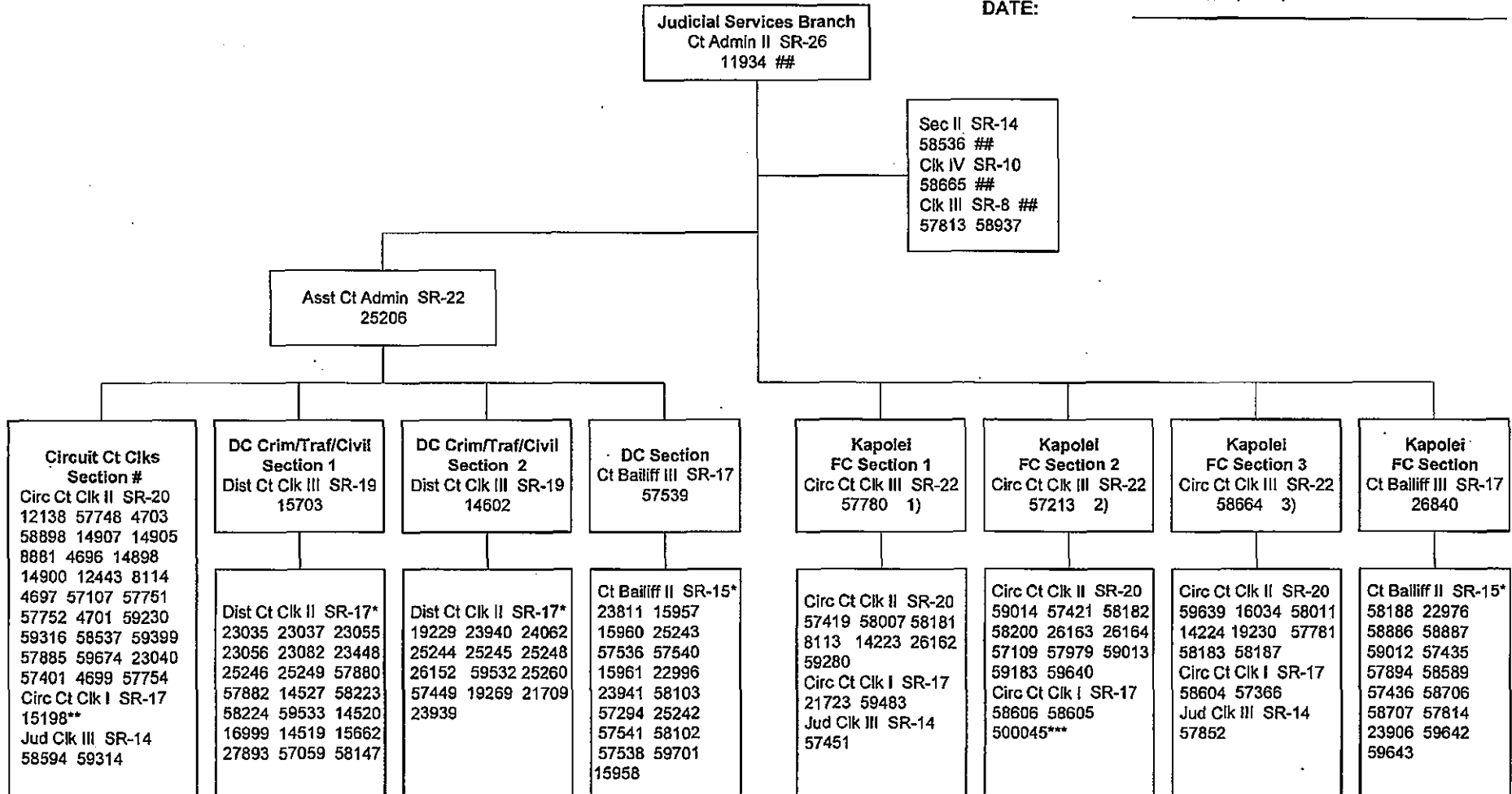
Judicial Services

APPROVED:


 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE:

11/04/09



- 1) Domestic Calendar
- 2) Juvenile Calendar
- 3) Special Calendar

*Positions may be downgraded to the lower level for recruitment purposes.

**Assigned to Drug Ct.
 ***Assigned to Specialty Cts.

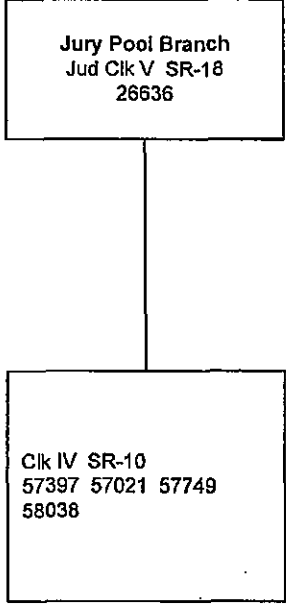
Position Located at Kapolei

Circ Ct Ck positions from the Trial Divisions and former Criminal Administration will be administratively assigned to individual trial divisions.

First Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

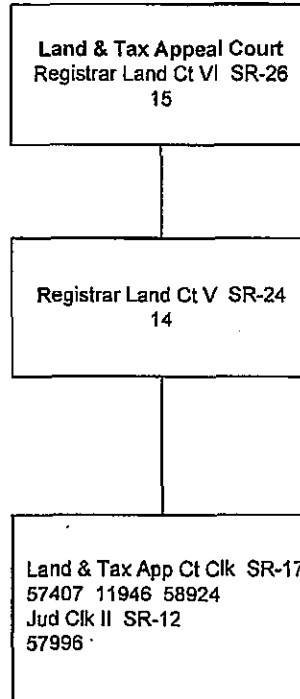
DATE: 10/6/08 Rev 9/09



First Circuit

APPROVED: *Ronald T. Y. Moore*
Ronald T. Y. Moore
CHIEF JUSTICE

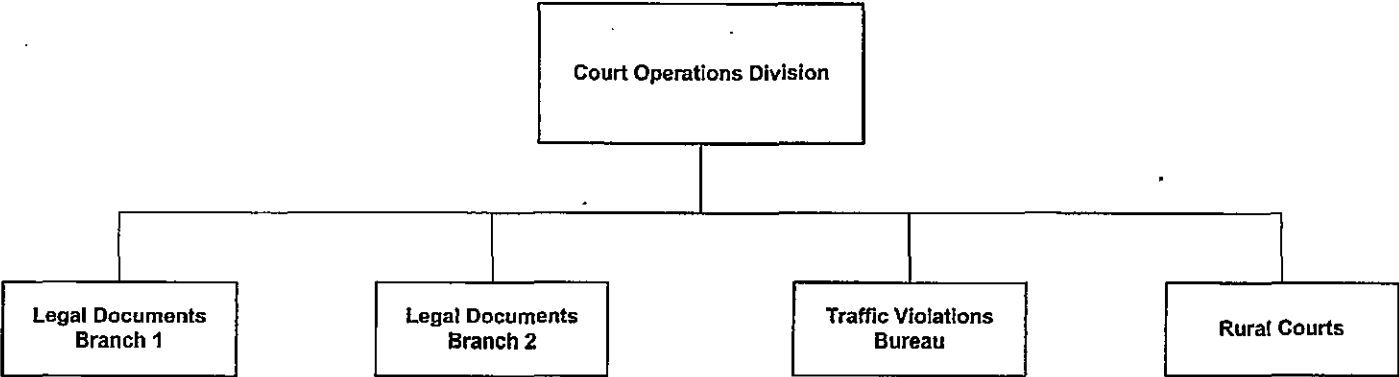
DATE: 5/7/02 Rev 9/09



First Judicial Circuit

APPROVED: *R. T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 9/17/04

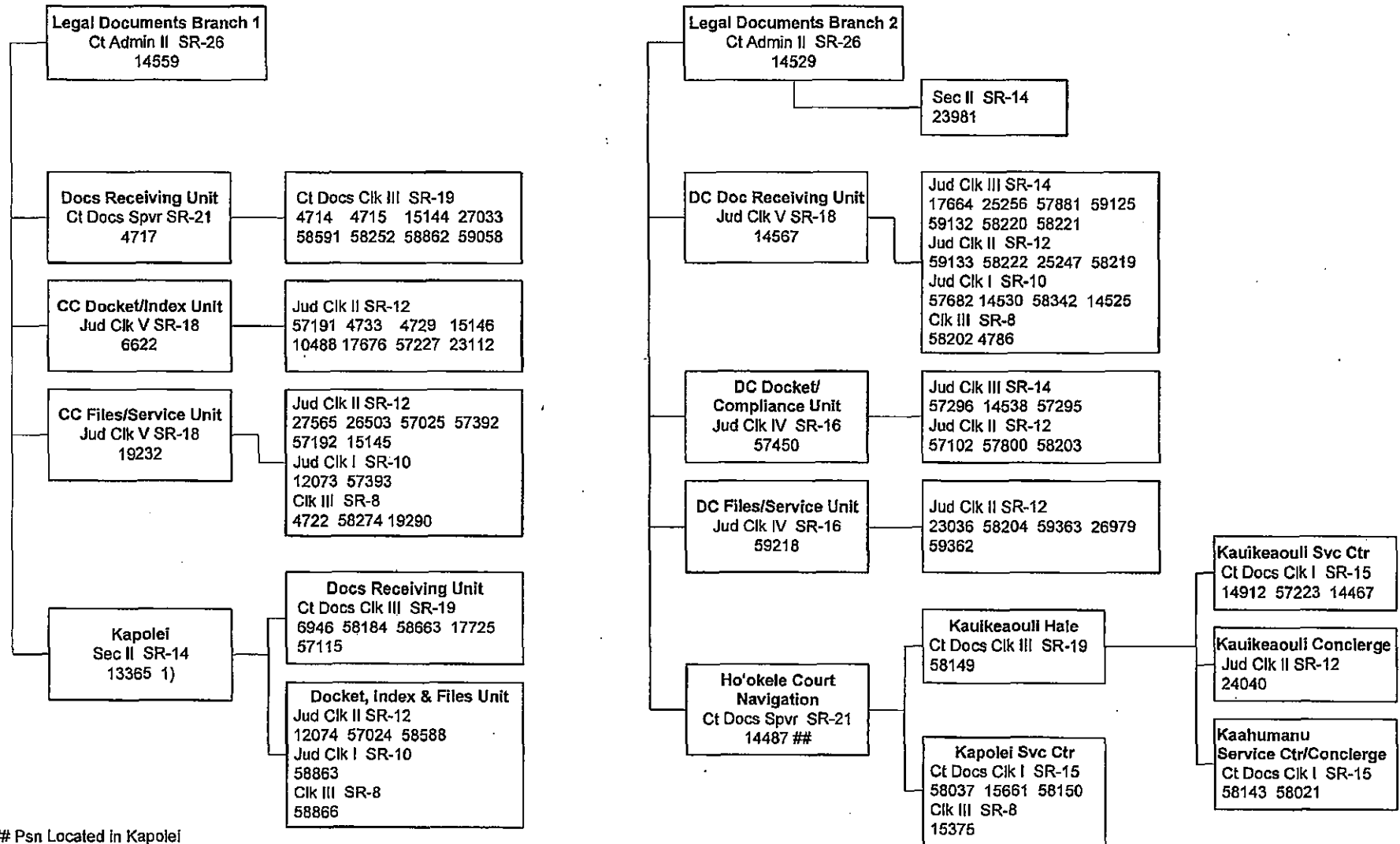


First Circuit

Legal Documents

APPROVED: *R. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 4/5/10

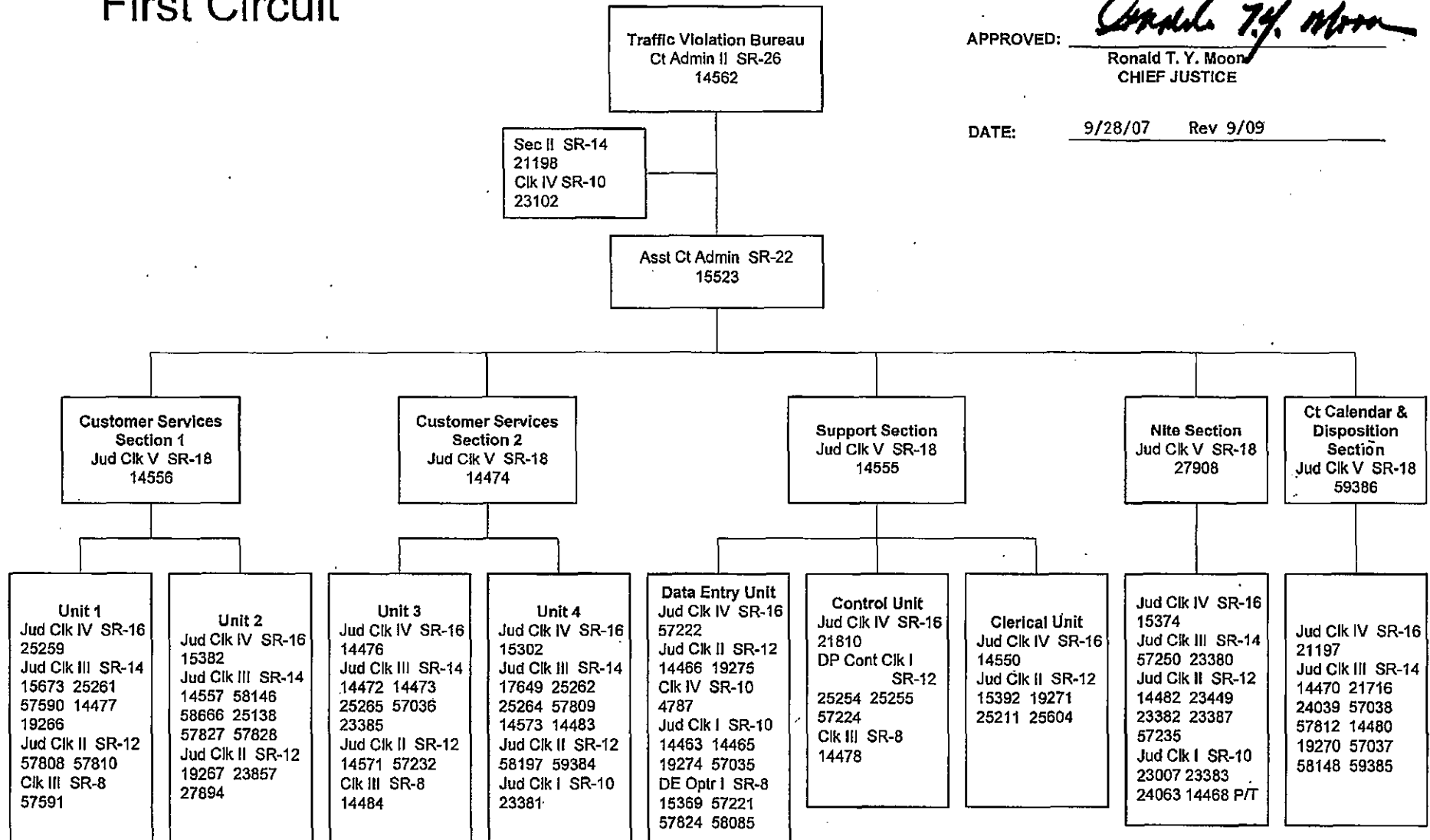


Psn Located in Kapolei

First Circuit

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 9/28/07 Rev 9/09

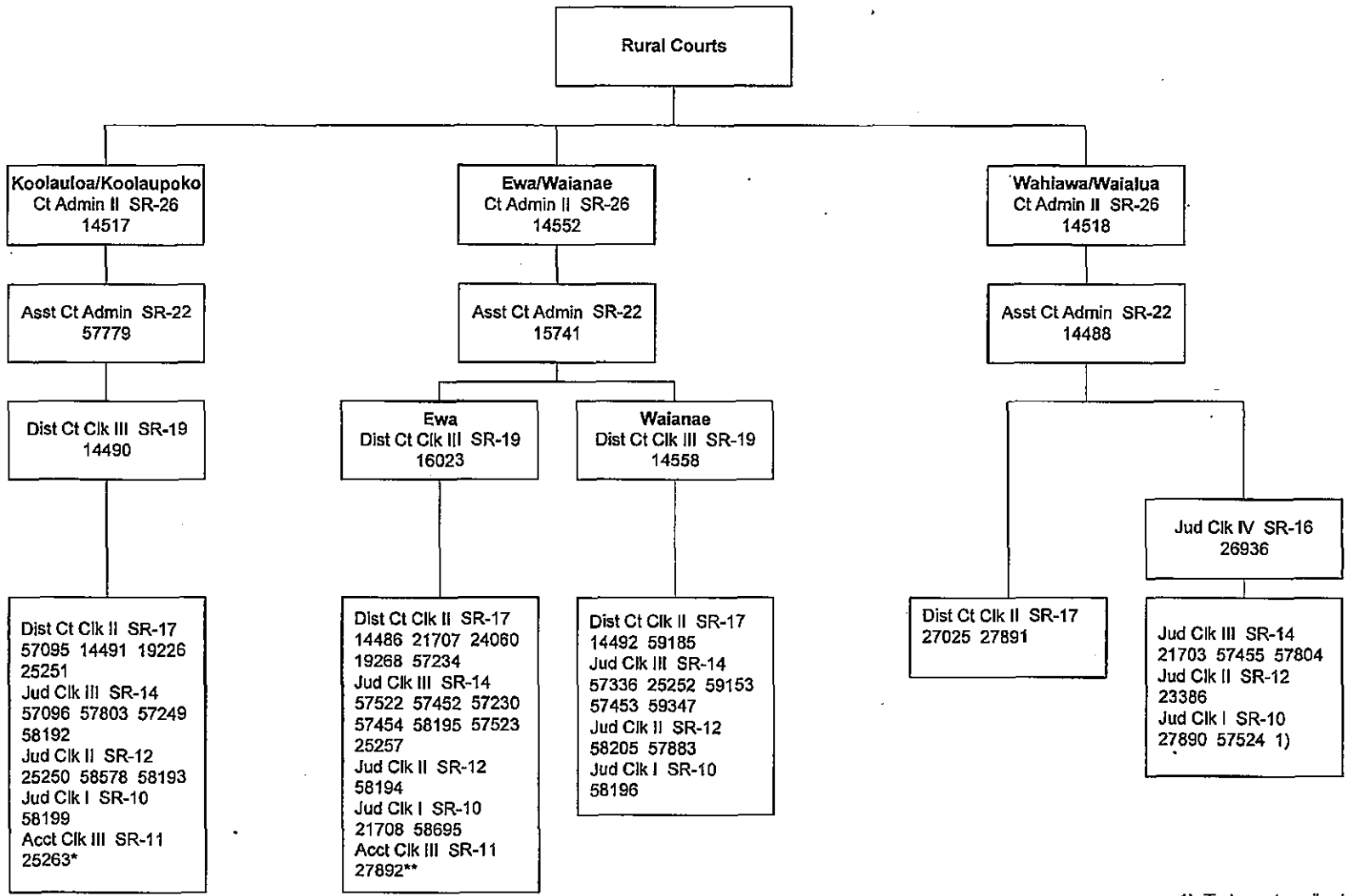


First Circuit

Rural Courts

APPROVED: 
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 11/04/09



*Position provides account clerical services for Kaneohe and Wahiawa.
 **Position provides account clerical services for Ewa and Waianae.

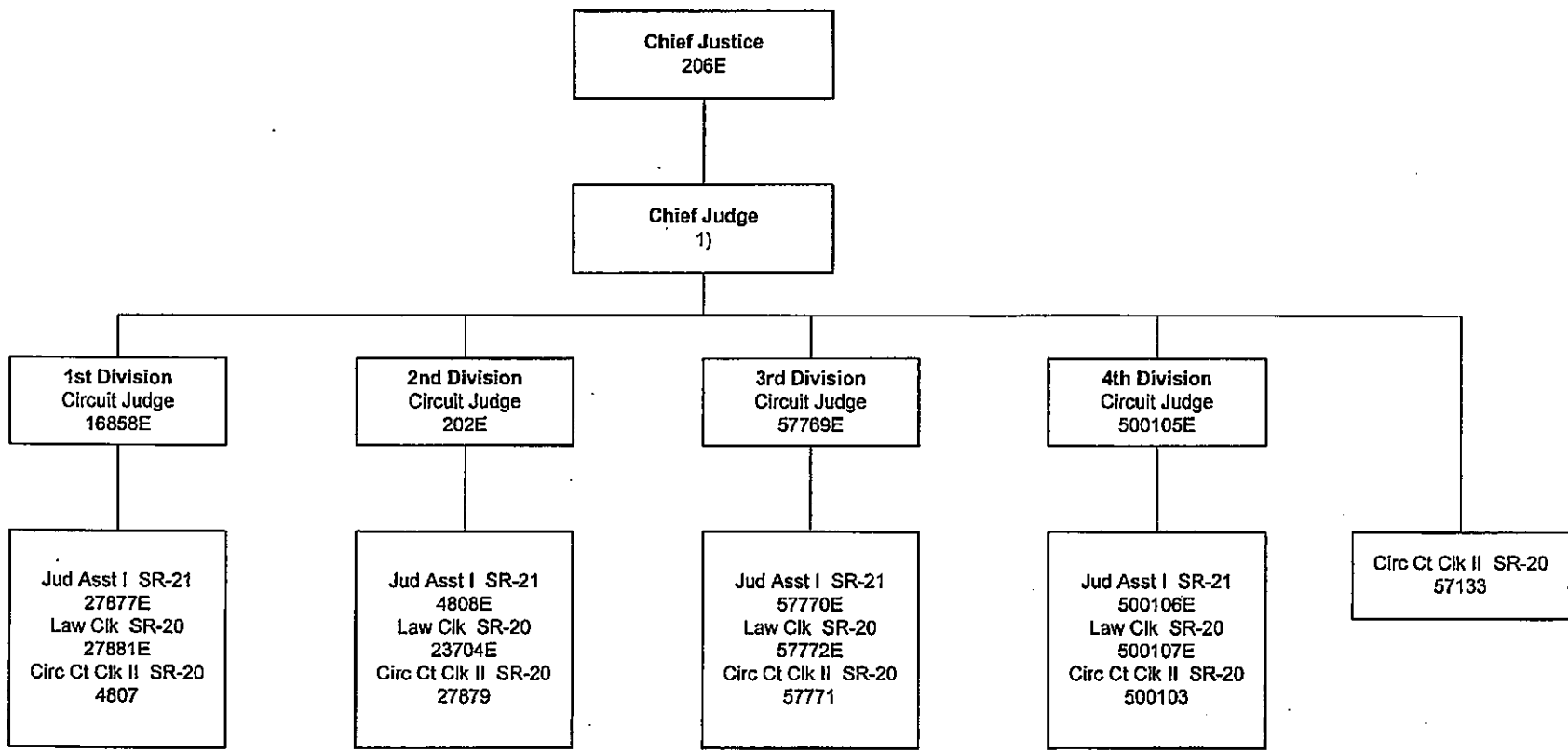
1) To be redescribed.

SECOND JUDICIAL CIRCUIT

CIRCUIT JUDGES

APPROVED: *R. T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 10/27/04



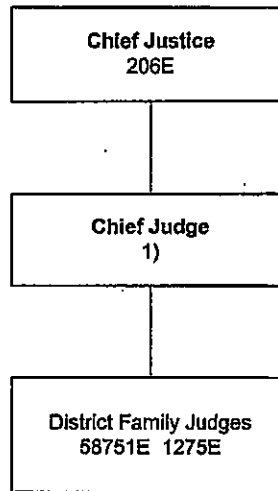
1) Per Chief Justice's order of appointment.

SECOND JUDICIAL CIRCUIT

FAMILY JUDGES

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 02/21/03

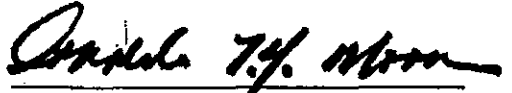


1) Per Chief Justice's order of appointment.

SECOND JUDICIAL CIRCUIT

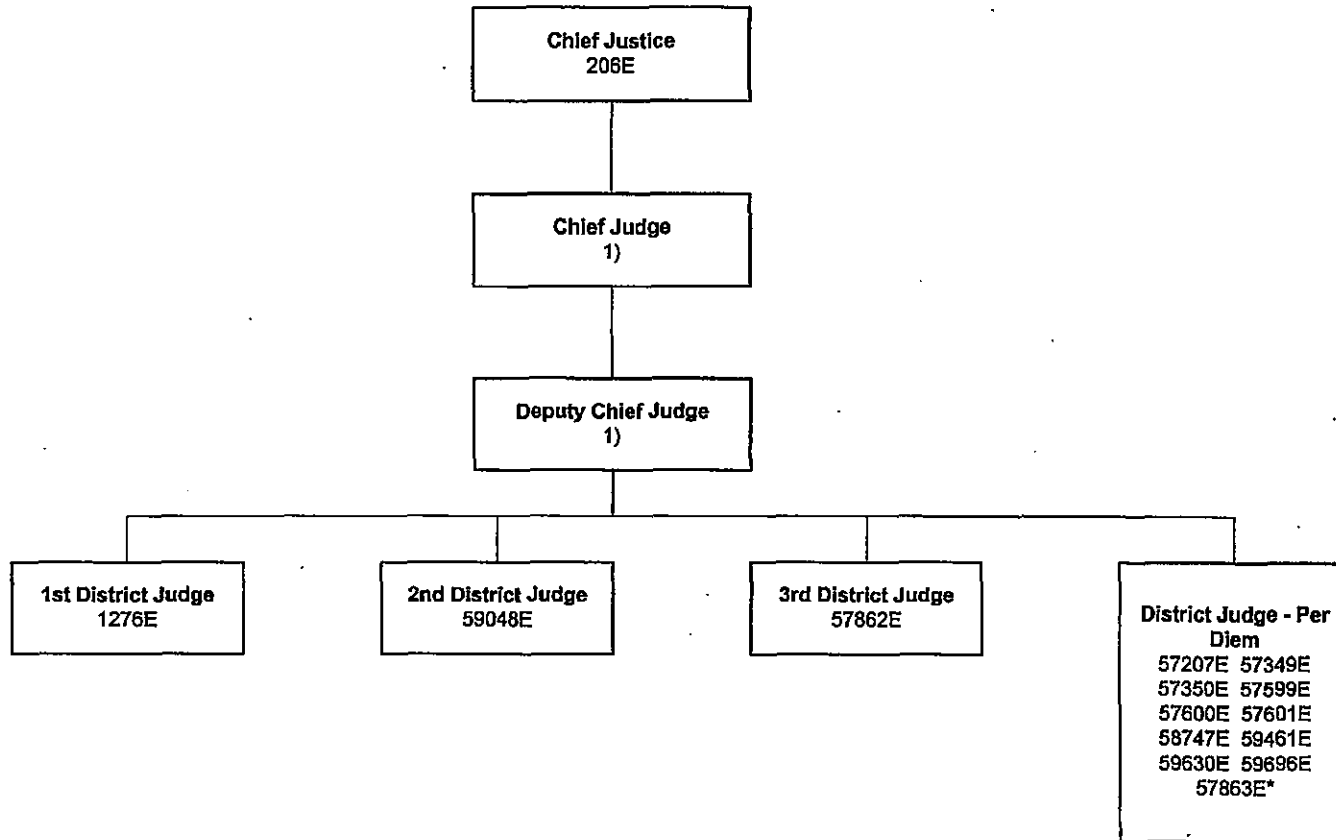
DISTRICT JUDGES

APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

02/21/03



1) Per Chief Justice's order of appointment.

*Assigned to Molokai.

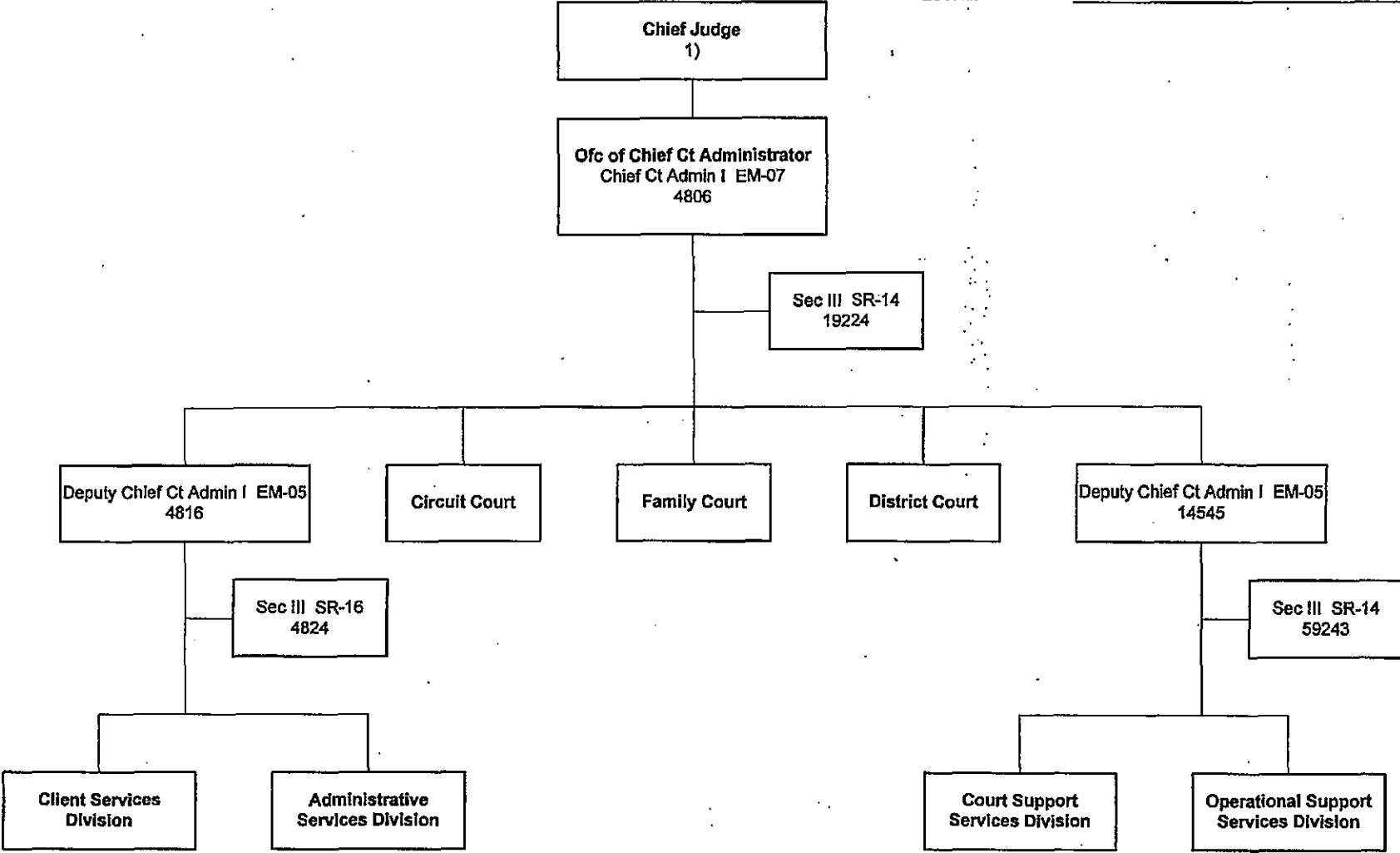
Second Judicial Circuit

APPROVED:

Ronald T. Y. Moon
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE:

02/21/03

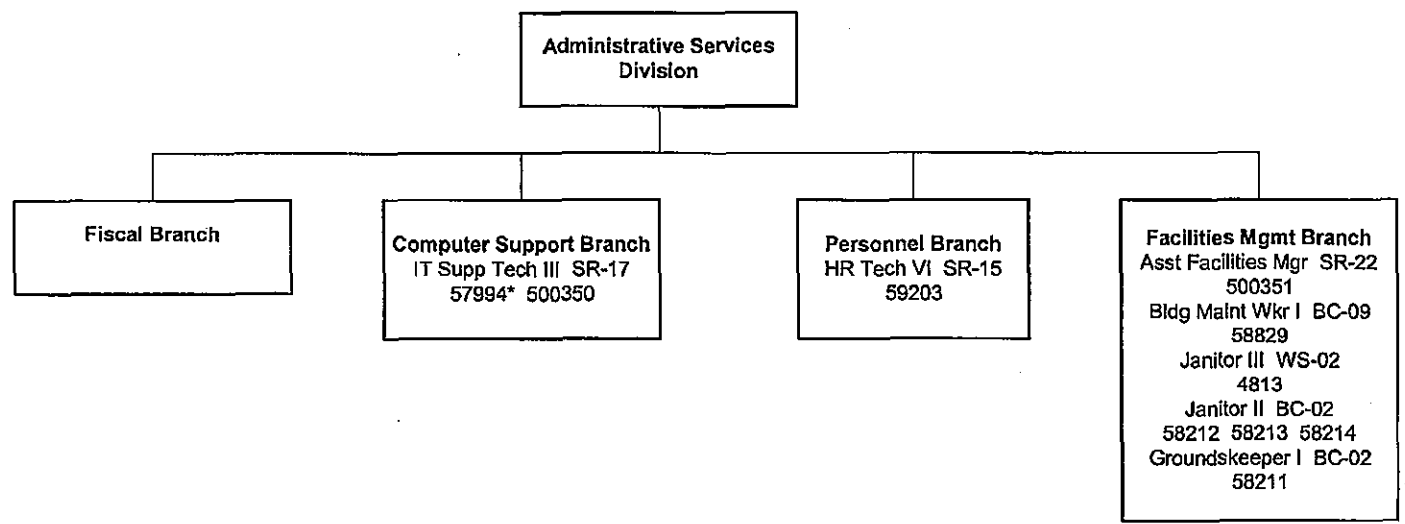


1) Per Chief Justice's order of appointment.

Second Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 02/21/03 (Rev. 10/07)

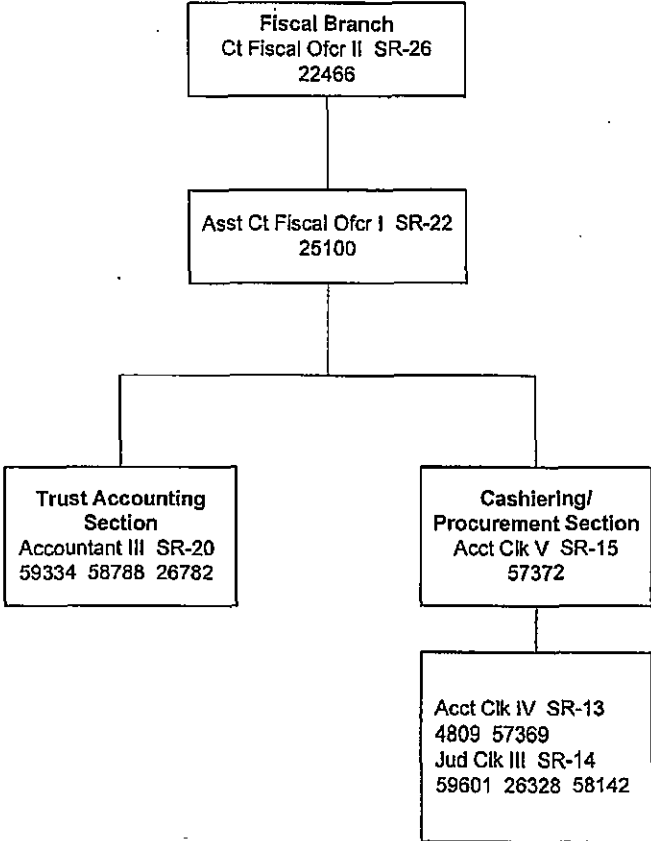


*Psn reallocated.

Second Circuit

APPROVED: *Ronald T. Y. Moore*
Ronald T. Y. Moore
CHIEF JUSTICE

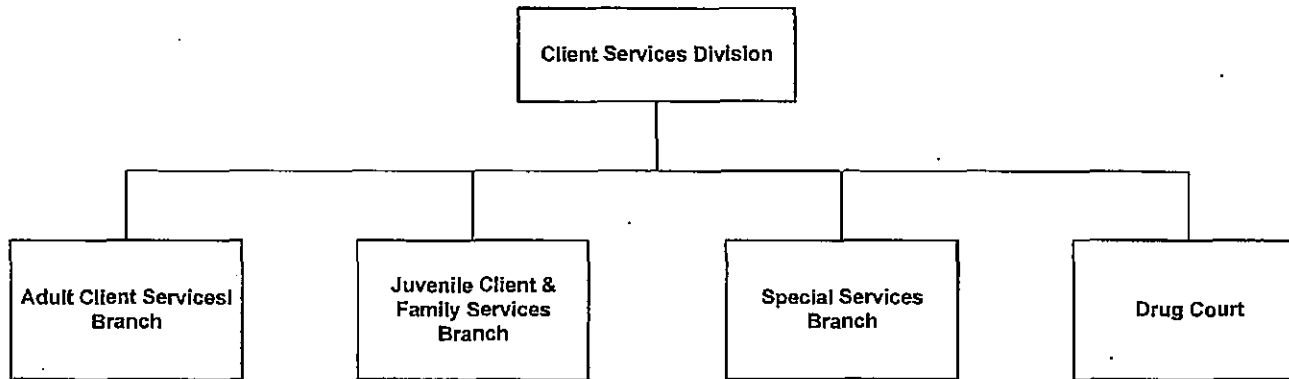
DATE: 5/7/02 Rev 9/09



Second Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

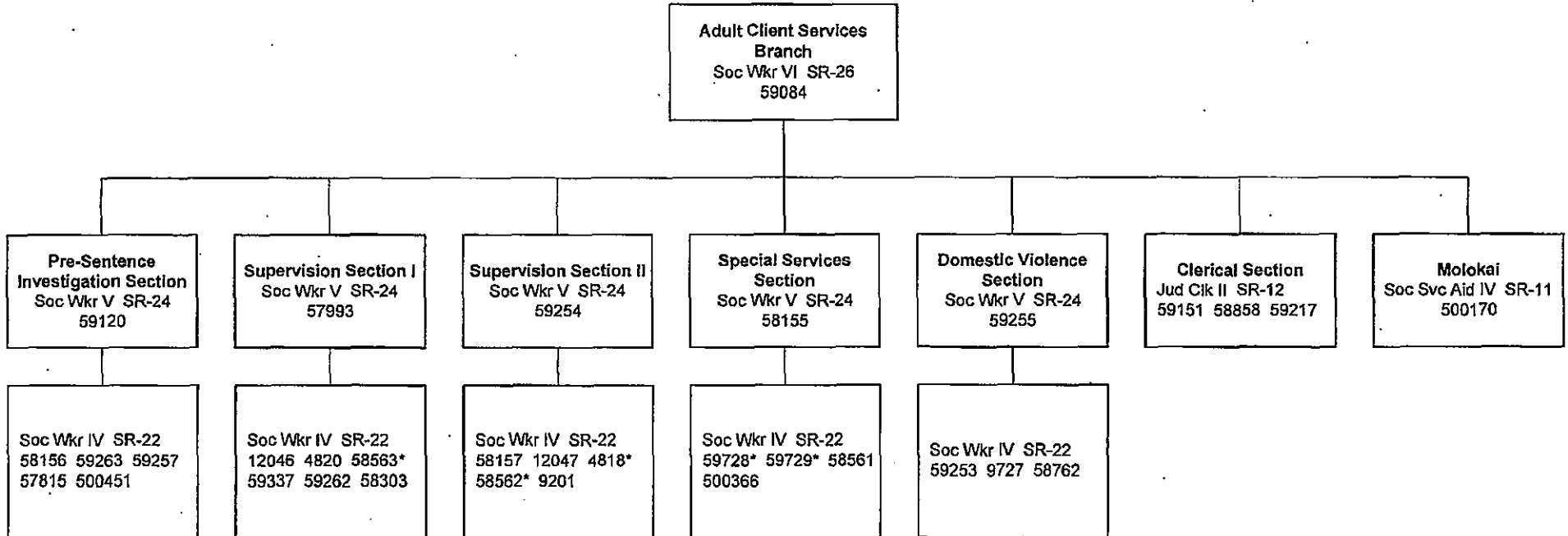
DATE: 10/27/04 Rev 9/09



Second Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 3/1/07 Rev 9/09



* Position downgraded for recruitment purposes.

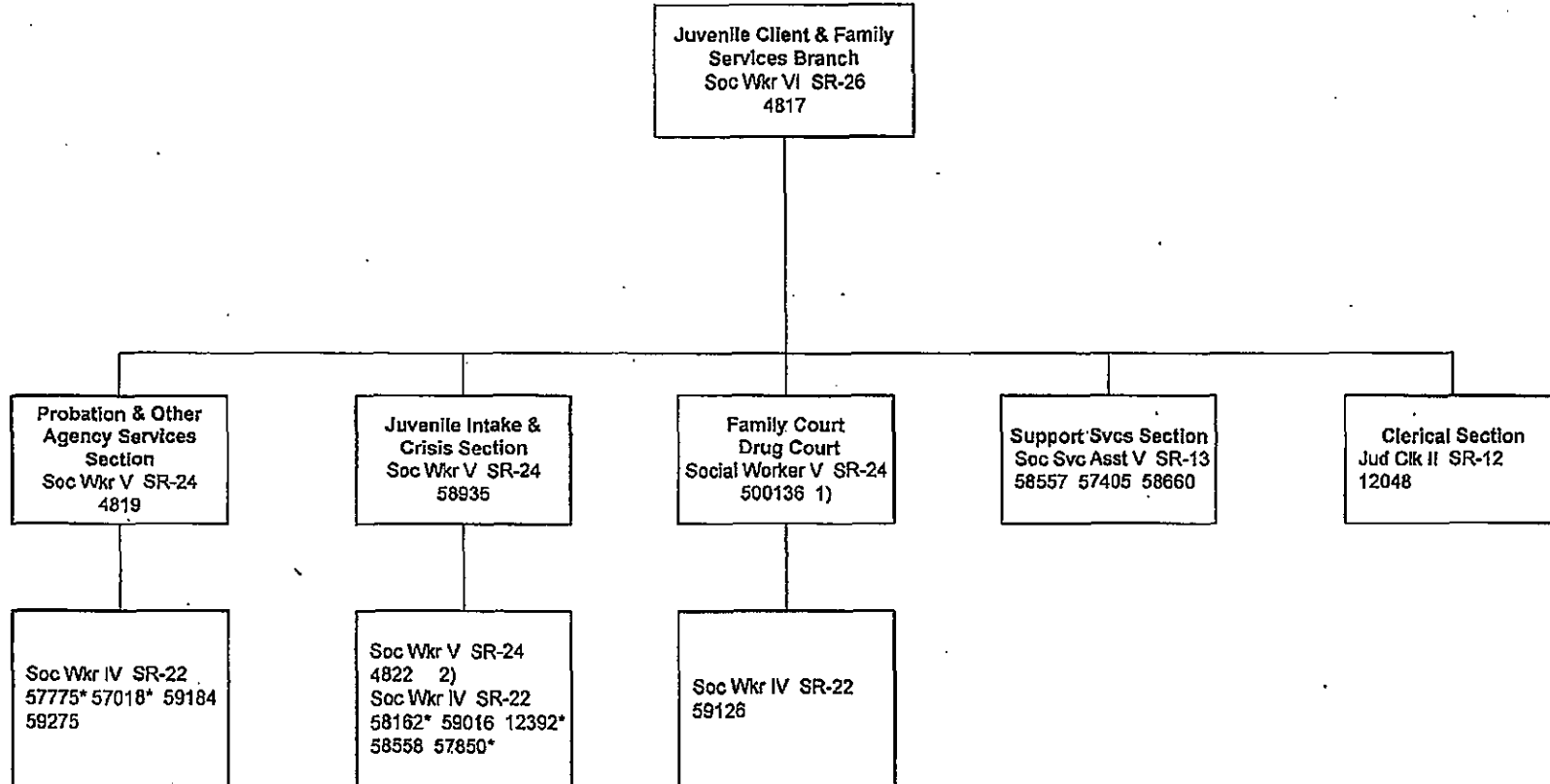
Second Circuit

APPROVED:

R. T. Y. Moon
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE:

8/31/09

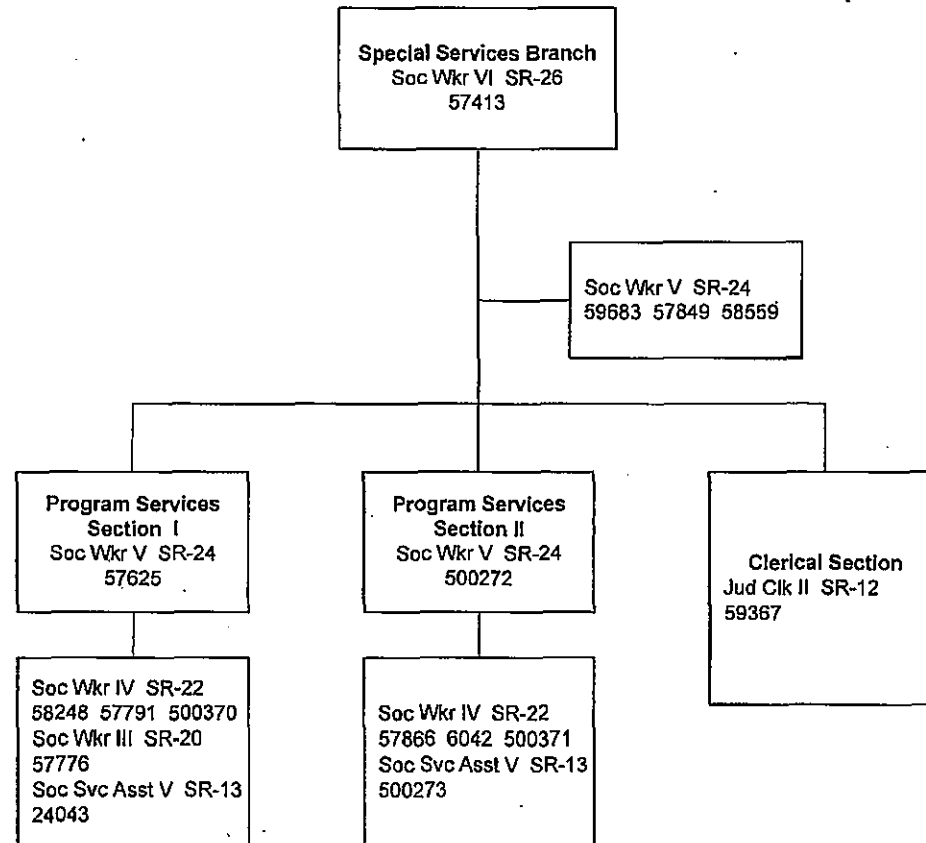


* Downgraded for recruitment purposes.
 1) Psn also serves as a social work program splct.
 2) To be redescribed.

Second Circuit

APPROVED: *Ronald T. Y. Moore*
Ronald T. Y. Moore
CHIEF JUSTICE

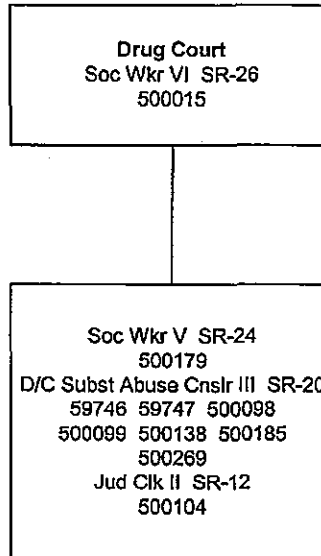
DATE: 8/30/06 Rev 9/09



Second Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

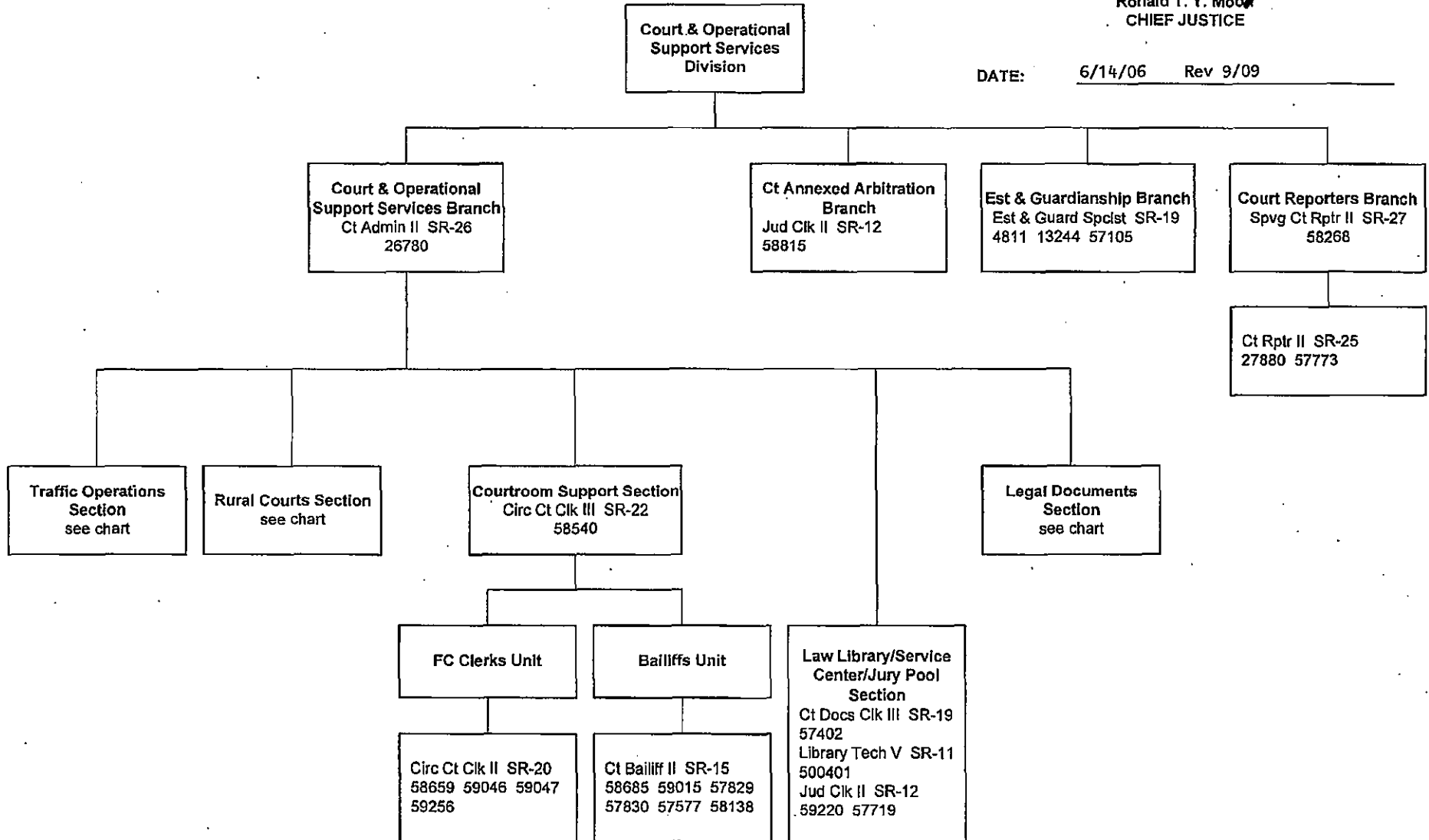
DATE: 09/20/02 (Rev. 10/07)



Second Circuit

APPROVED: *Ronald T. Y. Moore*
 Ronald T. Y. Moore
 CHIEF JUSTICE

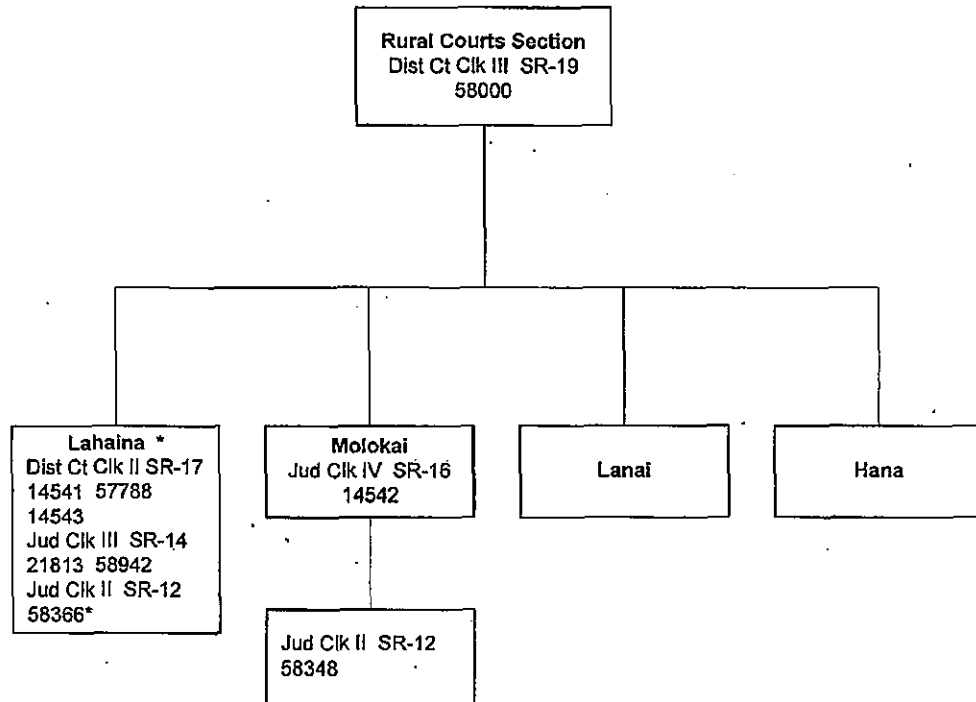
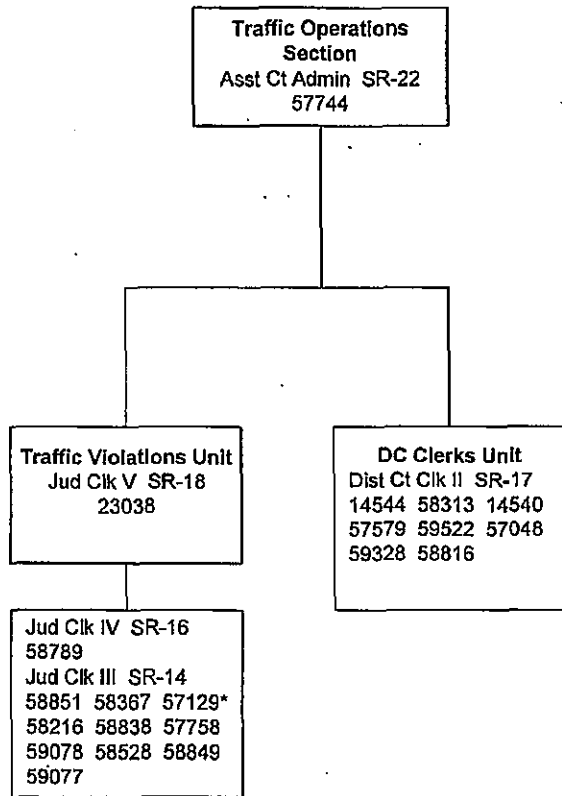
DATE: 6/14/06 Rev 9/09



Second Circuit

APPROVED: *R. T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 5/11/10



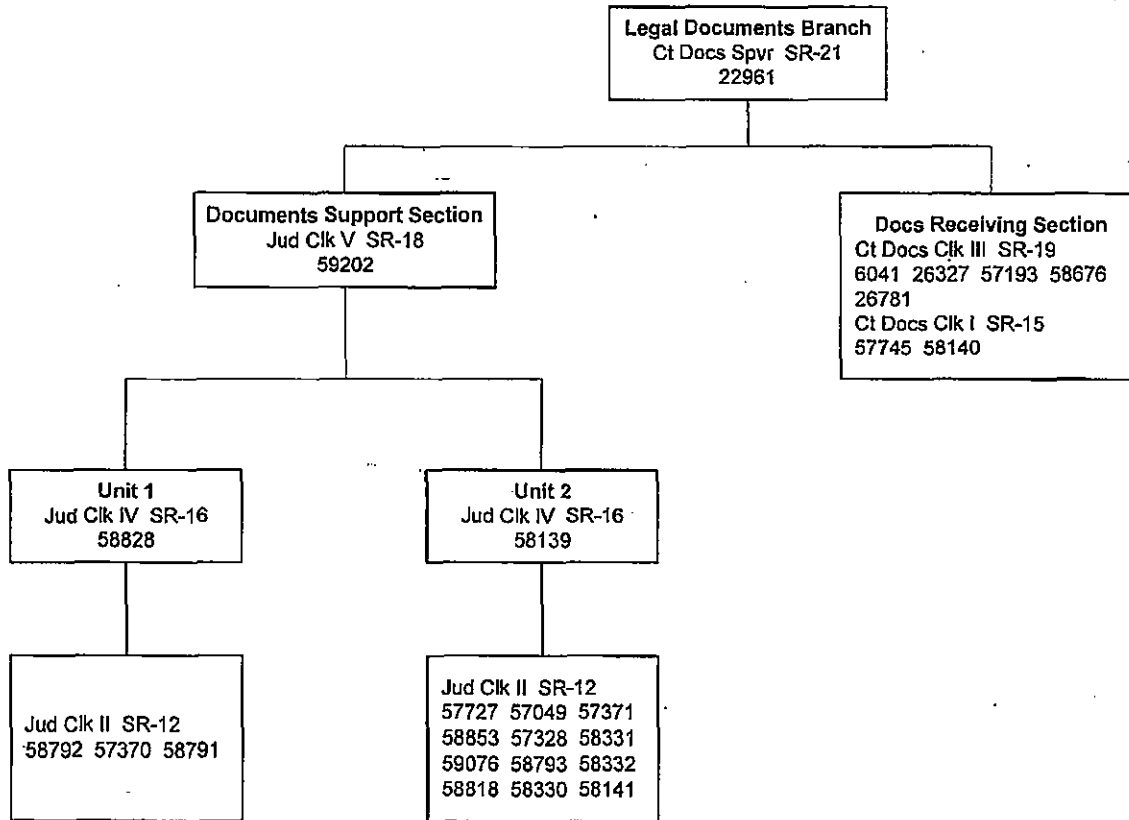
*Provides staff coverage for Lanai and Hana District Courts.

*Psn downgraded for recruitment purposes.

Second Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

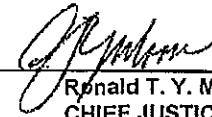
DATE: 10/21/08 Rev 9/09



THIRD CIRCUIT

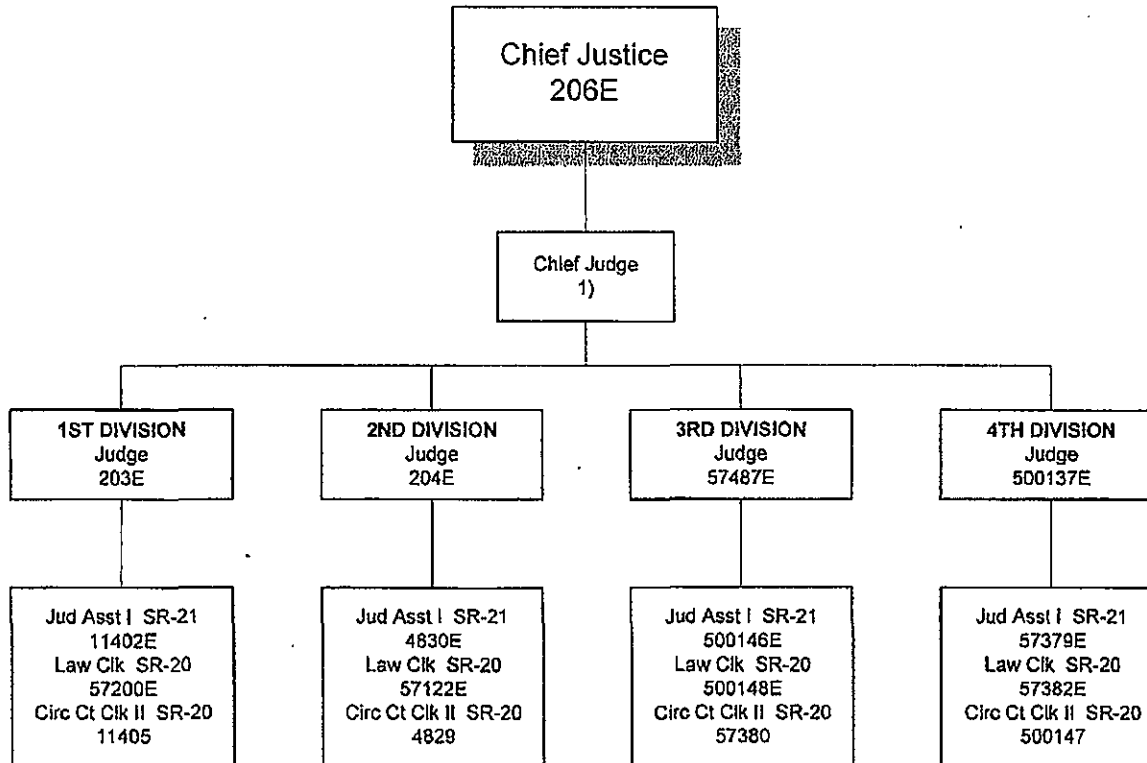
CIRCUIT JUDGES

APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

10/14/08



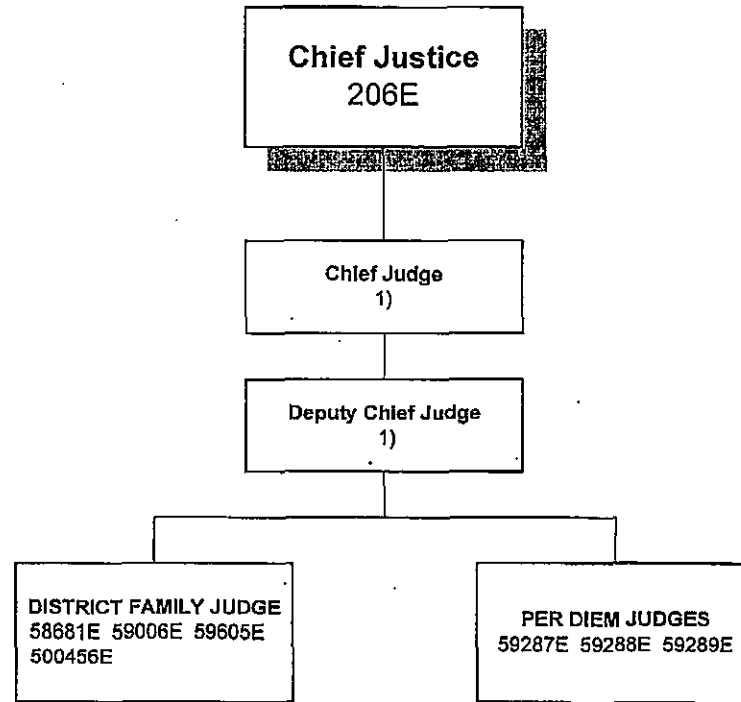
1) Per Chief Justice's order of assignment.

THIRD CIRCUIT

FAMILY JUDGES

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 3/16/04 Rev 9/09



1) Per Chief Justice's order of assignment.

THIRD JUDICIAL CIRCUIT

DISTRICT JUDGES

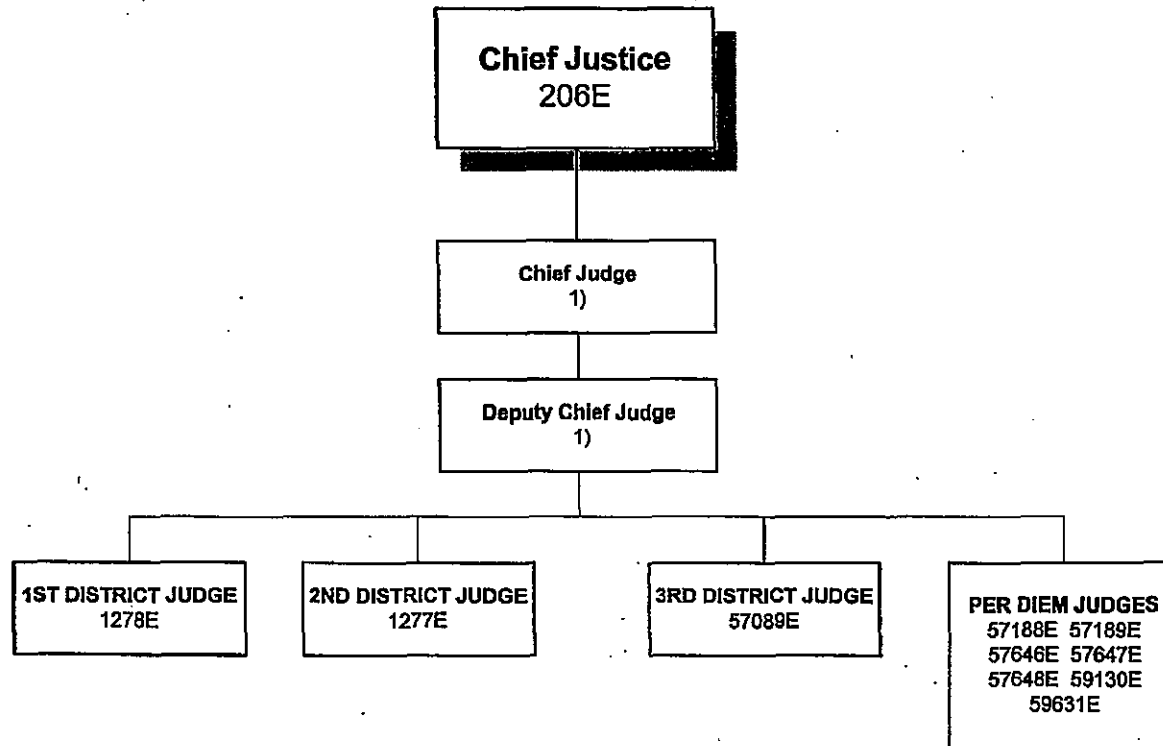
APPROVED:



Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

MAR 16 2004

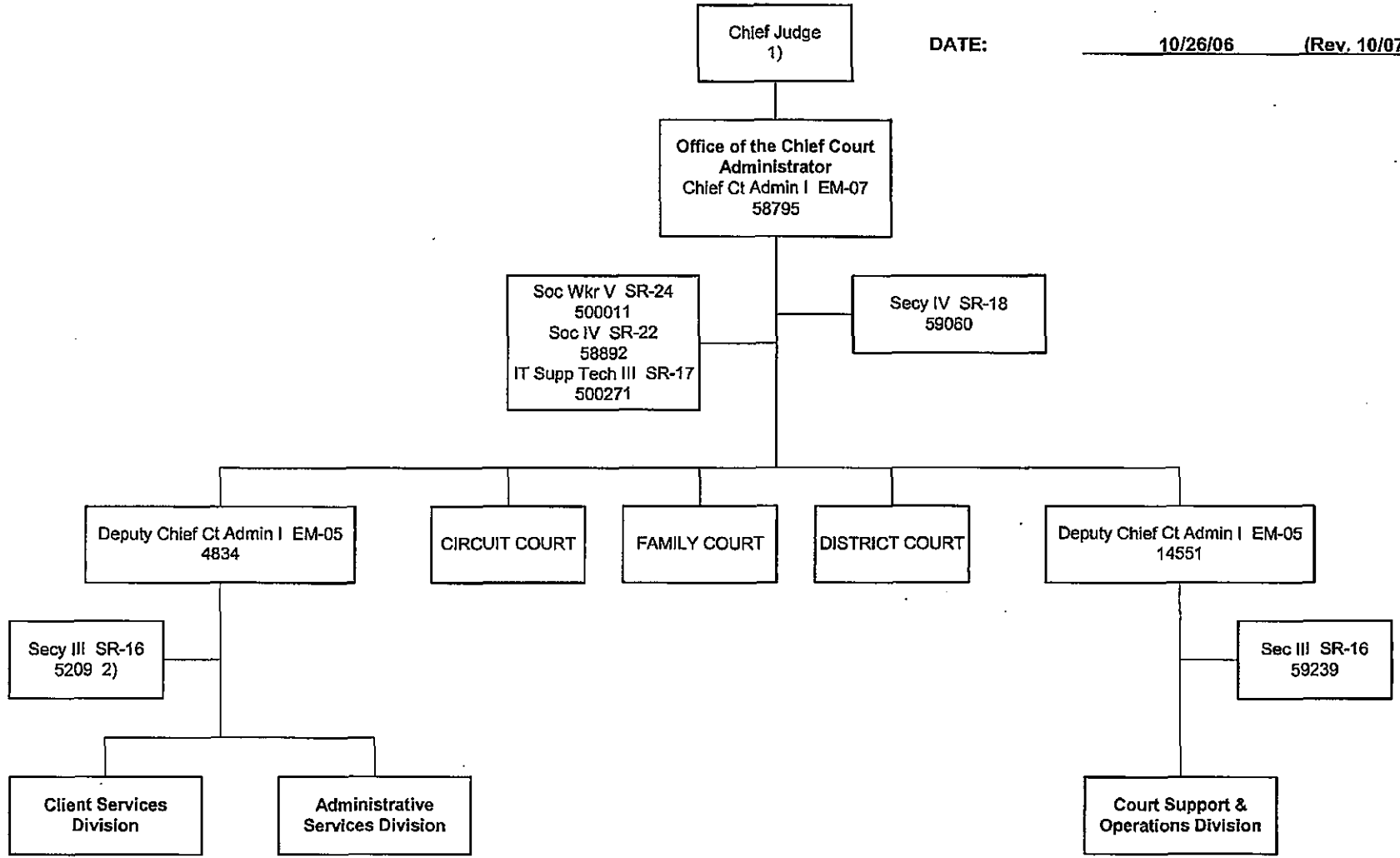


1) Per Chief Justice's order of assignment.

Third Circuit

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 10/26/06 (Rev. 10/07)

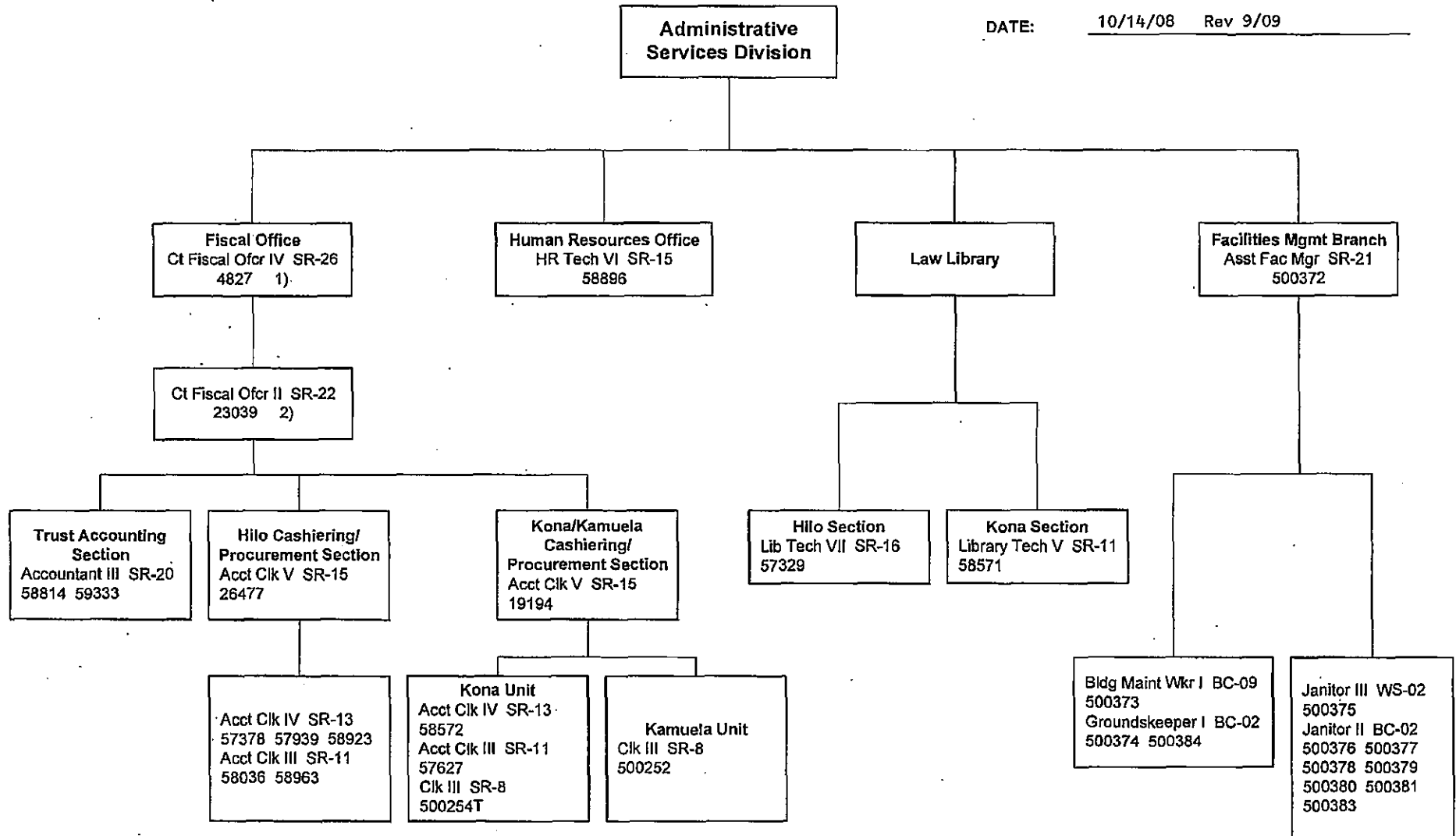


1) Per Chief Justice's order of assignment.
 2) Position located in Kona.

Third Circuit

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 10/14/08 Rev 9/09

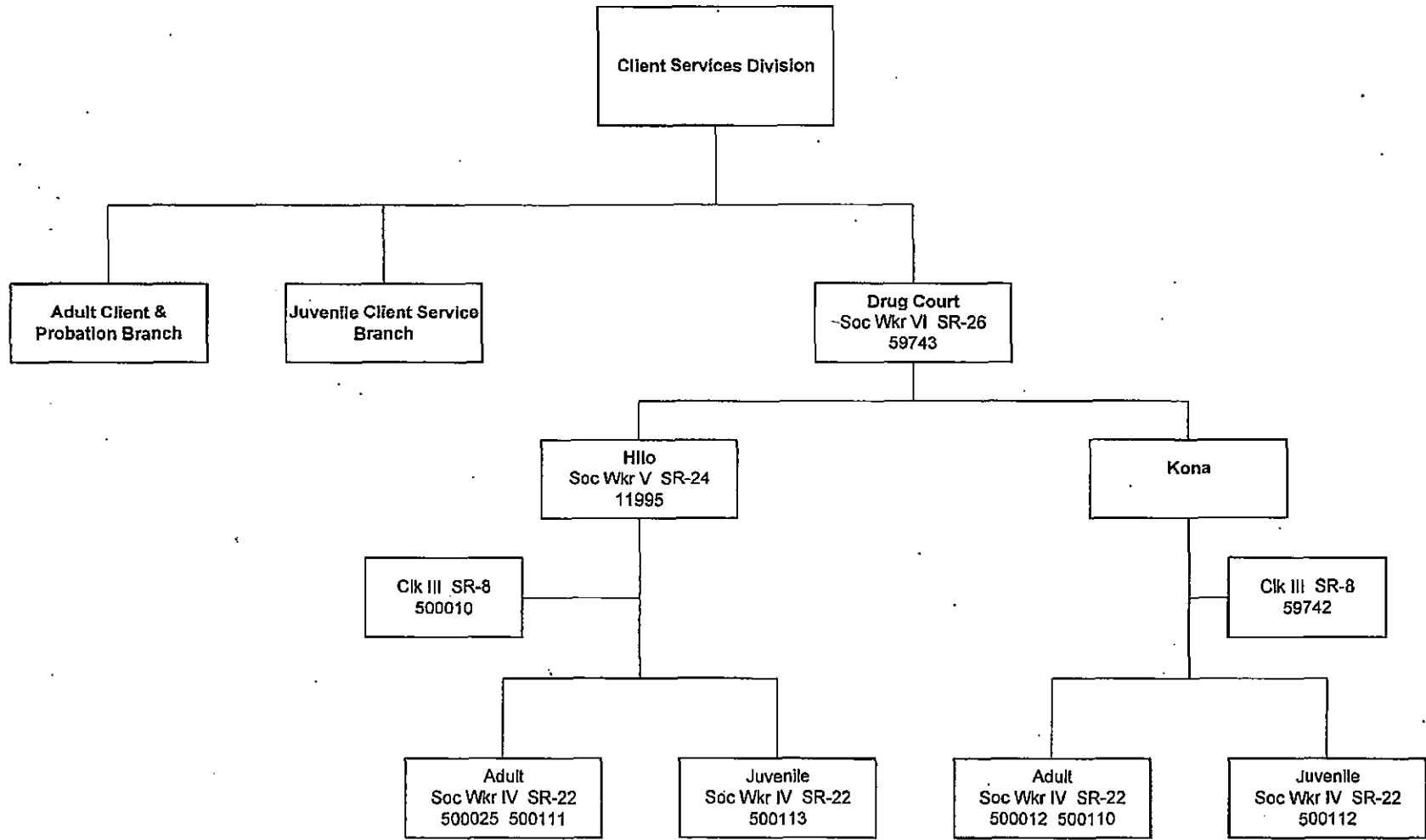


1) Psn retitled to Ct Fiscal Ofcr II.
 2) Psn retitled to Asst Ct Fiscal Ofcr I.

Third Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

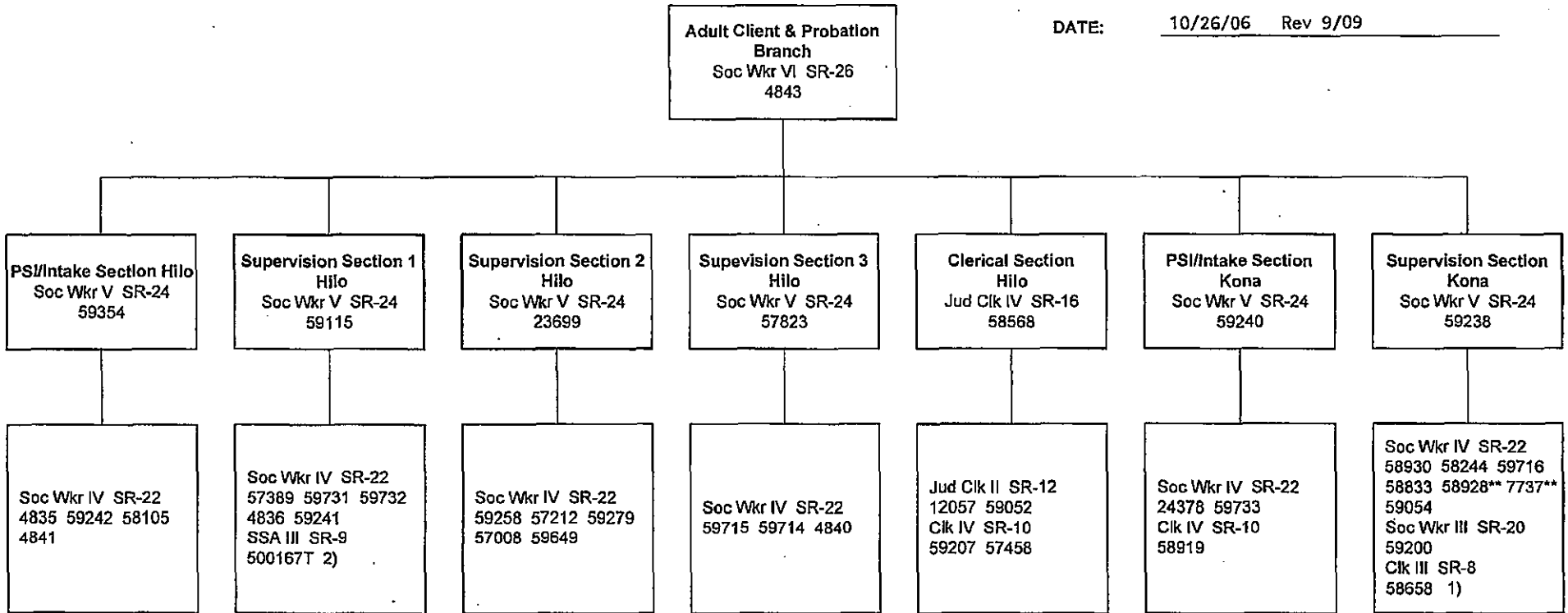
DATE: 10/26/06 Rev 9/09



Third Circuit

APPROVED: *Ronald T. Y. Moor*
 Ronald T. Y. Moor
 CHIEF JUSTICE

DATE: 10/26/06 Rev 9/09



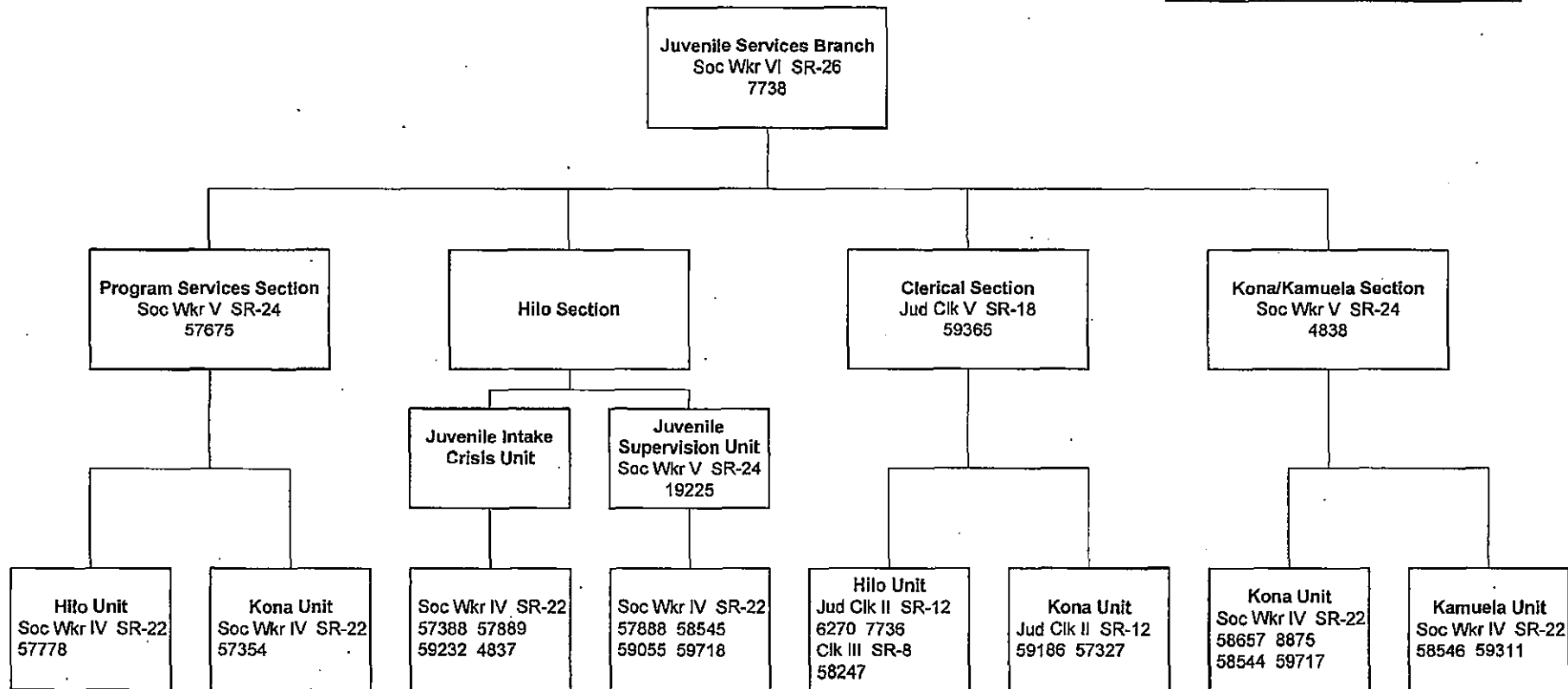
- 1) To be redescribed.
- 2) To be converted to permanent count.

** Psn located in Kamuela Office.

THIRD CIRCUIT

APPROVED: *Ronald T. Y. Moore*
 Ronald T. Y. Moore
 CHIEF JUSTICE

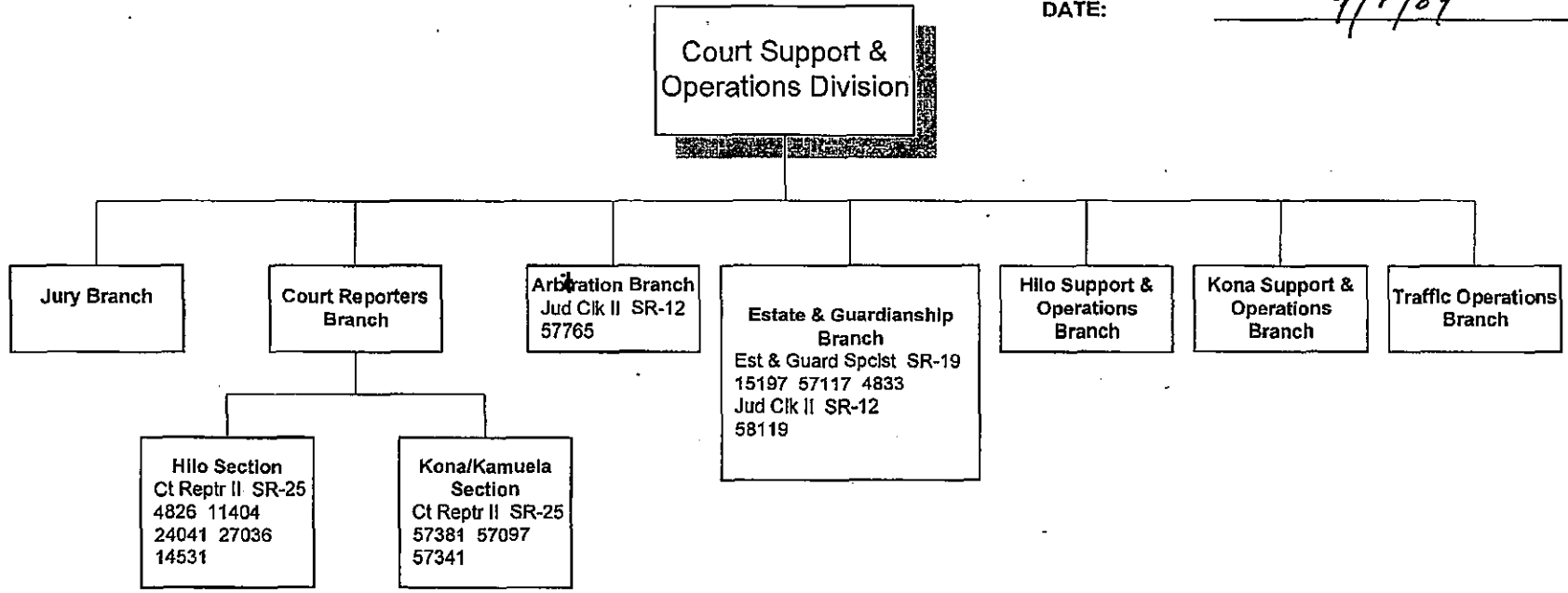
DATE: 10/28/04 Rev 9/09



Third Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 9/1/09



Note: Kona Support & Operations Branch
s/b Kona/Kamuela Support & Operations Branch.

Third Circuit

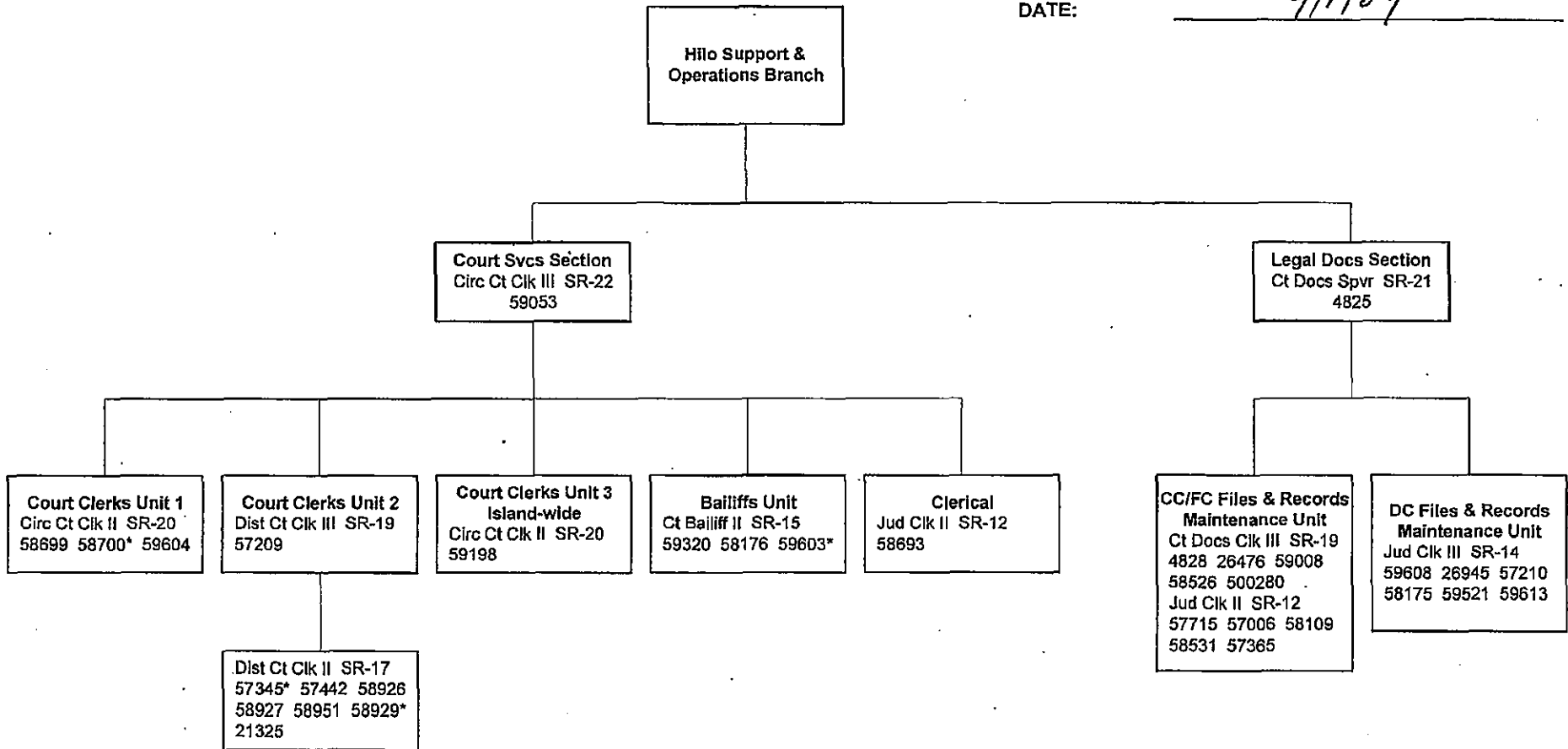
Court Support &
Operations Branch-Hilo

APPROVED:

Ronald T. Y. Moon
Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

9/1/09

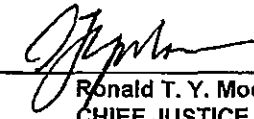


Note: Court Services Section = Courtroom Services Section.

Third Circuit

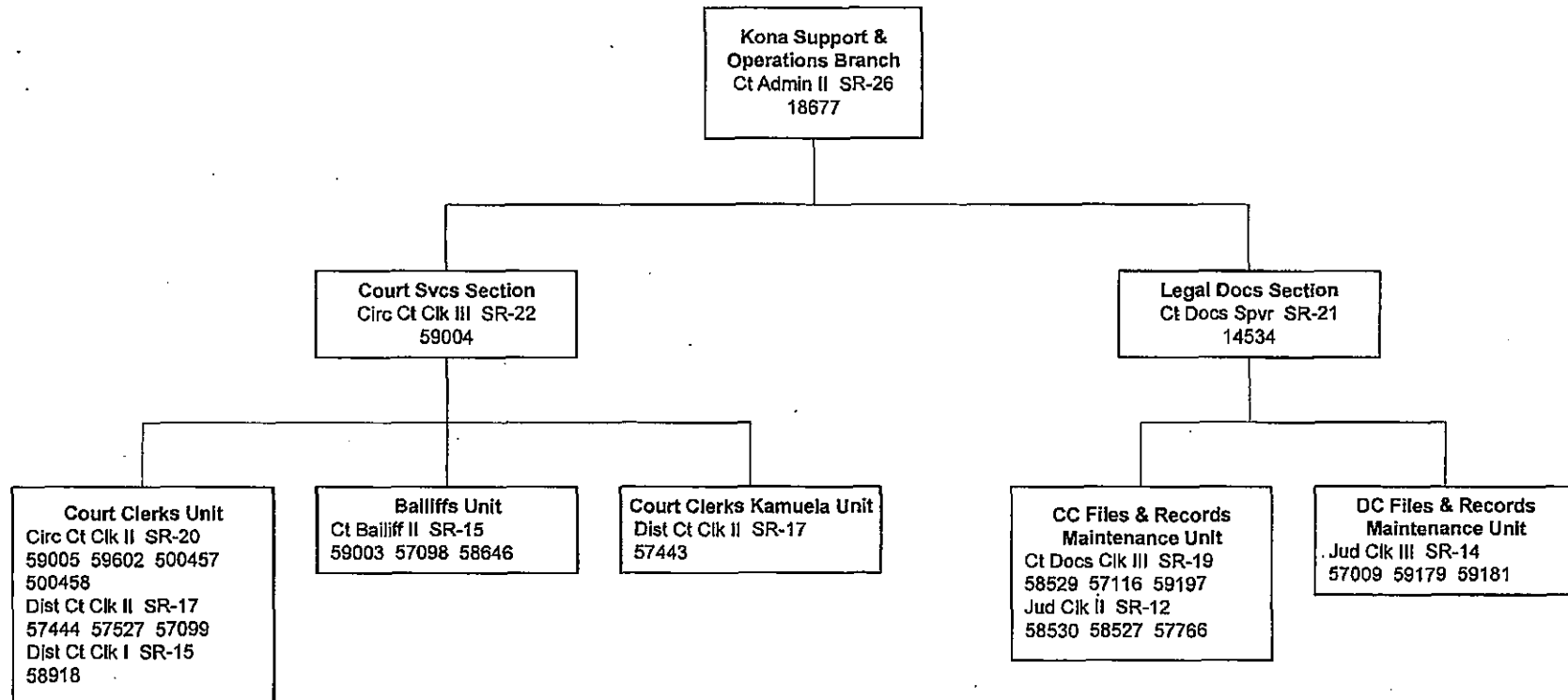
Court Support &
Operations Branch – Kona

APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

9/1/09




Note: Kona Support & Operations Branch s/b Kona/Kamuela Support & Operations Branch
Court Services Section = Courtroom Services Section.

Third Circuit

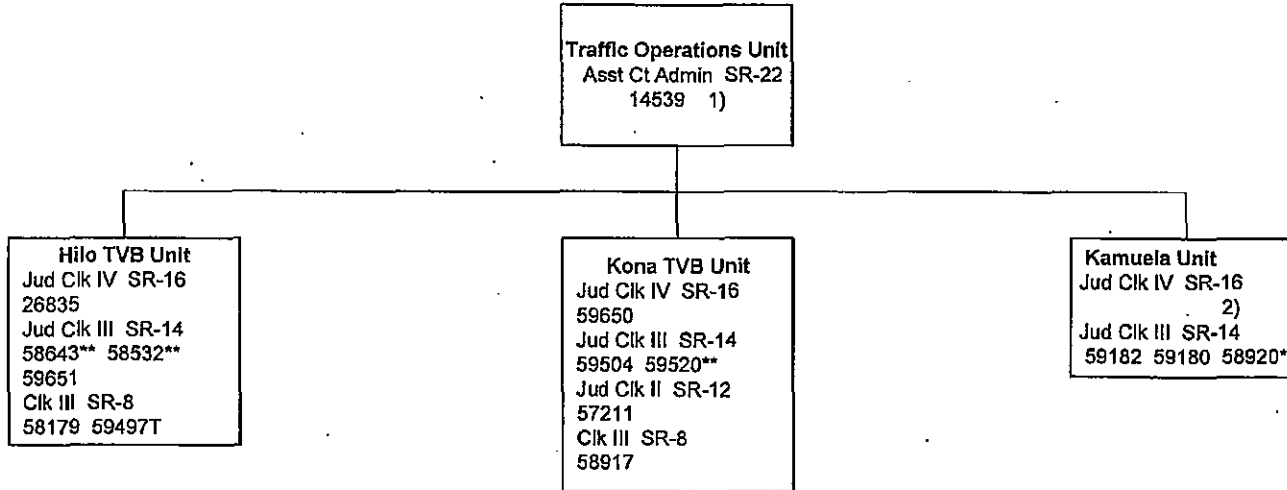
Traffic Operations Branch

APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

9/1/09



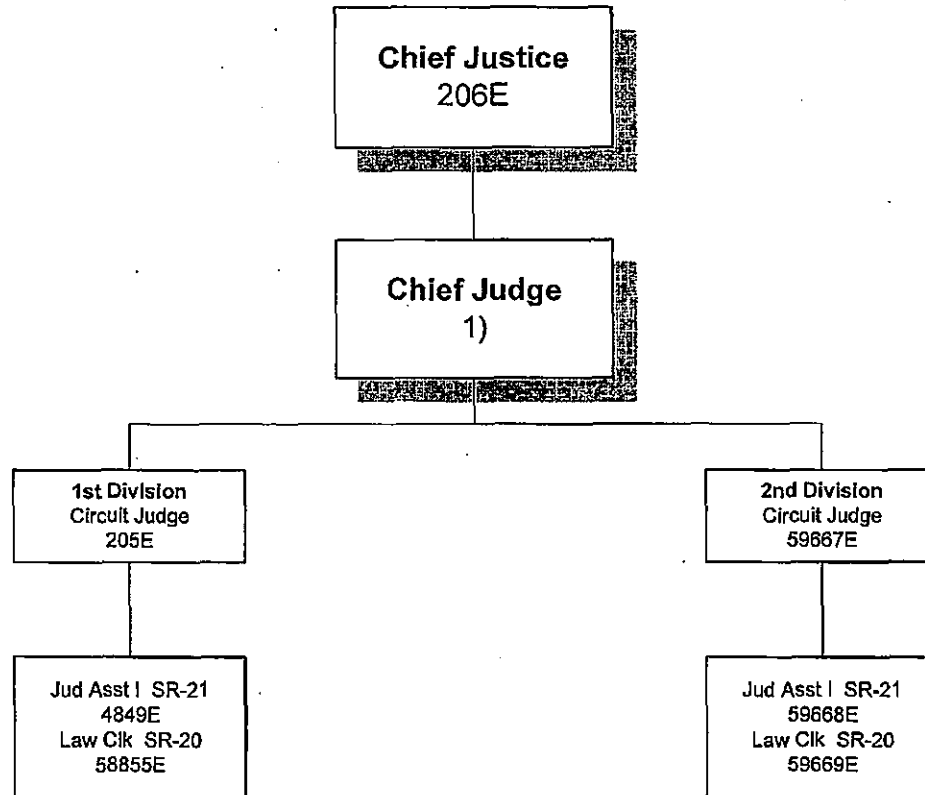
- 1) To be redescribed from Jud Clk V.
- 2) Position to be replaced.

FIFTH CIRCUIT

CIRCUIT JUDGES

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 6/13/02 Rev 9/09



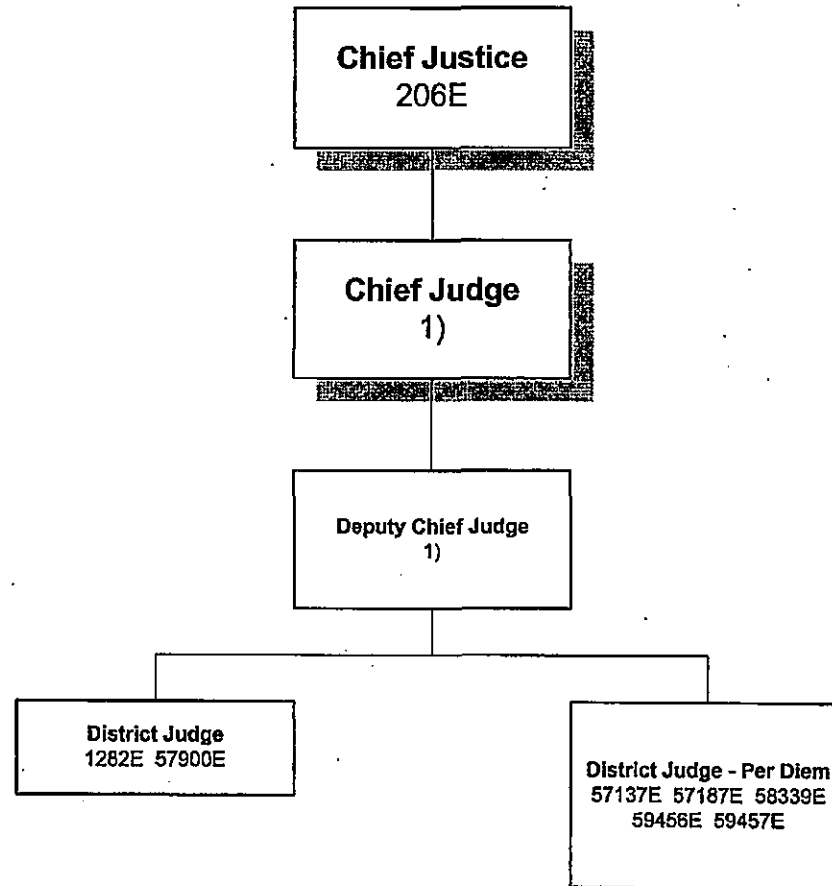
1) Per Chief Justice's order of assignment.

FIFTH JUDICIAL CIRCUIT

DISTRICT JUDGES

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 06/13/02

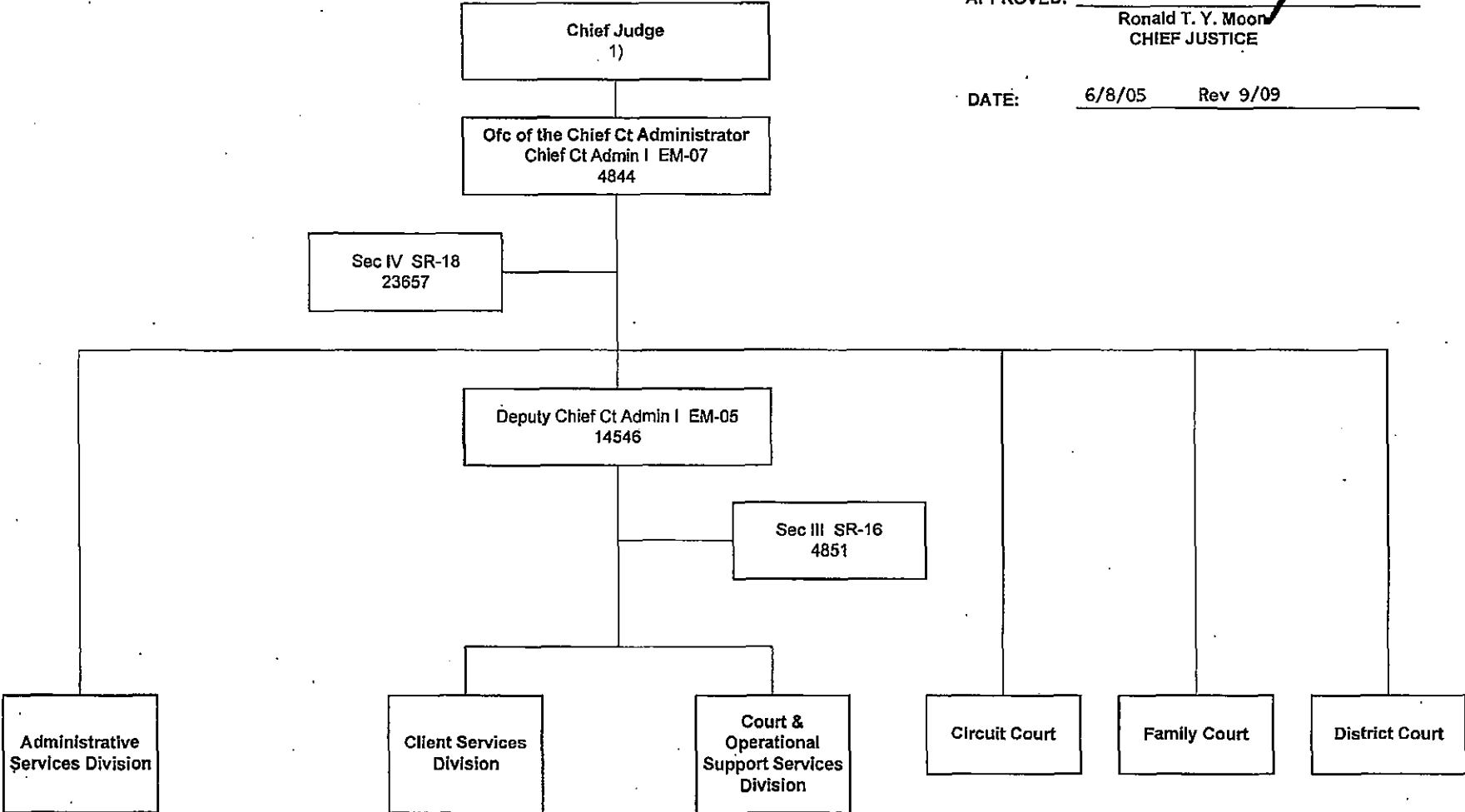


1) Per Chief Justice's order of assignment.

Fifth Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 6/8/05 Rev 9/09

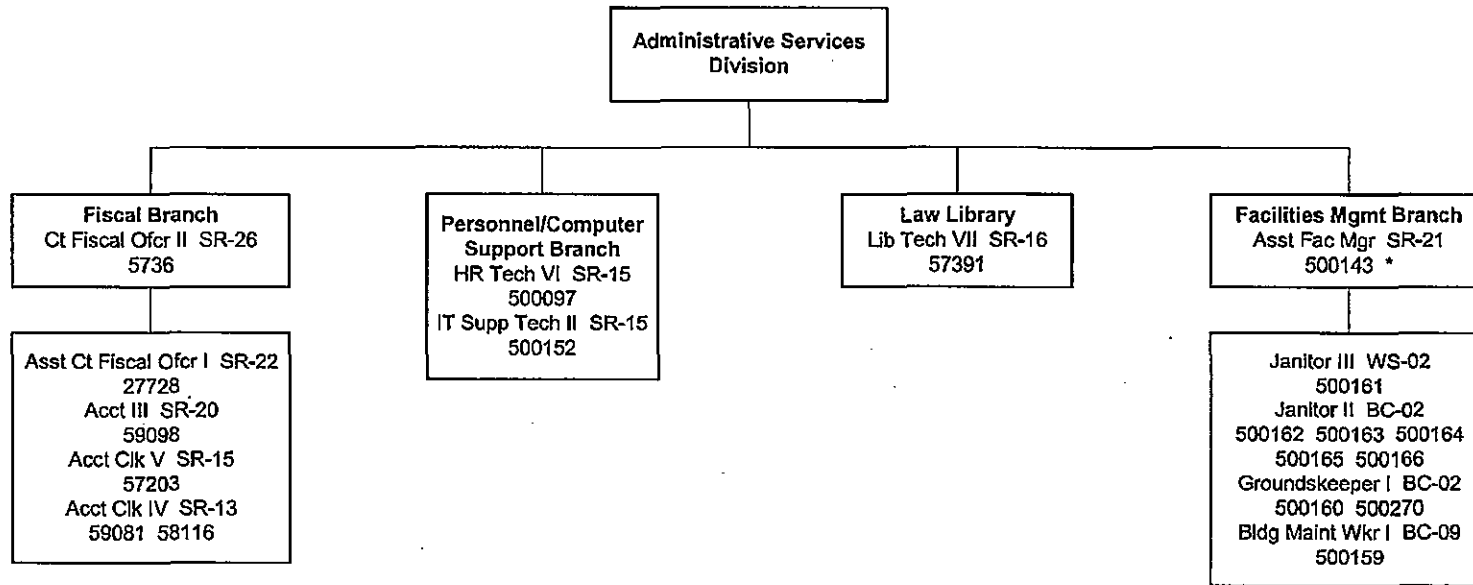


1) Per Chief Justice's Order of Appointment.

Fifth Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 06/08/05 (Rev. 10/07)




* Reports to Deputy Chief Court Administrator I.

Fifth Circuit

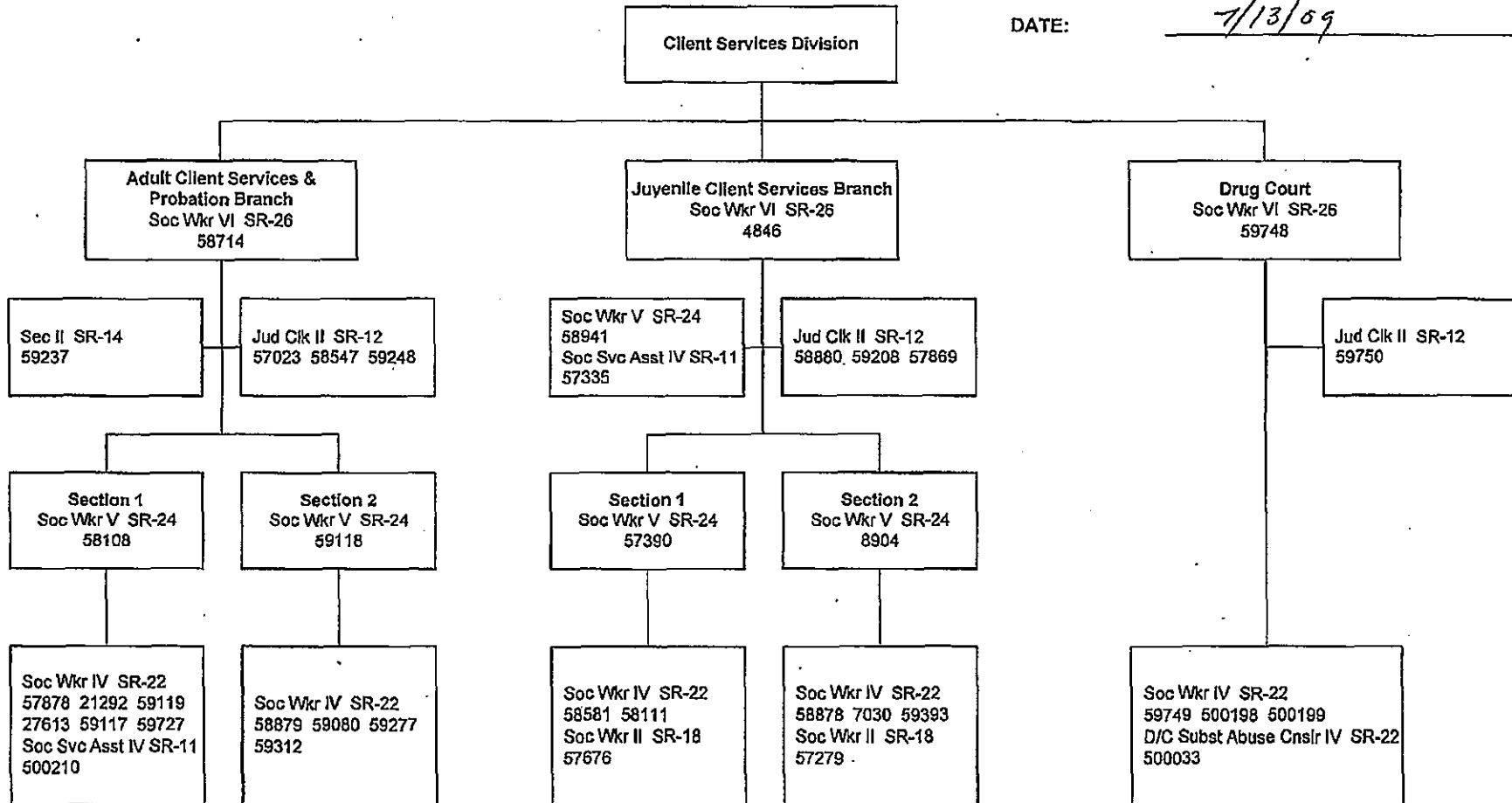
Client Services Division

APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE

DATE:

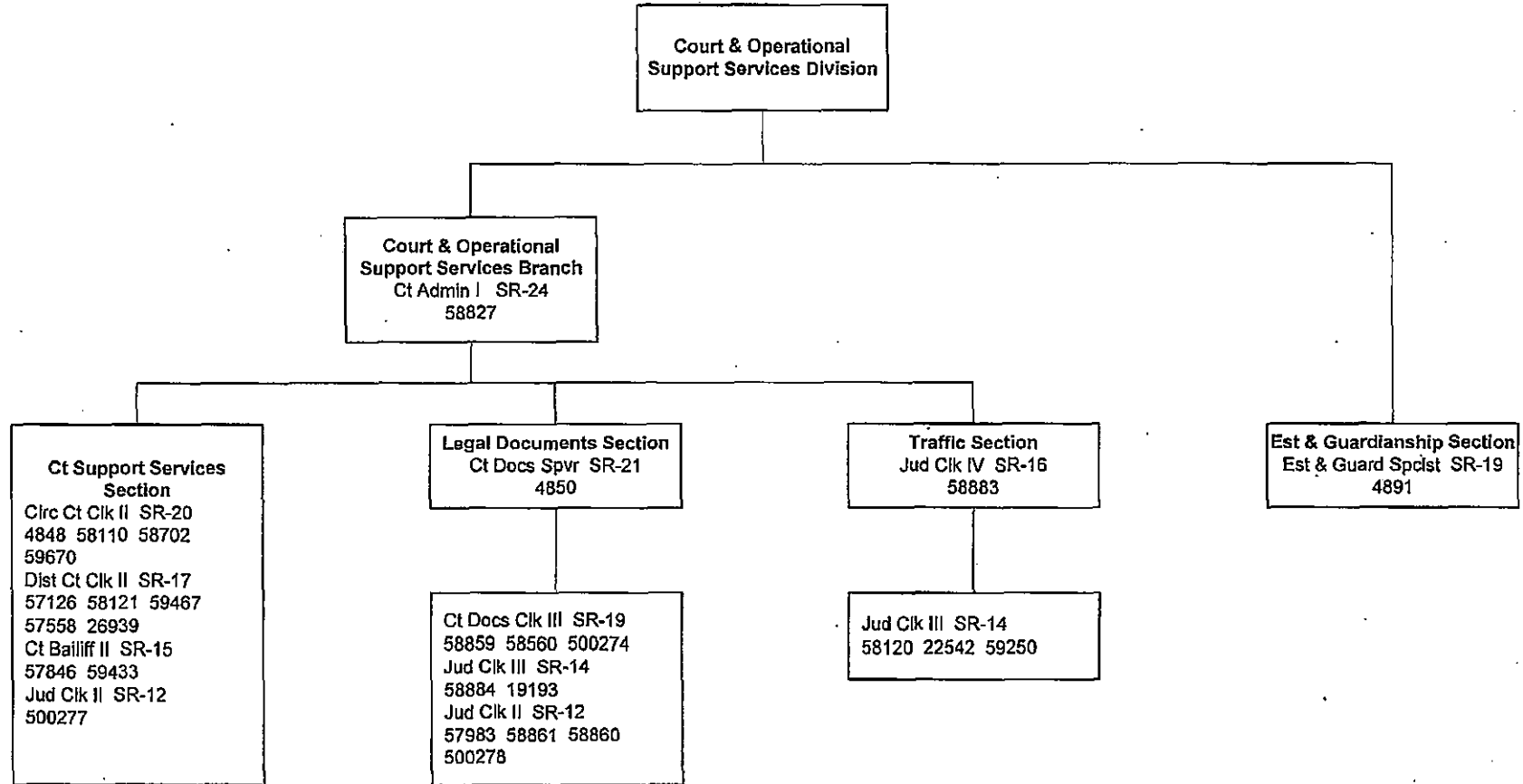
7/13/09



Fifth Circuit

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE


DATE: 6/8/05 Rev 9/09



THE JUDICIARY

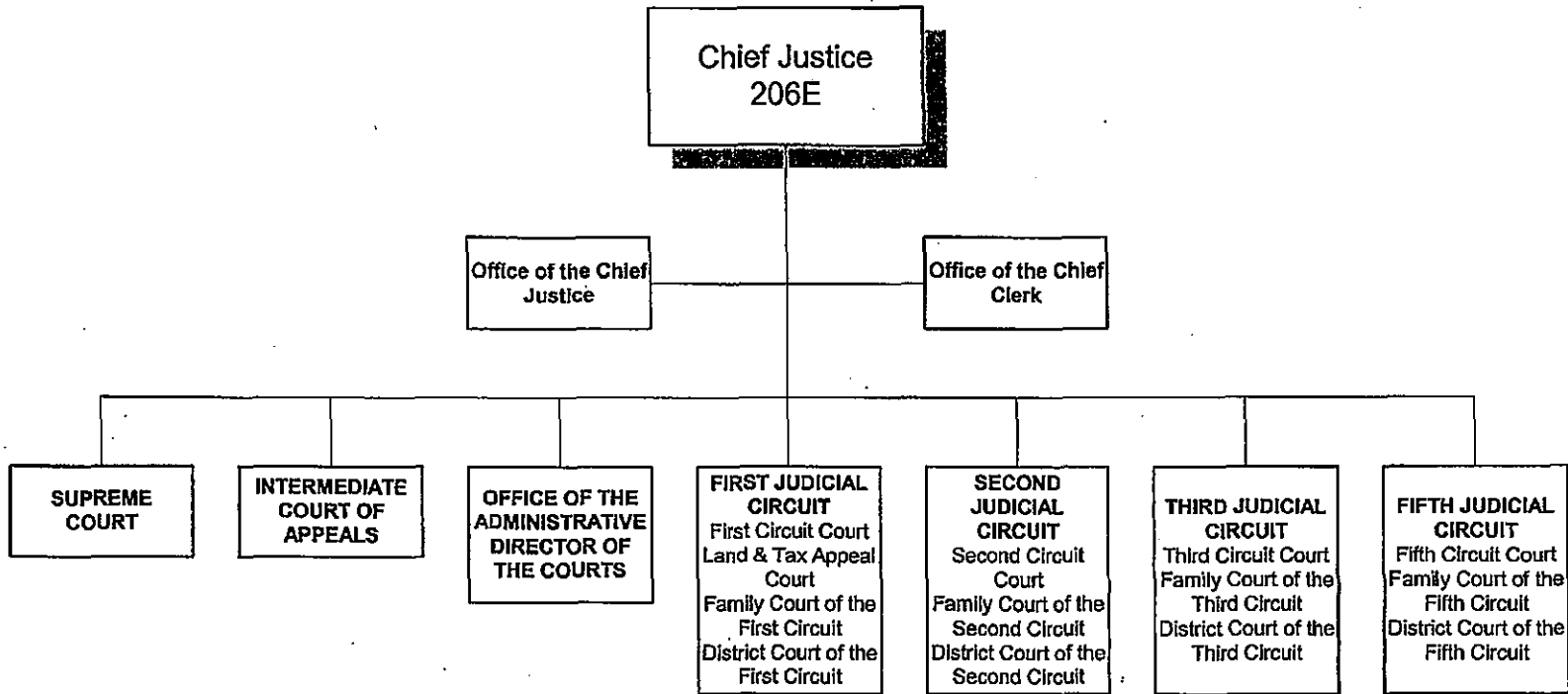
STATE OF HAWAII

APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE


DATE:

1/26/04



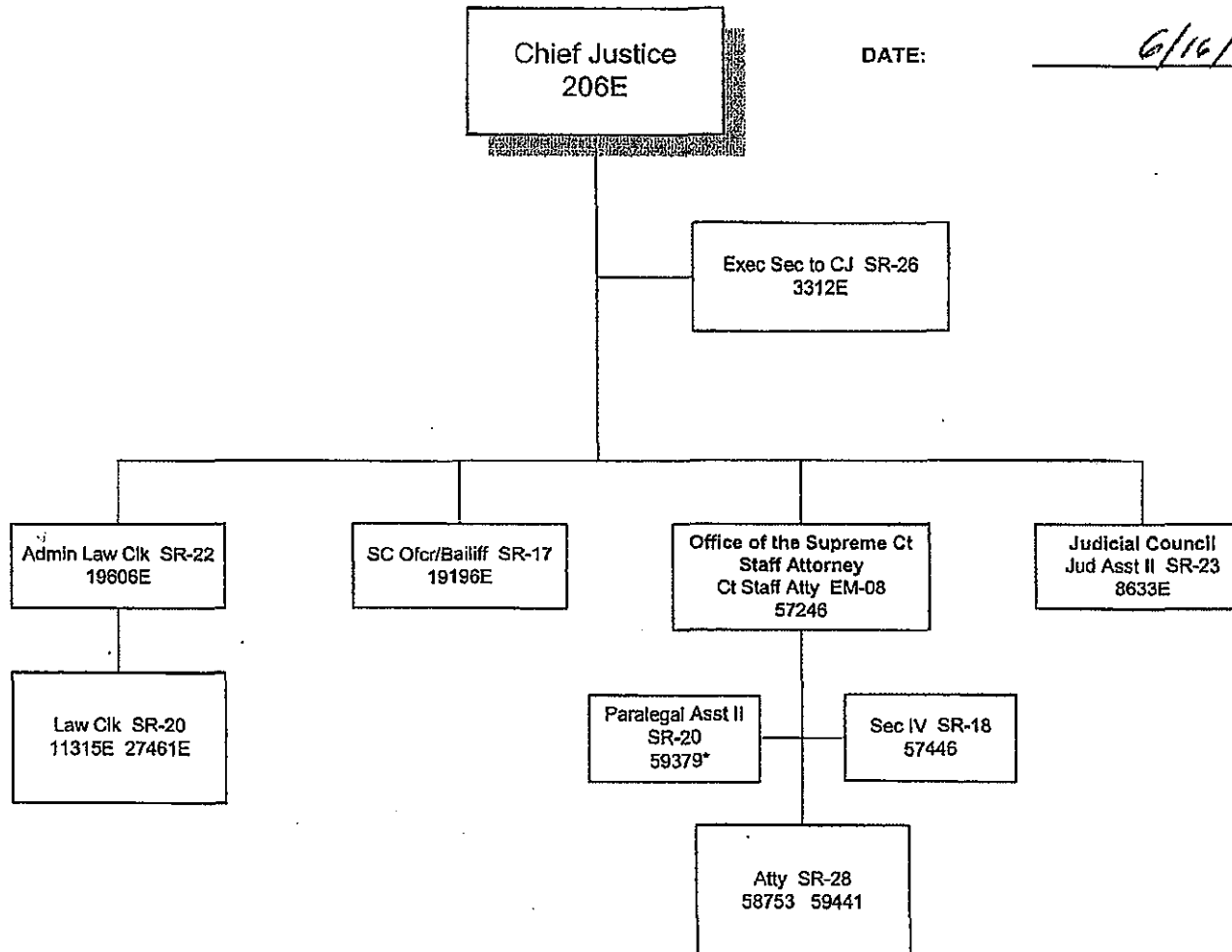
SUPREME COURT Office of the Chief Justice

APPROVED:


Ronald T. Y. Moon
CHIEF JUSTICE

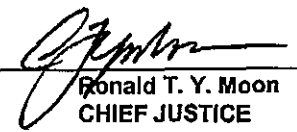
DATE:

6/16/08

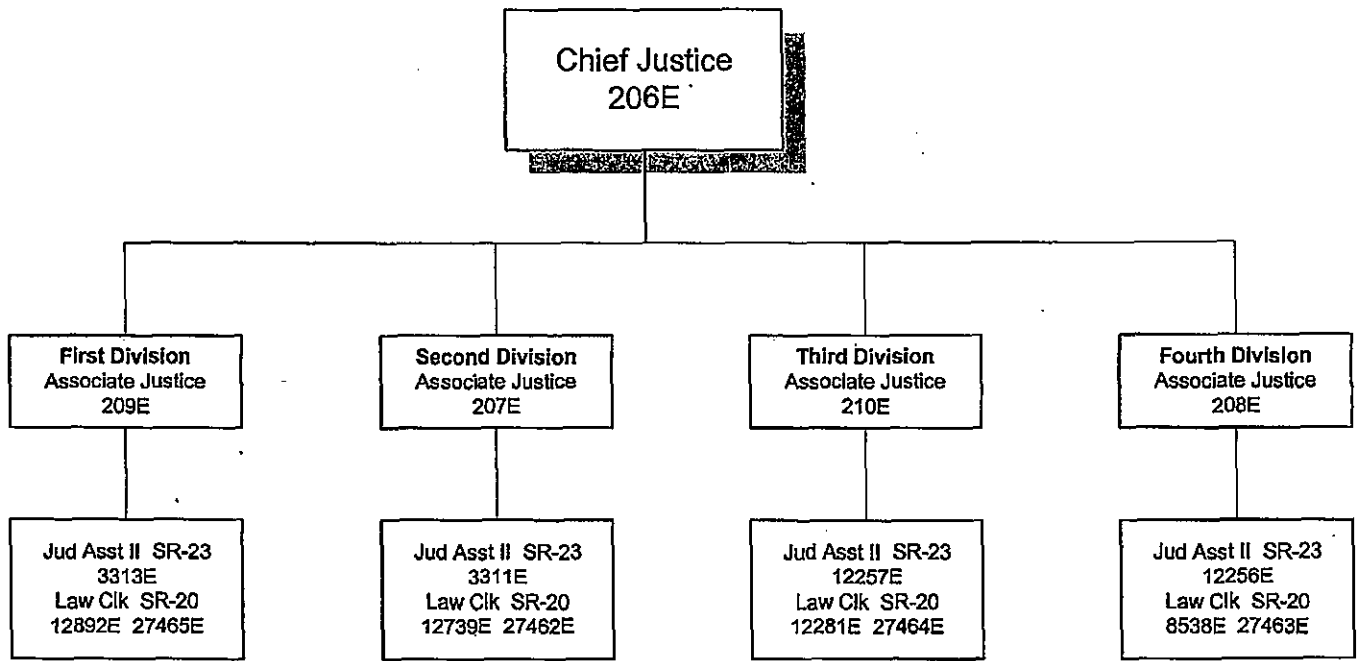


*(Vacant) Position redescribed from Appellate Ct Clk, SR-20.

SUPREME COURT

APPROVED: 
Ronald T. Y. Moon
CHIEF JUSTICE

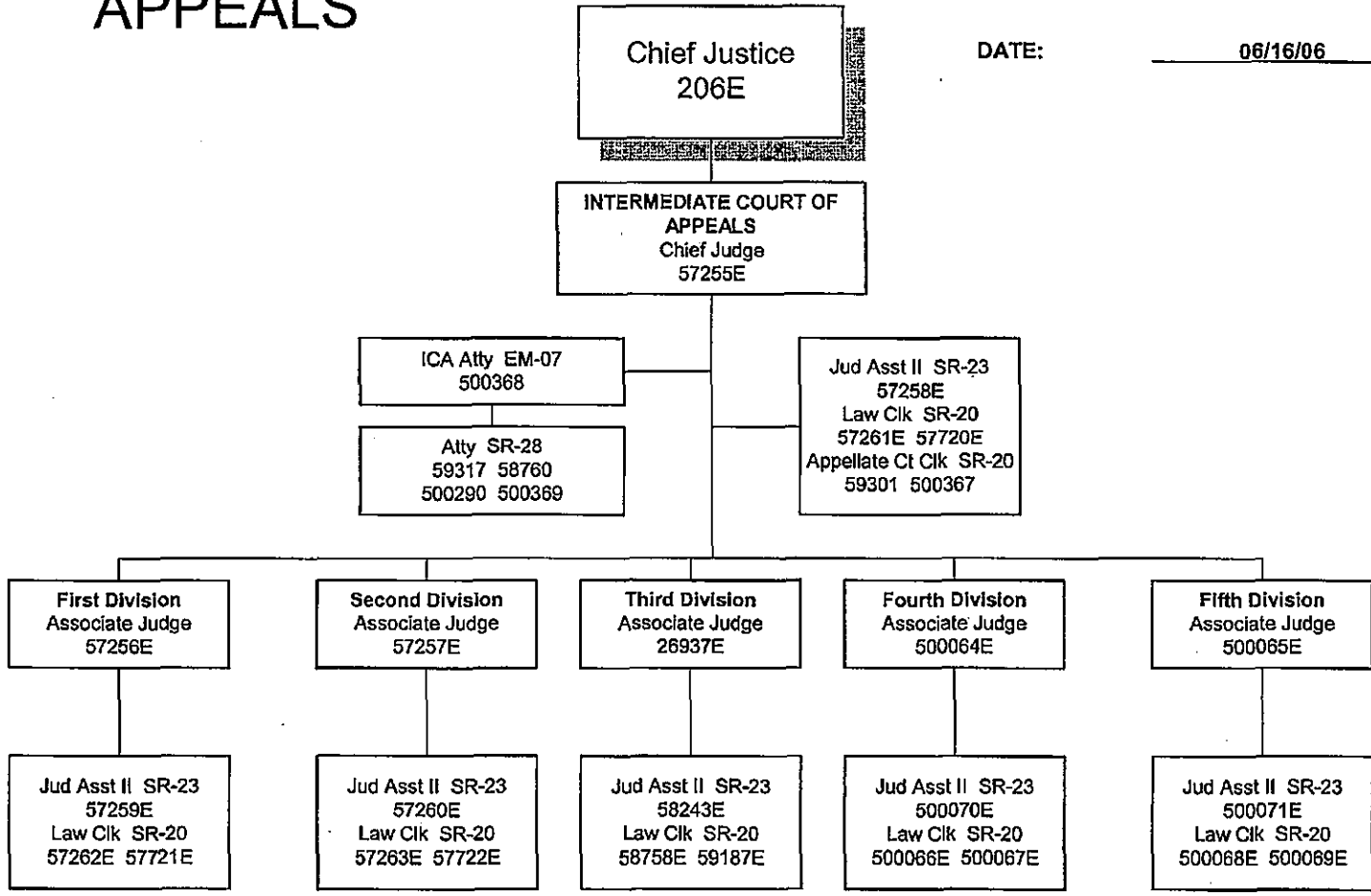
DATE: 1/26/04



INTERMEDIATE COURT OF APPEALS

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

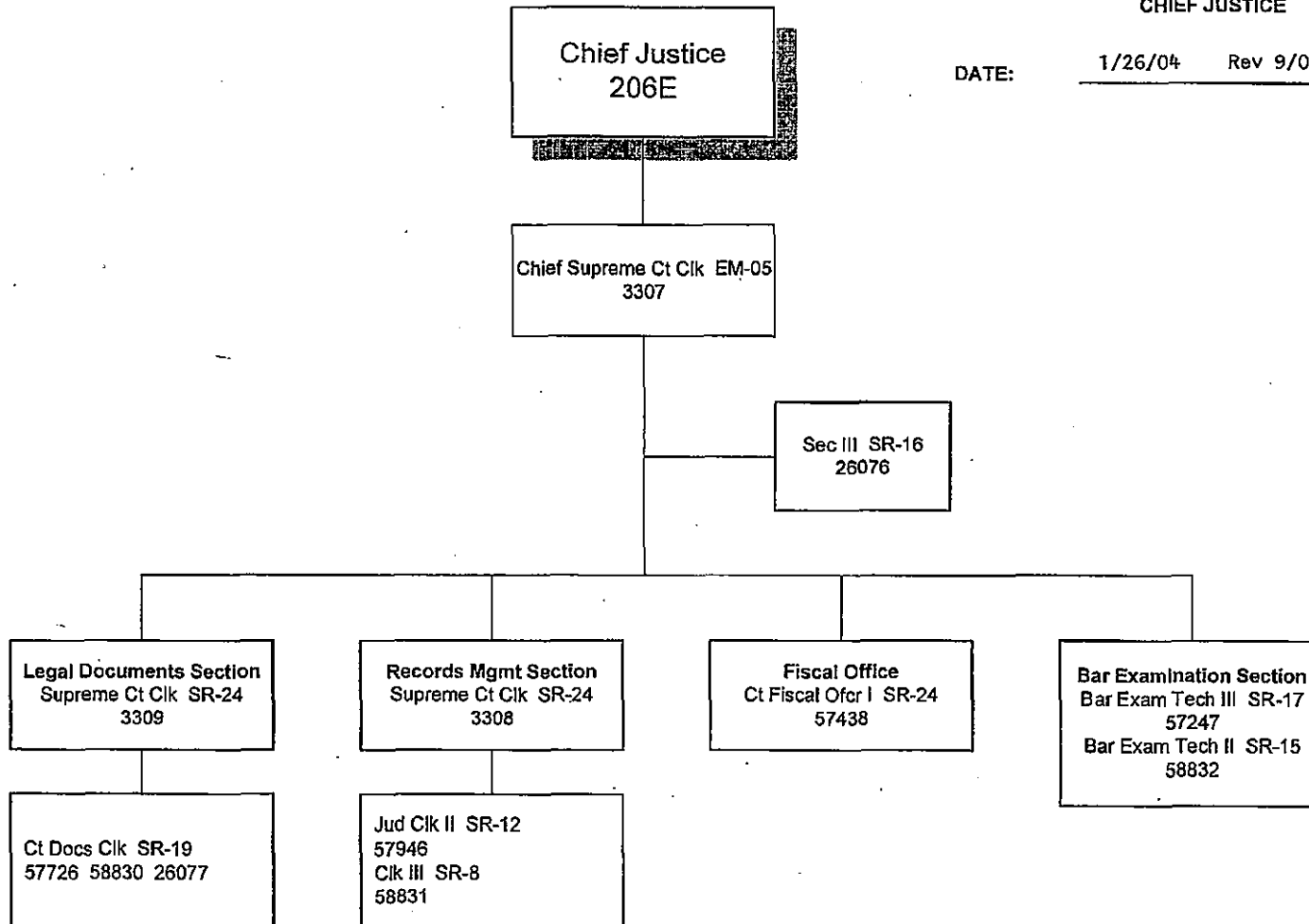
DATE: 06/16/06 (Rev. 10/07)



Courts of Appeal
Office of the Chief Clerk

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 1/26/04 Rev 9/09



Office of the Administrative Director of the Courts

Chief Justice
206E

Administrative Director
of the Courts
223E

Prvt Sec II SR-24
59259E
Clk IV SR-10
59113 57980

Ofc of Staff Attorney
Chief Staff Atty/ICRD Dir
4712 ES-01 1)
Sr Staff Atty EM-05
58952
Atty SR-28
500408

APPROVED: 
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 5/5/10

Commission on
Judicial Conduct
Admin Asst II SR-21
22539 *

Judicial Selection
Commission
Admin Asst II SR-21
58945 *

Deputy Administrative
Director of the Courts
14563E

* Reports to the Administrative Director of the Courts
for administrative purposes only.

1) Pos No 4712 Serves as Chief Staff Atty
and ICRD Director.

EEO/ADA Ofcr SR-26
58961

Prvt Sec I SR-22
59112E

Intergovernmental/
Community Relations Dept
1)

Policy & Planning Dept
Budget & Prog Rev Director
58698 EM-08

Support Services Dept
Dir of IT & Bus Svcs EM-08
4710

Human Resources Dept
HR Director EM-08
15275

Sec IV SR-18
57127

Sec IV SR-18
58086

JIMS

Sec IV SR-18
19068

Judicial
Education Ofc

Sec IV SR-18
57243

-Communications &
Community Relations Ofc
-Law Library
-Jud History Ctr
-Ctr Alternative Dispute Res
-Children's Justice Ctr
-Ofc on Equality & Access
-Ofc of Public Guardian

-Budget & Statistics Division
-Plan & Prog Evaluation Div
-Internal Audit Ofc
-Leg Coord/Special Proj Ofc
-Adm Drivers' Lic Rev Ofc

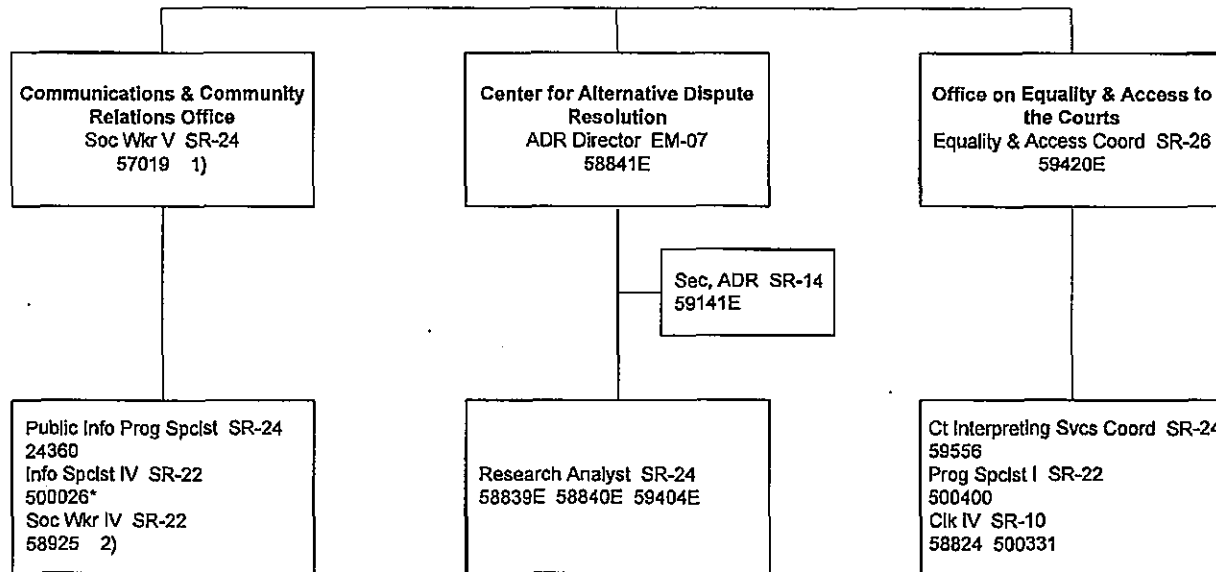
-Financial Services Division
-IT & Communications Div
-Administration Fiscal Office

-Employee Svcs Div
-Compensation Mgmt Div
-Administrative Svcs Div
-Labor Relations Division
-Staffing Svcs Div
-Disability Claims Mgmt Div

Intergovernmental/ Community Relations Dept

APPROVED: *R. T. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 5/5/10



1) To be redescribed to Communications & Community Relations Officer.

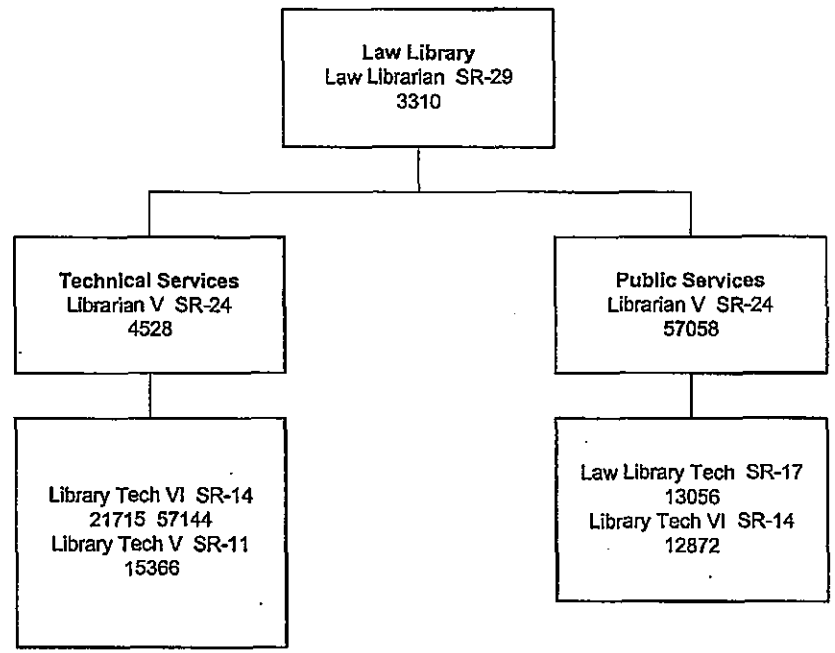
2) To be redescribed to Program Spclst I.

*Special Funded

Intergovernmental/ Community Relations

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 11/06/01 (Rev. 08/06)



Intergovernmental/
Community Relations Dept

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 11/6/01 Rev 9/09

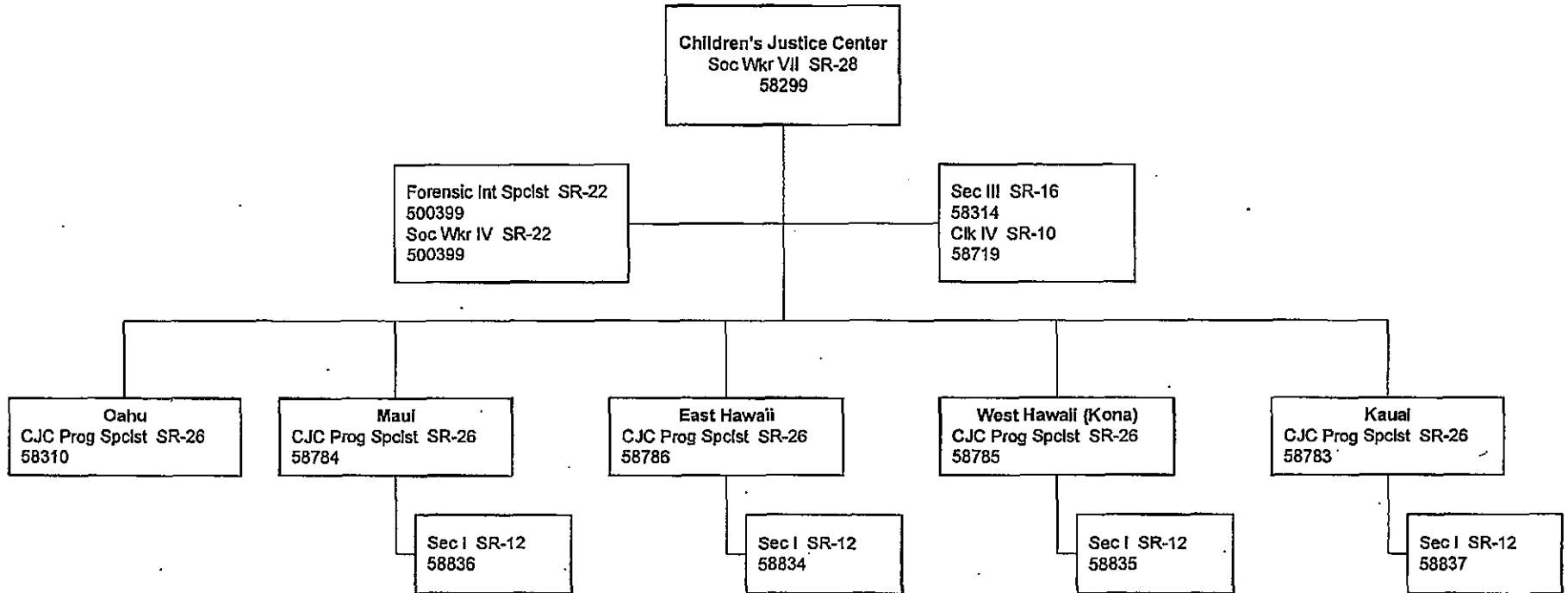
Judiciary History Center
Executive Director SR-26
59067E

Education Spclst SR-22
59069E
Program Spclst SR-22
59293E
Education Asst SR-10
59452E

Intergovernmental/ Community Relations Dept

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

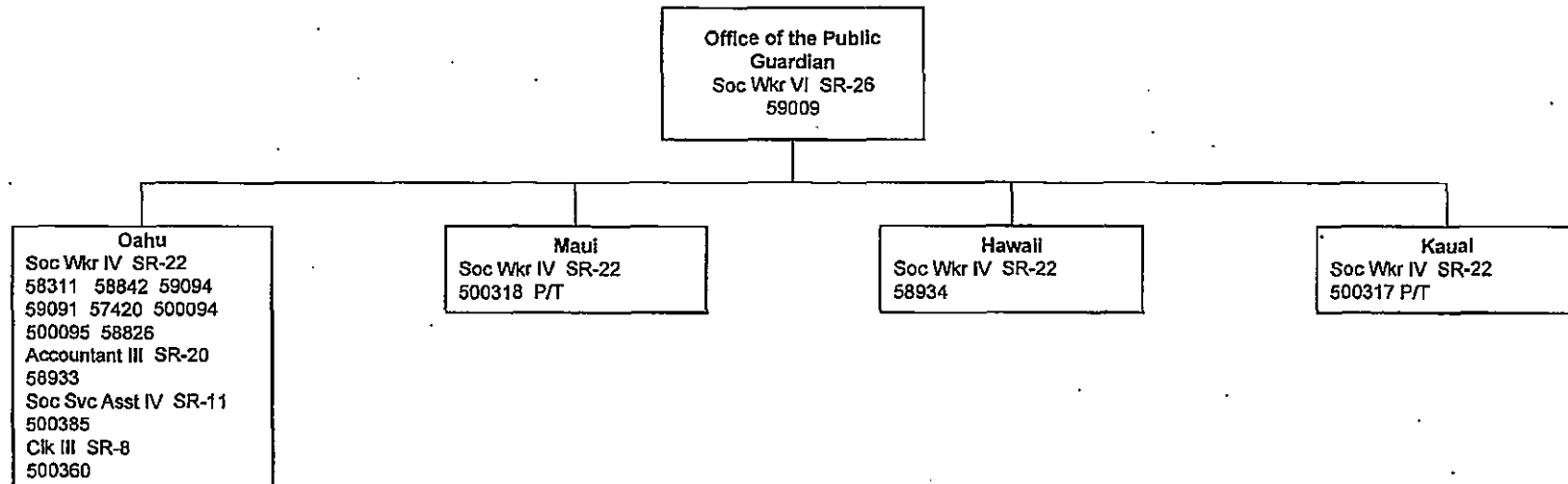
DATE: 11/6/01 Rev 9/09



Intergovernmental/ Community Relations Dept

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

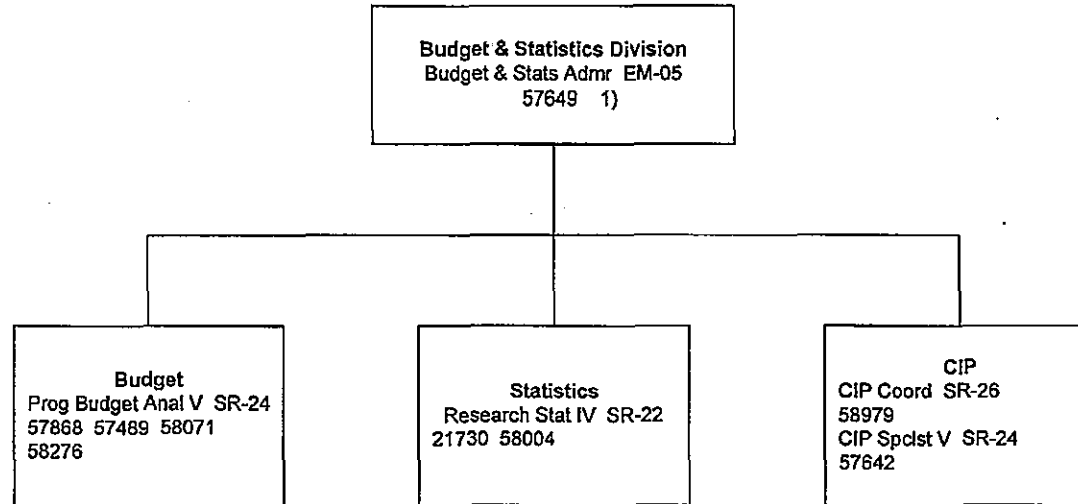
DATE: 12/13/04 Rev 9/09



Policy & Planning

APPROVED: *R. T. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

DATE: 5/5/10

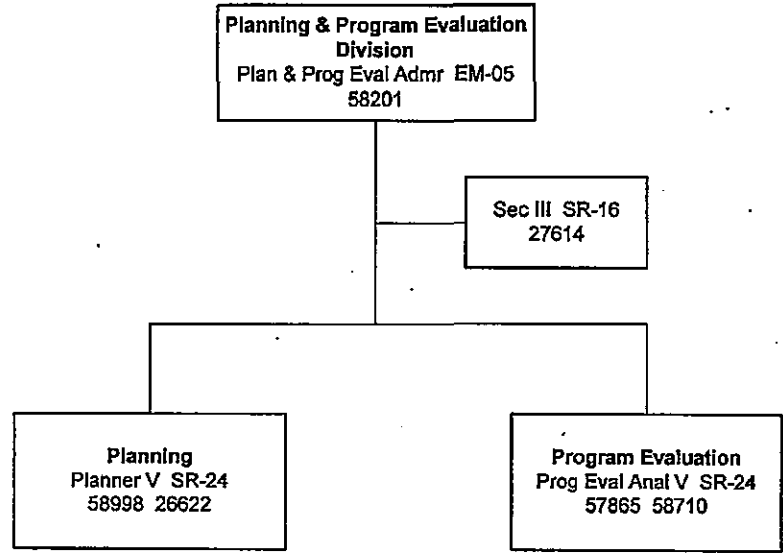


1) Psn to be redescribed from Research Stat V.

Policy & Planning

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

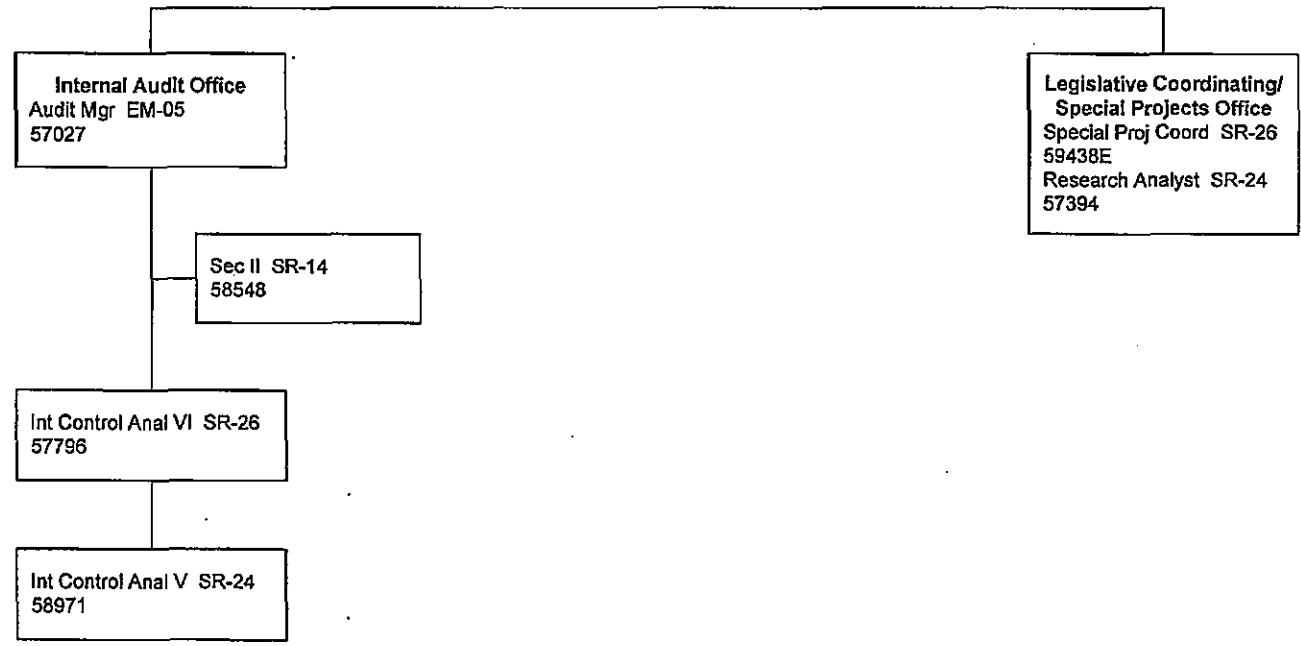
DATE: 11/06/01



Policy & Planning Dept

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

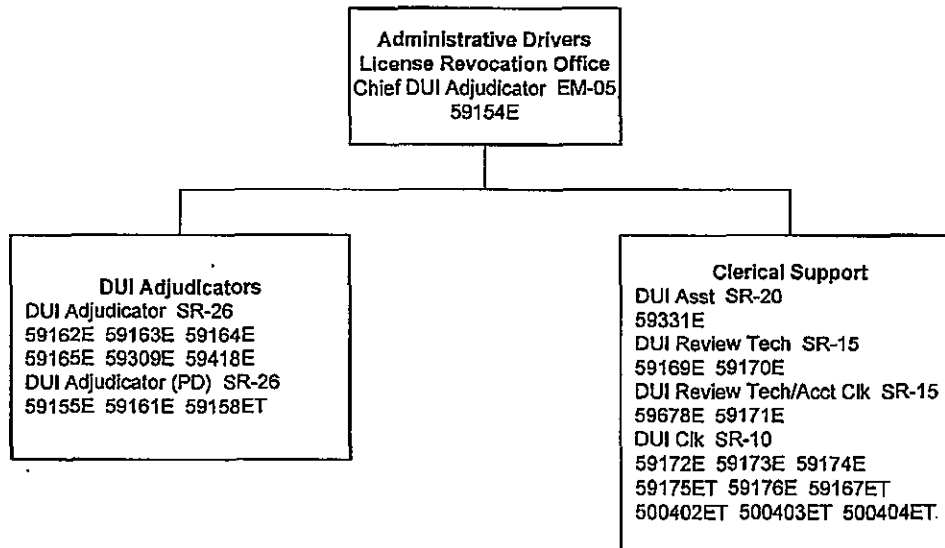
DATE: 5/5/10



Policy & Planning Dept

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

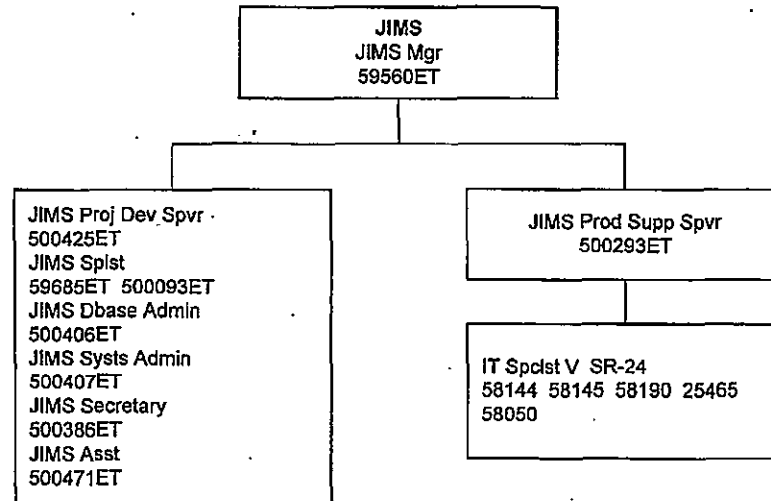
DATE: 12/13/04 Rev 9/09



Judiciary Information Management System
(JIMS)

APPROVED: *Ronald T. Y. Moon*
Ronald T. Y. Moon
CHIEF JUSTICE

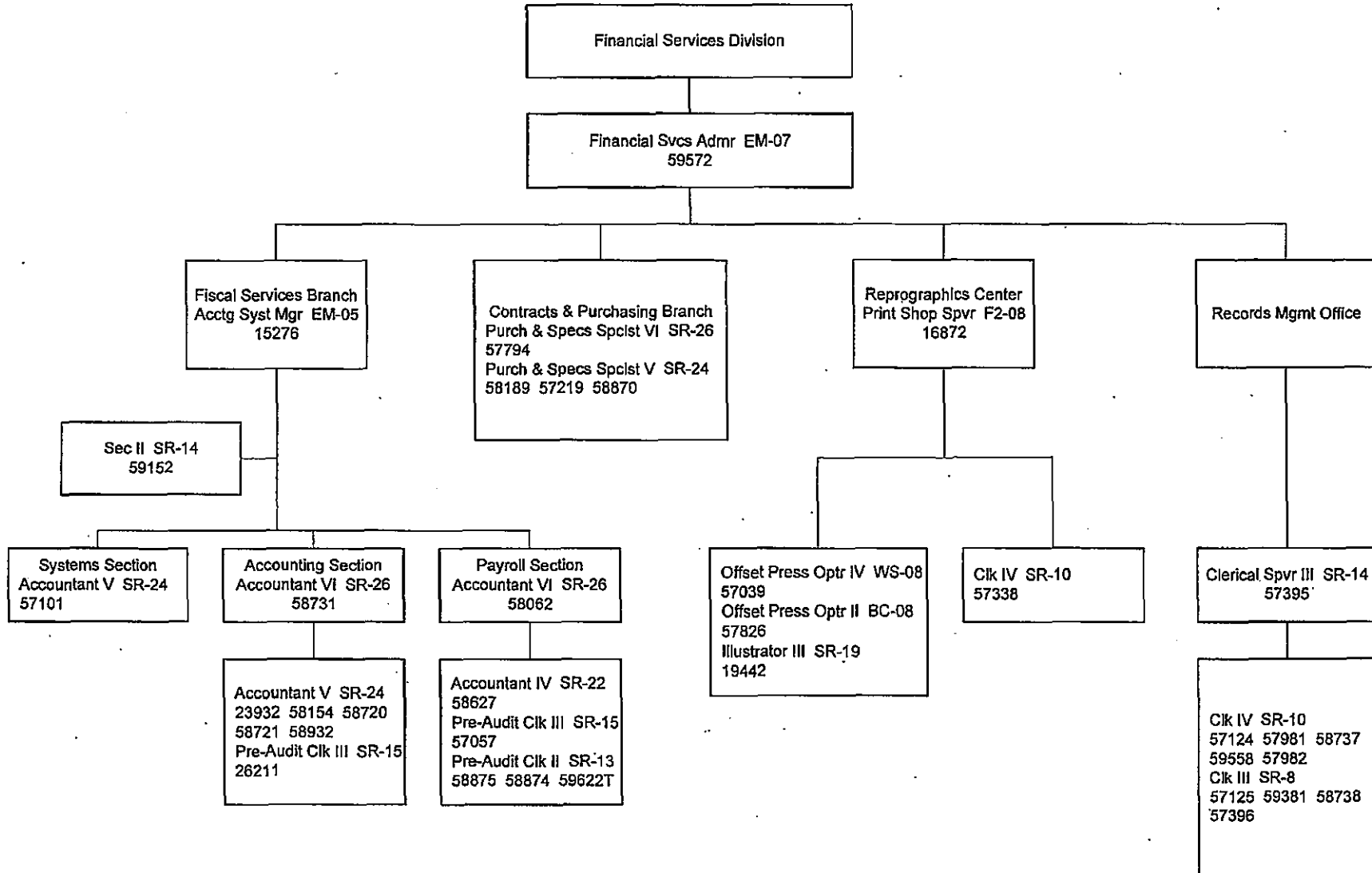
DATE: 10/14/08 Rev 9/09



Support Services

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

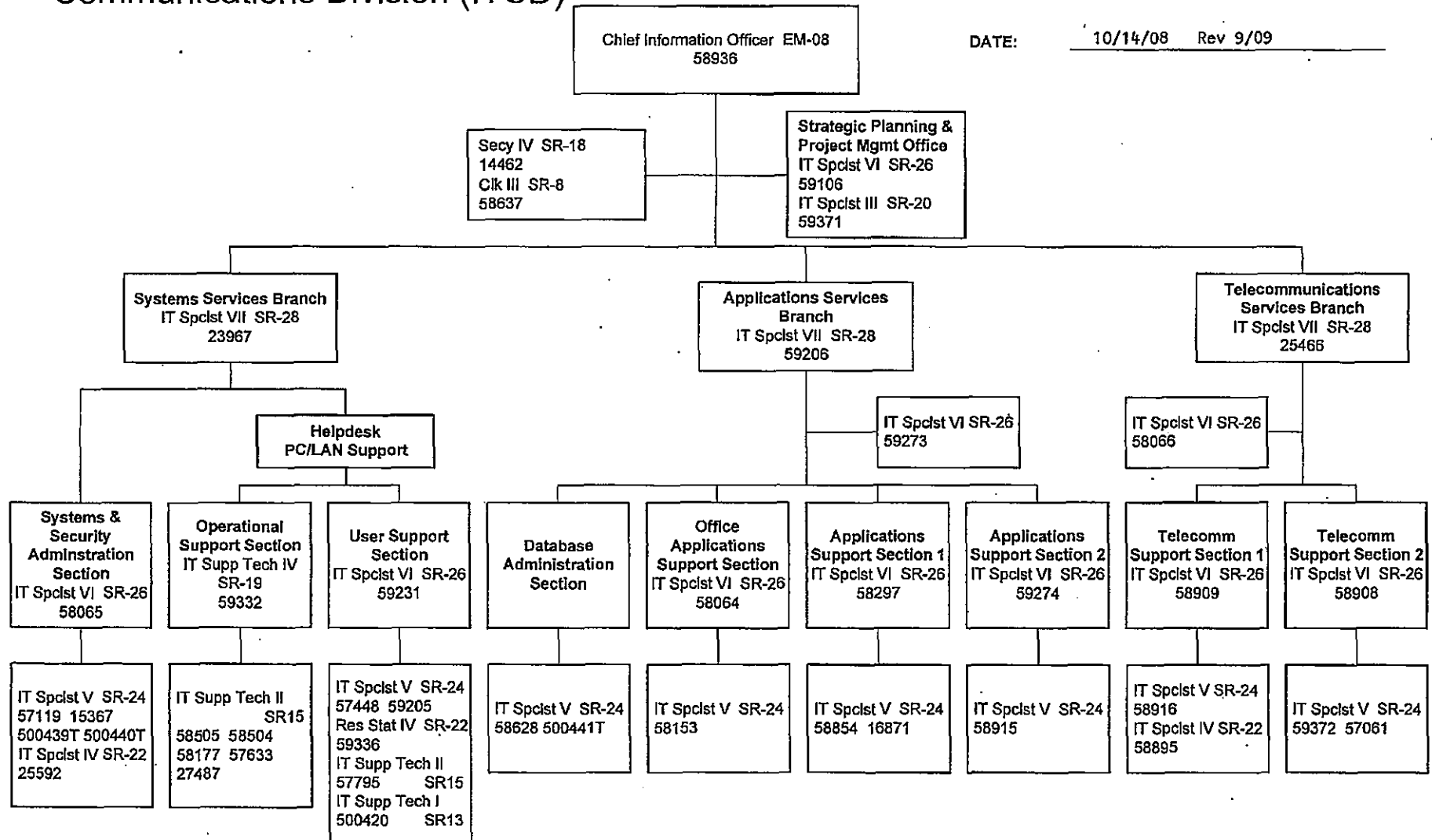
DATE: 6/17/03 Rev 9/09



SUPPORT SERVICES DEPT
 Information Technology &
 Communications Division (ITCD)

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

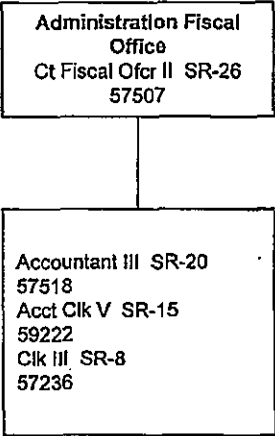
DATE: 10/14/08 Rev 9/09



Support Services Dept

APPROVED: *Ronald T. Y. Moor*
Ronald T. Y. Moor
CHIEF JUSTICE

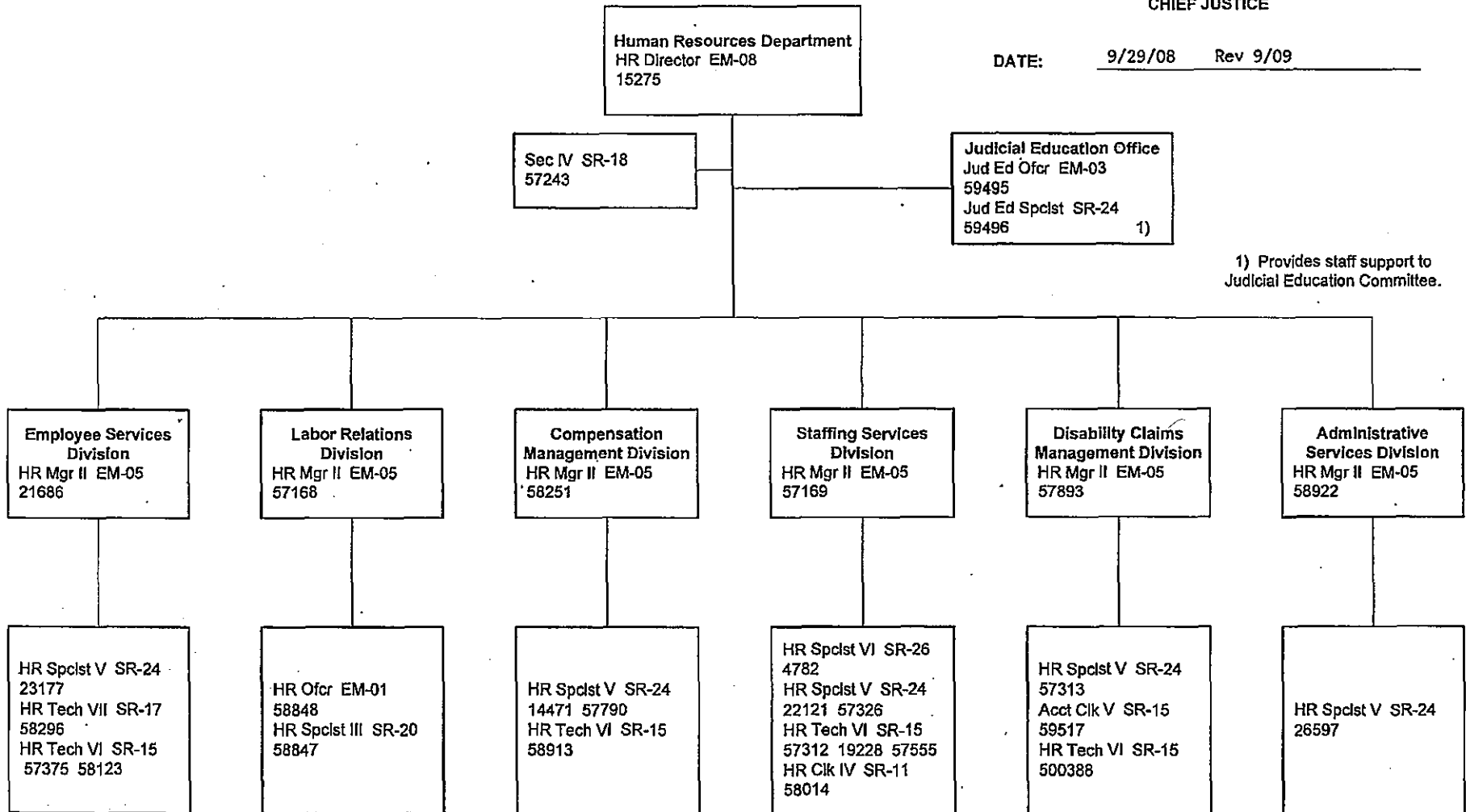
DATE: 10/31/06 Rev 9/09



Human Resources Dept

APPROVED: *Ronald T. Y. Moon*
 Ronald T. Y. Moon
 CHIEF JUSTICE

DATE: 9/29/08 Rev 9/09



1) Provides staff support to Judicial Education Committee.