

# In the Supreme Court of the State of Idaho

IN RE: ADMINISTRATIVE DISTRICT )  
JUDGE - JOB DESCRIPTION - POWER )  
AND DUTIES )

ORDER

The Court reviewed a recommendation from the Administrative Conference to adopt the following job description for Administrative District Judges, to read as follows, and the Court being fully informed;

NOW, THEREFORE, IT IS HEREBY ORDERED, the job description for Administrative District Judge be, and is hereby, AMENDED as follows:

**ADMINISTRATIVE DISTRICT JUDGE - JOB DESCRIPTION – POWERS AND DUTIES**  
Under Idaho Code § 1-907, the administrative judge of each judicial district has administrative supervision and authority over the operation of the district courts and magistrate division in the district. The administrative judge's role is an integral part of the administration of the judicial system. Under article V, section 2 of the Idaho Constitution, the courts constitute a unified and integrated judicial system under the administration and supervision of the Supreme Court. The Supreme Court maintains flexibility in carrying out its constitutional and statutory mandates in managing and supervising a unified court system by delegation of authority to the administrative director of the courts, the administrative judges and the trial court administrators. Consequently, the following list of powers and duties should not be viewed as exhaustive or limiting, and the administrative district judge retains such inherent power as needed to carry out the duties of the office.

The administrative judge, subject to the rules and direction of the Supreme Court, has administrative supervision and authority over the operation of the district courts and magistrate division in the district. The powers and duties of the administrative judge include, but are not limited to, all those powers and duties set forth in statute or in other rules of the Supreme Court, as well as the following:

- (1) meet with county commissioners and other county and local officials within the district on budgets and other matters, and foster productive relationships with such officials to secure sufficient funding for the operation of the courts;
- (2) supervise the business of the judicial district and court calendars in such manner as to insure the expeditious and efficient processing of all cases and equitable

distribution of the district court caseload among the district judges, and of the magistrate division caseload among the magistrate judges;

(3) monitor the status of court dockets and calendars, and, where appropriate, implement improved methods and systems of managing dockets and caseloads;

(4) discuss any problems of delays in resolving cases with district judges or magistrate judges, offer assistance in addressing such delays, and take remedial action;

(5) encourage and promote the investigation, consideration and implementation of innovative approaches to managing the court's business, solving problems and addressing particular types of cases;

(6) provide supervision and direction to the trial court administrator in the performance of the duties of that office;

(7) seek the assistance of other persons in addressing issues affecting the improved administration of justice, by appointing committees, calling meetings of district judges or magistrate judges, or assigning individual district judges, magistrate judges or other court personnel;

(8) oversee the development and preparation of the annual budget request, and approve and submit the budget request to the Supreme Court;

(9) act as spokesperson for the court, within the district, in all matters with the executive and legislative branches of state and local government, and with community groups;

(10) establish effective relations between the court and the media, by scheduling forums or other opportunities for discussion with the media, and by providing general information to the media about the courts, the law, and court procedures and practices, to the extent permitted by the Idaho Code of Judicial Conduct;

(11) attend meetings of the Administrative Conference;

(12) conduct conferences of judges and clerks within the district;

(13) preside at meetings of the district judges and/or magistrate judges within the district;

(14) in cooperation with local and state officials, develop plans and procedures for insuring the security of courthouses and courtrooms, and address security concerns identified by the district judges, magistrate judges or other court personnel;

- (15) supervise the daily operations of the courts, and oversee the employment and supervision of all personnel in the performance of their court functions and in court-related programs, consistent with suggested model agreements developed by the Shared Employees Committee;
- (16) assign court reporters to attend court proceedings and perform the duties set forth in Rule 27 of the Idaho Court Administrative Rules;
- (17) delegate powers and duties to judges and court personnel as necessary and appropriate;
- (18) establish guidelines for bail bonds with regard to posting, forfeiture, exoneration and all other matters;
- (19) perform such other duties and exercise such powers as may be provided for by the rules or orders of the Supreme Court.

IT IS FURTHER ORDERED, that any memorandum of agreement or memorandum of understanding entered into or proposed to be entered into by the Administrative District Judge or any other person acting on behalf of the courts shall be submitted to the Administrative Director of the Courts for review and shall not become effective until it has been approved and signed by the Administrative Director of the Courts or the Chief Justice.

DATED this 14<sup>th</sup> day of December, 2017.

By Order of the Supreme Court

R. Burdick  
 Roger S. Burdick, Chief Justice

ATTEST: Karel A. Lehrman  
 Clerk

I, Karel A. Lehrman, Clerk of the Supreme Court/  
 Court of Appeals of the State of Idaho, do hereby  
 certify that the above is a true and correct copy of the  
Order entered in the above entitled  
 cause and now on record in my office. WITNESS my  
 hand and the Seal of this Court 12/18/2017  
 Karel A. Lehrman, Clerk

By Cathy Cole Deputy