

## PREFACE

Successful court administration depends upon the working relationship between the chief judge and the court administrator. Developing a management style best suited to court administration consists of communication, coordination, cooperation, and conciliation.

It is important for the chief judge to communicate to the court administrator any expectations in the areas of personnel supervision, budget and fiscal management, caseload management, and public relations, to name a few. The chief judge establishes policy and makes the major decisions and the court administrator implements those policy decisions through day-to-day activities.

One of the major responsibilities of the court administrator is to bring to the court a management knowledge and technique which permits the judge to hear cases and do legal research. Sound management practices allow the chief judge to achieve the optimum of performance.

Not all courts have a staff person designated to function as the court administrator as that term is used in this guide. Many, if not most, larger courts do have a specific person responsible to the chief judge who carries out administrative functions under the direction of the chief judge. Where a court administrator does not exist, the chief judge (or only judge) will, by default, have to perform all the administrative functions outlined in this guide in addition to his or her judicial functions.

**This guide is published by the State Court Administrative Office as a tool to assist the chief judge and court administrator in the management of their trial court. It is intended as a reference tool only and should not be relied upon as legal authority.**