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INFORMATION
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# ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS

*One Columbus Circle NE., Washington, DC 20544*
*Phone, 202–273–0107*

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| Deputy Director | (VACANCY) |
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| Chief, Office of Program Assessment | DUANE REX LEE |
| Associate Director and General Counsel | WILLIAM R. BURCHILL, JR. |
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| Chief, Bankruptcy Court Administration Division | GLEN K. PALMAN |
| Chief, Defender Services Division | THEODORE J. LIDZ |
| Chief, District Court Administration Division | GEORGE A. RAY |
| Chief, Federal Corrections and Supervision Division | EUNICE HOLT JONES |
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| Deputy Assistant Director | WILLIAM J. LEHMAN |
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| Chief, Administrative Services Office | LAURA C. MINOR |
| Chief, Court Security Office | DENNIS P. CHAPAS |
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| Chief, Space and Facilities Division | WILLIAM J. LEHMAN |
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| Deputy Assistant Director | GEORGE H. SCHAFER |
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| Financial Liaison Officer | PENNY JACOBS FLEMING |
| Chief, Accounting and Financial Systems Division | PHILIP L. MCKINNEY |
| Chief, Budget Division | GREGORY D. CUMMINGS |
| Assistant Director, Office of Human Resources and Statistics | MYRA HOWZE SHIPLETT |

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| Chief, Employee Relations Office | TRUDI M. MORRISON |
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| Chief, Technology Enhancement Office | RICHARD D. FENNELL |
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| Chief, Networks and Systems Integration Division | CHARLES M. MAYER |
| Chief, Technology Training and Support Division | CHARLES W. VAGNER |
| Assistant Director, Office of Judges Programs | PETER G. MCCABE |
| Special Counsel | JEFFREY A. HENNEMUTH |
| Chief, Long Range Planning Office | WILLIAM M. LUCIANOVIC, *Acting* |
| Chief, Rules Committee Support Office | JOHN K. RABIEJ |
| Chief, Article III Judges Division | JOHN E. HOWELL |
| Chief, Bankruptcy Judges Division | FRANCIS F. SZCZEBAK |
| Chief, Magistrate Judges Division | THOMAS C. HNATOWSKI |

*The Administrative Office of the United States Courts is charged with the nonjudicial, administrative business of the United States Courts, including the maintenance of workload statistics and the disbursement of funds appropriated for the maintenance of the U.S. judicial system.*

The Administrative Office of the United States Courts was created by act of August 7, 1939 (28 U.S.C. 601). The Office was established November 6, 1939. Its Director and Deputy Director are appointed by the Chief Justice of the United States after consultation with the Judicial Conference.

**Administering the Courts** The Director is the administrative officer of the courts of the United States (except the Supreme Court). Under the guidance of the Judicial Conference of the United States the Director is required, among other things, to:

—supervise all administrative matters relating to the offices of clerks and other clerical and administrative personnel of the courts;

—examine the state of the dockets of the courts, secure information as to the courts' need of assistance, and prepare and transmit quarterly to the chief judges of the circuits statistical data and reports as to the business of the courts;

—submit to the annual meeting of the Judicial Conference of the United States, at least 2 weeks prior thereto, a report of the activities of the Administrative Office and the state of the business of the courts;

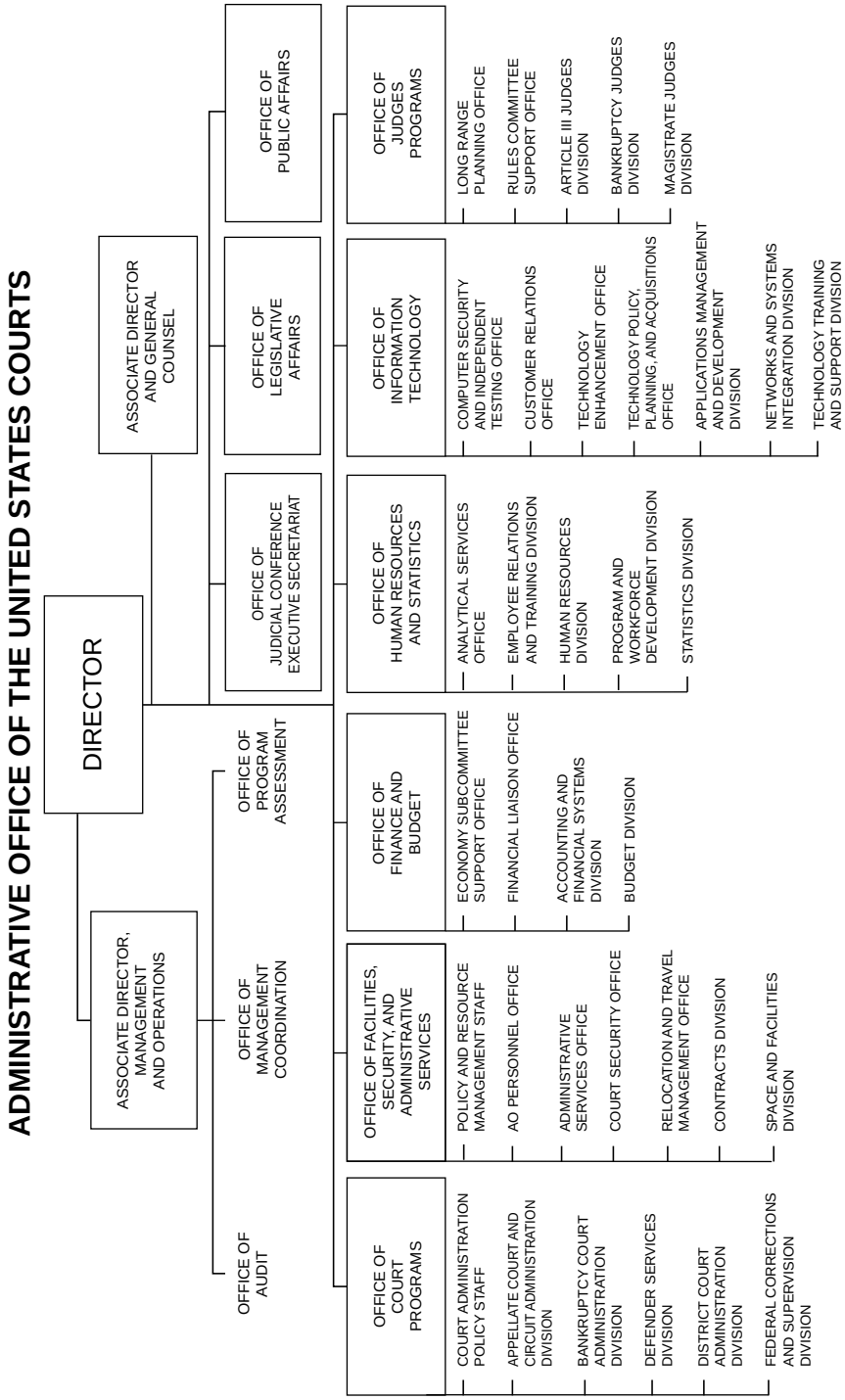
—fix the compensation of employees of the courts whose compensation is not otherwise fixed by law;

—regulate and pay annuities to widows and surviving dependent children of judges;

—disburse moneys appropriated for the maintenance and operation of the courts;

—examine accounts of court officers;

—regulate travel of judicial personnel;


ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
DIRECTOR
ASSOCIATE DIRECTOR, MANAGEMENT AND OPERATIONS
OFFICE OF AUDIT
OFFICE OF MANAGEMENT COORDINATION
OFFICE OF PROGRAM ASSESSMENT
ASSOCIATE DIRECTOR AND GENERAL COUNSEL
OFFICE OF JUDICIAL CONFERENCE EXECUTIVE SECRETARIAT
OFFICE OF LEGISLATIVE AFFAIRS
OFFICE OF PUBLIC AFFAIRS
OFFICE OF COURT PROGRAMS
COURT ADMINISTRATION POLICY STAFF
APPELLATE COURT AND CIRCUIT ADMINISTRATION DIVISION
BANKRUPTCY COURT ADMINISTRATION DIVISION
DEFENDER SERVICES DIVISION
DISTRICT COURT ADMINISTRATION DIVISION
FEDERAL CORRECTIONS AND SUPERVISION DIVISION
OFFICE OF FACILITIES, SECURITY, AND ADMINISTRATIVE SERVICES
POLICY AND RESOURCE MANAGEMENT STAFF
AO PERSONNEL OFFICE
ADMINISTRATIVE SERVICES OFFICE
COURT SECURITY OFFICE
RELOCATION AND TRAVEL MANAGEMENT OFFICE
CONTRACTS DIVISION
SPACE AND FACILITIES DIVISION
OFFICE OF FINANCE AND BUDGET
ECONOMY SUBCOMMITTEE SUPPORT OFFICE
FINANCIAL LIAISON OFFICE
ACCOUNTING AND FINANCIAL SYSTEMS DIVISION
BUDGET DIVISION
OFFICE OF HUMAN RESOURCES AND STATISTICS
ANALYTICAL SERVICES OFFICE
EMPLOYEE RELATIONS AND TRAINING DIVISION
HUMAN RESOURCES DIVISION
PROGRAM AND WORKFORCE DEVELOPMENT DIVISION
STATISTICS DIVISION
OFFICE OF INFORMATION TECHNOLOGY
COMPUTER SECURITY AND INDEPENDENT TESTING OFFICE
CUSTOMER RELATIONS OFFICE
TECHNOLOGY ENHANCEMENT OFFICE
TECHNOLOGY POLICY, PLANNING, AND ACQUISITIONS OFFICE
APPLICATIONS MANAGEMENT AND DEVELOPMENT DIVISION
NETWORKS AND SYSTEMS INTEGRATION DIVISION
TECHNOLOGY TRAINING AND SUPPORT DIVISION
OFFICE OF JUDGES PROGRAMS
LONG RANGE PLANNING OFFICE
RULES COMMITTEE SUPPORT OFFICE
ARTICLE III JUDGES DIVISION
BANKRUPTCY JUDGES DIVISION
MAGISTRATE JUDGES DIVISION

—provide accommodations and supplies for the courts and their clerical and administrative personnel;

—establish and maintain programs for the certification and utilization of court interpreters and the provision of special interpretation services in the courts; and

—perform such other duties as may be assigned to him by the Supreme Court or the Judicial Conference of the United States.

The Director is also responsible for the preparation and submission of the budget of the courts, which shall be transmitted by the Office of Management and Budget to Congress without change.

**Probation Officers** The Administrative Office exercises general supervision of the accounts and practices of the Federal probation offices, subject to primary control by the respective district courts that they serve. The Office publishes quarterly, in cooperation with the Bureau of Prisons of the Department of Justice, a magazine entitled *Federal Probation,* which is a journal ''of correctional philosophy and practice.''

The Director also has responsibility with respect to the establishment of pretrial services in the district courts under the Pretrial Services Act of 1982 (18 U.S.C. 3152). These offices report to their respective courts information concerning pretrial release of persons charged with Federal offenses and supervise such persons who are released to their custody.

**Bankruptcy** The Bankruptcy Amendments and Federal Judgeship Act of 1984 (28 U.S.C. 151) provided that the bankruptcy judges for each judicial district shall constitute a unit of the district court to be known as the bankruptcy court. Bankruptcy judges are appointed by the courts of appeals in such numbers as authorized by Congress and serve for a term of 14 years as judicial officers of the district courts.

This act placed jurisdiction in the district courts over all cases under title 11, United States Code, and all proceedings arising in or related to cases under that title (28 U.S.C. 1334). The district court may provide for such cases and proceedings to be referred to its bankruptcy judges (as authorized by 28 U.S.C. 157).

The Director of the Administrative Office recommends to the Judicial Conference the official duty stations and places of holding court of bankruptcy judges, surveys the need for additional bankruptcy judgeships to be recommended to Congress, and determines the staff needs of bankruptcy judges and the clerks of the bankruptcy courts.

**Federal Magistrate Judges** Under the Federal Magistrates Act, as amended (28 U.S.C. 631), the Director of the Administrative Office, under the supervision and direction of the Judicial Conference, exercises general supervision over administrative matters in offices of United States magistrate judges, compiles and evaluates statistical data relating to such offices, and submits reports thereon to the Conference. The Director reports annually to Congress on the business that has come before United States magistrate judges and also prepares legal and administrative manuals for the use of the magistrate judges. The act provides for surveys to be conducted by the Administrative Office of the conditions in the judicial districts in order to make recommendations as to the number, location, and salaries of magistrate judges, which are determined by the Conference subject to the availability of appropriated funds.

**Federal Defenders** The Criminal Justice Act (18 U.S.C. 3006A) establishes the procedure for the appointment of counsel in Federal criminal cases for individuals who are unable to afford adequate representation under plans adopted by each district court. The act also permits the establishment of Federal public defender or Federal community defender organizations by the district courts in districts where at least 200 persons annually require the appointment of counsel. Two adjacent districts may be combined to reach this total.

Each defender organization submits to the Director of the Administrative Office an annual report of its activities along

with a proposed budget or, in the case of community defender organizations, a proposed grant for the coming year. The Director is responsible for the submission of the proposed budgets and grants to the Judicial Conference for approval. The Director also makes payments to the defender organizations out of appropriations in accordance with the approved budgets and grants, as well as compensating private counsel appointed to defend criminal cases in the United States courts.

### Sources of Information

Information may be obtained from the following offices:

Bankruptcy Judges Division. Phone, 202–273–1900.

Budget Division. Phone, 202–273–2100.

Defender Services Division. Phone, 202–273–1670.

Federal Corrections and Supervision Division. Phone, 202–273–1600.

General Counsel. Phone, 202–273–1100.

Human Resources Division. Phone, 202–273–1270.

Judicial Conference Executive Secretariat. Phone, 202–273–1140.

Legislative Affairs Office. Phone, 202–273–1120.

Magistrate Judges Division. Phone, 202–273–1830.

Public Affairs Office. Phone, 202–273–0107.

Statistics Division. Phone, 202–273–2240.

**For further information, contact one of the offices listed above, Administrative Office of the United States Courts, Thurgood Marshall Federal Judiciary Building, One Columbus Circle NE., Washington, DC 20544.**

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## FEDERAL JUDICIAL CENTER

*Thurgood Marshall Federal Judiciary Building,*
*One Columbus Circle NE., Washington, DC 20002–8003*
*Phone, 202–273–4000. Internet, http://www.fjc.gov/.*

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| Director | RYA W. ZOBEL |
| Deputy Director | RUSSELL R. WHEELER |
| Director of Research | JAMES B. EAGLIN |
| Director of Judicial Education | CHARLES ARBERG, *Acting* |
| Director of Court Education | EMILY Z. HUEBNER |
| Director of Publications and Media | SYLVAN A. SOBEL |

*The Federal Judicial Center is the judicial branch's agency for policy research and continuing education.*

The Federal Judicial Center was created by act of December 20, 1967 (28 U.S.C. 620), to further the development and adoption of improved judicial administration in the courts of the United States.

The Center's basic policies and activities are determined by its Board, which is composed of the Chief Justice of the United States, who is permanent Chairman of the Board by statute, and two judges of the U.S. courts of appeals, three judges of the U.S. district courts, one bankruptcy judge, and one magistrate judge, all of whom are elected for 4-year terms by the Judicial Conference of the United States. The Director of the Administrative Office of the United States Courts is also a permanent member of the Board.

Pursuant to statute the Center:

—develops and administers orientation and continuing education programs for Federal judges, Federal defenders, and nonjudicial court personnel, including probation officers, pretrial services officers, and clerks' office employees;

—conducts empirical and exploratory research and evaluation on Federal judicial processes, court management,