ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
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Associate Director, Management and Operations
   Deputy Associate Director
   Audit Officer
   Management, Planning and Assessment Officer
Associate Director and General Counsel
   Deputy General Counsel
Assistant Director, Office of Judicial Conference Executive Secretariat
   Deputy Assistant Director
Assistant Director, Office of Legislative Affairs
   Deputy Assistant Director
Assistant Director, Office of Public Affairs
   Public Information Officer
Assistant Director, Office of Court Administration and Defender Services
   Deputy Assistant Director for Court Administration
   Chief, Appellate Court and Circuit Administration Division
   Chief, Bankruptcy Court Administration Division
   Chief, Court Administration Policy Staff
   Chief, Defender Services Division
   Chief, District Court Administration Division
   Chief, Electronic Public Access Program Office
Assistant Director, Office of Facilities and Security
   Deputy Assistant Director
   Chief, Court Security Office
   Chief, Judiciary Emergency Preparedness Office
   Chief, Security and Facilities Policy Staff
   Chief, Space and Facilities Division
Assistant Director, Office of Finance and Budget
   Deputy Assistant Director
   Chief, Accounting and Financial Systems Division
   Chief, Budget Division
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Assistant Director, Office of Human Resources and Statistics
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   Chief, Employee Relations Office

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   (vacancy)
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   Susan J. Hayes
   Rodgers A. Stewart
   George H. Schafer
Gregory D. Cummings
   Philip L. McKinney
Bruce E. Johnson
   Penny Jacobs Fleming
   R. Townsend Robinson, Acting
R. Townsend Robinson
   Trudi M. Morrison
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;
— 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 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  The Director of the Administrative Office exercises general supervision over administrative matters in offices of U.S. magistrate judges, compiles and evaluates statistical data relating to such offices, and submits reports thereon to the Judicial Conference. The Director reports annually to Congress on the business that has come before U.S. 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 Judicial 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 private panel attorneys 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 sources:

- Defender Services Division. Phone, 202–502–3030.
- General Counsel. Phone, 202–502–1100.


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**FEDERAL JUDICIAL CENTER**

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Director of Judicial Education
Director of Court Education
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