A Guide to the Office of the Circuit Executive for the Ninth Circuit

October 2002

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Office of the Circuit Executive

for the

Ninth Circuit

Revised October 2002

Office of the Circuit Executive

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Judicial Council of the Ninth Circuit and the Office of the Circuit Executive

ROLES AND FUNCTIONS

The Office of the Circuit Executive was created by statute to provide professional administrative staffing to circuit councils, which are composed primarily of judges engaged full-time in deciding cases.

The Office of the Circuit Executive (OCE) provides administrative support to the Judicial Council of the Ninth Circuit and its various committees. It also provides direct services to all the judicial court units in the circuit. All OCE responsibilities flow from directives of the Judicial Council or the Chief Judge of the Ninth Circuit. The OCE is organized around the council's core functions.

This guide outlines the responsibilities of the Judicial Council and manner in which the Office of the Circuit Executive has been organized to manage them.

Judicial Council of the Ninth Circuit

MISSION STATEMENT

The mission of the Judicial Council of the Ninth Circuit is to support the effective and expeditious administration of justice and the safeguarding of fairness in the administration of the courts within the circuit. To do so, it will promote the fair and prompt resolution of disputes, ensure the effective discharge of court business, prevent any form of invidious discrimination, and enhance public understanding of, and confidence in, the Judiciary.

Judicial Council Members

2002-2003

Chief Judge Mary M. Schroeder
March 1, 1996 to Nov. 30, 2007

Circuit Judge Alex Kozinski
Dec. 1, 2000 to Nov. 30, 2007

Senior Circuit Judge
Betty B. Fletcher
Represents Senior Circuit Judges
Oct. 1, 2000 to Sept. 30, 2003

Circuit Judge
A. Wallace Tashima
Represents Southern Administrative Unit of Court of Appeals
Oct. 1, 2001 to Sept. 30, 2004

Circuit Judge Sidney Thomas
Represents Northern Administrative Unit of Court of Appeals
Oct. 1, 2000 to Sept. 30, 2003

Circuit Judge William Fletcher
Represents Central Administrative Unit of Court of Appeals
Oct. 1, 2002 to Sept. 30, 2005

Chief District Judge
William Shubb (E.D. Cal.)
Represents Conference of Chief District Judges
Oct. 1, 2001 to May 13, 2003

Chief District Judge
David Ezra (Hawaii)
Represents District Judges to Judicial Conference of U.S.
Oct. 1, 2002 to Sept. 30, 2005

Senior District Judge Robert Bryan
(W.D. Wash.)
President, District Judges Association
Oct. 1, 2001 to Sept. 30, 2003

Chief District Judge Marilyn Patel
(N.D. Cal.)
Conference of Chief District Judges
Sept. 3, 2002 to Nov. 15, 2004

Senior District Judge
Jack D. Shanstrom (Montana)
Represents the Senior District Judges
Oct. 1, 2001 to Sept. 30, 2004

Chief Bankruptcy Judge
Edward Jellen (N.D. Cal.)
Observer
Oct. 1, 2002 to Sept. 30, 2003

Magistrate Judge Virginia Mathis
Observer
Oct. 1, 2002 to Sept. 30, 2004

Judicial Council of the Ninth Circuit

2001-2002*

Seated, from left: Chief District Judge William Shubb, Circuit Judge Alex Kozinski, Chief Circuit Judge Mary M. Schroeder, Circuit Judge A. Wallace Tashima, and Circuit Judge Sidney Thomas. Standing, from left: Senior District Judge Robert Bryan, Bankruptcy Judge Edward Jellen, Chief District Judge Marilyn Patel, Circuit Judge William Fletcher, Senior Circuit Judge Betty Binns Fletcher, Magistrate Judge Virginia Mathis, Senior District Judge Jack Shanstrom, and Chief District Judge David Ezra.

Current Roles of the Judicial Council

1. Provide supplemental resources to judges and courts.

2. Evaluate legal, court administrative, or personnel requests of the courts.

3. Conduct studies and legal research.

4. Formulate policy.

5. Administer the judicial disciplinary process.

6. Oversee and monitor the quality of the administration of the business of the courts.

7. Sponsor education and training programs.

8. Provide direct legal, professional and technical assistance.

9. Communicate information about policies and programs of interest to judges and court staff of the circuit and to the general public.

Judicial Council of the Ninth Circuit

Chief Judge Mary M. Schroeder

Executive Committee

Office of the Circuit Executive

Judicial Conference Executive Committee

Budget & Finance

Program

Resolutions

Activities

Advisory Board

Lawyer Representatives Coordinating Council (LRCC)

Associations of Judicial Officers

Conf. of Chief District Judges

Conf. of Chief Bankruptcy Judges

Magistrate Judges Executive Board

Liaison Committees

District Clerks

Bankruptcy Clerks

Chief Probation & Pretrial Officers

Advisory & Standing Committees

Jury Instructions

Automation

Capital Case

Pacific Islands

Judicial Wellness

Gender, Race, Religious & Ethnic Fairness

Alternative Dispute Resolution

Judges Education Committee

Federal Public Defenders

Jury Reform

Court-Council Committee on Reappointments of Bankruptcy Judges

Space & Security

Public Information & Community Outreach

Library Committee

Task Forces

CJA Oversight

Organization of Ninth Circuit Committees

Office of the Circuit Executive for the Ninth Circuit

MISSION STATEMENT

The Office of the Circuit Executive is committed to providing professional support to the judicial council and courts of the Ninth Circuit, and to ensuring the highest level of public trust in the administration of justice. This support includes identifying needs; conducting studies; proactively developing and implementing innovative policies; providing training, public information and human resources support; coordinating building and automation projects; and advising the Judicial Council on procedural and ethical matters.

Circuit Executive: Role and Responsibility Set by Statute

28 U.S.C. § 332 (1991) Establishing the Role and Responsibility of the Circuit Executive (Excerpt*)*

E. The Judicial Council of each circuit may appoint a circuit executive. In appointing a circuit executive, the Judicial Council shall take into account experience in administrative and executive positions, familiarity with court procedures and special training. The circuit executive shall exercise such administrative powers and perform such duties as may be delegated to him by the circuit council. The duties delegated to the circuit executive of each circuit may include but may not be limited to:

(1) Exercising administrative control of all nonjudicial activities of the court of appeals of the circuit in which he/she is appointed.

(2) Administering the personnel system of the court of appeals of the circuit.

(3) Administering the budget of the court of appeals of the circuit.

(4) Maintaining a modern accounting system.

(5) Establishing and maintaining property control records and undertaking a space management program.

(6) Conducting studies relating to the business and administration of the court within the circuit and preparing appropriate recommendations and reports to the chief judge, the circuit council and the Judicial Conference.

(7) Collecting, compiling and analyzing statistical data with a view to the preparation and presentation of reports based on such data as may be directed by the chief judge, the circuit council, and the Administrative Office of the United States Courts.

(continued page 11)

Circuit Executive Statute cont.

(8) Representing the circuit as its liaison to the courts of the various states in which the circuit is located, the marshal's office, state and local bar associations, civic groups, news media, and other private and public groups having a reasonable interest in the administration of the circuit.

(9) Arranging and attending meetings of the judges of the circuit and of the circuit council, including preparing the agenda and serving as secretary in all such meetings.

(10) Preparing an annual report to the circuit and to the Administrative Office of the United States Courts for the preceding calendar year, including recommendations for more expeditious disposition of the business of the circuit.

All duties delegated to the circuit executive shall be subject to the general supervision of the chief judge of the circuit.

F. (1) Each circuit executive shall be paid at a salary to be established by the Judicial Conference of the United States not to exceed the annual rate of level IV of the Executive Schedule pay rates under § 5315 of Title 5.

(2) The circuit executive shall serve at the pleasure of the Judicial Council of the circuit.

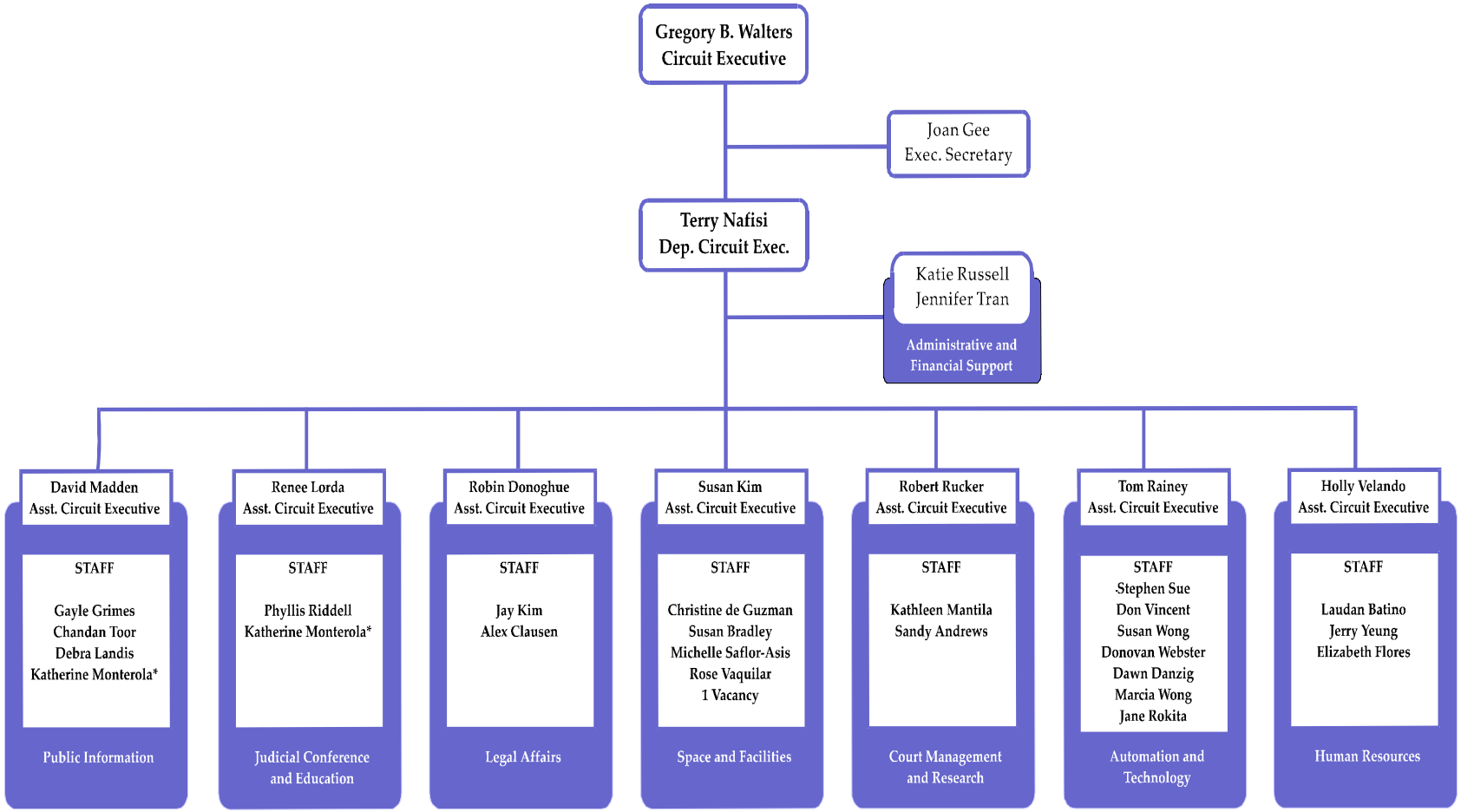
(3) The circuit executive may appoint, with the approval of the council, necessary employees in such number as may be approved by the Director of the Administrative Office of the United States Courts.

(4) The circuit executive and his staff shall be deemed to be officers and employees of the judicial branch of the United States Government within the meaning of Subchapter III of Chapter 83 (relating to civil service retirement), Chapter 87 (relating to Federal employees' life insurance program), and chapter 89 (relating to Federal employees' health benefits program) of Title 5, United States Code.

Office of the Circuit Executive

Organization Chart

As of 10/1/02



Roles of the Judicial Council and Associated OCE Staffing

In 1994, the Ninth Circuit Judicial Council conducted a long-range planning process to articulate its mission and examine its principal functions. As staff to the judicial council, the Office of the Circuit Executive carries out the tasks to implement nine core functions identified in that process. The following is a list of core functions and the associated OCE units responsible for them.

A. Provide supplemental resources to judges and courts.

- Temporary emergency personnel funds, staffing for senior judges; designations of visiting judges, biennial judgeship survey - Dr. Robert Rucker
- Space and facilities leases, changes, construction, renovation - Ms. Susan Kim

B. Evaluate legal, court administrative, and personnel requests of the courts.

- CJA plans, jury management plans, senior judge salary certifications, new magistrate judge and court reporter positions, places of holding court - Dr. Rucker
- EEO plans, EDR plans - Ms. Holly Velando

C. Conduct studies and legal research projects.

- Various units, depending upon the content: capital case management and budgeting, surveys of judges and practitioners - Dr. Rucker
- Judicial evaluation systems, jury instructions, alternative dispute resolution - Ms. Robin Donoghue

D. Formulate policy.

- Circuit Executive and all units, depending upon content.

Judicial Council Roles and OCE Staffing cont.

E. Administer the judicial disciplinary process.

- Misconduct proceedings, ethics advice - Ms. Donoghue

F. Oversee and monitor the quality of the administration of the business of the courts.

- Review local rules for compliance with national rules - Ms. Donoghue
- Maintain and oversee caseload statistics on matters under advisement, motions over 6-months old, and cases over 3-years old, and financial audits - Dr. Rucker

G. Sponsor education and training programs.

- Various units: human resources - Ms. Velando
- Chief judges conferences - Ms. Terry Nafisi
- Ethics, judicial wellness - Ms. Donoghue
- Automation - Mr. Tom Rainey
- Ninth Circuit Judicial Conference planning process, education committees - Ms. Renee Lorda

H. Provide direct legal, professional and technical assistance.

- Legal advice, ethics advice, general counsel role - Ms. Donoghue
- Human resources, employee counseling advice, recruitment, retirement, bankruptcy judge and federal defender selection processes - Ms. Velando
- Automation and telecommunications assistance - Mr. Rainey
- Media relations assistance, Web sites - Mr. David Madden

I. Communicate information about policies and programs of interest to the judges and court staff of the circuit and to the general public.

- Press releases, publications, speeches, media relations advice, outreach - Mr. Madden

Circuit Executive

Contact for matters related to the Judicial Conference of the United States, the Administrative Office of the United States Courts, and the Federal Judicial Center; also for issues relating to the chief judge, district judges or bankruptcy judges; for "hot-button" issues such as space and splitting of the circuit; and for congressional issues.

Contact Information:
Tele. (415) 556-6162
Fax (415) 556-6179
gwalters@ce9.uscourts.gov

Dr. Gregory B. Walters, Ph.D., is responsible for all activities of the Office of the Circuit Executive and implements the policies of the judicial council and other policy-making bodies in the circuit. He is the principal liaison with the judges of the circuit.

PRINCIPAL FUNCTIONS

- **Manages the Office of the Circuit Executive**
Recruits, selects and supervises the 35-person staff of the Office of the Circuit Executive.

- **Liaison to circuit, district, bankruptcy, magistrate judges**
Maintains relationships with Ninth Circuit judges and stays current with issues of concern to them.

- **Liaison to Administrative Office, Federal Judicial Center**
Serves as principal point of contact with the Administrative Office and the Federal Judicial Center.

- **Liaison to other circuits, agencies and Congress**
Principal point of contact for the circuit with other circuits, other government agencies, and with congressional staff on issues of concern to the circuit.

- **Liaison to United States Marshals Service**

- **Judicial Conference of the United States**

- **Conference of Chief Circuit Judges and Circuit Executives**

- **General Services Administration**

Biography

Dr. Gregory B. Walters, Ph.D. – graduated from Arizona State University with a B.A. and M.A. in sociology, and from Washington State University with a Ph.D. in sociology. Worked as a research assistant at the Battelle Seattle Research Center and as an adjunct assistant professor of sociology at Washington State University. In 1979, became a management analyst, then director of arbitration, then deputy court administrator for the King County Superior Court in Seattle. In 1984, joined the Office of Circuit Executive and was appointed circuit executive in 1989.

Executive Unit Staff

Joan Gee – Executive Secretary to Greg Walters and Terry Nafisi. Prepares materials for the judicial council meetings and semi-annual meetings of the Conferences of Chief District and Chief Bankruptcy Judges. Handles Mr. Walters' and Ms. Nafisi's travel and meeting schedules and correspondence. Contact for availability of Mr. Walters and Ms. Nafisi for possible meetings, circuit-wide mailings, invitations, and appointments, and judicial council schedule.

Katie Russell – Administrative and Financial Manager, oversees the financial functions of the Circuit Executive's office, including audit standards, financial controls, budgeting and documentation. Administrative aspects include record maintenance, security, inventory control, local remodeling. Contact for consultation and training on financial management and assistance in the development of "best practices." Reviews capital case budgets and assists with questions and informational updates.

Jennifer Tran – Financial Specialist. Handles day-to-day processing of payment and travel vouchers.

Deputy Circuit Executive

Contact for matters related to the Administrative Office of the United States Courts; chief judge issues; questions related to Judicial Council policies; "hot-button" issues.

Contact Information:
Tele. (415) 556-6161
Fax (415) 556-6179
tnafisi@ce9.uscourts.gov

Terry Nafisi supervises the daily operations and activities of the Office of the Circuit Executive and implements the policies and procedures of the Judicial Council of the Ninth Circuit and judicial representative groups.

PRINCIPAL FUNCTIONS

- **Implement policies**

Initiate, direct and supervise the implementation of policies, procedures, and operations of the Judicial Conference of the United States, the Judicial Council of the Ninth Circuit, the chief judge, the Administrative Office and the OCE staff pursuant to the directives of the circuit executive.

- **Initiate policies and procedures**

Initiate the development and implementation of policies and procedures on behalf of the chief circuit judge, and develop and implement policies and procedures on behalf of committees and task forces of the Ninth Circuit Judicial Council.

- **Administer office operations**

Develop, administer and supervise the administrative and financial processes of the Office of the Circuit Executive.

COMMITTEES

- **Judicial Council**
- **Executive Committee of the Judicial Council**
- **Conferences of Chief District and Chief Bankruptcy Judges**
- **Magistrate Judges Executive Board**
- **Clerk Liaison Committees**

Biography

Terry Nafisi – graduated from Michigan State University where she received a masters in Public Administration. Prior to joining the Office of the Circuit Executive, served as assistant director of the Michigan Judicial Institute, the continuing legal education division of the Michigan Supreme Court. The Ninth Circuit deputy circuit executive since 1990. Past recipient of the Director's Award for Outstanding Leadership.

Legal Affairs

Contact regarding judicial misconduct complaints and investigations; obtaining approval for outside teaching; ethics advice; other legal affairs.

Contact Information:
Tele. (415) 556-9588
Fax (415) 556-6179
rdonoghue@ce9.uscourts.gov

Robin Donoghue, **Esq.**, is the Assistant Circuit Executive for Legal Affairs. Her unit provides legal advice to the judicial council, the chief judge, and the circuit executive; processes judicial misconduct complaints and teaching requests; advises judges and staff on judicial ethics; and monitors legislation.

PRINCIPAL FUNCTIONS

- **Legal counsel to the judicial council**

Provides legal advice upon request and staffs special committees as requested.

- **Judicial misconduct**

Processes complaints; conducts preliminary inquiries for the chief judge; staffs special investigative committees appointed by the chief judge; advises the council and chief judge on disposition of complaints.

- **Judicial ethics**

Advises judges and staff on judicial ethics under the Codes of Conduct for United States Judges and Judicial Employees, and the Ethics Reform Act of 1989; processes requests for approval of compensated teaching activities.

- **Legislative tracking**

Monitors legislative developments; assists in lobbying efforts; helps brief judges called to testify before Congress.

- **State-Federal Judicial Councils**

Assists nine state-federal judicial councils that meet annually or semi-annually to improve relations between state and federal courts.

- **Alternative Dispute Resolution Committee**
- **Judicial Wellness Committee**
- **Jury Committee**
- **Pacific Islands Committee**
- **Advisory Board**

Biography

Robin Donoghue, Esquire – graduated from the University of California at Santa Barbara and the University of San Francisco Law School. Following a clerkship with Chief District Judge Oliver Carter and District Judge Cecil Poole in the Northern District of California, worked as a litigation associate at McCutchen, Doyle, Brown & Enersen. Served as regional director of the U.S. Office of the Special Counsel of the Merit System Protection Board, as senior attorney for the San Francisco Redevelopment Agency, and as managing shareholder in the firm of Cassidy & Verges. Was vice president of the State Bar of California and president of the California Young Lawyers Association. Joined the Office of Circuit Executive in 1998.

Legal Affairs Staff

Jay Kim, Esquire, Research Attorney, staffs the Jury Committee, assists in evaluating judicial misconduct complaints, provides ethics training and performs general legal and legislative research.

Alex Clausen, Administrative Assistant, provides general administrative assistance to the Legal Affairs Unit.

Human Resources

Contact with questions regarding the selection and reappointment processes; also about employment disputes and disciplinary actions; and for interpreting and counseling on national HR policies.

Contact Information:
Tele. (415) 556-6160
Fax (415) 556-6179
hvelando@ce9.uscourts.gov

Holly Velando is the Assistant Circuit Executive for Human Resources. Her unit manages the selection processes for federal public defenders and bankruptcy judges; consults with other court units on human resources and personnel issues; conducts circuit-wide training; provides information and counseling on employee benefits; develops circuit responses to judiciary policies and Administrative Office guidelines; develops OCE policies and procedures on human resources.

PRINCIPAL FUNCTIONS

- **Training and employee development**
Conducts training programs and provides professional guidance counseling to court personnel in retirement planning, performance appraisal, compensation systems and administration, and techniques for fostering positive supervisor-employee relationships.

- **Employment dispute coordination**
Acts as the circuit-wide advisor and coordinator on internal employment disputes and employment opportunity matters. Upon request, investigates discrimination complaints and work performance issues.

- **Compensation and benefits**
Advises court unit executives on administration of judicial branch compensation systems and benefit programs.

- **General personnel and human resources matters**
Provides counsel and assistance to court unit executives and personnel specialists in interpreting and applying personnel policies, and in daily handling of personnel issues.

- **New bankruptcy judge and FPD appointments**
Provides all staff support to two appointing committees.

COMMITTEES

- **Court-Council Committee on Bankruptcy Appointments**
- **Standing Committee on Federal Public Defenders**
- **Standing Committee on Gender, Racial, Religious and Ethnic Fairness**

Biography

Holly Velando – graduated from the University of Hawaii with a major in psychology and a minor in sociology and math. Prior to becoming assistant circuit executive for Human Resources, served as the circuit human resources and training specialist. Worked for various executive branch agencies and in state government prior to joining the federal judiciary. Career includes experience in employee and labor relations, performance management, pay and compensation, benefits, and recruitment and retention.

Human Resources Staff

Laudan Batino, Human Resources Specialist, administers the human resources programs for the Circuit Executive's office of 35 employees, including recruitment, benefits, position management, performance review, employee recognition and awards, payroll processing, employment dispute resolution, and time and attendance. Provides advice and consultation to other court units on personnel programs and benefits. Assists in the recruitment and reappointment of bankruptcy judges and Federal Public Defenders.

Jerry Yeung, Human Resources Assistant, assists in the recruitment and reappointment of Federal Public Defenders and bankruptcy judges, provides administrative support to committees served by Human Resources, and organizes meetings and assembles information. Mr. Yeung serves as the link to Human Resources, by directing and answering general inquiries regarding Human Resources programs.

Elizabeth Flores, Human Resources/Office Assistant, provides administrative support half time to Human Resources for time and attendance, recruitment of OCE in-house vacancies and preparation of personnel documents. Ms. Flores also serves as the office receptionist.

Court Management & Research

Contact for statistical profiles on judicial districts and other research; also for designations for visiting judges and assignment of temporary law clerks; and for capital case management issues.

Contact Information:
Tele. (415) 556-9585
Fax (415) 556-6179
rrucker@ce9.uscourts.gov

Dr. Robert Rucker is the Assistant Circuit Executive for Court Management and Research. His unit coordinates the assignment of visiting judges; makes recommendations on requests for temporary emergency personnel; coordinates annual staffing requests and pay certifications for senior judges; collects and analyzes data on court workload, recommends caseload management solutions.

PRINCIPAL FUNCTIONS

- **Caseload management**
Coordinates development of judicial workshops on case management strategies for district, bankruptcy and magistrate judges.

- **Special studies**
Supports various committees of the judicial council on studies of specific issues, such as Criminal Justice Act expenditures, capital habeas corpus case budgeting, death penalty law clerk staffing, long-range planning, and statistical analysis for the Ninth Circuit Annual Report.

- **Workload and staffing analysis**
Collects and analyzes data on a broad range of workload and staffing issues in all Ninth Circuit courts.

- **Judgeship requests**
Coordinates biennial judgeship request process. Makes recommendations to the judicial council.

- **Temporary emergency personnel program**
Reviews and recommends action on requests for temporary emergency personnel assistance from the courts.

- **Designations of visiting judges**
Coordinates the assignment of visiting judges for the court of appeals, district courts and bankruptcy courts. Serves as circuit liaison to the Intercircuit Assignment Committee in Washington, D.C. Handles all paperwork and orders related to assignments.

Court Management & Research

- **Senior judges staffing and pay certifications**

Coordinates annual staffing requests and pay certifications for senior judges. Analyzes workload to determine whether requests are consistent with Ninth Circuit and national policies.

- **Civil Justice Reform Act reporting**

Coordinates CJRA reporting process circuit-wide. Prepares reports for transmission to the Administrative Office.

COMMITTEES

- **Liaison committees for clerks and for probation and pretrial services officers**
- **Capital Case Committee**
- **CJA Oversight Committee**
- **Jury Reform Committee**

Biography

Dr. Robert Rucker, Ph.D. – received his doctorate from the University of Kansas. He has served on the faculties of the University of Nevada, the University of North Dakota, and the University of Kansas and has authored numerous articles and papers. Dr. Rucker has conducted research and consulting for the State of Nevada Nuclear Wastes Projects Office, the United States Water Resources Council, and the National Institutes of Health. Joined the Office of the Circuit Executive in 1996.

Court Management & Research Staff

Kathleen Mantila, Policy and Research Analyst, performs statistical analysis and program evaluations of the courts in the Ninth Circuit, including workloads for circuit judges, district judges, magistrate judges and bankruptcy judges. Research projects include such subjects as jury reform, timeliness of case and motion dispositions, and utilization of judicial resources.

Sandy Andrews, Policy and Research Analyst, performs intra- and inter-circuit designations to provide visiting judges for courts needing additional judicial positions. Conducts statistical analysis of courts' and judges' workloads for senior judges' chambers and court reporter staffing, and pay certifications. Collects data and maintains the records for the Civil Justice Reform Act, Criminal Justice Act, and Matter Under Advisements report, and capital habeas corpus case management and budgeting.

Space & Facilities

Contact for difficult policy questions related to space, facilities and building security; also court of appeals space needs; and interior design, furnishings and space planning for judicial chambers.

Contact Information:
Tele. (415) 556-6167
Fax (415) 556-6180
skim@ce9.uscourts.gov

Susan Kim is the Assistant Circuit Executive for Space and Facilities. Her unit provides project management and assistance on all phases of building projects from planning to construction completion. This includes programming, planning, budgeting, and coordination with the Administrative Office, U.S. Marshals Service and the General Services Administration. The unit also provides advice and clarification of space policies and guidelines and disburses funding for tenant alterations.

PRINCIPAL FUNCTIONS

- **Consultant to courts and court units on space delivery and courthouse security**
Provides overall guidance on space project development including: conceptualization; administrative, space and budget planning and strategies; and project implementation.

- **Ensures compliance with U.S. Courts Design Guide**
Oversees implementation procedures administered by the Space and Facilities Division of the Administrative Office (AO), General Services Administration (GSA) and contractors.

- **Promotes major projects to address future court needs**
Works with local courts, Administrative Office personnel and GSA to develop new courthouse construction projects.

- **Assists in the development of major project budgets**
Reviews budget planning assumptions. Analyzes budget models in comparison to historic budget models to ensure comparability. Promotes budget reconciliation to mediate disparate concerns identified in budget model comparison.

- **Consults on implementation of construction projects**
Provides technical critiques of project plans and drawings, solves problems, mediates conflicts.

- **Assists in administering small repair/alteration projects**
Helps develop scope of work. Suggests alternative solutions to space planning needs. Provides liaison between users, GSA and contractors. Monitors funding requirement schedules to ensure efficient cash flow. Mediates funding disputes.

Biography

Susan Kim – graduated from the University of California at Davis with a B.S. in Architectural Design and is currently in the Master of Public Administration program at Golden Gate University. She has worked in both private architectural firms and public sector agencies managing building construction projects. In 1997, she joined the Office of the Circuit Executive.

Space and Facilities Staff

Christine de Guzman, Space and Facilities Coordinator, manages and coordinates court facilities and construction projects with General Services Administration, the Administrative Office and Ninth Circuit court units. Projects include leased build-to-suits, prospectus level, historic renovations, and chambers buildouts.

Susan Bradley, Space and Facilities Coordinator, coordinates court facilities and construction projects with GSA, AO, and court units. Projects include space expansions and alterations, chambers projects and other facilities related work.

Michelle Saflor-Asis, Facilities Data Analyst, researches, compiles, and analyzes data in relation to court space and facilities program. Assists the court and court support units on space related issues by identifying fiscal and vendor resources and facilitating space requests.

Rose Vaquilar, Management Assistant, provides administrative support for all activities and programs of the unit. Prepares and maintains data pertaining to space planning projects.

Public Information

Contact for advice on handling media inquiries; for assistance in promoting court programs and special activities; for help in drafting speeches, letters, articles and issue papers; and for content of OCE-sponsored Intranet/Internet sites.

Contact Information:
Tele. (415) 556-6177
Fax (415) 556-6179
dmadden@ce9.uscourts.gov

David J. Madden is the Assistant Circuit Executive for Public Information. His unit handles media relations, community outreach, and print and electronic publications, including the Ninth Circuit Annual Report and OCE-sponsored Intranet and Internet web sites.

PRINCIPAL FUNCTIONS

• **Media Relations** – Issues press releases, responds to media inquiries, plans and schedules press conferences and press briefings, advises circuit, district, and bankruptcy courts and individual judges on the management of specific or difficult media inquiries and high profile trials. Plans, designs and develops media relations training for judges, key court staff, and media representatives, as needed.

• **Publications**
Oversees publication of the circuit's Annual Report and a quarterly circuit newsletter. Assists with publication of special and committee reports. Develops pamphlets, brochures and other materials for the circuit, court of appeals and, on request, individual district and bankruptcy courts and court units. Manages OCE-sponsored Intranet and Internet web sites.

• **Community Outreach**
Gathers and disseminates information related to court community outreach efforts in the circuit. Promotes community outreach programs undertaken by district courts. Provides staffing to circuit committee on community outreach. Acts as liaison to AO Community Outreach Coordinator. Works with district courts to develop materials as requested.

• **Special Projects Coordinator**
Serves as staff to sensitive, high-profile special projects, such as the Ad Hoc Committee Against Splitting the Circuit, and the Ninth Circuit Task Force on Racial, Religious and Ethnic Fairness.

COMMITTEE

• **Public Information and Community Outreach Committee**

Biography

David J. Madden – graduated from Northern Illinois University with a B.S. degree in Journalism. Worked for newspapers in Illinois, Wisconsin and California, including 15 years as an reporter and editor for a daily newspaper on the San Francisco Peninsula. Prior to joining the OCE, served as project communications officer for a major mass transit expansion project.

Public Information Staff

Gayle Grimes, Public Information Specialist, writer, editor, photographer; assists with media relations, community outreach and print production.

Chandan Toor, web developer, builds and maintains OCE Intranet sites used by judges and court staff, and OCE Internet sites available to the media and general public.

Debra Landis, attorney/editor, writes and edits the Ninth Circuit *Capital Punishment Handbook* and other speciality legal publications produced by the Office of the Circuit Executive.

Katherine Monterola, Public Information Assistant, web content provider, photographer; assists with public information and community outreach projects.

Conference & Education

Contact for questions related to planning for the annual circuit conference, the Mid-Winter Workshop and other circuit-sponsored events; and for assistance in arranging your own meetings or events.

Contact Information:
Tele. (415) 556-6175
Fax (415) 556-6179
rlorda@ce9.uscourts.gov

Renée Lorda is the Assistant Circuit Executive for Conference and Education. Her unit plans and conducts the annual Ninth Circuit Judicial Conference and lawyer representative activities, and provides educational and meeting support services to the courts, committees and other OCE units.

PRINCIPAL FUNCTIONS

- **Ninth Circuit Judicial Conference**

Helps plan and conduct the annual Ninth Circuit Judicial Conference; handles all registration, attendance, and housing questions and on-site administration; liaison with lawyers and bar organizations in the circuit.

- **Judicial Education**

Staffs meetings of the three circuit education committees – Article III judges, bankruptcy judges, and magistrate judges; plans the annual new judges orientation program; assists the Federal Judicial Center to plan and hold periodic Mid-Winter Workshops, and plans OCE staff development workshops.

COMMITTEES

- **Executive Committee of the Ninth Circuit Judicial Conference**
- **Lawyer Representatives Coordinating Committee**
- **Article III Judges Education Committee**
- **Bankruptcy, Magistrate Judges Education Committees**

Biography

Renée Lorda – graduated with a degree in sociology and social work from the University of San Francisco. After eight years in medical social work, changed careers to specialize in marketing, adult education and seminar training programs for professional service firms. Served as client relations administrator for the San Francisco law firm of Lillick & Charles. Moved to the legal publishing firm of Bancroft-Whitney, which later became part of West Group, where she managed client education and training. Joined the Office of the Circuit Executive in 1998.

Judicial Conference & Education

Phyllis Riddell, Conference and Training Assistant, provides meeting planning, coordination and support services for the Ninth Circuit Judicial Conference and the Office of the Circuit Executive's court administration meetings, seminars and training programs throughout the circuit.

Katherine Monterola, Conference Assistant, assists in coordinating conference calls; organizing fax distributions; preparing and distributing mass mailings; assembling binders and meeting materials; and data entry.

Automation & Technology

Contact for questions related to national or circuit-wide Information Technology projects and policies; also for assistance in troubleshooting network or e-mail problems; and for telecommunications or video conferencing consultation.

Contact Information:
Tele. (415) 556-6171
Fax (415) 556-6179
trainey@ce9.uscourts.gov

Tom Rainey is the Assistant Circuit Executive for Automation and Technology. His unit assists court units in planning, implementing and supporting local area networks (LANs). The unit provides support in developing and maintaining Intranet/Internet Web services, operates the circuit hub for the national e-mail system, maintains two wide-area network (WANs) hubs, provides on-site counseling for various automated systems.

PRINCIPAL FUNCTIONS

- **Network technical support**
Assists court units to plan, implement, and support local area networks (LANs) using judiciary standards and locally selected software and hardware products. Assists court units with data security issues.

- **Automation planning for space & facilities projects**
Assists court units to specify systems requirements; reviews plans to ensure adequate building infrastructure to accommodate selected technology; consults on selection and installation of the network and telecommunications systems.

- **Coordinates National E-Mail Network and Data Communications Network (DCN)**
Coordinates and assists in the operation of the Ninth Circuit's e-mail system. Operates Ninth Circuit network hubs for the national DCN.

- **Telecommunications consulting and assistance**
Assists court units in interpreting and implementing national guidelines and policies; assists courts to analyze and define requirements; helps resolve problems with agencies, vendors.

- **PC software training**
Provides hands-on, on-site group or individual training for judges, chambers staff, clerks, and probation and pretrial offices' staff in the use of various PC software products.

- **Web Site Hosting**
Hosts the Internet web sites of more than 50 courts along with several court Intranet sites.

COMMITTEES

- **Ninth Circuit Automation Committee**
- **Ninth Circuit Technology Users Group**

Biography

Tom Rainey – graduated from San Francisco State University with a B.S. in Business Administration and a Master of Arts in Applied Economics. Prior to joining OCE, worked for the Federal Reserve Bank of San Francisco as a technical support analyst, financial analyst/programmer and webmaster. Joined OCE in 1997 as an Internet/Intranet developer, became Information Systems project manager in 1998 and assistant circuit executive for Automation and Technology in 1999.

Automation & Technology Staff

Stephen Sue and Don Vincent, Data Network Administrators, implement, manage, and maintain the circuit's two wide-area network (WAN) hubs; operate circuit's communications hub for national e-mail system; operate the circuit's virtual private network (VPN) system for high-speed remote access; chair the circuit's information security working group; and provide data security consulting to various court units within the circuit.

Donovan Webster, Internet/Intranet developer, designs and produces web sites for the Judiciary's Internet and Intranet sites; responsible for services relating to hosting of Internet sites for more than 50 court units; provides on-site consultation to help courts set up Internet sites, and ongoing telephone support once the sites are live; provides Internet training to court personnel.

Dawn Danzig, Automation Specialist, provides PC support and network administration support to OCE staff; orders software and hardware for the office, and provides documentation for key network systems; operates a data backup system for more than 20 servers, and performs ad-hoc automation projects for OCE staff.

Jane Rokita, Database Programmer, contributes to the OCE Intranet sites used by judges and court staff, and the OCE Internet sites available to the general public. She specializes in database design and services and is responsible for researching standards and software solutions for new projects.

Susan Wong, Circuit Telecommunications Coordinator, develops, evaluates, advises, and oversees all aspects of the planning design, purchase and implementation of telecommunications systems and services; circuit expert on video conferencing, and provides assistance and guidance to all judicial offices interested in such systems; assists judicial offices in preparation of Requests For Proposals (RFPs) for purchase of telecommunications and video conferencing systems; assists Space & Facilities unit to ensure adequate building infrastructure to accommodate selected communications systems.

Marcia Wong, Administrative Assistant, updates automated systems, including the OCE Rolodex system, all fax machine speed-dial numbers, Intranet registrations, and the Automation unit project list; helps organize annual Automation User's Group meeting, automation training programs, and group travel.

Office of the Circuit Executive
Staff Directory

Phone: (415) 556-2000 FAX: (415)556-6179
E-mail: (DCN–last name, first name) (Internet–first initial, last name@ce9.uscourts.gov)

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GEE, Joan	Executive Secretary	(415)556-6157
RUSSELL, Katie	Administrative and Financial Manager	(415)556-9586
TRAN, Jennifer	Financial Assistant	(415)556-9582

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YEUNG, Jerry	Human Resources Assistant	(415)556-6158
FLORES, Elizabeth	Human Resources/Office Assistant	(415)556-9995

COURT MANAGEMENT & RESEARCH **FAX: (415) 556-6179**

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MANTILA, Kathleen	Policy & Research Analyst	(415)556-9579
ANDREWS, Sandy	Policy & Research Analyst	(415)556-9584

SPACE & FACILITIES **FAX: (415) 556-6180**

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DE GUZMAN, Christine	Space and Facilities Coordinator	(415)556-6168
BRADLEY, Susan	Space and Facilities Coordinator	(415)556-9604

SAFLOR-ASIS, Michelle	Facilities Data Analyst	(415)556-6164
VAQUILAR, Rose	Management Assistant	(415)556-6163

PUBLIC INFORMATION **FAX: (415) 556-6179**

MADDEN, David	Assistant Circuit Executive	(415)556-6177
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TOOR, Chandan	Internet/Intranet Developer	(415)556-9581
LANDIS, Debra	Attorney/Editor	(415)556-9072
MONTEROLA, Katherine	Public Information Assistant	(415)556-9991

JUDICIAL CONFERENCE & EDUCATION **FAX: (415) 556-6179**

LORDA, Renée	Assistant Circuit Executive	(415)556-6175
RIDDELL, Phyllis	Conference & Training Assistant	(415)556-6152
MONTEROLA, Katherine	Conference Assistant	(415)556-9991

AUTOMATION & TECHNOLOGY **FAX: (415) 556-6179**

RAINEY, Thomas	Assistant Circuit Executive	(415)556-6171
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ROKITA, Jane	Database Programmer	(415)556-9976
SUE, Stephen	Data Network Administrator	(415)556-6451
VINCENT, Don	Data Network Administrator	(415)556-9073
WEBSTER, Donovan	Internet/Intranet Developer	(415)556-6173
WONG, Marcia	Administrative Assistant	(415)556-6176
WONG, Susan	Telecommunications Coordinator	(415)556-9580

Ninth Circuit Judicial Council Committees and Task Forces

The following is a list of the active committees and task forces in the Ninth Circuit. A listing of their membership can be found on NineOnline (http://nineonline.circ9.dcn) under committee lists in the right-hand column.

Public Information and Community Outreach Committee
Informal group of judges and clerks who provide feedback and direction for the court Public Information Officer function. Eight members. Meets occasionally.
[Staff: Mr. Madden]

Alternative Dispute Resolution Committee
Promotes greater use of ADR within the circuit, develops model local rules and encourages education and training about ADR. 11 members. Meets as needed.
[Staff: Ms. Donoghue]

Article III Judges Education Committee
Works with the Federal Judicial Center to plan the substantive program for the biannual Mid-Winter Workshop and to assess the training needs of circuit and district judges. Nine members. Meets two to three times a year.
[Staff: Ms. Lorda]

Automation Committee
New circuit-wide committee to guide automation policy for the courts and provide input to the AO on the development of new automation initiatives. 13 members. Meets several times a year. [Staff: Mr. Rainey]

Bankruptcy Judges Education Committee
Works with the Federal Judicial Center and others to assess training needs and develop and deliver training programs, including add-on programs to the circuit conference. Six members. Meets once or twice a year. [Staff: Ms. Lorda]

Capital Case Committee
Addresses issues in processing death penalty habeas cases, including the death penalty law clerk program, the delivery of defender services, the maintenance of the Capital Punishment Handbook, budgeting and costs, and the rules of procedure governing capital cases. Eight members. Meets five to eight times a year. [Staff: Dr. Rucker]

CJA Oversight Committee
Focuses on developing case management and budgeting plans for the district courts' use in capital habeas corpus cases. The committee assists the judicial council in reviewing all capital habeas budgets submitted by the district courts. Ten members. Meets several times a year. [Staff: Dr. Rucker]

Conference of Chief Bankruptcy Judges
All chief bankruptcy judges meet to receive updates from the chief judge and the AO Bankruptcy Division, to provide input to the chief district judges and the judicial council, for educational sessions, and to share ideas and common concerns. 15 members. Meets twice a year. [Staff: Dr. Walters; Ms. Nafisi develops agenda with chair]

Conference of Chief District Judges
All chief district judges meet to receive updates from the chief judge and the AO, to provide input to the judicial council, for educational sessions, and to share ideas and common concerns. 15 members. Meets twice a year. [Staff: Dr. Walters; Ms. Nafisi develops agenda with chair]

Court-Council Committee on Bankruptcy Appointments
Recruit and recommend new bankruptcy judges to the court of appeals for appointment. It advertises vacancies, preliminarily screens candidates through local merit screening committees, and handles the bankruptcy judge reappointment and evaluation process. Five members. Meets as necessary. [Staff: Ms. Velando]

Executive Committee of the Ninth Circuit Judicial Conference
Through a year-long planning process, organizes, conducts, and oversees the annual circuit conference. 20 members. Meets three to five times a year. [Staff: Ms. Lorda]

Federal Public Defenders
Evaluates and recommends the selection or reappointment of federal public defenders for the court of appeals and approves the attorney staffing levels in each of the nine FPD offices in the circuit. Conducts evaluation surveys. Five members. Meets as necessary. [Staff: Ms. Velando]

Gender, Race, Religious & Ethnic Fairness
Develops initiatives and programs to educate and raise awareness of all court officers and personnel to ensure that invidious discrimination is not practiced by judges or court personnel within the circuit. Eight members. Meets occasionally. [Staff: Ms. Velando]

Judicial Wellness Committee
Examines less drastic alternatives to discipline in disability situations and promotes judicial wellness. Seven members. Meets three to five times a year. [Staff: Ms. Donoghue]

Jury Committee
Composed of district court judges and one magistrate judge who develop, draft, and update model civil and criminal jury instructions and procedures which are published by West Group. Seven members. Meets three to five times a year. [Staff: Ms. Donoghue, Ms. Kim]

Jury Reform Committee
Will conduct a detailed assessment of jury systems in the Ninth Circuit and suggest specific reform strategies aimed at improving jury trial management, juror satisfaction, and juror comprehension. Fourteen members. Meets three times a year. [Staff: Dr. Rucker, Ms. Mantila]

Lawyer Representatives Coordinating Committee
The chairs of the district lawyer delegations meet to plan the circuit conference and district conferences, track federal legislation, and aid the court on projects requiring attorney assistance. 15 members. Meets twice a year.
[Staff: Ms. Lorda]

Liaison Committees: District Court Clerks; Bankruptcy Court Clerks; Chief Probation Officers; Chief Pretrial Services Officers
Similar to the conferences of chief judges, these meetings provide for the sharing of ideas and concerns and the development of policies and procedures affecting their operations. Various sizes. Meet usually once a year. [Staffing: Dr. Walters, Ms. Nafisi, Dr. Rucker]

Magistrate Judges Education Committee
Works with the Federal Judicial Center and others to assess training needs and develop and deliver training programs, including add-on programs to the circuit conference. Five members. Meets once or twice a year. [Staff: Ms. Lorda]

Magistrate Judges Executive Board
A leadership group of magistrate judges who meet in a similar fashion to the conferences of chief judges. Eight members. Meets once or twice a year. [Staff: Ms. Nafisi]

Ninth Circuit Users Group
Composed of clerks and their technical staffs who share ideas and technical solutions for court users. Meets annually. [Staff: Mr. Rainey]

Pacific Islands Committee
Addresses procedural and substantive issues, including appeal process and Article III status, involving Guam, the Northern Mariana Islands, and other Pacific islands. Eight members. Meets twice a year. [Staff: Ms. Donoghue]

Advisory Board
Lawyers who provide advice and consultation to the circuit council and circuit conference on issues of judicial administration and operations. Ten members. Meets twice a year.
[Staff: Ms. Donoghue]

Space & Security Committee
Oversees the effectiveness of the space delivery system in the circuit. Reviews and makes recommendations for the modification of nation-wide and circuit policies which interfere with efficient administration. Recommends to the judicial council remedies to problems related to specific space projects. Ten members. Meets at least quarterly.
[Staff: Ms. Kim]

Task Force on Self-Represented Litigants
Considers methods to improve the administration of pro se cases and proposes effective measures for providing access to the federal courts in the Ninth Circuit.
[Staff: Ms. Donoghue]

Task Force to Study CJA Voucher Expense Variations
Studies ways to decrease costs and more uniformly review attorney fee applications in Criminal Justice Act payment cases, including developing case budgeting guidelines in capital habeas cases. 12 members. Meets several times a year. [Staff: Dr. Rucker]