

In the
Indiana Supreme Court



Cause No. 94S00-1602-MS-86

Order Adopting Administrative Rule 20

In Indiana Code § 33-24-6 et seq., the General Assembly created a single Office of Judicial Administration assisting the Indiana Supreme Court in administering the courts of the state. It also created two divisions of that office: a Division of State Court Administration, headed by an Executive Director; and a Division for Supreme Court Administration, headed by a Supreme Court Administrator. Statutes, court rules, and other directives assign duties, functions, and powers to the two divisions and their respective heads.

The Indiana General Assembly also created the Indiana Judicial Conference, Indiana Code § 33-38-9-3, governed by a board of directors chaired by the Chief Justice and operating a staff agency to be known as the Indiana Judicial Center, with a staff and an Executive Director appointed by the Chief Justice. Ind. Code § 33-38-9-4. Statutes, court rules, and other directives assign duties, functions, and powers to the Judicial Center and its Executive Director.

The Indiana Supreme Court and Chief Justice have inherent authority under the Indiana Constitution and Indiana Code § 33-24-6-9 to appoint and assign personnel necessary for the Court's operations. The Court also has a constitutional duty and authority to supervise the exercise of jurisdiction by the other courts. Ind. Const. art. 7, § 4.

Consistent with those constitutional and statutory directives, this rule consolidates the Court's administrative responsibilities and helps eliminate duplicative services and enhance transparency and efficiency. Accordingly, the Court adopts the following Administrative Rule:

Administrative Rule 20. Indiana Office of Judicial Administration

A. Indiana Office of Judicial Administration established. An efficient, coordinated, internal management organization is necessary to help the Indiana Supreme Court meet its administrative responsibilities. As provided in Indiana Code § 33-24-6-1, the Indiana Supreme Court hereby establishes an Indiana Office of Judicial Administration (IOJA). The office shall be headed by a Chief Administrative Officer (CAO). The IOJA and the CAO shall assist the Chief Justice and the Court in discharging their constitutional responsibilities to provide for the administration of justice and supervise the exercise of jurisdiction by the other courts.

B. The Chief Administrative Officer. The CAO shall manage, through high level management personnel, the operations of the Divisions of State and Supreme Court

Administration, the Indiana Judicial Conference and Judicial Center, and other entities responsible to the Chief Justice and the Court.

C. Designation of duties, functions, and powers. The Chief Justice hereby appoints the IOJA and the CAO to carry out all duties, functions, and powers assigned by statutes, court rules, or other directives to the Division of State Court Administration and its Executive Director, to the Supreme Court Administrator, and to the Judicial Center and its Executive Director.

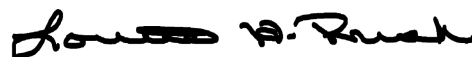
D. Organization of the Indiana Office of Judicial Administration. With the approval of the Supreme Court and Chief Justice, the CAO shall organize the IOJA's work into the following offices and appoint appropriate management personnel to manage them:

- (1) an Office of Communications, Education, and Outreach;
- (2) an Office of Court Services to carry out the combined duties, functions and powers of the Indiana Judicial Center, the Division of State Court Administration, and Interstate Compact-related duties under Indiana Code § 11-13-4.5 et seq.;
- (3) an Office of Finance;
- (3) an Office of Personnel and Operations;
- (4) an Office of Supreme Court Services;
- (5) an Office of Trial and Appellate Court Technology; and
- (6) any other offices or divisions as needed and approved by the Court.

E) Other Supreme Court Agencies. The Clerk of the Indiana Supreme Court, Court of Appeals and Tax Court (Clerk), and the offices of the Commission on Continuing Legal Education (CLE), Board of Law Examiners (BLE), Disciplinary Commission, and Judges and Lawyers Assistance Program (JLAP) shall be subject to and governed by policies and processes of the central IOJA and the CAO in regard to personnel management and human resources; facilities and security; fiscal matters such as budgeting, procurement, purchasing, payment of claims; technology; public information, communications and outreach, including website presence; negotiation, format and execution of non-case related contracts; and any other general policies and procedures approved by the Court and CAO.

This rule shall take effect upon the date of this Order.

Done at Indianapolis, Indiana, on 9/2/2016 .



Loretta H. Rush
Chief Justice of Indiana

All Justices concur.