	<b>CLERK OF THE COURT INTERNAL POLICY</b>	
	<b>Area: Courtroom Services</b> <b>Document Number: POL-CRS-1001</b> <b>Subject: Courtroom Clerk Assignments</b>	<b>Effective Date: 4/14/03</b>
	Page: 1 of 2	<b>Revision Level: C</b> <b>Last Revised Date: 6/4/15</b>

**PURPOSE:**


It is the purpose of this policy to establish consistent criteria for courtroom clerk assignment to judicial calendars and guidelines for requests for courtroom clerks to rotate assignments.

**POLICY:**

The Clerk of the Superior Court (COSC) is required by statute to attend each session of the court. The COSC is committed to providing qualified, properly trained courtroom clerks for all judicial proceedings. The assignment of a courtroom clerk to a judicial calendar will be made taking into consideration the following criteria:

**ASSIGNMENT CRITERIA CONSIDERATION:**

- ◆ Available courtroom clerk resources (i.e., positions vs. vacancies, training needs vs. training resources, etc.)  
 Note: In some circumstances, juvenile and adult case proceedings are combined on a calendar requiring staffing of separately-trained Juvenile and Adult courtroom clerks. This results in severe depletion of available clerking resources.
- ◆ The performance and training levels of an individual clerk compared to the requirements of the calendar. This includes case type experience, including juvenile versus adult case types, computer skills and computer experience on applicable system.
- ◆ Specialized calendars requiring specific training, experience, and skills (i.e., Early Disposition Court (EDC), Regional Court Center (RCC), PRC (Probation Revocation Calendar), Family Drug Court, Old Courthouse-Juvenile, and others).
- ◆ FTR-Courtrooms: The availability and use of audio/video digital recording equipment that automatically records all proceedings in several courtrooms through the use of digital recording software (FTR – For the Record).
- ◆ Caseload, volume and expansion: Growth of the Court to include volume, additional calendars, and locations may impact courtroom clerk assignments.
- ◆ The request for assignment by the courtroom clerk and/or the judicial officer.
- ◆ Judicial Rotation: Courtroom clerks shall remain with the specific calendar or case category in which the clerk is assigned and in which the clerk is trained and experienced. Only if courtroom clerk resources are available to meet the requirement of having a qualified, properly trained clerk assigned to ALL judicial officers met will the COSC Office consider judicial or courtroom clerk requested reassignments.
- ◆ Cross Training: Courtroom clerks must be willing to be cross trained on multiple case types which may also result in a temporary or permanent assignment to any one of our locations.

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At any time, courtroom clerks may request transfers and training in another case type. Requests will be considered and implemented based upon the Assignment Criteria identified above. The request shall be made in writing by completing the Courtroom Clerk Position Interest Form and submitting it to their supervisor.

**APPLICABILITY:**

This policy applies to all courtroom clerks in both adult and juvenile divisions and at any facility.

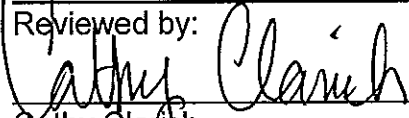
**DEFINITIONS:**

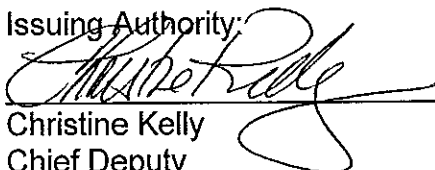
NONE


**REVISION HISTORY:**

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	4/14/03
A	N/A	Revised	5/16/11
B	Cathy Clarich	Revised	6/4/15
C	Christine Kelly	Updated to Controlled Document Index	6/29/15

**AUTHORIZED SIGNATURES:**

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Date Signed: 7/8/15