

LAW OFFICES OF  
**BARBARA A. KAUFFMAN**

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July 22, 2014

The Honorable Faye D'Opal  
Presiding Judge  
Superior Court of California  
County of Marin  
Hall of Justice  
3501 Civic Center Drive, Room 116  
San Rafael, CA 94903

**CC: Assembly Member Marc Levine**  
**CC: Marin Board of Supervisors**

Re: EVIDENCE TAMPERING  
BACKDATED OFFICIAL MARIN COURT RECORDS

Dear Judge D'Opal:

I am in receipt of your letter of July 10, 2014, written in response to my letter of June 9, 2014. A copy of your letter is attached hereto for your easy reference. Also attached is a printout of the Court Administration webpage printed today, a copy of Canon 3C. of the CA Code of Judicial Ethics, and a copy of CA Rule of Court 10.603.

I must respectfully disagree with your statement in your July 10, 2014 letter that the primary issue addressed in my June 9, 2014 letter is about alleged actions of a judge, *and that you have no authority to act to address the concerns set forth in my letter*. Indeed, as Presiding Judge it appears you have an affirmative duty to address those concerns under CA Rule of Court 10.603 and Canon 3 C of the CA Code of Judicial Ethics.

The Court Administration webpage makes it very clear that you work closely with Marin Court Executive Officer Kim Turner, and direct her actions. The webpage states in pertinent part as follows (bold and underline emphasis added):

**"The Court Executive Officer is appointed by the Judges and is responsible for ensuring that the Court operates efficiently; is in compliance with laws, rules and procedures mandated by California law and the Judicial Council of California; and generally supports the work of judicial officers in adjudicating cases before the Court. The Court Executive Officer is 'at will' and serves at the direction of the Presiding Judge.** The Court Executive Officer is also the Clerk of the Court and the Jury Commissioner. **Kim Turner is the Court Executive Officer and has been serving in this capacity since 2005.**

**The Court Executive Officer works closely with the Presiding Judge** to assure the effective and efficient operation of the Court. **California Rules of Court, beginning at section 10.603, describe specific duties of the Presiding Judge and the Court Executive Officer in fulfilling their roles of management and oversight of the Court.**

Presiding Judge Faye D'Opal  
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July 22, 2014

Acting at the direction of the Presiding Judge, Court Administration is responsible for the management and administration of the non-judicial operations of the Court."

Pursuant to Rule of Court 10.603 you, as Presiding Judge, are responsible for overseeing Court Executive Officer Kim Turner. That is undoubtedly why the CA Attorney General referred the 6/9/14 complaint about Turner to you.

As I understand it, the Marin bench hired Kim Turner as CEO a) over the objections of one-half of the members of the Marin Court staff; and b) notwithstanding an official 2005 Judicial Council report questioning her participation in signing off on former Court Executive Officer John Montgomery's improper expenses and contracts. Turner signed off on improper expenditures of her former boss (whom she has called her "friend" and "boss extraordinaire") until faced with an imminent financial audit in 2005. In 2009 she horrified the Marin public after she engaged in the mass destruction of Marin Family Court Services working files containing important child custody evidence while a Joint Legislative Audit of the Marin Family Court was pending. She has had ongoing conflicts with Court reporters and employees. And now, in 2013/14 she has participated in the backdating of official, certified court records and/or is knowingly and intentionally refusing to correct those backdated records.

To exacerbate matters, based on data from the CA Bureau of State Audits, Turner's Marin court case management system is an expensive mess. That data reveals that in 2008-2009 alone, Turner spent a whopping \$2,514,240 for Marin's court management system (population app. 250,000), while Santa Cruz (population 256,218) spent only \$420,688, and Alameda (population 1,491,482—almost six times Marin's population) spent \$2,328,170. How is it possible that Turner spent 2.5 million on Marin's system, one of the worst and most inefficient in the state? **Where did that money go?** Why hasn't Turner responsibly used public funds to purchase one of the many off-the-shelf case management systems that are far superior to what Marin now has and that costs very little to maintain each year? For example, Nevada County's new CourtView system apparently cost just \$642,000 to deploy, with an estimated annual cost of \$65,000 for support of the system.

Perhaps the answer to why Turner is ostensibly spending millions (again—how?) to *mismanage* the Marin court case management system is that if Marin had a modern system, Turner and/or her employees could not so easily backdate registers of actions and minute orders, and she would not be able to *say* she spends \$1.5-\$2 million a year on Marin's case management/IT systems.

In any event, as I understand it, the Marin bench can fire Ms. Turner for misconduct and incompetence, *or it can knowingly and intentionally refuse to do so, notwithstanding being informed of her repeated misconduct and mismanagement – on the public dime-- that harm members of the public and undermine the trust and confidence in the Marin Superior Court.*

With respect to Beverly Wood, pursuant to California Rule of Court 10.603(c)(3) and (4), you have a duty to ensure that no cause under submission remains undecided and pending for longer than 90 days, and you must notify the Commission on Judicial Performance of a judge's substantial failure to perform judicial duties. Wood has gone way past 90 days in refusing to issue a ruling on Rama Diop's specific request (taken under submission on February 27, 2014) for an official, endorsed, filed Notice of Entry of Order regarding Wood's denial of Ms. Diop's disqualification request presented to Judge Wood on October 3, 2013. Further, pursuant to Canon 3D.(1) of the CA Code of Judicial Ethics, whenever a judge has reliable information that another judge has violated any provision of the Code of Judicial Ethics, the judge shall take appropriate corrective action, which may include reporting the violation to the appropriate authority. It appears evident from the record provided to you that Wood has violated very many laws and provisions of the Code of Judicial Ethics.

Individuals have been indicted for backdating orders. As you are aware, the June 9, 2014 letter details, among other things, the *backdated* October 3, 2013 date of entry of a minute order reflected in the official, certified record of actions and in an official, certified minute order, *in a case where the date of entry of the written order is a key issue*. A request was made of both Marin Court Executive Officer Kim Turner and Judge Beverly Wood for an official Notice of Entry of Order reflecting the actual date on which the minute order in question was entered, but neither would provide one, although Ms. Diop made clear this would obstruct justice in her case.

The June 9, 2014 letter seeks investigations, including but not limited to a **criminal investigation**, and if appropriate, **indictments** of Wood, Turner and others involved "*for all possible applicable crimes (including but not limited to Government Code section 6200, CA Penal Code sections 182 and 96.5, RICO, 18 U.S. Code 1512).*"

**CA Penal Code Section 96.5** provides as follows:

96.5. (a) *Every judicial officer, court commissioner, or referee who commits any act that he or she knows perverts or obstructs justice, is guilty of a public offense punishable by imprisonment in a county jail for not more than one year.*

(b) *Nothing in this section prohibits prosecution under paragraph(5) of subdivision (a) of **Section 182 of the Penal Code** or any other law.* [Bold emphasis added].

**CA Penal Code section 182 (a) (5)** refers to two or more persons conspiring to "*commit any act injurious to the public health, to public morals, or to pervert or obstruct justice, or the due administration of the laws.*"

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**CA Penal Code Section 132** provides as follows:

*132. Every person who upon any trial, proceeding, inquiry, or investigation whatever, authorized or permitted by law, offers in evidence, as genuine or true, any book, paper, document, record, or other instrument in writing, knowing the same to have been forged or fraudulently altered or ante-dated, is guilty of felony.*

**CA Penal Code Section 134** provides as follows:

*134. Every person guilty of preparing any false or ante-dated book, paper, record, instrument in writing, or other matter or thing, with intent to produce it, or allow it to be produced for any fraudulent or deceitful purpose, as genuine or true, upon any trial, proceeding, or inquiry whatever, authorized by law, is guilty of felony.*

The above California Penal Code sections are just four state laws which appear to be relevant to concerns about backdated court records in Marin County.

Consistent with the Attorney General's directive that I bring my concerns to you, I am requesting that you, as Presiding Judge, provide to all bench members a copy of this letter with attachments, and my June 9, 2014 letter with attachments. I am requesting that after they have had the opportunity to review the information, you call a meeting with them pursuant to CA Rule of Court 10.603(b)(1)(C) and 10.603(c)(7) to discuss the concerns set forth in these letters. After this meeting I am requesting that pursuant to CA Rule of Court 10.603(c)(8) you meet with Rama Diop, me, and other interested members of the Marin community to discuss if and how you and the bench intend to investigate and resolve these issues which potentially affects everyone who comes into contact with the Marin Court System.

By copy of this letter with attachments to Assembly Member Marc Levine and the Board of Supervisors, I am requesting that they protect the Marin public by joining in a demand for appropriate action by the Marin Presiding Judge and other members of the bench to resolve the matters addressed in this letter and my June 9, 2014 letter.

Very Truly Yours,

A handwritten signature in cursive script that reads "Barbara Kauffman". The signature is written in dark ink and is positioned above the printed name.

BARBARA A. KAUFFMAN

Cc: Assemblymember Marc Levine  
Marin Board of Supervisors  
Rama Diop

Superior Court of California  
County of Marin

FAYE D'OPAL  
Presiding Judge



Hall of Justice  
3501 Civic Center Drive, Room 116  
P.O. Box 4988  
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July 10, 2014

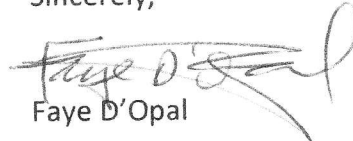
Barbara A. Kauffman  
204 West Lake Street, Suite D  
Mount Shasta, CA 96067

RE: Your Letter of June 9, 2014

Dear Ms. Kauffman:

I am in receipt of your June 9<sup>th</sup> letter. I have read the letter. The primary issue is about the alleged actions taken or not taken by another judge. All judges of the Superior Court are independently elected constitutional officers. Neither the presiding judge nor a supervising judge has the authority to review, overrule, intervene in or otherwise affect the outcome of any matter proceeding before another judicial officer.

Sincerely,

  
Faye D'Opal

# CA CODE OF JUDICIAL ETHICS

## CANON 3 C.

1 \ the judge may be disqualified under the law\* from presiding over the trial. See,  
2 e.g., Code of Civil Procedure section 170.1, subdivision (a)(6)(A).

### 3 4 **C. Administrative Responsibilities**

5  
6 (1) A judge shall diligently discharge the judge's administrative responsibilities  
7 impartially,\* on the basis of merit, without bias or prejudice, free of conflict of  
8 interest, and in a manner that promotes public confidence in the integrity\* of the  
9 judiciary. A judge shall not, in the performance of administrative duties, engage  
10 in speech, gestures, or other conduct that would reasonably be perceived as (i) bias  
11 or prejudice, including but not limited to bias or prejudice based upon race, sex,  
12 gender, religion, national origin, ethnicity, disability, age, sexual orientation,  
13 marital status, socioeconomic status, or political affiliation, or (ii) sexual  
14 harassment.

#### 15 16 *ADVISORY COMMITTEE COMMENTARY*

17 *In considering what constitutes a conflict of interest under this canon, a*  
18 *judge should be informed by Code of Civil Procedure section 170.1, subdivision*  
19 *(a)(6).*

20  
21 (2) A judge shall maintain professional competence in judicial administration, and  
22 shall cooperate with other judges and court officials in the administration of court  
23 business.

24  
25 (3) A judge shall require\* staff and court personnel under the judge's direction and  
26 control to observe appropriate standards of conduct and to refrain from  
27 manifesting bias or prejudice based upon race, sex, gender, religion, national  
28 origin, ethnicity, disability, age, sexual orientation, marital status, socioeconomic  
29 status, or political affiliation in the performance of their official duties.

30  
31 (4) A judge with supervisory authority for the judicial performance of other judges  
32 shall take reasonable measures to ensure the prompt disposition of matters before  
33 them and the proper performance of their other judicial responsibilities.

34  
35 (5) A judge shall not make unnecessary court appointments. A judge shall  
36 exercise the power of appointment impartially,\* on the basis of merit, without bias  
37 or prejudice, free of conflict of interest, and in a manner that promotes public  
38 confidence in the integrity\* of the judiciary. A judge shall avoid nepotism and  
39 favoritism. A judge shall not approve compensation of appointees above the  
40 reasonable value of services rendered.



# 2014 California Rules of Court

## Rule 10.603. Authority and duties of presiding judge

### (a) General responsibilities

The presiding judge is responsible, with the assistance of the court executive officer, for leading the court, establishing policies, and allocating resources in a manner that promotes access to justice for all members of the public, provides a forum for the fair and expeditious resolution of disputes, maximizes the use of judicial and other resources, increases efficiency in court operations, and enhances service to the public. The presiding judge is responsible for:

- (1) Ensuring the effective management and administration of the court, consistent with any rules, policies, strategic plan, or budget adopted by the Judicial Council or the court;
- (2) Ensuring that the duties of all judges specified under rule 10.608 are timely and orderly performed; and
- (3) Ensuring that the court has adopted written policies and procedures allowing the presiding judge to perform efficiently the administrative duties of that office.

*(Subd (a) amended effective January 1, 2007.)*

### (b) Authority

- (1) The presiding judge is authorized to:
  - (A) Assign judges to departments and designate supervising judges for divisions, districts, or branch courts;
  - (B) Apportion the business of the court, including assigning and reassigning cases to departments;
  - (C) Call meetings of the judges;
  - (D) Appoint standing and special committees of judges;
  - (E) Act as the spokesperson for the court;
  - (F) Authorize and direct expenditures from the court's Trial Court Operations Fund; and
  - (G) Perform all acts necessary to accomplish the duties specified by the rules of court.
- (2) No local rule or policy may limit the authority of the presiding judge as granted in the rules of court.

*(Subd (b) amended effective January 1, 2007.)*

### (c) Duties

#### (1) Assignments

The presiding judge has ultimate authority to make judicial assignments. The presiding judge must:

- (A) Designate a judge to preside in each department, including a master calendar judge when appropriate, and designate a presiding judge of the juvenile division and a supervising judge for each division, district, or branch court. In making judicial assignments, the presiding judge must take into account the following:

- (i) The needs of the public and the court, as they relate to the efficient and effective management of the



court's calendar;

- (ii) The knowledge and abilities demanded by the assignment;
  - (iii) The judge's judicial and nonjudicial experience, including specialized training or education;
  - (iv) The judge's interests;
  - (v) The need for continuity in the assignment;
  - (vi) The desirability of exposing the judge to a particular type of assignment; and
  - (vii) Other appropriate factors. Judicial assignments must not be based solely or primarily on seniority;
- (B) Assign to a master calendar judge any of the duties that may more appropriately be performed by that department;
- (C) Supervise the court's calendar, apportion the business of the court among the several departments of the court as equally as possible, and publish for general distribution copies of a current calendar specifying the judicial assignments of the judges and the times and places assigned for hearings;
- (D) Reassign cases between departments as convenience or necessity requires; and
- (E) Designate a judge to act if by law or the rules of court a matter is required to be presented to or heard by a particular judge and that judge is absent, deceased, or unable to act.

(2) *Judicial schedules*

- (A) The presiding judge must adopt a process for scheduling judges' vacations and absences from court for attendance at schools, conferences, workshops, and community outreach activities, and must prepare a plan for these vacations and absences from court.
- (B) The plan should take into account the principles contained in standards 10.11 10.13 (on judicial education) and standard 10.5 (on community activities) of the Standards of Judicial Administration.
- (C) The presiding judge must review requests from judges for time absent from court and may approve any request that is consistent with the plan and with the orderly operation of the court.
- (D) The presiding judge must allow each judge to take two days of personal leave per year. Personal leave may be taken at any time that is approved by the presiding judge.
- (E) The presiding judge must allow the following number of days of vacation for each judge annually:
  - (i) 24 days for judges with less than 7 years of service as a California judge;
  - (ii) 27 days for judges with at least 7 but less than 14 years of service as a California judge; and
  - (iii) 30 days for judges with 14 or more years of service as a California judge.
- (F) The presiding judge may authorize a judge to take more time off than is specified in (c)(2)(E) as justified by extraordinary circumstances, if the circumstances are documented and the authorization is in writing.
- (G) The presiding judge, in his or her discretion, may allow a judge to take additional vacation days equal to the number of vacation days that the judge did not use in the previous year, up to a maximum of 30 such days. A court may, by local rule, establish a lower maximum number of such days. This paragraph applies only to vacation days accrued after January 1, 2001. It does not affect any unused vacation days that a judge may have accrued before January 1, 2001, which are governed by local court policy, nor does it create any right to compensation for unused vacation days.
- (H) The court must, by local rule, define a day of vacation. Absence from court to attend an authorized education program, conference, or workshop for judges, or to participate in Judicial Council or other authorized committees or community outreach activities, is not vacation time if attendance is in accordance with the plan and has the prior approval of the presiding judge. Absence from court due to illness is not vacation time. This rule does not limit the time a judge may be absent from court when unable to work because of illness.



- (I) To ensure compliance with the plan, the presiding judge must establish a system to monitor judges' absences from court and maintain records of those absences.

(3) *Submitted cases*

The presiding judge must supervise and monitor the number of causes under submission before the judges of the court and ensure that no cause under submission remains undecided and pending for longer than 90 days. As an aid in accomplishing this goal, the presiding judge must:

- (A) Require each judge to report to the presiding judge all causes under submission for more than 30 days and, with respect to each cause, designate whether it has been under submission for 30 through 60 days, 61 through 90 days, or over 90 days;
- (B) Compile a list of all causes under submission before judges of the court, designated as the submitted list, which must include the name of each judge, a list of causes under submission before that judge, and the length of time each cause has been under submission;
- (C) Circulate monthly a complete copy of the submitted list to each judge of the court;
- (D) Contact and alert each judge who has a cause under submission for over 30 days and discuss ways to ensure that the cause is timely decided;
- (E) Consider providing assistance to a judge who has a cause under submission for over 60 days; and
- (F) Consider requesting the services of the Administrative Office of the Courts to review the court's calendar management procedures and make recommendations whenever either of the following conditions exists in the court for the most recent three months:

- (i) More than 90 civil active cases are pending for each judicial position; or
- (ii) More than 10 percent of the cases on the civil active list have been pending for one year or more.

(4) *Oversight of judicial officers*

The presiding judge must:

(A) *Judges*

Notify the Commission on Judicial Performance of:

- (i) A judge's substantial failure to perform judicial duties, including any habitual neglect of duty, persistent refusal to carry out assignments as assigned by the presiding judge, or persistent refusal to carry out the directives of the presiding judge as authorized by the rules of court; or
- (ii) Any absences caused by disability totaling more than 90 court days in a 12-month period, excluding absences authorized under (c)(2);

(B) *Notice*

Give the judge a copy of the notice to the commission under (A) if appropriate. If a copy is not given to the judge, the presiding judge must inform the commission of the reasons why so notifying the judge was deemed inappropriate;

(C) *Commissioners*

- (i) Prepare and submit to the judges for consideration and adoption procedures for receiving, inquiring into, and resolving complaints lodged against court commissioners and referees, consistent with rule 10.703; and
- (ii) Notify the Commission on Judicial Performance if a commissioner or referee is disciplined or resigns, consistent with rule 10.703(k).

(D) *Temporary judges*

Be responsible for the recruitment, training, supervision, approval, and performance of temporary judges as provided in rules 2.810-2.819 and rules 10.740-10.746; and

(E) *Assigned judges*

For each assigned retired judge:

- (i) Complete a confidential evaluation form;
- (ii) Submit the form annually to the Administrative Director of the Courts;
- (iii) Direct complaints against the assigned judge to the Chief Justice, by forwarding them to the attention of the Administrative Director of the Courts, and provide requested information in writing to the Administrative Director of the Courts in a timely manner; and
- (iv) Assist the Administrative Director in the process of investigating, evaluating, and making recommendations to the Chief Justice regarding complaints against retired judges who serve on assignment.

(5) *Personnel*

- (A) The presiding judge must provide general direction to and supervision of the court executive officer, or, if the court has no executive officer, perform the duties of the court executive regarding personnel as specified in rule 10.610(c)(1).
- (B) The presiding judge must approve, in writing, the total compensation package (salary and all benefits) offered to the court executive officer at the time of the executive officer's appointment and any subsequent changes to the executive officer's total compensation package.

(6) *Budget and fiscal management*

The presiding judge must:

- (A) Establish a process for consulting with the judges of the court on budget requests, expenditure plans, and other budget or fiscal matters that the presiding judge deems appropriate;
- (B) Establish responsible budget priorities and submit budget requests that will best enable the court to achieve its goals;
- (C) Establish a documented process for setting and approving any changes to the court executive officer's total compensation package in a fiscally responsible manner consistent with the court's established budget; and
- (D) Approve procurements, contracts, expenditures, and the allocation of funds in a manner that promotes the implementation of state and local budget priorities and that ensures equal access to justice and the ability of the court to carry out its functions effectively. In a court with an executive officer, the presiding judge may delegate these duties to the court executive officer, but the presiding judge must ensure that the court executive officer performs such delegated duties consistent with the court's established budget.

(7) *Meetings and committees*

The presiding judge must establish a process for consulting with the judges of the court and may call meetings of the judges as needed. The presiding judge may appoint standing and special committees of judges as needed to assist in the proper performance of the duties and functions of the court.

(8) *Liaison*

The presiding judge must:

- (A) Provide for liaison between the court and the Judicial Council, the Administrative Office of the Courts, and other governmental and civic agencies;
- (B) Meet with or designate a judge or judges to meet with any committee of the bench, bar, news media, or community to review problems and to promote understanding of the administration of justice, when appropriate; and

- (C) Support and encourage the judges to actively engage in community outreach to increase public understanding of and involvement with the justice system and to obtain appropriate community input regarding the administration of justice, consistent with the California Code of Judicial Ethics and standard 10.5 of the Standards of Judicial Administration.

(9) *Planning*

The presiding judge must:

- (A) Prepare, with the assistance of appropriate court committees and appropriate input from the community, a long-range strategic plan that is consistent with the plan and policies of the Judicial Council, for adoption in accordance with procedures established by local rules or policies; and
- (B) Ensure that the court regularly and actively examines access issues, including any physical, language, or economic barriers that impede the fair administration of justice.

(10) *Appellate records*

The presiding judge is responsible for ensuring the timely preparation of records on appeal.

- (A) The presiding judge ordinarily should delegate the following duties to the executive officer:
- (i) Maintaining records of outstanding transcripts to be completed by each court reporter;
  - (ii) Reassigning court reporters as necessary to facilitate prompt completion of transcripts; and
  - (iii) Reviewing court reporters' requests for extensions of time to complete transcripts in appeals of criminal cases.
- (B) After reasonable notice and hearing, the presiding judge must declare any reporter of the court who is delinquent in completing a transcript on appeal not competent to act as a reporter in court, under Government Code section 69944.

(11) *Local rules*

The presiding judge must prepare, with the assistance of appropriate court committees, proposed local rules to expedite and facilitate court business in accordance with Government Code section 68071 and rules 2.100, 3.20, and 10.613.

*(Subd (c) amended effective July 1, 2010; previously amended effective January 1, 2001, January 1, 2002, January 1, 2006, July 1, 2006, and January 1, 2007.)*

**(d) Delegation**

The presiding judge may delegate any of the specific duties listed in this rule to another judge. Except for the duties listed in (c)(5)(B) and (c)(6)(C), the presiding judge may delegate to the court executive officer any of the duties listed in this rule that do not require the exercise of judicial authority. The presiding judge remains responsible for all duties listed in this rule even if he or she has delegated particular tasks to someone else.

*(Subd (d) amended effective July 1, 2010; previously amended effective January 1, 2007.)*

*Rule 10.603 amended effective July 1, 2010; adopted as rule 6.603 effective January 1, 2001; previously amended effective January 1, 2002, January 1, 2006, and July 1, 2006; previously amended and renumbered effective January 1, 2007.*

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## Court Administration

Phone: (415) 444-7020 / Fax: (415) 444-7021

Email: [administration@marincourt.org](mailto:administration@marincourt.org)

Location: Civic Center, Hall of Justice, Room 116

Office Hours: 8:30am - 4:00pm

### Governance Structure

Court Administration, also called the Office of the Court Executive, provides leadership, direction and oversight to all administrative and operational areas of the Court. The Court Executive Officer is appointed by the Judges and is responsible for ensuring that the Court operates efficiently; is in compliance with laws, rules and procedures mandated by California law and the Judicial Council of California; and generally supports the work of judicial officers in adjudicating cases before the Court. The Court Executive Officer is 'at will' and serves at the direction of the Presiding Judge. The Court Executive Officer is also the Clerk of the Court and the Jury Commissioner. Kim Turner is the Court Executive Officer and has been serving in this capacity since 2005.

The Court Executive Officer works closely with the Presiding Judge to assure the effective and efficient operation of the Court. California Rules of Court, beginning at section 10.603, describe specific duties of the Presiding Judge and the Court Executive Officer in fulfilling their roles of management and oversight of the Court.

### Purpose and Responsibilities

Acting at the direction of the Presiding Judge, Court Administration is responsible for the management and administration of the non-judicial operations of the Court. Specifically, Court Administration is responsible for allocating resources in a manner that promotes access to justice for all members of the public, provides a forum for the fair and expeditious resolution of disputes, maximizes the use of judicial and other resources, increases efficiency in court operations, and enhances service to the public.

Court Administration's areas of responsibility are broad and diverse. They include:

- Clerk's Offices for Criminal, Traffic, Civil, Small Claims, Family Law, Probate and Juvenile matters;
- Courtroom Support, including courtroom staff, legal research and interpreters;
- Records Management;
- Jury Services;
- Legal Self Help Services;
- Human Resources for all court employees, including training and professional development and ADA accommodations for individuals with disabilities;
- Finance, including budget preparation, financial and grant reporting, accounts receivable, accounts payable, payroll, fund reconciliation, procurement, facilities management and court collections;
- Information Technology, including network services, telecommunications, software deployment, disaster recovery, and application management;
- Family Court Services, including child custody and juvenile dependency mediation and conservatorship and guardianship investigations;
- Court Security, including courtroom and perimeter services;
- Staffing of court-appointed committees and commissions;
- Public information distribution and press releases;

In addition to these duties, Court Administration also serves as liaison between the Court and the Judicial Council of California, which provides direction and assistance to all California Courts through its agency, the Administrative Office of the Courts. The Court Executive Officer serves on several advisory committees and working groups that provide input to the Judicial Council of California in developing branch-wide policies to improve the administration of justice in California.