

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
ADMINISTRATIVE ORDER 15-09**

Creation of the Judicial Leadership Team

WHEREAS, pursuant to D.C. Code § 11-906(a), the chief judge shall administer and superintend the business of the Superior Court; and

WHEREAS, the chief judge designates the presiding and deputy presiding judges, including the presiding and deputy presiding magistrate judges, who are members of the chief judge's Judicial Leadership Team; and

WHEREAS, the Judicial Leadership Team has been meeting informally since 2009; and

WHEREAS, the D.C. Courts developed the 2013-2017 Strategic Plan of the District of Columbia Courts, which sets forth the Courts' strategic goals and values; and

WHEREAS, the Judicial Leadership Team issued the attached Resolution on Court Values on November 7, 2014; and

WHEREAS, the Judicial Leadership Team has approved the attached Charter and Presiding and Deputy Presiding Judge Responsibilities, documents that support the Courts' goals of maintaining a strong judiciary and workforce and fostering public trust and confidence in the Courts; and

WHEREAS, the Charter, Resolution on Court Values and Presiding and Deputy Presiding Judge Responsibilities demonstrate the Courts' values of accountability, excellence and transparency;

NOW, THEREFORE, it is by the Court,

ORDERED, there is hereby created the Judicial Leadership Team.

SO ORDERED.

BY THE COURT.

DATE: May 7, 2015

/s/

**Lee F. Satterfield
Chief Judge**

Copies to:

All Judges

Executive Officer

Clerk of the Court

Division Directors

Judge-in-Chambers

Librarian

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA JUDICIAL LEADERSHIP TEAM

VISION

Create a great judiciary that meets the current and future needs of the Superior Court

MISSION

Assist and support the Superior Court Chief Judge in implementing the Vision and Mission of the District of Columbia Courts.¹ Identify current and future issues that impact the Superior Court. Assist in developing strategies to address those issues. Collaborate with the Chief Judge, Board of Judges, Magistrate Judges, Court Managers, employees and Court partners to implement the District of Columbia Courts' strategic plan and to promote the values and goals of the strategic plan in all aspects of Superior Court operations.

STRUCTURE

The Judicial Leadership Team (JLT) is composed of the Superior Court presiding and deputy presiding judges and the presiding and deputy presiding magistrate judge.

The Chief Judge of the Superior Court of the District of Columbia is the chair of the JLT.

From time to time the Chief Judge may designate workgroups to evaluate specific issues and make recommendations for actions that will be presented to the Chief Judge or to the JLT as a whole for discussion and recommendations to the Chief Judge. Once the decision is made by the Chief Judge, the JLT will move forward to implement the decision or approved plan of action.

ROLES AND RESPONSIBILITIES

JLT will advise and support the Chief Judge on resolving cross divisional conflicts, whether related to resources, personnel or the law.

Upon the specific delegation of the Chief Judge, JLT members may function on behalf of the Chief Judge.

Members of the JLT will foster an environment of sincerity, reliability, competence, trustworthiness and care within the Superior Court.

¹ VISION: Open to all, trusted by all, justice for all. MISSION: To protect rights and liberties, uphold and interpret the law, and resolve disputes peacefully, fairly and effectively in the District of Columbia.

The JLT will enhance the leadership skills of its members and other members of the judiciary to assist in guiding the Superior Court as changes demand and to cultivate a great leadership culture.

The JLT will continuously share best practices among Superior Court divisions to assure continuous improvement and innovation within the Superior Court.

The JLT will be available to mentor members of the Superior Court judiciary in leadership and judicial skills and will foster a culture of inclusiveness and teamwork within the Superior Court judiciary.

OPERATING PROCEDURES

The JLT will meet monthly unless otherwise stated by the Chief Judge.

PRESIDING AND DEPUTY PRESIDING JUDGE RESPONSIBILITIES

The Presiding and Deputy Presiding Judges, including the Presiding and Deputy Presiding Magistrate Judges, are designated by the Chief Judge. They serve in the leadership positions at the pleasure of the Chief Judge and are members of the Chief Judge's Judicial Leadership Team.

As part of the Judicial Leadership Team, the Presiding and Deputy Presiding Judges meet on a regular basis with the Chief Judge and assist and support the Chief Judge in accomplishing the Vision and Mission of the District of Columbia Courts. In addition, they advise the Chief Judge regarding the activities of each Division (Civil, Criminal, Domestic Violence, Family, and Probate and Tax) and the issues that may arise from time to time relating to the management of the Division; participate in all Judicial Leadership Team meetings and activities; and provide advice and counsel to the Chief Judge concerning interactions between Divisions and matters affecting Court-wide operations and policies. They also promote collaboration among Divisions and coordinate activities that affect more than one Division, including grant funded opportunities and activities with partner agencies.

In addition to their responsibilities on the Judicial Leadership Team, the Presiding and Deputy Presiding Judges are responsible for case management in their respective Divisions, which includes the following responsibilities:

- demonstrate the Courts' values as set forth in the Courts' Strategic Plan: accountability, excellence, fairness, integrity, respect and transparency;
- handle the administrative functions of the Division, including implementing initiatives, monitoring compliance with performance measures, implementing procedures to enhance compliance with performance measures, and monitoring the case management process to ensure that cases are handled expeditiously;
- consult with Division Directors in implementing the goals and objectives of the Division and in implementation of the Courts' Strategic Plan;
- attend all meetings scheduled by the Chief Judge relating to their role and functions;
- consult and coordinate with partner agencies and stakeholders affected by Court initiatives and case management;
- participate in community related activities such as town halls and community meetings in order to educate the public about the administration of justice at the Court;

- coordinate and plan judicial training within the Divisions in coordination with the chair of the Judicial Education Committee, including arranging for training presented by judges and by outside speakers;
- conduct regular Division meetings;
- insure that all calendars are covered and arrange for coverage if the assigned judge becomes unavailable because of a family emergency or for other reasons;
- be available to respond to questions from the Emergency Judge;
- make recommendations to the Chief Judge regarding administrative changes to improve case management;
- meet with external agency representatives regarding matters related to the administration of justice at the Court;
- monitor and implement performance measure standards within the Division;
- review and make recommendations to the Chief Judge regarding proposed legislation;
- recommend to the Chief Judge and monitor grant funded projects;
- convene meetings as necessary as Chair of the Rules Advisory Committee for each Division;
- keep and update list of Committee Assignments and meetings to be attended;
- keep and update list of activities and responsibilities of the Presiding and Deputy Presiding Judge for the Division; and
- Presiding Judge shall involve the Deputy Presiding Judge in the Division's responsibilities and activities (cited above) to ensure the Deputy has a seamless transition in anticipation of the Deputy becoming the Presiding Judge.

The Presiding and Deputy Presiding Judges have other regular responsibilities, such as committee assignments and meeting with partner agencies that may change from time to time.

Superior Court of the District of Columbia
Washington, D.C. 20001



Lee F. Satterfield
Chief Judge

(202) 879-1600

MEMORANDUM

TO: Superior Court Judicial Officers, Managers and Employees

FROM: Chief Judge Lee F. Satterfield

RE: Superior Court of the District of Columbia Judicial Leadership Team's Resolution on Court Values

DATE: November 7, 2014

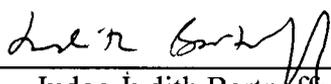
Whereas, judicial officers like all employees, play a significant role in demonstrating the court's values set forth in the 2013-2017 Strategic Plan of the District of Columbia Courts; and

Whereas, these court values reflect the rules in the District of Columbia Courts' Code of Judicial Conduct adopted in 2012; it is hereby

Resolved, that all judicial officers should live these values in the workplace: accountability, excellence, fairness, integrity, respect and transparency.



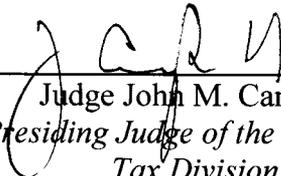
Chief Judge Lee F. Satterfield
Chair of the Judicial Leadership Team



Judge Judith Bartnoff
Deputy Presiding Judge of the Civil Division



Magistrate Judge Joseph E. Beshouri
Deputy Presiding Magistrate Judge



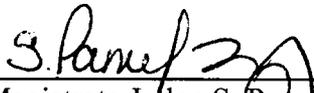
Judge John M. Campbell
*Presiding Judge of the Probate &
Tax Divisions*



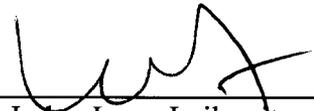
Judge Erik P. Christian
*Deputy Presiding Judge of the Probate &
Tax Divisions*



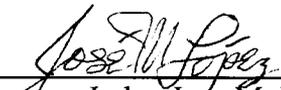
Judge Carol Dalton
Deputy Presiding Judge of the Family Court



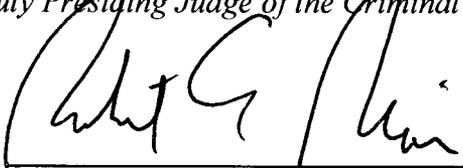
Magistrate Judge S. Pamela Gray
Presiding Magistrate Judge



Judge Lynn Leibovitz
Deputy Presiding Judge of the Criminal Division



Judge Jose M. Lopez
Presiding Judge of the Domestic Violence Unit



Judge Robert E. Morin
Presiding Judge of the Criminal Division



Judge Hiram Puig-Lugo
Presiding Judge of the Family Court



Judge Melvin R. Wright
Presiding Judge of the Civil Division