

#### **Rule 4: Administrative Judge**

- 4.1** The Administrative Judge shall be responsible for carrying out functions of the Municipal Court pursuant to Ordinance No. 17666. When appropriate, the Administrative Judge shall meet with (or designate other Municipal Court Judges or staff members to meet with) committees of the bench, bar and city staff to review matters of administration and to promote understanding of the Municipal Court system.
- 4.2** The Administrative Judge may, at least once per month, call a meeting of all Municipal Court personnel as may be deemed appropriate for the purpose of reviewing the status of dockets and to discuss such other business as may affect the efficient operation of the Court.
- 4.3** The Administrative Judge shall have control over the assignment of cases with the Municipal Court. Assignment of cases shall be designed to distribute as equally as is reasonably possible the judicial work of the Municipal Court.
- 4.4** The Administrative Judge shall, with the assistance and cooperation of the Municipal Court Administrator and the City Manager, evaluate the effectiveness of the Court in administering justice and recommend changes.
- 4.5** The Administrative Judge may issue Administrative Policy Orders relating to policies of the Municipal Court regarding judicial functions. Such Administrative Policy Orders shall supplement these Rules. Such Administrative Policy Orders shall be signed and delivered to the Municipal Court Administrator for distribution as attachments to the Rules of the Municipal Court. Copies of such Administrative Policy Orders will be made available by the Municipal Court Administrator for distribution to Court staff, city staff (as needed), and upon request to other interested parties. The Municipal Court Administrator shall be responsible for the implementation of such Administrative Policy Orders.