

of Columbia Court of Appeals and the Superior Court.

**Business of the Federal Courts**

The business of all the Federal courts described here, except the Court of

Appeals for the Armed Forces, the Tax Court, the Court of Appeals for Veterans Claims, and the District of Columbia courts, is discussed in detail in the text and tables of the *Annual Report of the Director of the Administrative Office of the United States Courts (1940–2001)*.

**ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS**

*One Columbus Circle NE., Washington, DC 20544  
Phone, 202–502–2600*

Director	JAMES C. DUFF
Deputy Director	JILL C. SAYENGA
Associate Director and General Counsel	WILLIAM R. BURCHILL, JR.
Deputy Associate Director	ROBERT K. LOESCHE
Assistant Director, Office of Judicial	LAURA C. MINOR
Conference Executive Secretariat	
Deputy Assistant Directors, Office of Judicial	JEFFREY A. HENNEMUTH, WENDY
Conference Executive Secretariat	JENNIS
Assistant Director, Office of Legislative Affairs	CORDIA A. STROM
Deputy Assistant Director, Office of	DANIEL CUNNINGHAM
Legislative Affairs	
Assistant Director, Office of Public Affairs	DAVID A. SELLERS
Assistant Director, Office of Court	NOEL J. AUGUSTYN
Administration	
Deputy Assistant Director, Office of Court	GLEN K. PALMAN
Administration	
Assistant Director, Office of Defender Services	THEODORE J. LIDZ
Deputy Assistant Director, Office of	STEVEN G. ASIN
Defender Services	
Assistant Director, Office of Facilities and	ROSS EISENMAN
Security	
Deputy Assistant Director, Office of Facilities	WILLIAM J. LEHMAN
and Security	
Assistant Director, Office of Finance and	GEORGE H. SCHAFER
Budget	
Deputy Assistant Director, Office of Finance	(VACANCY)
and Budget	
Assistant Director, Office of Human Resources	CHARLOTTE G. PEDDICORD
Deputy Assistant Director, Office of Human	NANCY E. WARD
Resources	
Assistant Director, Office of Information	HOWARD J. GRANDIER
Technology	
Deputy Assistant Director, Office of	JOSEPH R. PETERS, JR.
Information Technology	
Assistant Director, Office of Internal Services	DOREEN G.B. BYDUME
Assistant Director, Office of Judges Programs	PETER G. MCCABE
Deputy Assistant Director, Office of Judges	R. TOWNSEND ROBINSON
Programs	

Assistant Director, Office of Probation and  
Pretrial Services  
Deputy Assistant Director, Office of  
Probation and Pretrial Services

JOHN M. HUGHES

MATTHEW ROWLAND

---

*The Administrative Office of the United States Courts is charged with the nonjudicial, administrative business of the United States Courts, including the maintenance of workload statistics and the disbursement of funds appropriated for the maintenance of the U.S. judicial system.*

The Administrative Office of the United States Courts was created by act of August 7, 1939 (28 U.S.C. 601). The Office was established November 6, 1939. Its Director and Deputy Director are appointed by the Chief Justice of the United States after consultation with the Judicial Conference.

**Administering the Courts** The Director is the administrative officer of the courts of the United States (except the Supreme Court). Under the guidance of the Judicial Conference of the United States the Director is required, among other things, to do the following:

- supervise all administrative matters relating to the offices of clerks and other clerical and administrative personnel of the courts;
- examine the state of the dockets of the courts, secure information as to the courts' need of assistance, and prepare and transmit quarterly to the chief judges of the circuits statistical data and reports as to the business of the courts;
- submit to the annual meeting of the Judicial Conference of the United States, at least 2 weeks prior thereto, a report of the activities of the Administrative Office and the state of the business of the courts;
- fix the compensation of employees of the courts whose compensation is not otherwise fixed by law;
- regulate and pay annuities to widows and surviving dependent children of judges;
- disburse moneys appropriated for the maintenance and operation of the courts;
- examine accounts of court officers;
- regulate travel of judicial personnel;
- provide accommodations and supplies for the courts and their clerical and administrative personnel;

- establish and maintain programs for the certification and utilization of court interpreters and the provision of special interpretation services in the courts; and

- perform such other duties as may be assigned by the Supreme Court or the Judicial Conference of the United States.

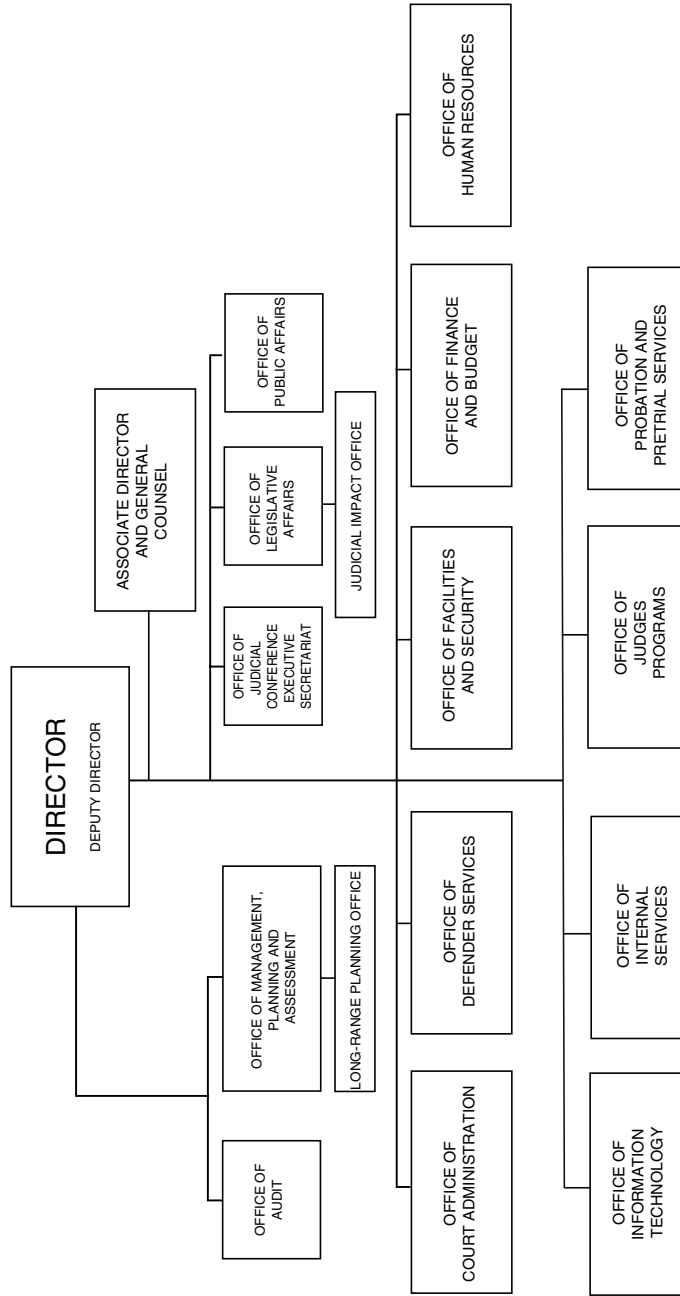
The Director is also responsible for the preparation and submission of the budget of the courts, which shall be transmitted by the Office of Management and Budget to Congress without change.

**Probation Officers** The Administrative Office exercises general supervision of the accounts and practices of the Federal probation offices, subject to primary control by the respective district courts that they serve. The Office publishes quarterly, in cooperation with the Bureau of Prisons of the Department of Justice, a magazine entitled *Federal Probation*, which is a journal "of correctional philosophy and practice."

The Director also has responsibility with respect to the establishment of pretrial services in the district courts under the Pretrial Services Act of 1982 (18 U.S.C. 3152). These offices report to their respective courts information concerning pretrial release of persons charged with Federal offenses and supervise such persons who are released to their custody.

**Bankruptcy** The Bankruptcy Amendments and Federal Judgeship Act of 1984 (28 U.S.C. 151) provided that the bankruptcy judges for each judicial district shall constitute a unit of the district court to be known as the bankruptcy court. Bankruptcy judges are appointed by the courts of appeals in such numbers as authorized by Congress and serve for a term of 14 years as judicial officers of the district courts.

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS



This act placed jurisdiction in the district courts over all cases under title 11, United States Code, and all proceedings arising in or related to cases under that title (28 U.S.C. 1334). The district court may provide for such cases and proceedings to be referred to its bankruptcy judges (as authorized by 28 U.S.C. 157).

The Director of the Administrative Office recommends to the Judicial Conference the official duty stations and places of holding court of bankruptcy judges, surveys the need for additional bankruptcy judgeships to be recommended to Congress, and determines the staff needs of bankruptcy judges and the clerks of the bankruptcy courts.

**Federal Magistrate Judges** The Director of the Administrative Office exercises general supervision over administrative matters in offices of U.S. magistrate judges, compiles and evaluates statistical data relating to such offices, and submits reports thereon to the Judicial Conference. The Director reports annually to Congress on the business that has come before U.S. magistrate judges and also prepares legal and administrative manuals for the use of the magistrate judges. The act provides for surveys to be conducted by the Administrative Office of the conditions in the judicial districts in order to make recommendations as to the number, location, and salaries of magistrate judges, which are determined by the Judicial Conference subject to the availability of appropriated funds.

**Federal Defenders** The Criminal Justice Act (18 U.S.C. 3006A) establishes the procedure for the appointment of private panel attorneys in Federal criminal cases for individuals who are unable to afford adequate representation, under plans

adopted by each district court. The act also permits the establishment of Federal public defender or Federal community defender organizations by the district courts in districts where at least 200 persons annually require the appointment of counsel. Two adjacent districts may be combined to reach this total.

Each defender organization submits to the Director of the Administrative Office an annual report of its activities along with a proposed budget or, in the case of community defender organizations, a proposed grant for the coming year. The Director is responsible for the submission of the proposed budgets and grants to the Judicial Conference for approval. The Director also makes payments to the defender organizations out of appropriations in accordance with the approved budgets and grants, as well as compensating private counsel appointed to defend criminal cases in the United States courts.

### Sources of Information

Information may be obtained from the following sources:

- Bankruptcy Judges Division. Phone, 202-502-1900.
- Budget Division. Phone, 202-502-2100.
- Defender Services Division. Phone, 202-502-3030.
- General Counsel. Phone, 202-502-1100.
- Human Resources Division. Phone, 202-502-3100.
- Judicial Conference Executive Secretariat. Phone, 202-502-2400.
- Legislative Affairs Office. Phone, 202-502-1700.
- Magistrate Judges Division. Phone, 202-502-1830.
- Office of Probation and Pretrial Services. Phone, 202-502-1610.
- Public Affairs Office. Phone, 202-502-2600.
- Statistics Division. Phone, 202-502-1440.

**For further information, contact the Administrative Office of the United States Courts, Thurgood Marshall Federal Judiciary Building, One Columbus Circle NE., Washington, DC 20544. Phone, 202-502-2600. Internet, [www.uscourts.gov](http://www.uscourts.gov).**