A Word of Welcome to the Federal Judicial System
(Catalog # 1716-V/91)

with
Honorable William W Schwarzer
Director, Federal Judicial Center
Senior Judge, U.S. District Court for the Northern District of California
Taped June 18, 1991

Part One: National Federal Judicial Administration

I. Federal Judicial Center
   - federal courts' agency for continuing education and research on judicial administration - 28 U.S.C. § 620 et seq.
   - Board of the Center sets overall policy - chaired by the Chief Justice and including six judges elected by the Judicial Conference of the United States plus the Director of the Administrative Office of the U.S. Courts
   - educational functions include orientation programs, annual seminars, and other educational programs
     - you will receive additional information about particular programs as they're scheduled
   - services described in the Federal Judicial Center Annual Report, Catalog of Publications, and Catalog of Audiovisual Media Programs
     - some publications come automatically; inquire about other publications and services

II. Administrative Office of the U.S. Courts (AO)
   - director, deputy director appointed by Chief Justice
   - activities are extensive, including:
     - administering the federal judicial budget
     - managing space, facilities and personnel
     - maintaining statistics on all aspects of judiciary
   - services described in Annual Report of the Director of the Administrative Office of the United States Courts
III. Judicial Conference of the United States

- responsible for overall national policy of the federal judiciary - 28 U.S.C. § 331
- membership - Chief Justice (chair), 13 chief circuit judges, 12 district judges (one from each regional circuit) and Chief Judge, Court of International Trade
- Administrative Office provides staff to the Conference
- meets twice a year, in Washington, D.C.
- much work done through committees, in such areas as:
  - judicial resources and administration
  - rule-making (amendments to civil, criminal, bankruptcy and appellate rules reviewed by Conference rules committees, Conference, Supreme Court, and Congress) (see Guide to Judiciary Policies and Procedures, Judge’s Manual for complete list of committees)

Part Two: Regional Federal Judicial Administration


- overall responsibility for "the effective and expeditious administration of justice within the circuit" - 28 U.S.C. § 332(d)(1)
  - monitoring the state of business (including backlogs)
  - approving court operating plans in various areas
  - acting on complaints of judicial disability or misconduct
- chaired by chief circuit judge and includes equal number of district and circuit judges


- held at least every other year
- provide opportunity for bench and bar to communicate with one another and seek ways of improved judicial administration

Part Three: Role of Congress

- All the entities listed above were created by Congress, on recommendation of federal judges
- Congress plays a vital role in federal judicial administration
  - appropriates funds and other supports for court operations
  - legislates regarding court organization and procedure
  - source of substantive law that courts administer