
Glossary

ADA compliance: Americans with Disabilities Act -- includes the provision of both physical and technological accommodations.

Additional clerks: Appellate court staff that have management responsibilities for a division of the court (i.e., division heads).

Administrative authority: the power to make decisions on behalf of the judicial branch of government.

Administrative head of the judicial branch: entity responsible for making decisions on behalf of the judicial branch.

ADR (Alternative Dispute Resolution): procedures for settling disputes by means other than litigation; e.g., by arbitration, mediation, mini-trials.

Court-annexed ADR : programs managed by court staff; i.e., the court may refer parties to a particular ADR program, a private ADR provider, or to a roster from which an ADR program or provider can be chosen. Providers may be in-house court employees, private providers (paid by the court), or volunteers. Some courts may also have ADR coordinators that can assist parties throughout the ADR process.

AOC (Administrative Office of the Court) staff:

Authorized: Positions that have been approved by the funding body (state legislature, county board of supervisors, etc.). Typically, this is done as part of a budget process or a midyear budget change request.

Funded: Positions that have been authorized and funded, thus allowing a person to be hired for the position.

Appeal by permission: A case that the appellate court can choose to review; the case can be brought from either a final judgment or a non-dispositive interlocutory decision.

Appeal by right: A case that the appellate court must review; the case can be brought from either a final judgment or a non-dispositive interlocutory decision.

Bar/judiciary cases: A case involving a dispute over the admission, discipline, or qualification of an attorney or judge.

CASA/GAL: Court-appointed special guardian/guardian ad litem.

Chief Justice: Administrative head, or highest ranking judge (usually in the Court of Last Resort and Intermediate Appellate Courts). Titles vary by state and jurisdictional level. Other Court of Last Resort titles for this position include Chief Judge (e.g., Maryland Court of Appeals) and Presiding Judge (e.g., Oklahoma Court of Criminal Appeals).

Civil appeal: An appeal taken from a trial court tort, contract, real property, probate, family, or juvenile case.

COLR (Court of Last Resort): An appellate court that has final jurisdiction over appeals within a state, often referred to as the state supreme court.

Chief clerk: Chief court clerks, also known as chief deputy clerks, chief deputies or chief clerks, are the highest level of clerks in the court system. In some jurisdictions, the chief court clerk is an executive level position. Chief court clerks are responsible for all administrative and operational elements of the Clerk's Office.

Court clerk: Court clerks perform administrative duties in the criminal and civil justice systems, assisting other officers of the court as well as judges and lawyers. Court clerks maintain court records, administer oaths to witnesses and jurors, and authenticate copies of the court's orders and judgments with the court's seal.

Clerk of the Court (for Court of Last Resort): The Clerk of Court manages the administrative activities of the clerk's office and oversees the performance of the statutory and operational duties of the office, including: records management, case processing, implementing and maintaining technology, setting policy, problem-solving, staff recruitment, hiring and development.

Data processing: The entry of case information into the court's case management system.

Death penalty appeal: An appeal or application for writ taken from a criminal case in which the death penalty has been imposed.

Division: An administrative unit of the appellate court. The Division acts as its own court with a presiding judge, court administrator, or court clerk that manages the division independently of the court as a whole.

Guardian: An individual or organization named by order of a court to exercise any or all powers and rights over the person and/or estate of an individual. The term includes conservators and certified private or public fiduciaries.

IAC (Intermediate Appellate Court): An appellate court that hears appeals from trial courts and administrative agencies as specified by state law or at the discretion of the court of last resort in the state. Decisions of the IAC are generally subject to review by the court of last resort.

Judicial election:

Non-partisan election: an election in which the candidates are listed on the ballot with no label designating any party affiliation.

Partisan election: an election in which the candidates are listed on the ballot along with a label designating the political party with which that candidate is affiliated.

Retention election: a periodic process whereby a judge is subject to a referendum. A judicial retention vote differs from a regular election in that voters are not asked to choose from a list of candidates. Rather, the voter chooses between electing the incumbent judge to a further term in office; i.e., voting in favor of or against "retention". The judge's party affiliation is not listed on the ballot, and a judge is deemed to have been retained if ballots cast in favor of retention outnumber those against, either absolutely or by a specified margin.

Legal financial obligations: Monies owed to the court from fees, fines, and court costs.

Limited Jurisdiction: A trial court having legal jurisdiction over only the specific subject matter or persons assigned by law or statute to that court.

Management: Staff that hold senior management positions (e.g., division directors and above).

Ombudsman: The official or semi-official office to which people may come with a grievance connected with the court.

Original proceeding: An action that comes to the appellate court in the first instance.

Presiding judge: A judge in charge of a particular court or judicial district (often at the trial court level). Titles vary by state and jurisdictional level. Also known as chief judge, administrative judge, supervising judge.

Quasi-judicial officer: A public officer whose acts or duties partake of a judicial character. Examples include magistrates, justices of the peace, commissioners, hearing officers, and referees.

Trial court: Generic term for courts where civil actions or criminal proceedings are first commenced at the state level. As applied here, the term refers to both courts of general and limited jurisdiction and does not imply that the court holds trials.

Trial court administrator: An officer of the judicial system who performs administrative and clerical duties essential to the proper operation of the business of a court, such as tracking trial dates, keeping records, entering judgments, and issuing process.