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to the Court of all policy items that are to be considered by the Court at their regularly scheduled meetings.

! The District Court Executive/Clerk is designated as the District's Public Information Officer.

! The District Court Executive/Clerk is designated as the District's liaison to the Court Security Committee.

! The District Court Executive/Clerk is responsible for coordinating the activities of the District's Long Range Planning Committee.

! The District Court Executive/Clerk will serve as the representative of the Chief Judge on all Court Committees.

! The District Court Executive/Clerk will perform all other duties as assigned by the Chief Judge or any other judge of the Court.

DATED this 13th day of December, 2002.

/s/ Stephen M. McNamee

Stephen M. McNamee
Chief Judge