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AUGUST 5, 2020

CLERK US DISTRICT COURT  
DISTRICT OF ARIZONA

BY s/ M. Everette DEPUTY

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6                   **IN THE UNITED STATES DISTRICT COURT**  
7                   **FOR THE DISTRICT OF ARIZONA**  
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9   In the matter of

10   DESIGNATION OF DUTIES OF THE  
11   DISTRICT COURT EXECUTIVE/  
12   CLERK OF COURT, DEBRA D. LUCAS

GENERAL ORDER 20-34

12   **SUPERSEDES GENERAL ORDER 12-02**  
13   **AS OF AUGUST 5, 2020**

14           IT IS ORDERED that, effective August 5, 2020, Debra D. Lucas, in her capacity  
15   as District Court Executive/Clerk of Court, fulfill the following duties and responsibilities  
16   for the United States District Court, District of Arizona:

- 17           • The District Court Executive/Clerk of Court is designated as the position to  
18           receive the Delegation of Court Personnel System Authority for all employees of  
19           the Probation, Pretrial Services, and Clerk's Offices.
- 20           • The District Court Executive/Clerk of Court is designated as the position to  
21           supervise all employees in the Consolidated Administrative Service Divisions. In  
22           the event the manager or an employee of one of the Consolidated Administrative  
23           Services Divisions is directed to take an action they feel is inappropriate by a court  
24           unit executive, the division manager is authorized to take the matter to the District  
25           Court Executive for resolution. If the inappropriate direction is given by the  
26           District Court Executive, the division manager is authorized to take the matter to  
27           the Chief Judge of the District for resolution.
- 28           • The District Court Executive/Clerk of Court is designated as the Budget Liaison  
          for the judges of the District Court who retain oversight responsibilities for the

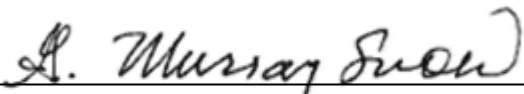
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operational budgets of all units of the District.

- The District Court Executive/Clerk of Court will serve as Secretariat to the Board of Judges, coordinating the agenda for all judges' meetings and preparing and maintaining the minutes of those meetings.
- The District Court Executive/Clerk of Court will serve as the liaison with the Probation and Pretrial departments on matters of district-wide policy. The District Court Executive/Clerk of Court will coordinate the submission 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 of Court is designated as the District's Public Information Officer.
- The District Court Executive/Clerk of Court is designated as the District's liaison to the Court Security Committee.
- The District Court Executive/Clerk of Court is responsible for coordinating the activities of the District's Long-Range Planning Committee.
- The District Court Executive/Clerk of Court will serve as the representative of the Chief Judge on all Court Committees.
- The District Court Executive/Clerk of Court will perform all other duties as assigned by the Chief Judge or any other judge of the Court.

IT IS FURTHER ORDERED that as of August 5, 2020, this General Order will supersede General Order 12-02.

DATED this 5<sup>th</sup> day of August, 2020.

  
\_\_\_\_\_  
G. Murray Snow  
Chief United States District Judge