

## Rule 107

### DUTIES AND POWERS OF CHIEF JUDGE

- (a) **Appointment and Term; Recommendation.** A chief judge of a judicial district is appointed as follows:
- (1) **Appointment.** The Supreme Court will appoint a chief judge in each judicial district.
  - (2) **Term.** A chief judge is appointed for a 2-year term that begins January 1 in an even-numbered year. An interim appointment is for the remainder of the 2-year term.
  - (3) **Reappointment.** On or before November 30 in an odd-numbered year, an incumbent chief judge must notify the Supreme Court whether the judge wishes to be reappointed.
  - (4) **Recommendation.** A judge of the district court may recommend to the departmental justice the appointment of a chief judge for the judge's district. The Supreme Court must keep any recommendations confidential.
- (b) **Chief Judge's Duties and Powers.** The chief judge's duties and administrative powers include:
- (1) **Clerical and Administrative Functions.** The chief judge is responsible for and has supervisory authority over the court's clerical and administrative functions.
  - (2) **Personnel Matters.**
    - (A) **General Responsibility.** The chief judge is responsible for and has supervisory authority over recruitment, removal, compensation, and training of the court's nonjudicial employees.
    - (B) **Appointment of Clerk and Chief Clerk.** The chief judge must appoint a clerk of the district court for each county in the judicial district and appoint one clerk of the district court to be chief clerk of the district, except that a chief clerk is not required to be designated in a judicial district which is authorized to have a court administrator. On appointment:
      - (i) a copy of each appointment order must be sent to the judicial administrator; and
      - (ii) the clerk or chief clerk appointed under this subparagraph must subscribe to an oath or affirmation under K.S.A. 54-106.

- (C) **Appointment of Local Language Access Coordinator.** The chief judge must appoint a local language access coordinator for the judicial district and give notice of the appointment to the office of judicial administration.
- (3) **District Court Case Assignment.** Under the Supreme Court's supervision, the chief judge is responsible for case assignment. The following guidelines apply:
- (A) To the extent reasonably possible, the chief judge must distribute the district's judicial work equally.
  - (B) The chief judge should reassign cases when necessary.
  - (C) The chief judge is responsible for assigning cases to the court's special divisions, if any.
- (4) **Judge Assignment.**
- (A) Subject to approval by a majority of the other judges, the chief judge must:
    - (i) assign judges to the court's special divisions, if any; and
    - (ii) prepare an orderly vacation plan that is consistent with statewide guidelines.
  - (B) Subject to the departmental justice's approval, the chief judge may appoint another judge of the district to act *pro tem* in the chief judge's absence.
  - (C) A judge must accept an assigned case unless the judge is disqualified or the interests of justice require the judge's recusal.
- (5) **Information Compilation.** The chief judge is responsible for developing and coordinating statistical and management information.
- (6) **Fiscal Matters.** The chief judge must supervise the court's fiscal affairs.
- (A) **Designation of Fiscal Officer.** The chief judge must designate a fiscal officer for each county in the judicial district to assist in managing the court's budget. The chief judge may designate a clerk of the district court or court administrator as fiscal officer. In multicounty districts, the same person may serve as fiscal officer for one or more counties.
  - (B) **Fiscal Officer's Duties.** The fiscal officer in each county must:
    - (i) under the chief judge's supervision, initiate expenditures from the court's budget and process expenditures for the operation of all court offices within the county;

- (ii) maintain accounts on all budgetary matters; and
  - (iii) regularly report to the chief judge on the status of the court's budget.
- (C) **Preparation of County Operating Budget; Copies.** In preparing and submitting a district court county operating budget, the chief judge — or a fiscal officer under the chief judge's supervision — must:
- (i) use forms prescribed by the judicial administrator;
  - (ii) follow in detail the district court county operating budget guidelines distributed by the office of judicial administration;
  - (iii) forward to the judicial administrator a copy of the budget at the time the budget is submitted to the board of county commissioners; and
  - (iv) no later than August 25, forward to the judicial administrator a second copy of the budget, signed by the presiding officer of the county commission indicating approval of the budget as submitted or as amended.
- (7) **Committees.** The chief judge may appoint standing and special committees necessary to perform the court's duties.
- (8) **District Judicial Meetings.** At least once each month in a single-county district and at least once every 3 months in a multicounty district, the chief judge must call a meeting of all judges of the district court to review the district's dockets and to discuss other business affecting the court's efficient operation.
- (9) **Liaison and Public Relations.** The chief judge represents the court in business, administrative, and public relations matters. When appropriate, the chief judge should meet with — or designate other judges to meet with — bench, bar, and news media committees to review problems and promote understanding.
- (10) **Improvement in the Court's Functioning.** The chief judge must evaluate the court's effectiveness in administering justice and recommend changes.
- [**History:** Am. effective September 8, 2006; Am. (a) effective May 6, 2009; Restyled rule and amended effective July 1, 2012; Am. effective July 1, 2016.]