

# SUPREME COURT GENERAL RULES

## 1986 Recompilation

Rule

### **SCRA 23-001 (1992 Repl.)**

IN THE SUPREME COURT OF THE  
STATE OF NEW MEXICO

IN THE MATTER OF THE ADOPTION OF :  
RULE 23-109 OF THE SUPREME  
COURT : 8000 Misc.  
GENERAL RULES :

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Scarborough, Senior Justice Sosa, Justice Stowers, Justice Walters and Justice Ransom concurring:

NOW, THEREFORE, IT IS ORDERED that Rule 23-109 of the Supreme Court General Rules be and the same is hereby approved;

IT IS FURTHER ORDERED that the adoption of Rule 23-109 of the Supreme Court General Rules shall be effective June 1, 1988;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the adoption of Rule 23-109 of the Supreme Court General Rules by publishing the same in the Bar Bulletin and the SCRA 1986.

DONE at Santa Fe, New Mexico this 24th day of May, 1988.

/s/ TONY SCARBOROUGH

Chief Justice

/s/ DAN SOSA, JR.

Senior Justice

/s/ HARRY E. STOWERS, JR.

Justice

/s/ MARY C. WALTERS

Justice

/s/ RICHARD E. RANSOM

Justice

### **SCRA 23-002 (1992 Repl.)**

IN THE SUPREME COURT OF THE

STATE OF NEW MEXICO

IN THE MATTER OF THE AMENDMENT :  
OF THE SUPREME COURT

RULES : 8000 Misc.

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Sosa, Justice Scarborough, Justice Ransom and Justice Baca concurring:

NOW, THEREFORE, IT IS ORDERED that the amendment of Rules 23-104 and 23-107 of the Supreme Court General Rules be and the same is hereby approved;

IT IS FURTHER ORDERED that the above amendment of Rules 23-104 and 23-107 shall be effective September 1, 1989;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the amendment of Rules 23-104 and 23-107 of the Supreme Court General Rules by publishing the same in the Bar Bulletin and the SCRA 1986.

DONE at Santa Fe, New Mexico this 31st day of May, 1989.

/s/ DAN SOSA, JR.

Chief Justice

/s/ TONY SCARBOROUGH

Justice

/s/ RICHARD E. RANSOM

Justice

/s/ JOSEPH F. BACA

Justice

## **SCRA 23-003 (1992 Repl.)**

IN THE SUPREME COURT OF THE  
STATE OF NEW MEXICO

IN THE MATTER OF THE AMENDMENT :  
OF THE SUPREME COURT

RULES : 8000 Misc.

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Sosa, Justice Ransom, Justice Baca, Justice Montgomery and Justice Wilson concurring:

NOW, THEREFORE, IT IS ORDERED that the amendment of Rule 23-109 of the Supreme Court General Rules be and the same is hereby approved;

IT IS FURTHER ORDERED that the above amendment of Rule 23-109 shall be effective July 1, 1990;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the amendment of Rule 23-109 of the Supreme Court General Rules by publishing the same

in the SCRA 1986.

DONE at Santa Fe, New Mexico this 10th day of April, 1990.

/s/ DAN SOSA, JR.  
Chief Justice  
/s/ RICHARD E. RANSOM  
Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ SETH D. MONTGOMERY  
Justice  
/s/ KENNETH B. WILSON  
Justice

### **SCRA 23-004 (1992 Repl.)**

IN THE SUPREME COURT OF THE  
STATE OF NEW MEXICO

IN THE MATTER OF THE AMENDMENT OF :  
SUPREME COURT GENERAL RULE 23-

106 : 8000 Misc.

This matter coming on for consideration by the court and the court being sufficiently advised, Chief Justice Ransom, Justice Baca, Justice Montgomery, Justice Franchini and Justice Frost concurring:

NOW, THEREFORE, IT IS ORDERED that the amendment of Rule 23-106 of the Supreme Court General Rules be and the same is hereby approved;

IT IS FURTHER ORDERED that the amendment of the Supreme Court General Rules shall be effective on or after August 1, 1992;

IT IS FURTHER ORDERED that the clerk of the court is hereby authorized and directed to give notice of the amendment of the above rule by publishing the same in the Bar Bulletin and SCRA 1986.

DONE at Santa Fe, New Mexico this 27th day of August, 1992.

/s/ RICHARD E. RANSOM  
Chief Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ SETH D. MONTGOMERY  
Justice  
/s/ GENE E. FRANCHINI  
Justice  
/s/ STANLEY F. FROST  
Justice

## SCRA 23-005 (1993 Supp.)

IN THE SUPREME COURT OF THE  
STATE OF NEW MEXICO  
NO. 94-8300  
IN THE MATTER OF THE WITHDRAWAL  
OF RULE 23-105 OF THE SUPREME COURT  
GENERAL RULES

This matter coming on for consideration by the Court upon the Court's own motion, and

It appearing that the provisions of SCRA 1986, 23-105, have been superseded by NMSA 1978, Section 10-12B-13 (Repl. Pamp. 1992), enacted by N.M. Laws 1992, Ch. 111, Sec. 13; and

The Court being sufficiently advised, Justice Richard E. Ransom, Justice Joseph F. Baca, Justice Gene E. Franchini and Justice Stanley F. Frost concurring; Chief Justice Seth D. Montgomery, not participating;

NOW, THEREFORE, IT IS ORDERED SCRA 1986, 23-105 be and the same hereby is withdrawn, effective immediately; and

IT IS FURTHER ORDERED that the Clerk of the Court hereby is authorized and directed to give notice of the amendment of the above rule by publishing the amendment in the SCRA 1986.

DONE at Santa Fe, New Mexico this 28th day of September, 1994.

/s/ RICHARD E. RANSOM  
Justice  
/s/ JOSEPH F. BACA  
Justice  
/s/ GENE E. FRANCHINI  
Justice  
/s/ STANLEY F. FROST  
Justice

### **23-101. Terms, sessions and hearings.**

**A. Term of court.** The supreme court shall hold one term each year, commencing on the second Wednesday in January, and shall be at all times in session at the seat of government; provided that the court may, from time to time, take such recess as in its judgment may be proper. (N.M. Const., art. 6, § 7.) If any cause shall not be decided during the term at or during which it was argued or submitted, it shall stand and be deemed continued from term to term until disposed of.

**B. Motions.** Except as otherwise specifically ordered, a session will be held on the Wednesday after the first Monday of each month for hearing motions. All motions as to

which the time for filing briefs has expired will be heard on such motion days or be deemed submitted on briefs.

**C. Criminal cases and cases of general public interest.** Criminal cases and cases involving matters of general public interest or policy may be advanced for oral argument or decision by leave of the court and upon the motion of either party.

**D. Participation of justices.** Whenever the justices before whom a law question has been heard shall so desire, others of the justices may be called in to take part in the decision, upon a perusal of the record and briefs, without a formal reargument, unless one of the parties makes objection at the argument.

[As amended, effective January 1, 1987.]

## ANNOTATIONS

**Cross-references.** - For continuation of case from term to term, see 39-3-6 NMSA 1978 and Rule 12-402.

For oral argument, see Rule 12-214.

**Am. Jur. 2d, A.L.R. and C.J.S. references.** - 20 Am. Jur. 2d Courts §§ 20, 44 to 48.

21 C.J.S. Courts §§ 111 to 123.

### **23-102. Clerk of the court.**

**A. Residence.** The clerk of this court shall reside and keep his office at the seat of state government. He shall not practice law in any of the courts of the state.

**B. Original papers and records.** The clerk shall not permit original papers or records to be taken from his office, or from the courtroom, without a court order.

**C. Return of borrowed items.** Any transcript, brief or other document filed in the supreme court and supplied to counsel for use must be returned to the files on or before the date of submission of the cause. The clerk shall so require in all cases. A failure of counsel to comply with this rule shall constitute contempt.

**D. Oral argument.** The clerk will make up the calendars for oral arguments of cases giving attorneys at least five (5) days' notice of the setting of cases in which they appear as record counsel.

**E. Decision of court.** Unless otherwise directed by counsel, the clerk will notify one attorney of record on each side of a case of the result of the decision of the court therein.

**F. Copies of opinion.** Immediately after an opinion is rendered in a case, the clerk will transmit one (1) copy thereof to one counsel of record on each side of the case, without charge.

**G. Docket entry.** The clerk will enter cases on the docket in the order in which the transcripts on appeal and the order granting writs in cases of error are filed in his office. The date of the allowance of the appeal or the issuance of the writ of error, together with the name of the judge who tried the case, will also be entered on the docket by the clerk.

**H. Documents not complying with rules.** It shall be the duty of the clerk to enforce the several requirements of these rules by refusing to file documents not complying therewith.

## **ANNOTATIONS**

**Cross-references.** - For duties of clerks, see Rule 12-310.

**Am. Jur. 2d, A.L.R. and C.J.S. references.** - 15A Am. Jur. 2d Clerks of Court § 1 et seq.

21 C.J.S. Court § 236 et seq.

### **23-103. Seal and process.**

A. **Seal.** The seal shall contain the words "Supreme Court" on the upper part of the outer edge, and the words "State of New Mexico" on the lower part of the outer edge, running from left to right; and there shall be in the center the figure of a woman holding in her left hand the scales of justice, in her right a sword with the point resting level with her feet.  
(Specifications as follows):

[DOUBLE CLICK TO VIEW THE FOLLOWING SEAL](#)



The seal above has not been amended or altered in any way.

**B. Process.** Process of this court shall be in the name of the chief justice of the Supreme Court of New Mexico and shall be in such form as shall be prescribed by the court, and shall be attested by the signature of the clerk and the seal of this court.

#### **ANNOTATIONS**

**Cross-references.** - For process of supreme court and court of appeals, see Rule 12-311.

**Am. Jur. 2d, A.L.R. and C.J.S. references.** - 20 Am. Jur. 2d Courts § 26.

#### **23-104. Conduct of court proceedings.**

**A. Judicial proceedings.** The purpose of judicial proceedings is to ascertain the truth. Such proceedings should be conducted with fitting dignity and decorum, in a manner conducive to undisturbed deliberation, indicative of their importance to the people and to

the litigants, and in an atmosphere that bespeaks the responsibilities of those who are charged with the administration of justice. The broadcasting, televising, photographing and recording of court proceedings in the appellate, district and metropolitan courts of the State of New Mexico is authorized in accordance with the provisions of revised Canon 21-300 of the Code of Judicial Conduct.

**B. Nonjudicial proceedings.** Proceedings, other than judicial proceedings, designed and carried out primarily as ceremonies, and conducted with dignity by judges in open court, may properly be photographed in or broadcast from the courtroom with the permission and under the supervision of the court.

[As amended, effective September 1, 1989.]

### **23-105. Withdrawn.**

#### **ANNOTATIONS**

**Withdrawals.** - Pursuant to a court order dated September 28, 1994, this rule, relating to determination of incapacity and the Judicial Retirement Act, is withdrawn effective September 28, 1994.

### **23-106. Supreme court committees.**

**A. Authority to appoint.** The Supreme Court may appoint standing committees and special or temporary committees to make recommendations to the Court and/or to assist the Court in drafting and revising rules and instructions of the Supreme Court.

**B. Composition of committees.** All standing committees will be comprised of nine members who will be appointed by the Court to reflect geographical balance and to represent the various factions of the bar, i.e., prosecutors, defense attorneys, private attorneys and government attorneys. Special or temporary committees will be comprised of as many members as the Court deems necessary with the same considerations of balance as for standing committees.

**C. Chairperson.** The Court shall appoint a chair and vice-chair for each standing and special or temporary committee. The chair shall have the authority to call meetings of the committee on whatever basis deemed necessary to ensure that the work of the committee is accomplished. The chair will preside at all meetings. In the absence of the chair, the vice-chair shall assume the authority of the chair.

**D. Terms of appointment.** Standing committee members, including the chair and vice-chair, shall be appointed for a term of three (3) years. No member shall serve for more than two terms unless ordered by Court. Members of special or temporary committees shall be appointed for a term decided by the Court; however, said term shall not exceed three (3) years. If any committee member, including the chair or vice-chair, shall be absent from three consecutive committee meetings, that person is deemed to have



resigned from the committee. Said resignation shall be reported to the Court by the chair or vice-chair in writing. Any member, including the chair or vice-chair, may resign at any time during his term by informing the Court in writing.

**E. State bar representative.** The Board of Bar Commissioners may appoint a liaison to each standing, special or temporary committee.

**F. Committee staff.** The Court may appoint or contract for such staff as may be needed for each committee. The staff attorney will be responsible for notifying the members and the liaison of meetings, taking attendance, recording votes, taking notes of the committee's meetings, drafting and revising rules and instructions, and any other duties requested by the Court or the chair or vice-chair. It shall not be necessary for committees to keep minutes or make any record of their proceedings.

**G. Quorum and voting.** All appointed members, including the chair and vice-chair, shall have one vote. Staff attorneys, guests and liaisons may participate in meetings, but may not vote. A quorum of the committee, five voting members, must be present and voting before any committee business may be adopted and recommended to the Court. Committees may, however, meet and discuss matters without a quorum present.

**H. Rule-making procedure.** Committees may make recommendations to the Court on their own motion or upon the request of the Court or the bar.

(1) When a majority of the voting quorum so votes, rules or instructions shall be submitted to the staff appointed by the Court for proper formatting prior to submission to the Court.

(2) Upon submission to the Court and after its review of the recommended rules or instructions, the Court shall:

(a) adopt;

(b) reject;

(c) meet with committee representatives to discuss the recommendations;

(d) modify on their own motion; or

(e) send back to the committee for further drafting or revising.

(3) If new rules or amendments are recommended to the Rules of Professional Conduct, Rules Governing Discipline, Rules Governing the New Mexico Bar, Rules Governing Admission to the Bar, or the Code of Judicial Conduct, said recommendations may be submitted to the president of the New Mexico State Bar prior to the Court's final action on such proposal in order to provide for input from the bar. Upon final enactment by the Court on such rules or amendments, they may be

submitted for publication by the state bar at least forty-five (45) days prior to the effective date. If the Supreme Court determines that it is necessary to have a different effective date than that provided for in this subparagraph, it shall so provide in its order of adoption.

(4) After any rule or instruction has been approved by the Court, arrangements shall be made for publication by the state bar, if necessary, and the compilation commission in the judicial volumes of the NMSA. Rules and instructions shall be published by the state bar if they will become effective prior to the next publication date of the NMSA Advanced Annotation Service or yearly supplement or if required by Subparagraph (3) of Paragraph H.

I. **Standing committees.** The following is a list of Supreme Court standing committees:

(1) Courts of Limited Jurisdiction Committee. Responsible for Rules of Civil Procedure for the Magistrate Courts, Rules of Criminal Procedure for the Magistrate Courts, Rules of Procedure for the Metropolitan Courts, Rules of Civil Procedure for the Municipal Courts, and civil and criminal forms for the courts of limited jurisdiction.

(2) Rules of Civil Procedure for the District Courts Committee. Responsible for Rules of Civil Procedure for the District Courts, and Civil Forms for the District Courts.

(3) Appellate Rules Committee. Responsible for Rules of Appellate Procedure.

(4) Rules of Evidence Committee.

(5) Uniform Jury Instructions-Civil Committee.

(6) Uniform Jury Instruction-Criminal Committee.

(7) Rules of Criminal Procedure for the District Courts Committee. Responsible for Rules of Procedure for the Children's Court, Rules of Criminal Procedure for the District Courts, and the criminal forms for the district courts.

(8) Minimum Continuing Legal Education Committee. Responsible for administering the Minimum Continuing Legal Education program pursuant to Supreme Court rules.

(9) Specialization Board. Responsible for implementing and administering the Supreme Court specialization program.

J. **Failure to comply.** Failure to comply with any or all of the provisions of this rule by the Supreme Court shall not affect the validity of any rules adopted by the Supreme Court.

[As amended, effective August 15, 1986; August 1, 1992.]

## ANNOTATIONS

**The 1992 amendment**, effective August 1, 1992, substituted "The Court" for "The courts" at the beginning of Paragraph C; and, in Paragraph I, redesignated former Subparagraphs (7) and (8) as present Paragraphs (8) and (9), respectively and added the present Subparagraph (7) designation to provisions formerly in Subparagraph (6), inserting in Subparagraph (7) the first sentence and deleting "Uniform Jury Instructions-Criminal" following "Responsible for".

**Law reviews.** - For article, "Separation of Powers and the Judicial Rule-Making Power in New Mexico: The Need for Prudential Restraints," see 15 N.M.L. Rev. 407 (1985).

### **23-107. Broadcasting, televising, photographing and recording of court proceedings; guidelines.**

The broadcasting, televising, photographing and recording of court proceedings in the supreme court, court of appeals, district and metropolitan courts of the State of New Mexico are hereby authorized in accordance with the guidelines promulgated herewith which contain safeguards to ensure that this type of media coverage shall not detract from the dignity of the court proceedings or otherwise interfere with the achievement of a fair and impartial hearing.

#### **GUIDELINES:**

**A. Discretion of judges.** Live coverage of proceedings shall not be limited by the objection of counsel or parties, except that the court reserves to the individual courts the right to limit or deny coverage for good cause.

(1) Media coverage in the courts is subject at all times to the authority of the judge or judges to: (a) control the conduct of the proceedings before the court; (b) ensure decorum and prevent distractions; and (c) ensure fair administration of justice in the pending cause.

(2) The presiding district judge has sole and plenary discretion to exclude coverage of certain witnesses, including but not limited to the victims of sex crimes and their families, police informants, undercover agents, relocated witnesses and juveniles.

(3) Neither the jury nor any member of the jury may be filmed in or near the courtroom, nor shall the jury selection process be filmed.

(4) The judge has discretionary power to forbid coverage whenever he is satisfied that coverage may have a deleterious effect on the paramount right of the defendant to a fair trial.

(5) Audio pickup, broadcast or recording of a tender of evidence offered by a party for the purpose of determining admissibility made before the judge out of the hearing of the jury is not permitted.

(6) Audio pickup, broadcast, photography, televising or recording of a conference in the courtroom between members of the court, court and counsel, co-counsel or counsel and client is not permitted.

**B. Notice.** The broadcasters, photographers and recorders shall notify the clerk of the particular court at least twenty-four (24) hours in advance of coverage of their desire to cover the trial. Each trial judge may, in his discretion, lengthen or shorten the time for advance notice for coverage of a particular trial.

**C. Decorum.** The decorum and dignity of the court, the courtroom and the proceedings must be maintained at all times. Court customs must be followed, including appropriate attire. Movement in the courtroom shall be limited, except during breaks or recess. The changing of tapes, film magazines, film and similar actions during the proceedings shall be avoided.

**D. Standards.** The media shall maintain high journalistic standards regarding the fairness, objectivity and quality of the coverage allowed under these guidelines.

**E. Equipment and personnel.** Unless otherwise agreed upon by the court, equipment and personnel within the courtroom or hearing room shall be limited as follows:

(1) All equipment shall be operated behind the rail.

(2) Not more than one portable television camera operated by not more than one camera person shall be permitted. Only natural lighting shall be used. Cameras shall be quiet and shall be placed and operated as unobtrusively as possible within the courtroom at a location approved by the court. The cameras shall be in place at least fifteen (15) minutes before the proceedings begin.

(3) Not more than two audio systems shall be permitted. All running wires shall be securely taped to the floor. Multiple radio feeds shall be provided by a junction box.

(4) Not more than two still photographers, utilizing not more than one still camera each, shall be permitted. The cameras must not produce any distracting sounds. Only natural lighting shall be used. Still photographers shall remain in one place during the proceedings, but they may shift positions during breaks or recess.

(5) Tape recorders may be used by members of the media, so long as they do not constitute a distraction during the proceedings.

(6) Any pooling arrangements necessary shall be the sole responsibility of the media and must be concluded prior to coverage without calling upon the court to mediate any dispute regarding appropriate media and personnel.

**F. Inapplicability to individuals.** The privileges granted by these rules may be exercised only by persons or organizations which are part of the news media.

**G. Objections limited.**

(1) An appellate court shall not exercise its appellate or supervisory jurisdiction to review at the request of any news media persons or organization seeking to exercise a privilege conferred upon them by these rules, any order or ruling of any judge under these rules.

(2) Any party may request, or object to, cameras in the courtroom by written motion, which may be supported by affidavits, which motion shall be filed not later than fifteen (15) days prior to trial. No other evidence shall be presented.

The trial court shall consider the motion and grant or deny the same. The trial judge shall state his reasons for his ruling on the record.

**H. Impermissible use of media material.** None of the film, videotape, still photographs or audio reproductions developed during or by virtue of coverage of a judicial proceeding shall be admissible as evidence in the proceeding out of which it arose, any proceeding subsequent or collateral thereto, or upon any retrial or appeal of such proceeding.

**I. Other courts.** The broadcasting, televising, photographing and recording of court proceedings in courts other than the appellate, district and metropolitan courts of New Mexico is prohibited.

[As amended, effective September 1, 1989.]

## **ANNOTATIONS**

**The news media have standing** in the supreme court to intervene in a criminal case to question the validity of a lower court order impairing its ability to report the news. The proper approach lies in a separate action for declaratory judgment, mandamus or prohibition. State ex rel. New Mexico Press Ass'n v. Kaufman, 98 N.M. 261, 648 P.2d 300 (1982).

**Showing of prejudice required to bar media coverage.** - The tendency of television cameras in the courtroom to make a defendant nervous or rattled is certainly a likely effect to be considered, but if defendant has failed to present any evidence in support of his assertion that televising portions of the proceedings would prejudice the

presentation of his testimony, he will be overruled on this challenge. *State v. Hovey*, 106 N.M. 300, 742 P.2d 512 (1987).

If the defendant objects to media coverage he must make a prima facie showing that he will be prejudiced by the media coverage. A general assertion that the coverage will make the defendant nervous, unsupported by affidavits which address the discretionary standard articulated in *State ex rel. New Mexico Press Ass'n v. Kaufman*, 98 N.M. 261, 648 P.2d 300 (1982), is not sufficient. *State v. Clark*, 108 N.M. 288, 772 P.2d 322, cert. denied, 493 U.S. 923, 110 S. Ct. 291, 107 L. Ed. 2d 271 (1989), overruled on other grounds, *State v. Henderson*, 109 N.M. 655, 789 P.2d 603 (1990).

**Defendant abandoned his conditional pretrial request to bar television coverage** of his allocution by failing to pursue the issue and by later failing to mention any potential problem with media coverage in his motion to allocute. *State v. Clark*, 108 N.M. 288, 772 P.2d 322, cert. denied, 493 U.S. 923, 110 S. Ct. 291, 107 L. Ed. 2d 271 (1989), overruled on other grounds, *State v. Henderson*, 109 N.M. 655, 789 P.2d 603 (1990).

**Law reviews.** - For comment, "Procedural and Substantive Rights to the Media Govern Requests to Restrict News Coverage of Criminal Cases: *State ex rel. New Mexico Press Ass'n v. Kaufman*," see 14 N.M.L. Rev. 401 (1984).

### **23-108. Court library use.**

The supreme court and the district court libraries of the State of New Mexico shall be open to the public on regular court business days. Individual courts may by rule limit public access to their libraries, provided such rules adequately ensure that the public is not denied access to the law.

[Effective April 1, 1988.]

### **23-109. Chief Judges.**

A. **Selection; term.** Each judicial district and each metropolitan court shall have a chief judge. The chief judge of a judicial district or metropolitan court shall be selected in the manner provided by the constitution for a three (3) year term. A chief judge may be re-elected to serve successive terms. In the event of a tie vote, the senior judge shall be the chief judge.

B. **Duties and Responsibilities.** The chief judge of each judicial district and each metropolitan court district shall have the administrative responsibility for that judicial district or metropolitan court and shall:

- (1) administer established policy concerning the court's internal operations;
- (2) call and preside over regular and special meetings of the judges;

(3) appoint standing and special committees as may be advisable to assist in the proper performance of the duties and functions of the court;

(4) designate one of the judges to act in the chief judge's absence or inability to act;

(5) exercise responsibility as the administrative authority in accordance with the provisions of law and the New Mexico Judicial Branch Personnel Rules and ensure the enforcement of those rules;

(6) exercise general supervision, coordination and direction of business of the court;

(7) supervise performance of the court's administrative office;

(8) supervise court finances, including financial planning and preparation and presentation of court budgets;

(9) coordinate the use of space, equipment and facilities of the court;

(10) assign, reassign or consolidate cases among the several judges as equitably as possible. Except with respect to specialty courts consisting of a single judge, cases shall be assigned by random selection designed so that each judge will receive substantially the same number and type of cases. If a judge is unable to administer the cases assigned to such judge within a reasonable time, or if there are other justifiable reasons, the chief judge, in consultation with the other judges, may reassign cases to other judges within the district;

(11) have published for general distribution copies of a current calendar setting forth the judicial assignments of the judges, the times and places assigned for hearing court matters, and any special calendaring requirement deemed necessary by the chief judge;

(12) prepare an orderly plan of vacations for all court personnel, and for attendance at schools, conferences and workshops for judges and other court personnel;

(13) provide an orientation program for new judges as soon as possible after their election or appointment;

(14) provide for liaison between the court and other governmental or civic agencies;

(15) when appropriate, meet with or designate a judge or judges to meet with committees of the bench, bar, news media or community to review problems and to promote understanding of the administration of justice;

(16) oversee juror management;

(17) implement and monitor compliance with all policies, rules and regulations issued by the supreme court;

(18) perform such other administrative and substantive functions as are necessary for the efficient operations of the court on a day-to-day basis.

**C. Reporting.** The chief judge shall advise the supreme court of the failure or refusal of any judge of such court to comply with the Code of Judicial Conduct or an established policy, rule or regulation of such court or the supreme court.

[Effective June 1, 1988; as amended, effective, July 1, 1990.]