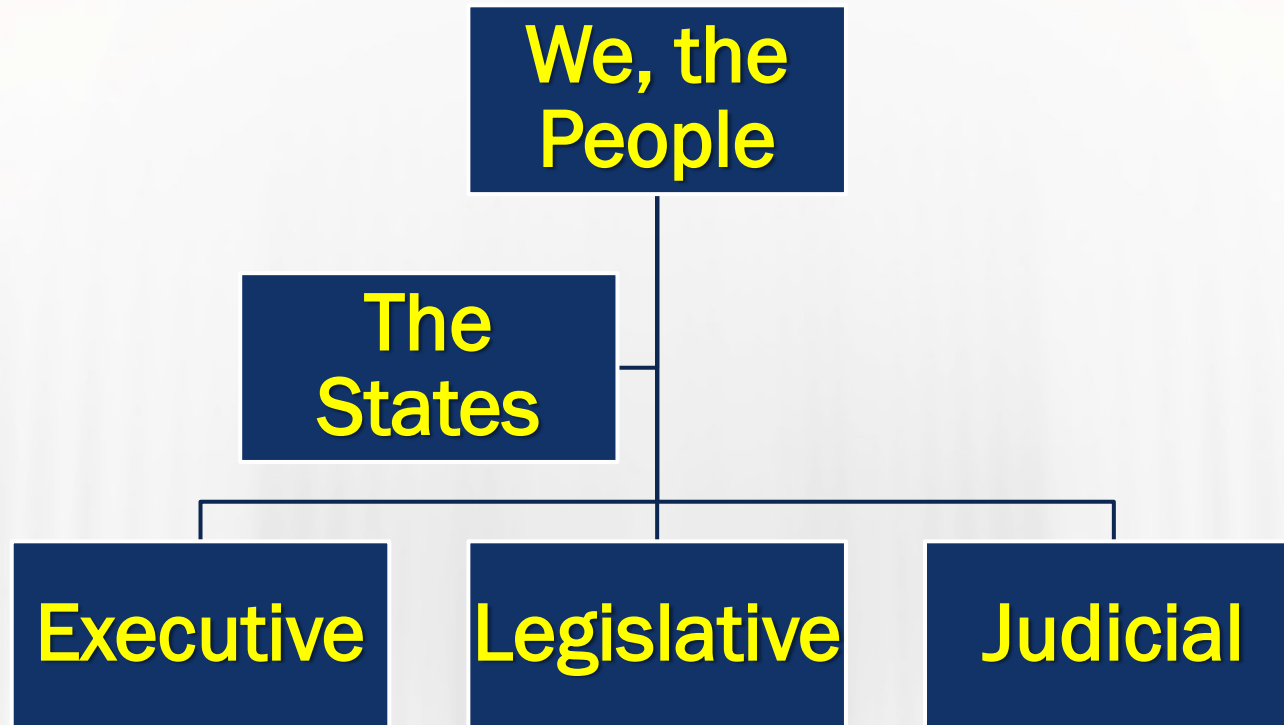


ADMINISTRATIVE OFFICE of the UNITED STATES COURTS



**Administrative Office of the U.S. Courts Update
September 15, 2022
Fawne N. Lindsey, Chief
Judicial Support Staff – Judicial Services Office**

United States Government



Judicial Administration



The Judicial Branch



United States Courts

**Administrative Office of
the U.S. Courts**

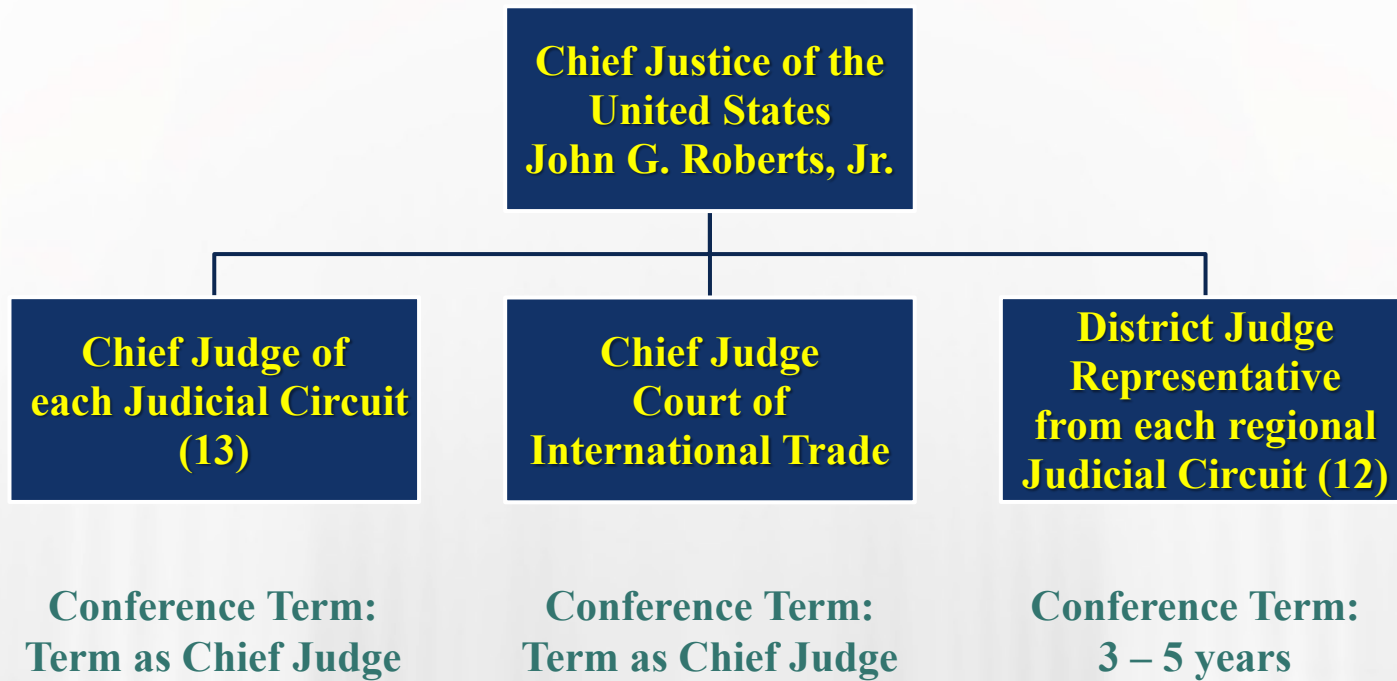
Judicial Conference of
the United States

Federal Judicial Center

**U.S. Sentencing
Commission**



Judicial Conference of the United States



AOUSC Director serves as the Judicial Conference Secretary

A bankruptcy judge and magistrate judge attend each meeting of the Conference as observers.

Committees of the Judicial Conference

August 2022



COMMITTEE

Executive Committee
Audits and Administrative Office Accountability
Administration of the Bankruptcy System
Budget
Codes of Conduct
Court Administration and Case Management
Criminal Law
Defender Services
Federal-State Jurisdiction
Financial Disclosure
Information Technology
Intercircuit Assignments
International Judicial Relations
Judicial Branch
Judicial Conduct and Disability
Judicial Resources
Judicial Security
Administration of the Magistrate Judges System
Rules of Practice and Procedure

- Advisory Committee on Appellate Rules
- Advisory Committee on Bankruptcy Rules
- Advisory Committee on Civil Rules
- Advisory Committee on Criminal Rules
- Advisory Committee on Evidence Rules

Space and Facilities

CHAIR

Honorable Claire V. Eagan
Honorable Kevin Michael Moore
Honorable Sara Darrow
Honorable Amy J. St. Eve
Honorable Jenifer W. Elrod
Honorable Audrey G. Fleissig
Honorable Randolph D. Moss
Honorable Micaela Alvarez
Honorable D. Michael Fisher
Honorable David L. Bunning
Honorable Michael Y. Scudder
Honorable Nicholas G. Garaufis
Honorable Sidney H. Stein
Honorable Rodney W. Sippel
Honorable William B. Traxler, Jr.
Honorable Brian Stacy Miller
Honorable Richard J. Sullivan
Honorable Marcia Howard
Honorable John D. Bates
Honorable Jay S. Bybee
Honorable Dennis Dow
Honorable Robert M. Dow, Jr.
Honorable Raymond M. Kethledge
Honorable Patrick J. Schiltz
Honorable Jeffrey J. Helmick

Administrative Office of the United States Courts

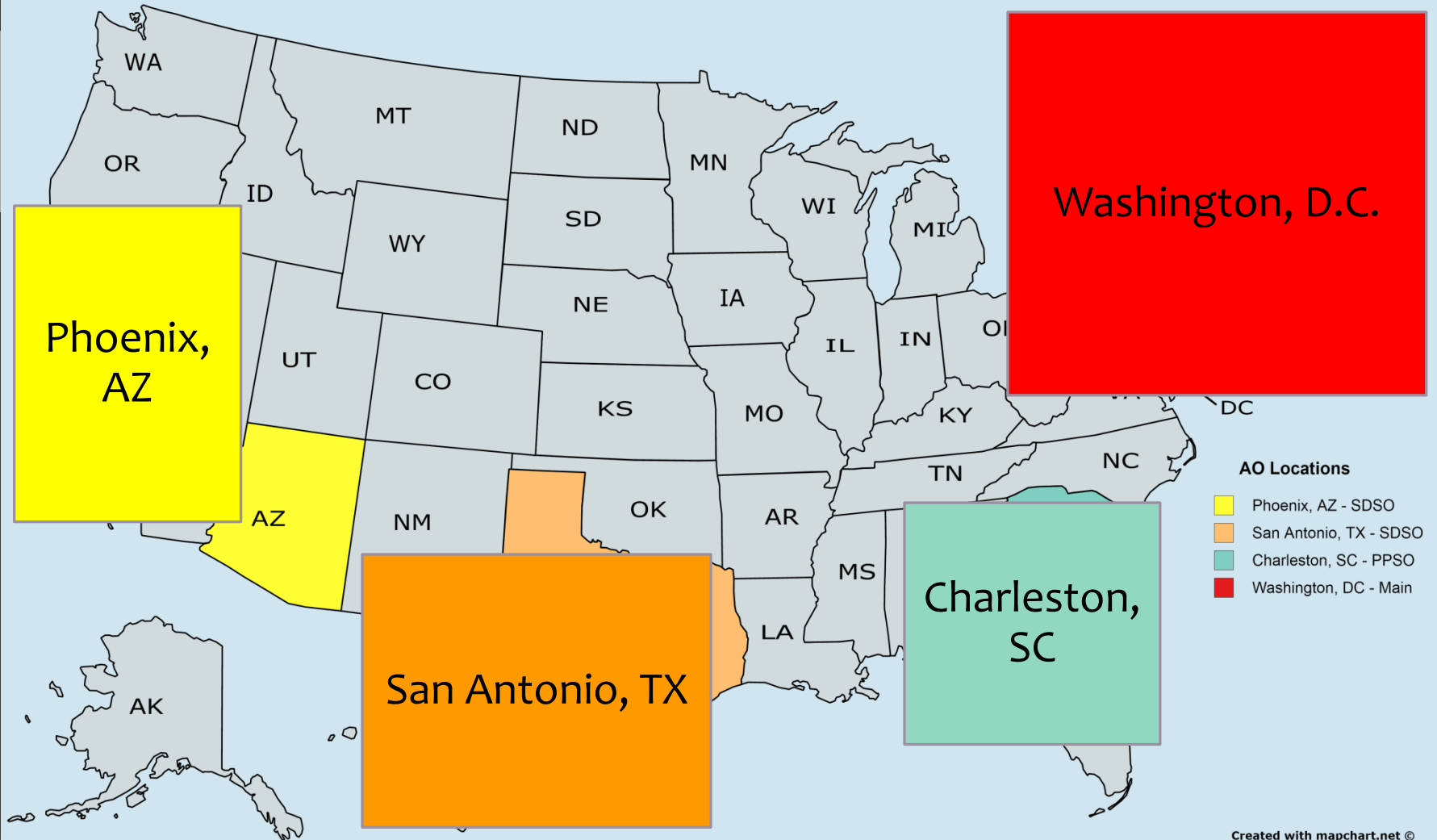


The Administrative Office is the agency within the judicial branch that provides a broad range of services for judges and chambers staff, court staff, pretrial and probation staff, and federal defenders and staff.

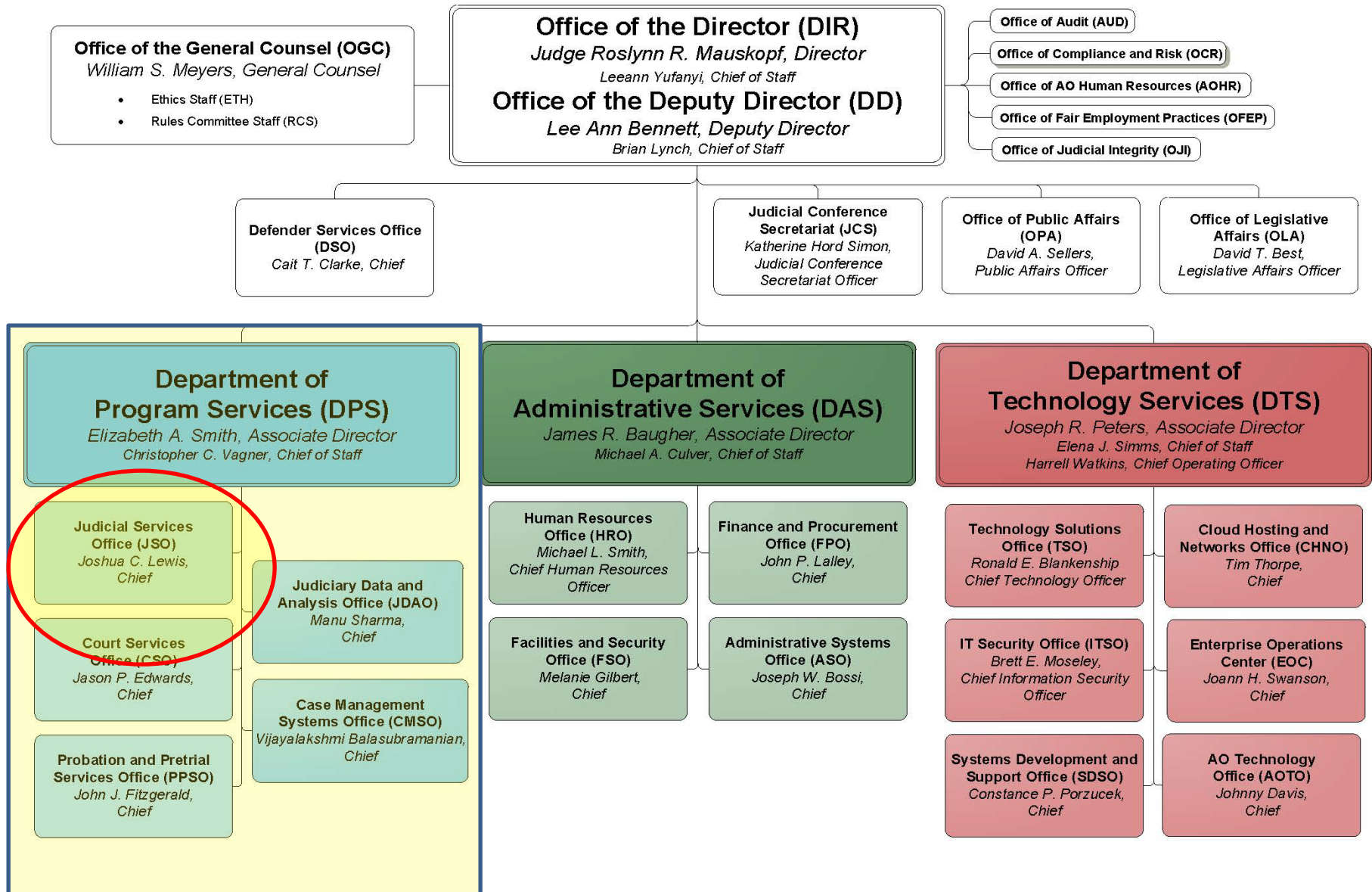
- **Administrative and Program**
- **Financial**
- **Legal**
- **Legislative**
- **Technology**

The Administrative Office also provides staff support and counsel to the Judicial Conference and its committees and implements their policies and recommendations.

Administrative Office Locations



Administrative Office of the United States Courts



* As of this chart's revision date, this individual is leading the unit in an interim, acting capacity.

Last revised 8/30/2022



What's New at the AO?

- Leadership:

- Judge Roslynn R. Mauskopf, Director - Feb. 2021
- Elizabeth A. Smith, Associate Director, Department of Program Services - Sept. 2021
- Joshua C. Lewis, Chief, Judicial Services Office - April 2022



Judge Roslynn Mauskopf, Director



Libby Smith, AD - DPS



Joshua Lewis, Chief - JSO

Judicial Services Office Leadership



Joshua C. Lewis, Chief

Dan Jackson, Deputy Chief

Mission: Provide management, oversight, and resources within JSO and serve as a liaison, consultant, and advocate in the AO on all matters affecting judges.

Judicial Support Staff

Fawne Lindsey, Chief

Mission: Provide support for JSO programs and services offered to judges and their staffs.

Judicial Programs Division

Joseph Phillips, Chief

Mission: Deliver quality programs in support of judges and their staffs and provide staff support for peer advisory groups

Judicial Policy Division

Daniel Isaacs-Smith, Chief

Mission: Provide policy expertise and support to Judicial Conference committees and AO staff.



What's Else is New at the AO?

The Advisory Process is a participatory collaboration consisting of three type of groups:

- Advisory Councils
 - Subject matter focused
 - Expanded from four to eight groups
- Peer Advisory Groups
 - People with similar titles or positions
 - Provide advice to Director on matters affecting a particular group
- Working Groups
 - Established to address specific issue or challenge
 - Permanent – Three-year rotating memberships
 - Ad Hoc – limited time appointments



What's Else is New at the AO? cont.

- New Advisory Councils
 - Court Administration and Operations
 - Criminal Operations
 - Judicial Programs and Services
 - Risk and Financial Management
- Advisory Process Application
 - Director's memo with link to apply
 - Enter demographic information to see opportunities available
- Diversity and Inclusion Initiatives
 - Fair and Effective Interviewing for Diversity and Inclusion
 - Inclusive Leadership: Diversity & Inclusion Awareness



What's Else is New at the AO? cont.

- New Chief Judge Program Pilot – November 2022
 - Hosted quarterly
 - Combined Article III and Bankruptcy Chief Judge Programs
 - Limited to 10 of each judge type and their staff
- Chambers Staff Training Series
 - Bi-monthly
 - Next session: “Financial Disclosure Reporting” - October 18, 2022
- J-Bio Updates
 - Only biographical system for all sitting federal judges
 - Delegation functionality allows judges to grant access to staff

JSO Supported Committee, Advisory Council, and Advisory Groups



- Committees
 - Administration of the Bankruptcy System
 - Administration of the Magistrate Judges System
 - Intercircuit Assignments
 - International Judicial Relations
 - Subcommittee on Judicial Statistics
- Judicial Programs and Services Advisory Council
- Advisory Groups
 - Bankruptcy Judges
 - Magistrate Judges
 - Chambers Staff



JSO Services

- Daily duty attorney coverage
- Programs, education, and outreach
 - Judge orientation programs
 - Chambers staff programs
 - Administrative programs
- Trusted Traveler Programs
- International travel support for Judges
- Judge nomination and appointment correspondence
- Judges' Corner updates



■ Judges' Corner updates

Court Services

Judges' Corner

- Bankruptcy
- Case Management
- Chambers Staff**
- Court Governance
- Courts of National Jurisdiction & Territorial Courts
- Judges' Salaries, Benefits, and Retirement
- Judges' Travel
- Judgeships
- Judicial Ethics and Financial Disclosure
- International Matters
- Magistrate Judges System
- New Judges
- Publications, Policy, and Guidance
- Selection, Appointment, and Reappointment of Judges
- Senior Judges
- Statistics and Reporting Requirements
- Visiting and Recalled Judges
- Wellness

CHAMBERS STAFF

The Chambers Staff section is a central resource providing information of interest to chambers staff. Comments and questions may be directed to the Judicial Services Office Duty Attorney at AODB_AO_Duty_Attorney@ao.uscourts.gov or 202-502-1800.

- ★ [Judicial Services Contacts](#)
- ★ [Chambers Staff Advisory Group](#)
- ★ [Chambers Staff News](#)

POLICY AND GUIDANCE

[Ethics Materials](#)
[Guide to Judiciary Policy, Vol. 12 \(Human Resources\)](#)
[Judges Administrative Manual, Ch. 18: Chambers Staff](#)
[Human Resources Manual and Ch. 3, Judiciary Salary Plan](#)
[Law Clerk Handbook, Fourth Edition \(2020\)](#)

CHAMBERS EMPLOYMENT AND STAFFING RESOURCES

[OSCAR](#)
[Director's Leadership Program Overview](#)
[JNet Careers Page](#)
[Guidelines for the Temporary Bankruptcy Law Clerk Program for FY 2023 \(pdf\)](#)

CHAMBERS OPERATIONS AND MANAGEMENT

[Case Management including CM/ECF Forms](#)
[Legal Research Materials](#)
[Judges' Travel Resources](#)
[Main JNet Travel Page](#)
[Governance and Education Travel](#)
[A Judge's Checklist for a Secure Judiciary](#)
[J-Bio Users Manual](#)

ADMINISTRATIVE CHAMBERS STAFF TRAINING

[Chambers Staff Training Series](#)
[Chambers Staff Administrative Workshop](#)
[Resources for Chambers Staff](#)

RELATED SITES

[Association of Bankruptcy Judicial Assistants](#)
[Federal Judicial Assistants Association](#)

RESOURCES FOR LAW CLERKS

[Interactive Orientation for Federal Law Clerks \(FJC\)](#)
[Ethics for Law Clerks](#)

Contact the Judicial Services Office



For Questions, Comments, or Assistance:

JSO Duty Attorney

Aodb_AO_Duty_Attorney@ao.uscourts.gov

Fawne Lindsey

Fawne_Lindsey@ao.uscourts.gov

JSO Main Line: (202) 502-1800

Chambers_Staff@ao.uscourts.gov

