

1 Rule 4-402. Clerical resources.

2 Intent:

3 To analyze clerical workload in the juvenile and district courts.

4 To establish effective staffing levels for each judicial district.

5 Applicability:

6 This rule applies to all trial courts of record.

7 Statement of the Rule:

8 (1) The state court administrator shall appoint a clerical weighted caseload committee
9 consisting of personnel representing district and juvenile courts from urban and rural counties.
10 The committee shall analyze clerical time required to process cases.

11 (2) Based upon the results of studies, the committee will recommend an effective range of
12 clerical staffing levels for each judicial district. The committee will submit its findings to the
13 state court administrator, who will present them with recommendations to the Judicial Council.

14 (3) Upon approval by the Judicial Council the range of staffing levels will be used to
15 establish effective clerical staffing levels for each judicial district.

16 (4) The committee will review the study annually and update it as appropriate.

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