

**THE SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF LASSEN**

**GENERAL ORDER
2022-13**

**THIS ORDER REVOKES AND RESTATES IN THE ENTIRETY
GENERAL ORDER 2005-06 AND ALL AMENDMENTS THEREOF**

**AUTHORITY AND DUTIES OF THE PRESIDING JUDGE
(California Rule of Court 10.603)**

General Responsibilities

With the assistance of the Court Executive Officer, the Presiding Judge is responsible for leading the court, establishing policies, and allocating resources in a manner that promotes access to justice for all members of the public, provides a forum for the fair and expeditious resolution of disputes, maximizes the uses of judicial and other resources, increases efficiency in court operations, and enhances service to the public. The Presiding Judge is responsible for:

1. Ensuring the effective management and administration of the court, consistent with any rules, policies, strategic plan, or budget adopted by the Judicial Council or the court;
2. Ensuring that the duties of all judges specified under Rule of Court §10.608 are timely and orderly performed; and
3. Ensuring that the court has adopted written policies and procedures allowing the Presiding Judge to perform efficiently the administrative duties of that office.

Authority

The Presiding Judge has the authority to:

1. Assign judges to departments and designate supervising judges for divisions, districts, or branch courts;
2. Apportion the business of the court, including assigning and reassigning cases to departments;
3. Call meetings of the judges;
4. Appoint standing and special committees of judges;
5. Act as the spokesperson for the court;
6. Authorize and direct expenditures from the court's Trial Court Operations Fund; and
7. Perform all acts necessary to accomplish the duties specified by the rules of court.

No local rule or policy may limit the authority of the Presiding Judge as granted in the Rules of Court.

Duties

The Presiding Judge has the duty to:

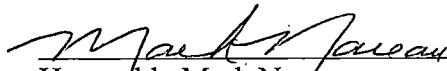
1. Make all judicial assignments;
2. Adopt a process for judicial schedules;
3. Supervise and monitor submitted cases;
4. Provide oversight of judicial officers;

5. Provide general direction and supervision of the Court Executive Officer;
6. Engage in budget and financial management;
7. Schedule and assign judicial meetings and committees;
8. Act as liaison;
9. Participate in court planning;
10. Ensure that appellate records are prepared timely; and
11. Prepare local rules.

Delegation

The Presiding Judge may delegate any of the specific duties listed in this rule to another judge, or if the duty does not require the exercise of judicial authority, to the Court Executive Officer.

Dated: 6-30-22



Honorable Mark Narreau
Presiding Judge of the Lassen Superior Court