

JUL 23 1992

Honorable Joseph J. Longobardi
Chief Judge, United States
District Court
Lockbox 40
Wilmington, DE 19801

Dear Judge Longobardi:

This is in response to our conversation on July 10, 1992 concerning the use of a Civil Justice Reform Act attorney as a law clerk.

The Court Administration and Case Management Committee has instructed the Administrative Office to ensure that funds obtained for the implementation of the Civil Justice Reform Act are used in furtherance of the Act. Consequently, the main function of CJRA attorney should be to assist the court with the implementation of the provisions of the plan. Our division has allocated CJRA attorney positions based on certifications by the courts that CJRA functions would be performed.

With regard to your specific request, the Court Administration Division will be happy to extend the CJRA temporary position in the District of Delaware with the understanding that it is used primarily for CJRA purposes.

I have contacted several district courts and found that no two courts utilize the CJRA attorney in precisely the same manner. In most instances, the CJRA attorney is given a broad range of duties. Some of the duties performed by this position include: operating and evaluating a mandatory mediation program and developing alternate dispute resolution programs; acting as the differentiated case management administrator; assisting the court with the implementation of new local rules and revisions to existing local rules; performing research for the advisory committee; assisting the court in the assignment of cases to tracks based on complexity and probable length of action; monitoring the case tracking system; collecting and analyzing statistics related to caseload and length of time required in resolution of civil cases; and developing educational materials for practitioners.

Chief Judge Longobardi
Page 2

In the past few days, I have collected some material that you may find useful. I have enclosed copies of the job descriptions used by the Northern District of California. One CJRA attorney position is being used as the Case Management Pilot Coordinator; another as the ADR Program Manager; and the third as Deputy ADR Program Manager. I have also gathered some information on the positions of the ADR Coordinator and Early Assessment Program Administrator. The duties performed by these positions are in some ways similar to the duties performed by the CJRA attorney. Lastly, I am enclosing a job announcement from the Southern District of New York which describes in some detail the duties and responsibilities of the CJRA attorney.

During our conversation on July 10, you questioned whether a CJRA attorney can be used to assist the district judges in the handling of social security cases. Recently, the Court Administration Division submitted a similar request to the Committee on Court Administration and Case Management for consideration. When the Committee acts on this request, I will immediately notify you of their decision.

Should you have any questions regarding the matters discussed in this letter, please call me at (202) 633-6236.

Sincerely,

Dennis J. Wysocki
Management Analyst
Court Administration Division

Enclosures

cc: L. Ralph Mecham

bcc: Noel J. Augustyn
John E. Howell

CES _____ RL _____ KP _____ DRL _____