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WASHINGTON, D.C. 20544

OFFICE OF
PROGRAM ASSESSMENT

March 14, 1995

MEMORANDUM TO THE SENIOR STAFF:

SUBJECT: On-Site Review and Assistance for the District of New Jersey

[Action Requested - Due March 21, 1995]

SUMMARY: An on-site review of the administrative and program support in the District of New Jersey is planned for mid-April. The purpose of this memorandum is to request that the senior staff provide information relevant to their respective programs as these affect the District of New Jersey. A member of the team will contact each office immediately regarding this information.

Next month I (and one or two senior professionals) will be visiting key judges and unit executives in the District of New Jersey. The purpose of the visit is to assess the general health of the court's administrative support programs and whether there are areas under the responsibility of the AO that may need further attention.

The evaluation process will basically include four steps:

- (1) **Profile Development** - collection of available data and other existing file information and reports from the various divisions and offices;
- (2) **Expert Opinion Briefings** - briefings by program experts regarding the condition of the court and their activities in support of the court;
- (3) **Court Visit** - a visit to the chief judges of the district and bankruptcy courts, clerks, probation and pretrial offices and other key officials (eliciting court's concerns and opinions about the condition of its administrative/program support);

(4) Report and Follow-up - following the visit, a report to relevant senior staff regarding findings and suggested follow-up actions, including the need for any in-depth but focussed studies in specific program or administrative areas.

This overall assessment will complement - not supplant - any on-site reviews and assessments which are the responsibility of the various program and administrative organizations. It will, however, give an overall picture of the court and provide a mechanism to identify problem areas for further attention by the responsible offices. We will not intrude on the expertise of the various responsible offices in the AO, and therefore will bring back any issues for resolution by the appropriate office.

The review will be positive and low-key in approach. Only two or three people will visit the court to “scout” out issues. Since the team will be representing the AO overall, it is essential that we have a good profile of the court and the guidance of the senior staff regarding anything in their areas that we might find, be confronted with or need to actively raise with the court.

Frank Bonsiero, who is on loan from the Audit Office, is in charge of the court profile effort. I would appreciate your assistance in ensuring that he receives whatever relevant data and information you or your senior staff can put together from existing files and data regarding the District of New Jersey.

I thank you in advance for your assistance. I would be happy to discuss this initiative with any of you at your convenience.



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Program Assessment Officer

cc: L. Ralph Mecham
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