

United States Circuit Court of Appeals  
For the Seventh Circuit  
Chicago, Illinois 60604

*Handwritten notes:*  
C.A. 7  
L. H. ...  
P. ...  
M. ...  
H. ...  
K. ...

Chambers of  
William J. Bauer  
Chief Judge

*Copies: OCP Chiefs +  
Paul H.*

December 23, 1992

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*Copy to*

Honorable William W Schwarzer  
Director  
Dolley Madison House  
1520 H Street NW  
Washington, D.C 20005

*Hel  
Palmer  
Bt. Chiefs*

Mr. L. Ralph Meham  
Director  
Administrative Office of the  
United States Courts  
Washington, D.C. 20544

Dear Bill and Ralph:

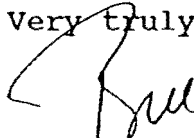
Pursuant to the suggestion of Bill, I appointed a Seventh Circuit Education Committee that has made a thorough study of the educational needs of the judicial employees in this circuit. The report was discussed at our December 15, 1992 Judicial Council meeting. The Council unanimously makes the following recommendations:

1. Education for secretaries and probation clerks should be a priority as there have been very little if any educational programs for these employees.
2. Each court should be authorized \$300 per employee for office education programs to be approved by that court. We think that the benefits that have accrued to the courts from decentralization will be expanded by allowing the courts to decide on their own education priorities. This localized training will be able to be done in areas that the court assesses as having the greatest need. This will be at less cost to the government as we can save on the travel and per diem costs associated with training in locations other than the court.

3. Each court should be allocated \$350 per employee for educational benefits which will directly help that employee. The approval for the use of those funds should be placed in the office manager that supervises the individual employee. The Federal Judicial Center has recently ended its program of tuition assistance grants. That program had provided \$350 per year reimbursement for judicial employees. This proposal would provide for a decentralized program.

We realize that money may not be available to implement these recommendations this year but we request that you consider implementation of these recommendations as soon as funds are available.

Very truly yours,



WILLIAM J. BAUER  
Chief Judge

cc: Chief Circuit Judges  
Circuit Executives