

**FILED**

NOV 21 2018

Clerk, U.S. District Court  
District Of Montana  
Missoula

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MONTANA

In re: Organization of the Court Units  
of the District of Montana

STANDING ORDER No. DLC-41

IT IS HEREBY ORDERED that, effective January 1, 2019, the District of Montana will adopt a centralized administrative structure as follows:

1. The position of district executive is established to provide management oversight for all non-judicial operational and administrative functions of the consolidated clerk's office and the consolidated probation and pretrial services office. The district executive shall report directly to the chief district judge and the chief bankruptcy judge.
2. Except as otherwise provided by order of the court, the court unit executive for the consolidated district and bankruptcy courts shall also serve as the district executive.
3. All personnel actions for the consolidated clerk's office and the consolidated probation and pretrial services office shall be subject to the approval of the

district executive prior to submission. The district executive shall receive delegated signature authority for all personnel actions for the consolidated clerk's office and the consolidated probation and pretrial services office. The district executive shall receive delegated Court Personnel System authority for all employees of the consolidated clerk's office and the consolidated probation and pretrial services office.

4. The district executive shall promptly establish a centralized Administrative Services Division to provide administrative services to all judges, chambers staff, and court units of the District of Montana. Such services shall include information technology, human resources, finance, budget, procurement, emergency preparedness, space and facilities, records management, and training. The chief deputy clerk of court for administration shall lead the Administrative Services Division.
5. The district executive is designated as the budget liaison for the chief judges of the district and bankruptcy courts, who have delegated to the district executive the authority to perform all budget activities necessary to formulate and implement spending plans. The district executive shall be responsible for managing funds for all court units of the District of Montana, in accordance with all applicable rules and regulations.

6. The district executive shall have the authority to set policies and procedures and to take any other managerial action on administrative matters (i.e., information technology, human resources, finance, budget, procurement, emergency preparedness, space and facilities, records management, and training) for all court units. The district executive shall serve as liaison with the probation and pretrial services office on matters of operational policy. The district executive will coordinate the submission to the chief judges of all policy items that require court approval.
7. The chief probation and pretrial services officer, chief deputy clerk of court for operations, and chief deputy clerk of court for administration shall report directly to the district executive.
8. The district executive shall serve as secretary at all meetings of the judges of the court, coordinating the agenda for all judges' meetings and preparing and maintaining the minutes of those meetings.
9. The district executive is designated as the district's public information officer and shall be responsible for coordinating all public outreach efforts for the district.
10. The district executive is responsible for coordinating the activities of the Court Security Committee.

11. The district executive is responsible for coordinating all space management and long-range facilities planning for all court units of the District of Montana.
12. The district executive shall promptly internally publish and maintain organizational charts consistent with this order.
13. The district executive shall perform all other duties as assigned by the chief district judge and/or the chief bankruptcy judge.

DATED this 21st day of November, 2018.

  
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Dana L. Christensen, Chief Judge  
United States District Court