

OFFICE OF THE

Court Administrator



Joseph J. DiPrimio, Esquire
Court Administrator
First Judicial District of Pennsylvania

PURPOSE

The Court Administrator is entrusted by the District's top leadership body, the Administrative Governing Board (AGB), to carry out their directives and, through his own initiative, to creatively develop and institute new programs and project solutions.

RESPONSIBILITIES

Now a part of the Unified Judicial System of the Commonwealth of Pennsylvania, the Office of the Court Administrator of the First Judicial District was created by the Supreme Court of Pennsylvania in 1996. That same year, Joseph J. DiPrimio, Esq., was appointed FJD Court Administrator. He continues to serve the District in that capacity. Essentially, the Court Administrator's Office acts as the District's hub of managerial activities.

In day to day operations, the Office provides centralized management for five main service centers, the functions of which generally affect the work of the Courts throughout the District. They include Data Processing/Techology, Human Resources, Management Analysis, Space & Facilities, and Administrative Services. The Court Administrator also directs a team of eight Deputy Court Administrators located in the various sections of the divisions that make up the Common Pleas, Municipal and Traffic Court arms of the FJD. Concerned chiefly with those services that apply to all of the FJD component Courts and Divisions, the purview of the Office of the Court Administrator is the most wide-ranging of all the non-judicial positions in the FJD.

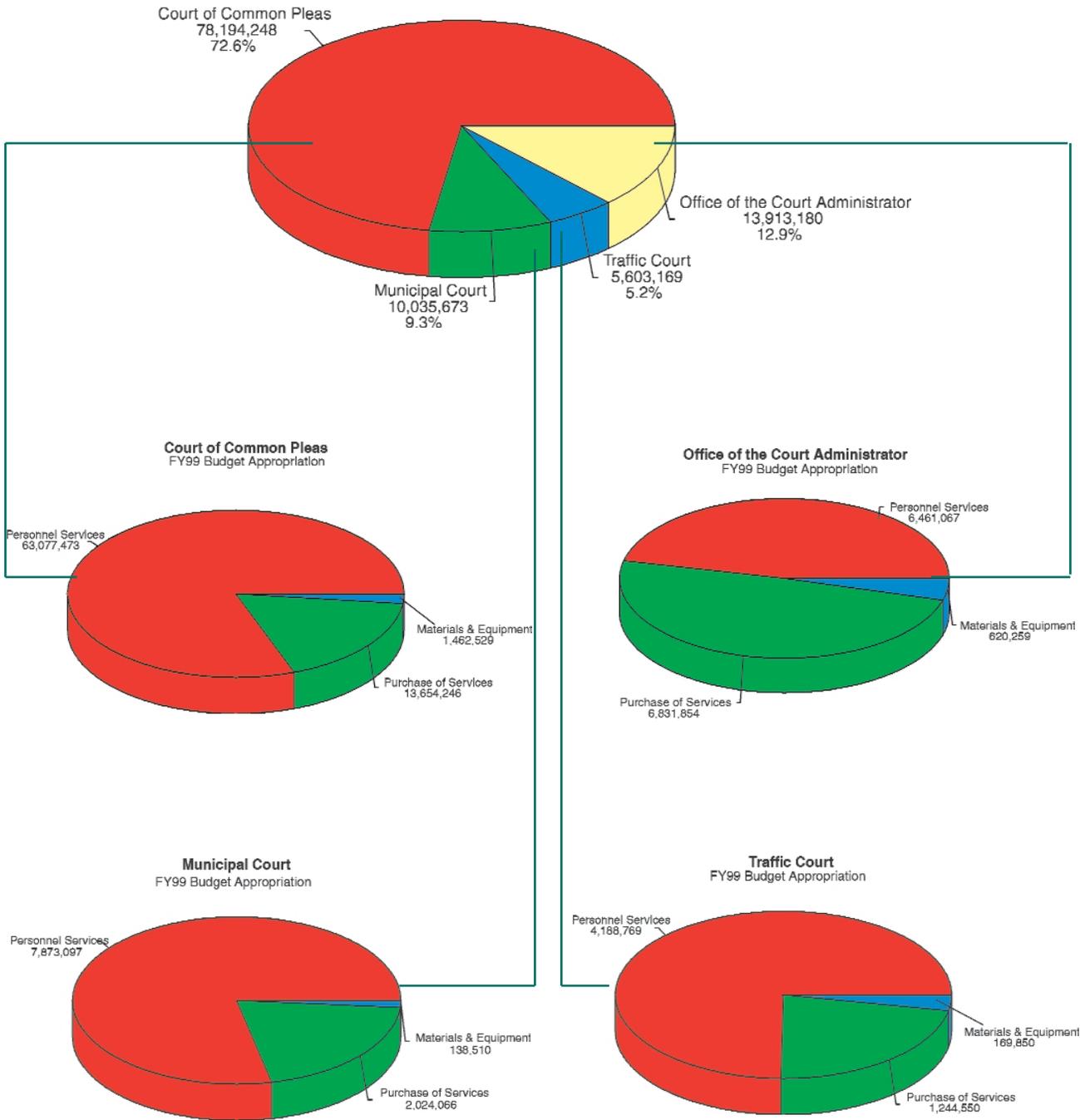
In 1999 ...

- ◆ The Court Administrator spearheaded the massive years-long task of FJD preparations and coordination for all FJD computer systems transition to year 2000 specifications.
- ◆ To bring the District into compliance with federal and state statutes and regulations, the entire body of FJD personnel policies was examined, evaluated, and revamped, improving management/employee relations through greater understanding of newly clarified guidelines.
- ◆ The Court Website, <http://courts.phila.gov> continued to expand services available over the Internet for improved access to the Civil Docket system, inclusion of more downloadable forms, and online court listings. In 1999, the site won five awards, including the StudyWeb Academic Excellence Award, the Medaille d'Or for Web Site Excellence, and the WPVI television station Cyber 6 Featured Site award.
- ◆ During 1999, major projects included the renovation of the City Hall Law Library and the renovation of office space for the FJD Procurement Unit.
- ◆ For the first time in the history of the Court, a District-wide Record Retention schedule and program began development in 1999. Other initiatives included the unfolding of a cost allocation plan, transactional-based Human Resources processes, work begun on procedural manuals and collections efforts, and the establishment of centralized statistic reporting capabilities.

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Except for percentages, all figures below represent dollar amounts.

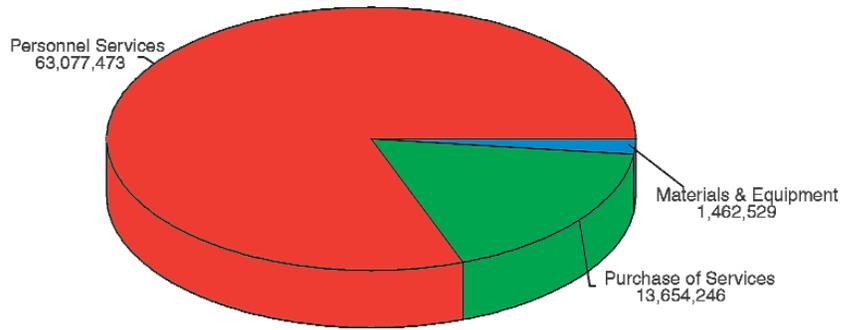
First Judicial District
FY99 Budget Appropriation by Court



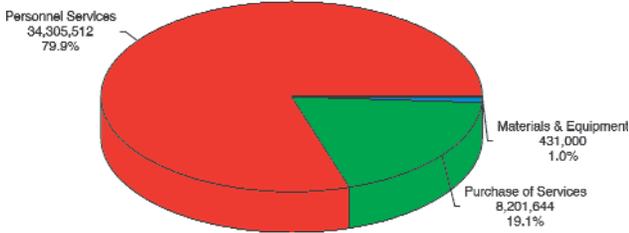
First Judicial District

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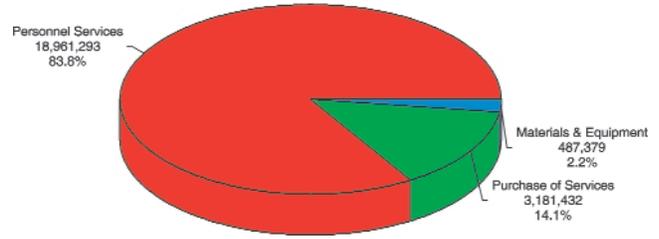
Court of Common Pleas
FY99 Budget Appropriation



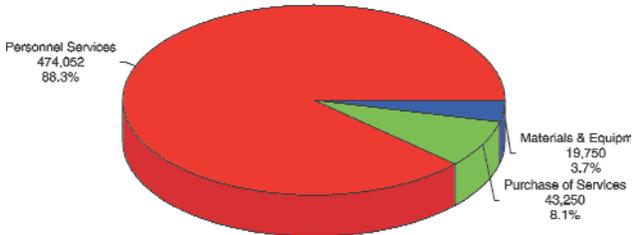
Court of Common Pleas: Trial Division
FY99 Budget Appropriation



Court of Common Pleas: Family Court
FY99 Budget Appropriation



Court of Common Pleas: Orphans' Court
FY99 Budget Appropriation



Court of Common Pleas: President Judge
FY99 Budget Appropriation

