

## Clerk of Court Responsibilities

The clerk of court is an officer of the federal district court appointed by the court's Judges and serves as the chief executive officer. The clerk oversees the court's administration, especially managing the flow of cases through the court and all of its non-judicial functions.

The clerk of court and clerk's office staff play many vital roles; sometimes the office is referred to as the nerve center of the court (FJC 2014). Clerk's office functions include, but are not limited to:

- Screening pleadings and other documents submitted to the court to ensure they comply with legal requirements and court rules;
- Jury administration;
- Recruiting and hiring;
- Preparing budgetary requests and spending plans to meet the court's goals;
- Monitoring the construction of space and facilities;
- Maintaining a liaison with all areas of the judiciary and related government agencies;
- Information technology infrastructure and systems;
- Strategic planning;
- Criminal Justice Act administration;
- Alternative dispute resolution administration;
- Continuity of operations planning and emergency preparedness; and
- Providing non-confidential information to the press.