

D.C. CIRCUIT

The D.C. Circuit is comprised of 3 courts with 27 authorized judgeships in the U.S. Court of Appeals, the U.S. District Court, and the U.S. Bankruptcy Court. The circuit also includes 12 senior judges, 4 magistrate judges, and 400 court staff, including the U.S. Probation Office. Other tenants of the courthouse include the U.S. Foreign Intelligence Surveillance Court; the U.S. Marshals Service; the General Services Administration; D.C. Pretrial Services; and contractors for the health unit, cafeteria, and credit union.

D.C. CIRCUIT JUDICIAL COUNCIL

The council, established under 28 U.S.C. §332, has broad authority to “make all necessary and appropriate orders for the effective and expeditious administration of justice.” The council formulates circuit policy and implements directives of the Judicial Conference of the U.S. and Congress.

CIRCUIT EXECUTIVE

The circuit executive is appointed by the Circuit Judicial Council under 28 U.S.C. §332 (e). As secretary to the council, the circuit executive serves as the executive officer of the council responsible for implementing council policies, developing circuit-wide programs, organizing and staffing council committees, and other duties mandated by the Judicial Conference of the U.S. or Congress.

CIRCUIT-WIDE RESPONSIBILITIES

The circuit executive’s office is relatively new in the federal judiciary having been created in 1971 to improve the judicial process throughout the circuit and to reduce the administrative burden on the judges. Responsibilities include:

Program management for:

- mailroom services/security screening
- judicial conduct and disability program
- occupant emergency plan
- contract for cafeteria services
- temporary emergency personnel fund
- circuit rent budget

Program support for:

- senior judges designation
- senior judge staff certification
- judges serving on committees of the Judicial Conference of the U.S.
- bankruptcy judge selection
- federal public defender selection

Serves as:

- secretary to the D.C. Circuit Court Security Committee
- secretary to the D.C. Circuit Health & Safety Committee

Generally, the circuit executive provides advice to the chief judges of both the court of appeals and the district court on issues affecting the courts in the circuit.

D.C. CIRCUIT JUDICIAL CONFERENCE

The circuit executive’s office manages and serves as secretary to the conference convened under 28 U.S.C. §333. The conference consists of judges of the circuit and, on alternating years, it includes more than 400 members of the courts’ bar and government officials. The office also supports the Standing Committee on Pro Bono Legal Services.

COURT OF APPEALS RESPONSIBILITIES

The circuit executive’s office is responsible for coordinating nonjudicial aspects of Court of Appeals operations such as:

- budget development and oversight for appropriated and non-appropriated funds; audits and internal controls
- emergency preparedness coordination including continuity of operations
- security coordination
- managing space and facilities
- court advisory committees
- information technology management and systems administration
- website management
- courthouse parking program
- property management
- special events and ceremonies

Generally, the circuit executive provides advice to the chief judge of the court on all administrative matters.

CIRCUIT EXECUTIVE'S OFFICE

Spencer Hallett	Circuit Executive
Steven Gallagher	Deputy Circuit Executive
Barbara Calhan	Assistant Circuit Executive for Administration
Mike Gala	Assistant Circuit Executive for Space and Facilities
Francis Stewart	Space and Facilities Specialist
LaDonna Smith	Administrative Specialist
Ann Wilkins	Administrative Specialist

INFORMATION TECHNOLOGY

Steve Kaplan	Assistant Circuit Executive for Information Technology
Aileen Calabia	Programmer
Brittany Foster	Courtroom Technology Specialist
Tom Githens	Programmer
Nicole Glover	IT Help Desk Specialist
Mike Grasso	Network Administrator
Earnie Poindexter	IT Security Officer
Andrew Suggs	Network Administrator
Gary Whichard	Programmer

MAILROOM SERVICES

Brigitte Davis	Mail Processing Technician
Armond Jones	Mail Processing Technician

NATIONAL JUDICIAL ORGANIZATIONS

The **Judicial Conference of the U.S.** is the principal policymaking body for the administration of the federal judiciary. The Chief Justice of the U.S. serves as chair of the conference and, from the D.C. Circuit, it includes Chief Judge Sri Srinivasan and Chief Judge James E. Boasberg.

The **Administrative Office of the U.S.** provides management support and services to the federal courts and implements policies of the Judicial Conference of the U.S.

The **Federal Judicial Center** is the research and education arm of the federal courts.

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OFFICE OF THE CIRCUIT EXECUTIVE



**UNITED STATES COURTS
OF THE
DISTRICT OF COLUMBIA CIRCUIT**