

Chapter 1. Introduction

§ 1-1. Function and Role of Law Clerks and Secretaries

HOW
CONVENIENT !

FOR THE
GOLF COURSE

HERE !!!! DO
EVERYTHING !

A GOOD CLERK IS
A TEAM CLERK AND
A TEAM CLERK
MEANS LESS WORK
FOR THE JUDGE

AND THIS IS BESTOWED
UPON A KID RIGHT
OUT OF COLLEGE,
JUST LEARNED HOW
TO DRIVE AND NOT A
LAWYER OR A
GRADUATE OF ANY
LAW SCHOOL EITHER.

THE CLERKS
AND SECRETARIES
RUN THE WHOLE
SHOW WHILE
THE COURTHOUSES
POST PAINTINGS
OF JUDGES AND
PICTURES WITH
QUALIFICATIONS OF
PEOPLE YOU RARELY
SEE, HEAR OR
QUITE FRANKLY
ACCORDING TO WHAT
IS WRITTEN HERE
IN FEDERAL COURT MANUAL
DO ANYTHING AT ALL.... !

The chambers staff assists with as many administrative and legal tasks as possible, leaving the judge more time for the nondelegable aspects of judging. Law clerks and secretaries have no statutorily defined duties; they carry out their judges' instructions. Because each judge decides cases in an individual manner and has developed work habits over the course of a professional career, no two judges use their staffs in precisely the same manner. Staff members must adjust to their judge's style and desires. Each member of the staff must work cooperatively with the other members so that, as a team, they effectively assist the judge in fulfilling his or her judicial responsibilities.

In most chambers, law clerks concentrate on legal research and writing, while secretaries have primary responsibility for administrative matters. Typically, law clerks' broad range of duties include the following: conducting legal research, preparing bench memos, drafting orders and opinions, editing and proofreading the judge's orders and opinions, and verifying citations. Many judges discuss pending cases with their law clerks and confer with them about decisions. Frequently, law clerks also maintain the library, assemble documents, serve as courtroom crier, handle exhibits during trial, and run errands for the judge. District court law clerks often attend conferences in chambers with attorneys.

Secretaries also help maintain the library, assemble documents, serve as courtroom crier, and run errands for the judge. In general, most secretaries assist in the day-to-day conduct of court business. In addition to traditional secretarial duties, a judge's secretary often deals with lawyers and members of the public on behalf of the judge. Since the secretary is generally the first member of a judge's staff whom outsiders meet, a pleasant, cheerful manner, together with a sincere effort to help visitors (and other staff), sets the tone for good working relationships. Secretaries must also be sensitive to the many demands made on judges and should help to shield them from unnecessary encroach-

DO THE JUDGES
JOB FOR THEM...

DRAFTING
ORDERS AND
OPINIONS !!!!!
HOW CONVENIENT !!

