



NORTH CAROLINA ADMINISTRATIVE OFFICE of the COURTS

Director John W. Smith

FOUR PRIMARY SECTIONS

Administrative and Operations Services

Budget, communications, financial, human resources, legal and legislative, purchasing, organizational development, research and planning

Field Services

Computer applications support, policy and procedures support, training and professional development

Program Services

Alternative dispute resolution, child custody mediation and permanency, mediation, drug treatment court, family court, foreign language interpreters, Guardian ad Litem, juvenile court improvement

Technology Services

Applications development, network and operations infrastructure

PERSONNEL INFORMATION

Funded by state appropriations

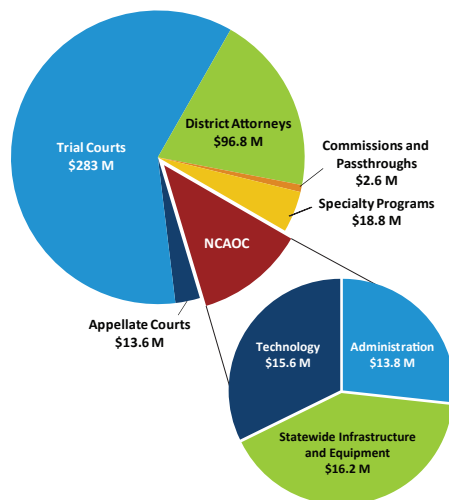
153.85 NCAOC staff

145.00 NCAOC technology staff

BUDGET

\$460.4 million certified state appropriations for FY 2013–14

\$45.6 million (10%) appropriated to NCAOC



Note: The certified budget is the budget enacted by the General Assembly.



Providing administrative services to help the North Carolina unified court system operate more efficiently and effectively, taking into account each courthouse's diverse needs, caseloads, and available resources.

Article IV, Section 15, of the North Carolina Constitution makes legal provision for the North Carolina Administrative Office of the Courts (NCAOC) to provide centralized administration and budgeting services for the state's courts. This provision came in 1965 after the General Assembly adopted the recommendation made by the Bell Commission to unify the state's court system.

NCAOC's centralized operations for courts include budgeting; equipment and supply purchasing and delivery; printing and distribution of forms and other court business material; computing with a mainframe and server farm, WAN, and multiple LANs; computer applications development; Voice over Internet Protocol telephone system; legal support; and a Help Desk for technology and for policy and procedures. For comparison, the NCAOC serves the Judicial Branch just as the Department of Administration, Office of State Personnel, Office of State Budget and Management, Information Technology Services, and Attorney General's legal staff serve the Executive Branch.

The NCAOC's approach to centralized operations is to apply its professional expertise consistently in the best interests of the court system as a whole. This is accomplished by seeking understanding and supporting the needs and demands of the more than 500 independently elected court officials as well as staff and by taking into account their diversity, caseloads, and available resources to provide the best problem-solving services and tools needed to ensure timely and proper disposition of caseloads.



The North Carolina Bar Association supports Chief Justice Mark Martin's efforts to restore funding to our courts. AOC has done a remarkable job in the face of a growing population with increasing demands on our court system. We are hopeful that it will soon have full funding.

Catharine Biggs Arrowood, President
North Carolina Bar Association
2015

The Administrative Office of the Courts, which administers the court system's budget, is a careful steward of taxpayer dollars. Over the past two years, confronted with an 11 percent budget cut, Chief Justice Sarah Parker and AOC Director John W. Smith have used every wrench in the toolbox to ensure that justice remains available to North Carolina citizens and businesses.

Martin H. Brinkley, President
North Carolina Bar Association
2011

Powers and Duties of the NCAOC and Its Director

Article 29 of G.S. 7A outlines the powers and duties of the NCAOC and its director. This Article empowers the director to appoint such assistants and employees as necessary to enable him to perform the duties of his office, which are:

- Compile statistical data on court and financial operations
- Determine the workload needs for and make recommendations on the number of judges, district attorneys, and magistrates required for the efficient administration of justice
- Prescribe uniform administrative and business practices and recordkeeping in the offices of the clerk of superior court
- Maintain and staff an internal audit division
- Prepare and submit budget estimates of State appropriations necessary for the maintenance and operation of the Judicial Branch, and authorize expenditures from funds appropriated for these purposes
- Assist in securing adequate physical accommodations for the General Court of Justice
- Procure and distribute equipment and supplies as acquired with state funds for the General Court of Justice
- Make recommendations for the improvement of the operations of the Judicial Branch
- Establish and operate systems and services that provide for electronic filing in the court system and further provide electronic transaction processing and access to court information systems pursuant to C. 7A 343.2
- Enter into contracts with one or more private vendors to provide for the payment of fines, fees, and costs due to the court by credit, charge, or debit cards; such contracts may provide for the assessment of a convenience or transaction fee by the vendor to cover the costs of providing this service
- Prescribe policies and procedures for the appointment and payment of foreign language interpreters in those cases specified in G.S. 7A 314(f)
- Analyze the use of contractual positions in the Judicial Branch and, after consultation with the Joint Legislative Commission on Governmental Operations, convert contractual positions to permanent state positions when the director determines it is in the best interests of the Judicial Department to do so
- Prescribe policies and procedures for the appointment and payment of deaf and hearing impaired interpreters, in accordance with G.S. 8B 8(a), for those cases specified in G.S. 8B 8(b) and (c)
- Prescribe policies and procedures for the payment of those experts acting on behalf of the court or prosecutorial offices, as provided for in G.S. 7A 314(d)
- Perform such additional duties and exercise such additional powers as may be prescribed by statute or assigned by the chief justice