WEST VIRGINIA LEGISLATURE
REGULAR SESSION, 1945

ENROLLED

HOUSE BILL No. 308

Originating in the House Judiciary Committee
(By Mr. ________________________________)

PASSED March 10 1945

In Effect ___________________________ Passage
AN ACT to amend article one, chapter fifty-one of the code of West Virginia, one thousand nine hundred thirty-one, as last amended by adding thereto four new sections to be designated sections fifteen, sixteen, seventeen and eighteen, creating the office of “Administrative Office of the Supreme Court of Appeals,” and describing its powers and duties.

Be it enacted by the Legislature of West Virginia:

That article one, chapter fifty-one of the code of West Virginia, one thousand nine hundred thirty-one, as last amended be amended by adding thereto four new sections numbered fifteen, sixteen, seventeen and eighteen to read as follows:

Section 15. Administrative Office of the Supreme Court;

2 Director; Salary; Seal.—There shall be and is hereby established what shall be known as the “Administrative Office of the Supreme Court of Appeals,” with a director
at the head thereof, who shall be appointed by the supreme
court of appeals and hold office at the pleasure of and be
subject to removal by the aforesaid court. The director
shall receive an annual salary of five thousand dollars a
year. The director shall cause a seal of office to be made
for said office of such design as the supreme court of
appeals shall approve, and judicial notice shall be taken
of such seal.

Sec. 16. Employees; Appointment; Compensation; Pro-
hibiting Practice in State Courts.—The director, with the
approval of the supreme court of appeals, shall have au-
thority to appoint such employees as are deemed neces-
sary to perform the functions and duties vested in said
office by this act, and the director shall fix their compen-
sation. During his term of office or employment no
officer or employee of said office shall engage, directly
or indirectly, in the practice of law in any of the courts
of the state.

Sec. 17. Directors; Duties.—The director shall be the
administrative officer of the supreme court of appeals
and shall have charge, under the supervision and direction of the supreme court of appeals, of:

1. All administrative matters relating to the offices of the clerks of the circuit and intermediary courts and of the offices of justice of the peace, and all other clerical and administrative personnel of said courts; but nothing contained in this act shall be construed as affecting the authority of the courts to appoint their administrative or clerical personnel;

2. Examining the state of the dockets of the various courts and securing information as to their needs for assistance, if any, and the preparation of statistical data and reports of the business transacted by the courts, and promptly transmitting the information so obtained, quarterly, to the chairman of the judicial council;

3. The preparation of a proper budget to secure the appropriation of moneys for the maintenance, support and operation of the courts;

4. The purchase, exchange, transfer and distribution of equipment and supplies, as may be needful or desirable;
5. To act as the executive secretary of the judicial council and to report to the council upon such matters as the council or the chairman may from time to time request; and

6. Such other matters as may be assigned to him by the supreme court of appeals and the judicial council. The clerks of the circuit courts, intermediate courts and courts of the justices of the peace shall comply with any and all requests made by the director of his assistants for information and statistical data bearing on the state of the dockets of such courts, or such other information as may reflect the business transacted by them.

Sec. 18. Annual Report of Activities and Estimates of Expenditures.—The director shall submit annually to the supreme court of appeals a report of the activities of the administrative office and of the state of business of the courts, together with the statistical data compiled by him, with his recommendations.

All acts or parts of acts in conflict herewith are hereby repealed.
The Joint Committee on Enrolled Bills hereby certifies that the foregoing bill is correctly enrolled.

Charles C. Morris  
Chairman Senate Committee

J. A. Delany Jr.  
Chairman House Committee

Originated in the House  

Takes effect from passage.

J. W. Stoddert  
Clerk of the Senate

[Signature]  
Clerk of the House of Delegates

Arnold W. Dickens  
President of the Senate

John E. Amos  
Speaker House of Delegates

The within is approved this the 16 day of March, 1945.

[Signature]  
Governor.

Filed in the office of the Secretary of State of West Virginia  MAR 19, 1945