

RULE 16
COURT PERSONNEL

Court of Appeals personnel will be appointed by and serve at the pleasure of the division of the court to which they report.

(a) Clerk's Office. Each division shall have a clerk and such other personnel for the operation of the office as are authorized by each Division. Before undertaking the duties, the clerk shall file with the Secretary of State an oath of office.

(b) Law Clerks and Secretaries. Each judge and Chief Judge is entitled to not less than two law clerks and one secretary.

(c) Commissioner. To promote the effective administration of justice, the judges of each division of the Court of Appeals will appoint one or more commissioners of the court. The salary of the commissioners will be fixed by the court.

(1) Deciding Motions. The commissioners will hear and decide those motions authorized by the Rules of Appellate Procedure and any additional motions that may be assigned to the commissioners by the court.

(2) Screening for the Court. The commissioners may screen appeals to the Court of Appeals and recommend whether a case should be disposed of by a published or unpublished opinion.

(3) Assisting Chief Judge. The commissioners may assist the Chief Judges in the initial consideration of personal restraint petitions and such other administrative and research duties as may be assigned.

(4) Judicial Law Clerks. The commissioners may assist the judges of the Court of Appeals with the selection of judicial law clerks, as desired by each judge. The commissioners will present an annual orientation for the new law clerks. The commissioners will prepare and periodically revise a manual for use by the judicial law clerks.

(5) Improving Administration of Justice. The commissioners will make recommendations to the court regarding procedures and the more effective use of judicial manpower in a particular division. The commissioners will serve on court committees when appointed thereto by the Chief Judges.

(6) Assistants. The commissioners may supervise and train staff attorneys and other personnel to assist the commissioners in carrying out the duties of the commissioner's offices as directed by the judges of each Division.

(7) Duties To Benefit Full Court. All duties performed by the commissioners are for the benefit of the court as a whole. The court may alter or add to the duties of the commissioners. In the performance of these duties the commissioners are responsible to the Chief Judges as executive officers of the court.

(8) Qualifications. The commissioners must be members in good standing of the Washington State Bar Association and, prior to appointment, have at least 5 years of experience in the practice of law or in a judicially related field.

(9) Oath of Office. Before entering upon the duties of the office, the commissioners will take and file an oath of office in the form prescribed by order of the Supreme Court. The oath will include a requirement that the commissioners adhere to the Code of Judicial Conduct.

(10) State Bar Association Membership. The commissioners are not prohibited, during term of office, from maintaining active memberships in the Washington State Bar Association. All commissioners are prohibited from engaging, directly or indirectly, in the practice of law in this state.

