

Why DCAs?

Superior Court Judges are ultimately responsible for the effective and sound administration of courts and justice in the State of Georgia.

DCAs realize our judges are required to work in a complex environment of political, economic and social change. Faced with growing caseloads and diminishing resources, the Superior Court Judges continue to take on Georgia's most pressing social problems. The Executive and Legislative Branches recognize the efficacy of our judges and continue to call upon and add to their leadership and community safety responsibilities. Frequently, the constitution and statutes make their duties clear, but in some cases their judicial roles are ambiguous. DCAs exist to provide the essential services necessary to facilitate judicial vision.

District Court Administrators are committed to providing Georgia's Superior Court Judges with the quality service and resources necessary to ensure success for our courts and those who use court services!



Judicial Administrative Districts of Georgia

Creating the framework
for judicial leadership

What are Judicial Districts?

The ten Judicial Administrative Districts (JADs) were created by the Judicial Administration Act of 1976 to provide regional court administration to the Superior Courts of Georgia (O.C.G.A. §15-5-2). The Legislature recognized the tremendous growth and complexity of judicial workloads caseloads and realized local support was needed to allow judges the opportunity to allocate their time and efforts on their primary judicial responsibilities while still continuing to improve Georgia's courts statewide.

Originally created along congressional district lines, the JADs have primarily retained their original boundaries through subsequent congressional district changes. To this day a District Court Administrator and one support staff member solely staff each JAD.

JADs consist of counties divided into judicial circuits. The active and senior (retired) judges in the JAD make up the District Council of Superior Court Judges. The DCA supports the Administrative Judge by staffing the committees of Council of Superior Court Judges (CSCJ) and acting as liaisons to numerous state and local committees and projects. As of 2015 there are 209 Judges and 49 Judicial Circuits.



Essential Services

The primary mission of a DCA is to ensure their district judges are given every opportunity to concentrate as much time as possible on their core judicial responsibilities. In order to accomplish this goal, each individual DCA day-to-day work is tailored to the diverse needs and interests of their respective judges and the district they serve. Basic Functions performed by DCAs include:

Caseflow Management

DCAs develop case assignment plans by tracking workloads and dispositions. DCAs secure judicial assistance and ensure senior judges are available.

Human Resource Management

DCAs regularly assist local courts in recruitment, posting of job openings and conducting interviews. After a judicial hire has been approved, a DCA may be involved in training programs and job performance appraisal and to assist judges with personnel matters.

Fiscal Administration

DCAs may serve as the financial managers of their districts. DCAs may be responsible for the development, justification and management of county or circuit budgets, vendor requirements and contract negotiations, service provider payments, local court staff payroll and grant administration oversight.

Technology & Asset Management

DCAs regularly identify and secure IT and other strategic asset solutions. DCAs repair and replace aging equipment as well as purchase and transport new equipment while constantly seeking new IT solutions to further automate court processes.

Information Management

DCAs help develop methods to deliver information to judicial and public stakeholders as needed. This may include press releases, website information, electronic access or software improvements.

Accountability Court Management

DCAs are also instrumental in starting and maintaining accountability courts across the state. DCAs assist judges with drug, DUI, mental health, domestic violence, juvenile, family and child support court programs. Many DCAs provide a range of administrative support including grant writing, identifying local funds, personnel matters, contract oversight and program reviews and evaluations.

Facilities Management

DCAs assist courts with planning and maintenance of facilities by advising on security and safety design issues. DCAs can identify solutions to provide proper access to citizens and adequate workspace. This includes the use of technology in the courtrooms.

Intergovernmental Liaison

DCAs act as a liaison to other governmental agencies and departments while maintaining the integrity of the court as a separate, but equal branch of government. DCAs are active in many state and local committees, working groups and projects on behalf of the superior courts.

Innovative Judicial Solutions

DCAs work with judges to start and manage innovative programs for the courts such as mediation, judicially hosted settlement conferences and the divorcing parent's seminar. These programs have greatly reduced the amount of time judges have to spend on civil cases. Likewise, DCAs assist their judges in criminal matters by developing diversion and alternative sentencing programs, reviewing probation contracts and performing community service outreach.

Research & Advisory Services

DCAs gather empirical data to identify judicial trends and organizational design in order to offer solution options. DCAs may also conduct programmatic and caseflow evaluations and reviews in order to improve court processes and ensure that programs follow appropriate standards and evidence-based practices, when appropriate.