

**INDEX OF ADMINISTRATIVE ORDERS  
SECOND JUDICIAL DISTRICT  
1983 - 2017**

**AMERICANS WITH DISABILITIES ACT**

- Clerks and Trial Court Administrator authorized to receive complaints under the ADA, to prepare self-evaluations, and to monitor compliance [93-1]

**APPOINTMENTS**

- Stephen L. Calhoun appointed Magistrate to fill vacancy in Lewis County. March 4, 1987.
- Appointment of Judge Gary Elliott to Magistrate Commission [96-1]
- Appoints Judge Reinhardt to select a committee to assist in selection of public defender [98-3]
- Appointment of Greg K. Kalbfleisch to Magistrate Commission [2001-04]
- Appointment of Carl Kerrick to act as ADJ in Judge Stegner's absence or inability to act [2003-2]
- Order appointing Court Facility Security Committees [2003-8]
- Notice of Action by the District Magistrate' Commission (Notice of Appointment of Randall W. Robinson – Clearwater County) [12/1/2004]
- Designation of Judge Brudie to Appoint a Committee of Lawyers who will Name a Panel of Candidates for the Office of Public Defender for the Nez Perce County Board of County Commissioners [2005-02]
- Appointment of Jeff Brudie to act as ADJ in Carl Kerrick's absence or inability to act [2006-03]
- Designation of Judge Bradbury to appoint a committee of lawyers who will name a panel of candidates for the office of public defender for the Idaho County Board of County Commissioners. August 4, 2006 [2006-05]
- Designation of Judge Bradbury to appoint a committee of lawyers who will name a panel of candidates for the office of public defender for the Lewis County Board of County Commissioners. 8/9/06 [2006-06]
- Order Re: Appointment of Committee (Lewis County) 8/9/06 [2006-07]
- Appointment of Special Prosecutor (Don Roberts and Jamie Shropshire) – 2/1/07
- Regarding transfer of PD cases to Ken P. Nagy – 4/16/08 [2008-004]
- Order Appointing Special Inquiry Judge (Idaho County) 9/1/06 (w/Petition for Order) [2006-08]
- Authorization for Acting Administrative Judge in Judge Brudie's Absence – 1/14/09 [2009-01]
- Expanded MJ powers for Clearwater, Lewis, and Idaho Counties – 2/9/2010 [2010-001]
- Amended Expanded MJ powers for Clearwater, Lewis, and Idaho Counties – 4/9/2010 [2010-002]
- Order regarding selection of ADJ for 2012-2015 [2010-002] (12/19/2011)
- Order Reassigning Clearwater County Mental Health Court Cases of District Judge John R. Stegner to District Judge Michael J. Griffin [2012-03] (1/1/2012)

- Order Reassigning Clearwater County Drug Court Cases of District Judge John R. Stegner to District Judge Michael J. Griffin [2012-02 ] (1/1/2012)
- Order Reassigning Clearwater County Criminal Cases to District Judge Michael J. Griffin [2012-01] (1/1/2012)
- Authorization for Acting Administrative District Judge in the Undersigned's Absence [2012-04]
- Order re: Appointment of Committee [public defender contract] [2012-05]
- Order re: Appointment of Committee [Lewis County public defender contract] [2012-06]
- Order re: Appointment of Committee [Idaho County public defender contract] [2012-07]
- Designation of Judge Michael Griffin to Appoint a Committee of Lawyers Who Will Name a Panel of Candidates for the Office of Public Defender for the Clearwater County Board of County Commissioners [2013-02]
- Order for Authorization for Acting Administrative District Judge in Judge Stegner's absence [2014-06] (6/13/2014)
- Order Naming District Judge Jeff Brudie as ADJ beginning 1/2/2015 [2014-08] (12/31/2014)
- Order re: Appointment of Committee (public defender contract NPC) [2016-05]

## ASSIGNMENT OF CASES

- All cases involving firm of Randall, Blake, Cox, Risley, and Trout will from now on be scheduled in accordance with the local court rules [87-4]
- All pending Clearwater County District Court civil cases assigned to Judge Schilling are reassigned to Judge Ponack [87-7]
- Assignment by Supreme Court of cases to Judge Trout - December 1, 1990
- Assignment of Judge Trout to hear all of Judge Ponack's cases - December 18, 1990
- J. Calhoun assigned all habeas corpus proceedings. If disqualified, J. Griffin assigned - May 6, 1991
- Trial Court Administrator authorized to assign cases in Nez Perce Co. [92-1, 92-5, 92-6]
- J. Reinhardt assigned J. Trout's cases in Clearwater Co. [92-8]
- Trial Court Administrator authorized to assign Magistrate Division cases. [93-2]
- Trial Court Administrator authorized to reassign Magistrate Division cases [94-1]
- Assigning Judge Costello to preside in Kootenai County [97-5]
- Assigning Judge Brudie to preside over all actions which Judge Schilling was assigned [01-01]
- Assigning Judge Kerrick Acting ADJ from March 8-14, 2002 [02-02]
- Assigning Judge Brudie Acting ADJ from July 15-24, 2002 [02-07]
- Assigning Judge Bradbury to preside over all Judge Reinhardt's caseload as he retires [02-9]
- In Re the Assignment of Magistrate Judges in Clearwater, Idaho and Lewis Counties as District Judges Pro Tem [2005-01]
- In Re: Enlargement of Cases Assignable to Judge Robinson [2006-01]
- In Re: Enlargement of Cases Assignable to Judge Robinson [2006-02]

- Expansion of powers for magistrates in Lewis, Clearwater and Idaho Counties (Bradbury vacation) [2007-02]
- Assignment of Cases Involving Former Law Partners of Latah County Magistrate Judge [2008-010] 10/20/2008
- Application for Enlargement of Cases assigned to Magistrate Judges in the 2<sup>nd</sup> Judicial District 4/27/09 [2009-03]
- Judge Stegner to cover CR cases in Clearwater County – 12/24/09 [2009-004]
- Order Reassigning Caseload of District Judge John H. Bradbury to Michael Griffin, District Judge – Elect – 11/22/2010 [2010-006]
- Assignment of Cases Involving Former Law Partners of Latah County Magistrate John Judge (replaces Admin Order 2008-10) 10/26/2012 [2012-08]
- Order rescinding 2012-08 [2012-09]
- Order rescinding 2008-10 [2013-1]
- Order Reassigning all Civil Cases Previously Assigned to District Judge Carl B. Kerrick to District Judge Jay P. Gaskill [2014-02] 2/28/2014
- Order Reassigning all Criminal Cases Previously Assigned to District Judge Carl B. Kerrick to District Judge Jay P. Gaskill [2014-03] 2/28/2014
- Order Reassigning all First District cases from Judge Carl B. Kerrick to District Judge Jay P. Gaskill [2014-04] (5/14/2014)
- Order reassigning Public Defender Cases of Christopher Lamont to William Fitzgerald [2014-07] (9/11/2014)
- Order Reassigning Caseload of District Judge Michael Griffin, to Gregory FitzMaurice, District Judge - Elect [2015-01] (2/24/2015)
- Designation of Newspapers for Publication [2017-02] (6/21/2017)

#### **ATTORNEY FEES**

- Order Regarding Attorney's Fees Awards in Default Judgments [2005-03]
- Fixing Hourly Rate of Compensation for Court Appointed Conflict Counsel [2013-04]

#### **BAIL BONDSMAN**

- Reinstating Brandon Lefavour's Privileges to Operate as a Bail Bondsman 1/21/2014 [2014-01]

#### **CALENDARING**

- All of Judge Ponack's civil matters (law and motion) shall be heard on Tuesdays at 10 a.m. [87-8]

#### **CHILDREN & FAMILIES**

- Child Support Order Transmittal form [98-5]
- Order Amending Local Rules re: medical support orders [2003-3]
- Order Amending Local Rules re: notices of automatic lien on child support delinquencies and term of ADJ [2003-9]

## **CITY ATTORNEY**

- Jamie C. Shropshire and Michael J. Sieb appointed special city attorneys. [97-2]

## **CLERKS OF COURT**

- Clerks and Trial Court Administrator authorized to receive complaints under the Americans with Disabilities Act, to prepare self-evaluations, and to monitor compliance with the Act [93-1]

## **COLLECTION PRACTICES**

- Collection of Outstanding Monies on Misdemeanor cases – Latah County [2007-0003]

## **CONCEALED WEAPONS**

- Order appointing Court Officers/firearms [02-1]
- Order for Court Officer Troy Yardley to carry a firearm for court security purposes [02-1a]
- Order for Court Officer Larry Dillman to carry a firearm for court security purposes [02-2]
- Order for Court Officer Jodi Miller to carry a firearm for court security purposes [02-03]
- Regarding Peace Officer Weapons in Courtrooms in Nez Perce County – 5/15/08 [2008-005]

## **COURT ASSISTANCE PROGRAM**

- Court personnel are authorized to assist the public by providing forms, instructions, etc., and lists court-approved forms [99-3]

## **COURTHOUSE CLOSURES**

- Hours court will be closed for Thanksgiving [87-6]
- Hours court will be closed for Christmas [87-9]
- Hours court will be closed for Thanksgiving [88-4]
- Order of Courthouse Closure [96-4]
- Emergency Closures of the District Courts [2003-7]
- Emergency Latah County Court Closure (5/21/2007) [2007-0001]
- Emergency Latah County Court Closure (weather conditions) (1/31/08) [2008-0001]
- Emergency Clearwater County Court Closure (weather conditions) (1/31/08) [2008-0002]
- Emergency Idaho County Court Closure (weather conditions) (2/7/08) [2008-0003]
- Emergency Court Closure (Clearwater County – weather conditions) (11/16/2010) [2010-004]
- Emergency Court Closure (Clearwater County – weather conditions-2<sup>nd</sup> notice) (11/16/2010) [2010-005]
- Closure of Latah County Clerk of the District Court Office from 9:30 a.m. until 1:30 p.m. on Friday, July 12, 2013 (7/8/2013) [2013-03]
- Notification of Emergency Court Closure [Lewis] (12/27/2016) [2016-01 (09)]
- Notification of Emergency Court Closure [Latah] 1/18/2017 [2017-01]

## **DOMESTIC VIOLENCE**

- Order Establishing Domestic Violence Evaluations [6/02/95]
- Adoption of forms of “No Contact Order” for use in 2<sup>nd</sup> Judicial District [2002-5]
- Authorization to No Contact Orders by Law Enforcement Personnel [2002-06]
- Adoption of Forms of No Contact Orders for Use Within the Second Judicial District 4/2/09 [2009-02]

## **FINE, FEE, AND BOND ADMINISTRATION**

- Appoints Bill London to accept filings, fees, etc., for State of Idaho [87-2]
- Appoints Terry Thomas to receive filings, fees, fines, etc., for State of Idaho pursuant to M.C.R. 12 [87-5]
- Appoints Steve Nadeau and Tanna Ragan to receive filings, etc. [87-10]
- Appoints Bruce Palmer as a bond clerk to receive filings, fees, etc. [87-13]
- Appoints all Dept. of Transportation (Port of Entry) officers as bond clerks [AO 93-3, 12/30/93]
- Appoints all Fish & Game Conservation Officers to accept bail; permits acceptance of bail at F&G offices or in some circumstances, at site of issuance [92-4]
- Regulates payments by coin. Aug. 9, 1991
- Appoints Mark Hill, Idaho F&G Dept., to accept bail money for fish & game, and outfitter & guide offenses. Aug. 6, 1991
- Appoints D. J. Richardson, John Welles, Marie Palmer, James Cooper, Roy W. Fry, Bill Michael, Arne Matalamake, Thomas Manske, Douglas Chase and Henry Daniels to receive bail, fines, etc. February 17, 1989 [A-1]
- Appoints David Stanley to receive bail, fines, etc. March 3, 1989 [A-2]
- Order establishing 2<sup>nd</sup> District Rules for Court Management [2002-03]
- Order Regarding County Compensated Expert Witness Fees for the Second Judicial District (2/24/2016) [2016-02]

## **GRAND JURY AUTHORIZATION**

- Grand Jury Authorization – Hon. Carl Kerrick [2003-4]
- Grand Jury Authorization – Hon. Jeff Brudie [2003-5]
- Grand Jury Authorization – Hon. John Bradbury [2003-6]
- Grand Jury Authorization – Hon. John Stegner [2004-06]

## **HABEAS CORPUS PROCEEDINGS**

- Assigned firstly to J. Calhoun, then to J. Griffin. May 6, 1991
- Stephen Calhoun assigned to preside over habeas corpus proceedings involving inmates at the North Idaho Correctional Institution. [87-1]
- Amended order assigning Stephen L. Calhoun to habeas corpus proceedings involving inmates at Idaho Correctional Institution at Orofino adding "for all purposes including final adjudication" [87-3]
- Amended order assigning Stephen L. Calhoun to habeas corpus proceedings involving inmates at Idaho Correctional Institution at Orofino adding for all purposes including

final adjudication [88-9]

## **INDIGENCE**

- Secure a waiver of repayment of filing fees. April 25, 1983

## **JURY**

- Order for payment of jury expenses for 1<sup>st</sup> degree murder trial
- Appointment of Roch O. Clapp as Nez Perce County Jury Commissioner. August 31, 1989.
- Appointment of Gina Nelson as Nez Perce County Jury Commissioner [92-2]
- Appointment of Vicky Edmonson as Clearwater Co. Jury Commissioner [92-3]
- Appointment of Pauline K. Robinson for Lewis County [94-2]
- Appointment of Commissioners for all counties - expires 8/31/99 [97-4]
- Appointment of Troy Yardley as Nez Perce County Jury Commissioner [98-2]
- Appointment of Commissioners for all counties – expires 6/30/02 [00-2]
- Appointment of Jury Commissioners for all counties - expires 6/30/06 [02-04]
- Appointment of Cindy Erickson as Jury Commissioner for Idaho Co. [02-08]
- Appointment of Jury Commissioners for all counties – expires 6/23/08 [2006-04]
- Appointment of Jury Commissioners for all counties – expires 6/30/2010 [2006-07]
- Appointment of Jury Commissioners – Nez Perce County [2008-011]
- Appointment of Jury Commissioners for all 2<sup>nd</sup> district counties – expires 6/30/2012 [2010-003]
- Appointment of Jury Commissioners for all 2<sup>nd</sup> district counties – expires 6/30/2016 [2012-005]
- Appointment of Jury Commissioners for all 2<sup>nd</sup> district counties – expires 2/29/2020 [2016-03]
- Appointment of Jury Commissioners for all 2<sup>nd</sup> district counties – expires 3/31/2020 [2016-04]
- Appointment of Jury Commissioners for all 2<sup>nd</sup> district counties – expires 3/31/2020 [2016-08]

## **MEDIA**

- Operation of Video, Audio, or Photographic Equipment in Court Facilities [2008-09]

## **PROBATION**

- Details procedures for probation violation reports, special reports and petitions for early termination. Dec. 4, 1991.
- Supervision fee due for supervised probation re Idaho Code § 31-3201D [98-1]
- Regarding Misdemeanor Probation Services in the Second Judicial District 6/30/08 [2008-06]
- Order Prescribing the Functions of Misdemeanor Probation Services, I.C. § 31-878 (3/9/2011) [2011-001]

## RECORDS

- Order to Destroy Records. March 19, 2015
- Charge for hearing a recording of any proceeding April 25, 1983
- Sets out civil records that must be retained and states for how long [88-1]
- Sets out criminal records that must be retained and states for how long [88-2]
- Regarding retaining court records and required notice when destroyed [88-7]
- Storage of tapes and other recording media and access to public. June 13, 1990.
- Sets costs for copying court records. December 3, 1991.
- Designates Custodian Judges of judicial records. Dec. 3, 1991.
- Implements court's record destruction program [92-7]
- Authorizes destruction of Court records [1993]
- Authorizes disposition of records re Lewis County request [97-3]
- Authorizes disposition of records re Lewis County request [98-4]
- Directs handwritten district court minutes dated prior to 02/11/89 be destroyed [99-1]
- Directs destruction of traffic offense citations in Second Judicial District [99-2]
- Directs the destruction of reporters' notes through September 30, 1989 [99-6]
- Release of mental commitment records August 22, 2000 [00-3]
- Destroy records per provisions of Idaho Court Admin Rules [X-01]
- Repealing Orders 92-7 and X-01. Hereby giving clerk of court disposition authority [02-03]
- Order to Destroy Records [contamination-NPC] 9/18/2014 [no number]
- Order to Destroy Records 3/2015 [no number]

## RIGHTS

- Re right of person to secure a waiver of prepayment of filing fees etc.; charge for hearing a recording of any proceeding [April 25, 1983]

## RULES

- Order Establishing District Rules for Court Management and Jurisdiction of Magistrate Judges [2003-01]
- Order Amending Local Rules re: medical support orders [2003-3]
- Order Amending Local Rules re: notices of automatic lien on child support delinquencies [2003-9]
- Order regarding amendment to Second District Rules for Court Management and Jurisdiction of Magistrate Judges [2006]
- Order Implementing the Idaho Rules of Family Law Procedure in the Second Judicial District effective 7/1/2014 [2014-05] (5/14/2014)
- Order Implementing the Criminal Caseflow Management Plan for the Second Judicial District effective 1/2/2015 [2015-01] (1/28/2015)
- Order Amending the Rules of Court Management for the Second Judicial District effective 1/2/2015 [2015-02] (1/28/2015)
- Order Implementing the Child Protection Caseflow Management Plan for the Second Judicial District effective upon approval by the S.Ct. [2015-03] (3/25/2015)
- **Amended** Order Amending the Rules of Court Management for the Second Judicial

District effective 3/1/2016 [2016-01] (3/17/2016)

- Order Amending the Rules of Court Management for the Second Judicial District effective 11/3/2016 [2016-07] (11/3/2016)

### **SPECIAL PROSECUTOR**

- Don Roberts and Earl McGeoghegan appointed special prosecutors [August 2, 1988]
- Earl McGeoghegan appointed special prosecutor [August 2, 1990]
- Robin M. Eckmann appointed special prosecutor [February 22, 1991]
- Earl McGeoghegan appointed special prosecutor [August 1991]
- William Lambert appointed special prosecutor August 1-3, 1992 [July 31, 1992]
- Don Roberts appointed special prosecutor during week of August 10, 1999 [99-5]
- Don Roberts appointed special prosecutor during week of August 1-4, 2000

### **SPECIALTY COURTS**

- Expanded jurisdiction for Judges Gaskill, Kalbfleisch, and Merica for the Mental Health Court, DUI Court, and Family Reunification Court (Nez Perce County) 7/8/08 [2008-008]

### **SUPREME COURT**

- S.Ct. Order (magistrates covering arraignments and initial appearances on PV during DJ absence) - 2006

### **TRIAL COURT ADMINISTRATOR**

- Authorized to reassign cases in Nez Perce County [92-1, 92-5, & 92-6]
- Authorized to reassign all Magistrate's Division cases [93-2]
- Authorized (w/Clerks) to receive complaints under the Americans with Disabilities Act, to prepare self-evaluations, and to monitor compliance [93-1]
- Trial Court Administrator authorized to reassign Magistrate Division cases [94-1]