



ADMINISTRATIVE OFFICE  
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## FACT SHEET

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### Administrative Office of the Courts

The Administrative Office of the Courts (AOC) is the staff agency to the Judicial Council of California, the policymaking body of the state court system. Under the leadership of Interim Administrative Director Jody Patel, the AOC is responsible for a variety of programs and services to improve access to a fair and impartial judicial system. Recent structural changes in the state judicial branch have dramatically increased the AOC's roles and responsibilities. Today the agency is organized into nine divisions in San Francisco, two divisions in Sacramento, and three regional offices, with a staff of more than 750 serving the courts for the benefit of all Californians. Brief descriptions of the AOC's divisions and offices follow.

#### Center for Families, Children & the Courts

CFCC works to improve the quality of justice for—as well as services to meet the diverse needs of—families, youth, children, and self-represented litigants in the California courts.

*Diane Nunn, Director*

#### Court Programs and Services Division

The Court Programs and Services Division provides direct services, resources, and program support to the California courts in the areas of planning, research, judicial assignments, appointed counsel, staffing of trial and appellate court leadership groups, jury service, grant administration, civil case coordination, and innovative and effective court programs.

*Chad Finke, Director*

#### Education Division/Center for Judicial Education and Research

The Education Division/CJER serves as the council's education resource for the judicial branch, offering comprehensive educational curricula for judges, court staff members, and AOC staff members.

*Diane E. Cowdrey, Director*

#### Finance Division

The Finance Division provides an integrated program of budget planning, asset management, accounting, procurement, and contract management for the judicial branch and the trial courts.

*Zlatko Theodorovic, Director and Chief Financial Officer*

#### Human Resources Division

The Human Resources Division provides a range of human resources services for the judicial branch, as well as support to the trial courts, in the areas of recruitment, classification, and compensation; pay and benefits administration; labor and employee relations; integrated disability management; personnel policy development; and human resources information systems.

*Ernesto V. Fuentes, Director*

#### Information Services Division

AOC's Information Services Division provides selected computer-based applications services, supporting technology infrastructure and technical expertise to enable the Judicial Branch to fulfill its responsibilities effectively and efficiently.

*Mark W. Dusman, Director*

#### California Court Case Management System Program Management Office

The California Court Case Management System (CCMS) is a statewide initiative to develop and deploy a unified case management system for all 58 superior courts and will connect the courts with city, county, and state justice partners. This program office is responsible for all aspects of the day-to-day management of the CCMS program.

*Mark W. Dusman, Director*

#### Office of Court Construction and Management

The Office of Court Construction and Management enhances the administration of justice by providing responsible and efficient management of California's court facilities, and promotes equal access to justice by providing leadership in the design, construction, and renovation of California courthouses.

*Lee Willoughby, Director*

Office of the General Counsel

The Office of the General Counsel provides high-quality, timely, and ethical legal advice and services to the Chief Justice, the Judicial Council and its committees and task forces, the courts, and the AOC. The office has two major functions: (1) house counsel and (2) “rules and projects”—development of rules of court and legal forms.

*Mary M. Roberts, General Counsel*

Office of Governmental Affairs

The Office of Governmental Affairs in Sacramento promotes and maintains positive relations with the legislative and executive branches and advocates for the council on legislative and budget matters.

*Curtis L. Child, Director*

Regional Office

The Regional Office division facilitates services and improves communication between the AOC at the state level and the courts at the local level. The primary focus is on operations, especially in the areas of technology, finance, legal matters, and human resources.

*Christine Patton, Regional Administrative Director*

Trial Court Administrative Services Division

The Trial Court Administrative Services Division manages a statewide technology initiative known as the Phoenix Program, which provides transition assistance to the courts moving from county stewardship to the judicial branch’s financial and human resources systems as a result of state legislation.

*Curt Soderlund, Director*

Contact:

Office of Communications, 415-865-7740

Additional resources:

General information, [www.courts.ca.gov/policyadmin-aoc.htm](http://www.courts.ca.gov/policyadmin-aoc.htm);  
[www.courts.ca.gov/12926.htm](http://www.courts.ca.gov/12926.htm)