

Administrative Director

Office of Judicial Investigation Commission

Determines whether probable cause exists to charge judicial officers with violations of the Code of Judicial Conduct. Commission's counsel reports to the administrative director of the courts for administrative matters, and the administrative director may seek advisory opinions on whether contemplated actions may constitute violations of the Code of Judicial Conduct

Division of Administrative Services

Oversees facilities, inventory and surplus, recording, and provides court reporting support

Division of Children's Services

Assists with initiatives to improve outcomes for children and families involved in child abuse and neglect and youth services cases, including the Court Improvement Program; coordinates Supreme Court civic education programs

Division of Court Security

Oversees judicial system security and support

Division of Court Services

Provides circuit clerks' liaison, jury management, Americans with Disabilities Act coordination, statistical analysis, and fatality review team management; oversees family court facility leases, grants management, and systems improvement

Division of Family Court Services

Provides training and support services to family courts, judges, and staff

Division of Financial Management

Oversees court system budgetary matters, including cost allocation, appropriations, purchasing, and credit card administration

Division of Human Resources

Oversees court system personnel issues, payroll processing, and employee benefits

Division of Judicial Education

Oversees training programs for all judicial officers and court staff

Access to Justice Commission

Addresses barriers to justice faced by moderate and low income families in West Virginia

Deputy Administrative Director

Office of General Counsel

Provides legal counsel to administrative director

Division of Legislative Analysis

Analyzes the law-making process and informs judicial officers of potential effects on the judiciary; coordinates communication between judicial officers and legislators; prepares and files all fiscal notes with the legislative manager

Division of Magistrate Court Services

Provides administrative support for magistrate courts, magistrates, clerks, and assistants

Division of Mental Hygiene and Treatment Court Services

Oversees involuntary commitment, guardianship/conservatorship, and West Virginia's problem-solving courts

Division of Probation Services

Oversees circuit court probation services, including policy development; administers Interstate Compact for Juveniles; oversees Juvenile Drug Courts and Sex Offender Intensive Supervision Officers

Division of Public Information

Issues publications and provides press relations for judicial system; oversees Supreme Court website

Division of Special Projects

Provides administrative and advisory counsel to task forces, boards, panels, and commissions dealing primarily with social and equal justice issues; studies and reports on comparative state judicial administrative policies and procedures

Division of Technology Services

Oversees Unified Judicial Application information system, networking, e-mail, hardware, software, technology systems, management and support

State Law Library

Provides research and reference service and instruction, document delivery, and legal workshops for the public