


IN THE DISTRICT COURT OF THE THIRD JUDICIAL DISTRICT
OF THE STATE OF IDAHO

RE: Establishment of Magistrate
Calendaring Committee

Administrative Order
2023-11

The establishment of a committee to provide magistrate judge calendaring recommendations to the Administrative District Judge being both necessary and appropriate, it is hereby ordered that such committee is to be formed, maintained, and operated pursuant to Exhibit A, attached hereto.

Dated: July 27, 2023



Honorable Davis F. VanderVelde
Administrative District Judge
Third Judicial District

Third District Magistrate Calendaring Committee

- **Purpose:** To establish a committee that will make recommendations to the Administrative District Judge (ADJ) for magistrate judge calendaring in Canyon County and to provide a forum to discuss court related magistrate judge issues in Canyon County and recommend solutions where needed.
- **Committee Members:** The Calendaring Committee shall consist of the following individuals who shall meet and vote to make recommendations to the ADJ:
 - **Chair:** Trial Court Coordinator (TCA) or designee
 - **Participants:**
 - **ADJ:** Direct involvement and attendance is at the option of the ADJ
 - **Local Magistrate Judges:** Three magistrate judges housed in Canyon County. Members shall serve two year terms. Initial members will be elected by a special meeting of the magistrate judges. Thereafter, they shall be elected by the magistrate judges by vote at a regular quarterly magistrate meeting.
 - **Visiting Magistrate Judges:** Two out of county magistrate judges one of which must be actively and regularly appearing in Canyon County; the other must appear in Canyon County on an as needed basis. Initial members will be elected by a special meeting of the magistrate judges. Thereafter, they shall be elected by the magistrate judges by vote at a regular quarterly magistrate meeting.
 - **Director of Court Operations**
 - **Training and Development Manager**
 - **Lead of the Magistrate In-Court Clerks**
 - **Magistrate Secretary (one):** (selected by the Director of Court Operations)
 - **Chief Marshal**
- **Meetings:** Meetings of the Committee shall be held on a quarterly basis or from time to time upon the request of the ADJ, TCA, or the members of the Committee. Scheduling of meetings shall be organized and coordinated by the office of the TCA. An agenda shall be set for the meetings by the TCA and made available to all magistrate judges within the Third District at least forty-eight hours prior to said meeting.
- **Recommendations to the ADJ:**
 - Recommendations of the Committee to the ADJ should be made collaboratively and collectively. However, from time to time there may be need to vote to make such recommendations. When a vote is required, Local Magistrate Judges and Visiting Magistrate Judges shall have the ability to cast one vote each; the TCA or designee shall have one vote; and the Director of Court Operations shall have one vote (a total of seven total possible votes). All recommendations from the Committee shall be provided to the ADJ. The ADJ may choose to adopt or reject the recommendations submitted by the Committee. The decision making authority of the ADJ pursuant to Idaho Code § 1-907 is not altered by the existence of this Committee and the ADJ may make decisions concerning calendaring or other matters that may be discussed by the Committee without the recommendation of, or prior notice to, the Committee.

- **Secretary:** The Committee shall nominate a secretary to keep and prepare minutes and recommendation of the Committee.
- **Communication with Magistrate Judges within the District:**
 - Recommendations made to the ADJ shall be prepared by the Secretary and forwarded to the office of the TCA so that they may be communicated to all other magistrate judges within the Third District.