IOWA DISTRICT COURT, FIFTH JUDICIAL DISTRICT

IN RE: POLK COUNTY JUDICIAL MAGISTRATES ASSIGNMENTS FOR 2012	ADMINISTRATIVE ORDER 2011-38

WHEREAS it is necessary to determine dockets and assignments to distribute the workload of the eight Polk County Judicial Magistrates in order to fully utilize these judicial resources and to promote the ideal of efficient court administration for the public and court system:

THEREFORE, IT IS HEREBY ORDERED THAT:

1. The Polk County Magistrates shall primarily preside over the areas of Chapter 229 Mental Health and Chapter 125 Substance Abuse Adult Involuntary Commitments, Small Claims proceedings, Suburban Traffic Court matters and in City of Des Moines/State Traffic Court as needed through scheduling by Court Administration. In addition, Magistrates may be called upon to preside over any court in Polk County for which judicial magistrates have statutory authority on a temporary basis. Magistrates shall be responsible for all orders and other paperwork associated with the Mental Health and Substance Abuse Adult Involuntary Commitment cases during regular business hours.

2. As Magistrates are not allowed vacation, quasi-judicial or compensatory time off, before any absence from Polk County on a day(s) for which the Magistrate is scheduled to cover a court assignment, such Magistrate shall arrange with another Judicial Magistrate from Polk County, or if no Polk County Magistrate is available to provide coverage, with a Judicial Magistrate in another county of the Fifth Judicial District, to cover and attend to the Judicial Magistrate's designated responsibilities.

3. Polk County Magistrate Court shall be in session from 8:00 a.m. to 4:30 p.m., Monday through Friday except legal holidays or as otherwise approved by the Chief Judge. On days the Magistrates are assigned to cover court, Magistrates may take a reasonable lunch

break over the noon hour but shall otherwise be accessible at the court facility to the Clerk of Court and the public while Magistrate Court is in session. Additionally on days when Magistrates are assigned to cover court they shall exclusively serve as judicial officers and shall not perform legal duties associated with their private practice.

4. The attached Exhibit "A" shall constitute the Judicial Magistrate assignments for the four-year terms of office retroactively beginning August 1, 2011, and shall remain in effect unless modified by order of the Chief Judge. The attached Exhibit "B" shall constitute the daily assignment of Polk County Magistrate Court until further order.

Dated this 17 day of October, 2011.

ARTHUR E. GAMBLE, CHIEF JUDGE
Fifth Judicial District of Iowa

Copies to:

All Polk County Magistrates
All Polk County District and District Associate Court Judges
District Court Administrator, Fifth Judicial District
Polk County Clerk of District Court
Small Claims Division Supervisor, Polk County Clerk's Office
Small Claims Court Attendant
Assistant District Court Administrators/Case Coordinators – Fifth Judicial District
Scheduling Court Reporter/District Associate Court Reporters – Fifth Judicial District
John Sarcone, Polk County Attorney
Dann Flaherty, Assistant Polk County Attorney
Bill McCarthy, Polk County Sheriff
Carol Burdette, Executive Directors, Polk County Bar Association
Joe Harrison, Director, Polk County Bar Association Mediation Program
Ankeny, Altoona, Bondurant, Clive, Johnston, Mitchellville, Pleasant Hill, Polk City, Urbandale, West Des Moines, and Windsor Heights City Simple Misdemeanor Prosecutors
Broadlawns Medical Center, Ed Rund
Fifth Judicial District Liaison Justice
David Boyd, State Court Administrator

FILED
POLK COUNTY, IA
2011 OCT 17 PM 2:31
CLERK DISTRICT COURT

Exhibit A – Administrative Order 2011 – 38 Polk County Magistrates Docket Rotation

Docket/ DATES	August 1, 2011	February 6, 2012	August 6, 2012	February 4, 2013	August 5, 2013	February 4, 2014	August 4, 2014	February 2, 2015	August 3, 2015
Small Claims 1	3	1	6	1	2	4	8	1	3
Small Claims 3	1	3	1	7	6	1	2	4	1
Small Claims 2	5	8	3	6	7	2	4	5	8
MH/Small Claims 1	4	5	8	3	1	7	1	2	4
Suburban Traffic	2	4	5	8	3	5	7	8	2
Small Claims 4	7	6	4	5	8	3	6	7	6
Small Claims 5	8	7	2	4	5	8	3	6	7
MH/Small Claims 2	6	2	7	2	4	6	5	3	5

1	Blair Bennett
2	Heather Dickinson
3	David Erickson
4	New Magistrate
5	Jeff Lipman
6	James Piazza, Sr.
7	Joe Seidlin
8	David Welu

Small Claims 1	Monday and Tuesday
Small Claims 2	Wednesday and Thursday
Small Claims 3	Monday and Tuesday (overflow for MH Hrgs.)
Small Claims 4	Thursday and Friday
Small Claims 5	Wednesday and Friday (overflow for MH Hrgs.)
Suburban Traffic	Wednesday and Thursday
MH/Small Claims 1	Monday and Tuesday (MH a.m. as needed)
MH/Small Claims 2	Wednesday* and Friday (MH a.m. as needed)

Exhibit B: Administrative Order 2011- 38 **Polk County Magistrate Court Dockets**

Monday	Tuesday	Wednesday*	Thursday	Friday
Small Claims 1	Small Claims 1	Small Claims 2	Small Claims 2	Small Claims 5 **
Small Claims 3**	Small Claims 3**	Suburban Traffic	Suburban Traffic	Small Claims 4
MH/SC 1	MH/ SC 1	MH/ SC 2	Small Claims 4	MH/SC 2
		Small Claims 5**		

*If insufficient courtrooms, Magistrate reviews defaults and motions, assists with questions on case files, et cetera.

** Overflow judge for Mental Health or Substance Abuse Commitment hearings as needed