

ADMINISTRATIVE ORDER

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**IN RE APPOINTMENT OF CHILDREN'S  
JUSTICE INITIATIVE (CJI) DISTRICT LEAD  
JUDGE, COUNTY CJI JUDGE, AND  
DISTRICT LEAD STAFF – DISTRICT 2**

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**AMENDED  
APPOINTMENT ORDER**

The above-entitled matter came before the Honorable Leonardo Castro, Chief Judge of the Second Judicial District, for the purposes of amending a previous Administrative Order assigning judges and court staff to the Children's Justice Initiative ("CJI").

**WHEREAS**, CJI was established pursuant to the authority of Judicial Council Policy 601 regarding the CJI ([Children's Justice Policy](#));

**WHEREAS**, Judicial Council Policy 601 provides that the Chief Judge of each district shall appoint one or more CJI District Lead Judges, County CJI Judges, District Project Staff, and CJI Administrative Staff (i.e., "Team Secretary");

**WHEREAS**, in May 2007 the Chief Judge of this district issued an order making the required appointments, which has since been amended on multiple occasions; and,

**WHEREAS**, a revision to that order is now required;

**NOW, THEREFORE, IT IS HEREBY ORDERED:**

1. Effective immediately, and until further order of the Chief Judge, Judge DeAnne Hilgers is appointed as **CJI Judge and CJI District Lead Judge** for the 2<sup>nd</sup> Judicial District, and the responsibility of each is identified in Attachment A:
2. Amanda Jameson and Donald Harper are appointed as **Co-CJI County Team Support People** or "**CJI Team Secretaries**" with the responsibilities identified in Attachment A.
3. All other provisions of the prior order remain in full force and effect.

DATED: \_\_December 29, 2020\_\_

BY THE COURT:



Hon. Leonardo Castro  
Chief Judge, Second Judicial District

## ATTACHMENT A

### CHILDREN'S JUSTICE INITIATIVE – ROLES AND RESPONSIBILITIES

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#### **CJI Supreme Court Lead** (Justice Ann McKeig)

- Co-chair of Statewide CJI Advisory Committee, along with a representative of the Department of Human Services
- Liaison with the Department of Human Services
- Liaison with other stakeholder leaders, such as the Board of Public Defense, Parent Attorneys, Minnesota County Attorneys Association, Minnesota Association of County Social Services Agencies, Minnesota GAL Program, etc.
- Serves as communications lead

#### **CJI Statewide Advisory Committee** (representatives of stakeholder leadership groups)

- Advises the Supreme Court, Department of Human Services, and other statewide stakeholders regarding the strategies and general direction of the CJI
- Serves as liaison for stakeholders and communicates CJI message to others
- Members advance CJI mission within respective stakeholder groups

#### **CJI District Lead Judge** (1 or more per district as appointed by Chief Judge)

- Participates in state-level CJI project planning and policy development through participation in periodic statewide district lead judge meetings
- Promotes and supports implementation of [Judicial Council Policy 601](#) regarding CJI in all counties in the district through regular district bench meetings, email communications throughout the district, and the provision of technical assistance to CJI County Judges and teams within the district
- Reviews county action plans and data reports on a regular basis in terms of compliance with performance measures for the [Judicial Branch](#) and [DHS](#) and consults with Chief Judge and others as necessary

#### **CJI County Judge** (1 or more per county as appointed by Chief Judge)

- Establishes, chairs, and regularly convenes the CJI County Team
- Collaborates with the County Social Services Director to plan CJI team meetings, work assignments, best practice focus areas, performance measures needing improvement, etc.
- Serves as leader and “motivator” in promoting positive change among the stakeholders
- Reviews and communicates to CJI County Team results of county data and other DHS and Judicial Branch reports
- Participates in district-wide CJI initiatives and planning efforts
- Ensures submission of county action plans

**CJI County Team Support Person (AKA “Team Secretary”)** (designated by CJI County Judge)

- Assists the CJI County Judge in scheduling meetings, sending meeting notices, preparing agendas, taking meeting notes, preparing and distributing meeting summaries, and other administrative duties
- Provides written/oral status reports on county team activities as required by CJI District Staff and/or CJI State Staff

**CJI District Staff** (1 or more per district as appointed by Chief Judge)

- Assists CJI District Lead Judge in scheduling and conducting CJI planning/coordination meetings with other stakeholders
- Assists with preparation of CJI materials, data, and information to be provided by CJI District Lead Judge at District Bench meetings
- Reviews, summarizes, and discusses with CJI District Lead Judge any district/county performance measure reports (e.g., MNJAD reports, CJI data reports, DHS data reports, etc.) in terms of compliance with federal and state performance measure expectations
- Reports regularly to CJI District Lead Judge regarding best practices listed in the CJI County Practice Guide (e.g., timely hearings, appointment of GALs, caseload and calendaring issues, etc.) needing attention within the district/counties
- Collects, reviews, and regularly discusses with CJI District Lead Judge information regarding status of CJI county teams
- Serves as a central information resource for CJI teams throughout the district, and as a primary contact for State CJI staff
- Provides written/oral status reports to CJI State Staff on status of the CJI in the District
- Assists with county team activities as needed and directed by the CJI District Lead Judge
- Participates in District Staff bi-monthly conference calls

**CJI State Court Administration Staff** (Manager Cara Melvin, Staff Attorney Judy Nord, Staff Attorney Rebecca Vanden Hanen, Court Operations Analyst Judy Peterson)

- Manages projects statewide
- Advises the Supreme Court Lead, Department of Human Services, CJI District Lead Judges, CJI County Judges, CJI county teams, stakeholder leaders, and others regarding the purposes and strategic priorities of the CJI
- Provides general expertise and technical support to CJI judges and CJI teams in terms of legal research, review of local procedures, CJI team activities, etc.
- Serves as project lead workers on development of statewide publications, reports, forms, order templates, checklists, and other resources
- Serves as general resource liaisons to stakeholders such as DHS, County Social Services, Minnesota County Attorneys Association, federal Children’s Bureau, the ABA, etc.
- Obtains and coordinates expenditures of federal funding related to the CJI (i.e., Court Improvement Program)
- Collaborates with DHS regarding CFSR and Title IV-E Review and Program Improvement Plans
- Monitors and evaluates status of and improvements to support federal reporting requirements and general project planning and direction
- Receives and reviews status reports from the districts and responds as needed