

F I L E D
Clerk of the Superior Court

DEC 27 2023

THE SUPERIOR COURT OF THE STATE OF CALIFORNIA

COUNTY OF SAN DIEGO

**IN RE DELEGATION OF DUTIES FROM
THE PRESIDING JUDGE TO THE
EXECUTIVE OFFICER**

**GENERAL ORDER OF THE
PRESIDING DEPARTMENT**

ORDER NO. 010124-04

THIS COURT FINDS AND ORDERS AS FOLLOWS:

As generally authorized by California Rules of Court, rules 10.603, 10.610, and 10.670, the following duties are delegated from Presiding Judge Maureen F. Hallahan to Executive Officer Michael M. Roddy:

- The authority to establish and adopt written policies and procedures to ensure the effective management and administration of the court;
- The duty to establish new positions or reclassify positions (see also, California Administrative Office of the Courts, Trial Court Financial Policies and Procedures Manual, 12th Edition (July 2022), Procedure No. FIN 4.03, section 6.3);
- The duty to approve procurements, contracts, expenditures, and the allocation of funds (see also, Administrative Policy 11.A.2);
- The authority under Government Code section 68084.1 regarding the escheatment and transfer of unclaimed deposits; and

- 1 • The authority to assign and reassign cases to apportion the business of the court.

2 The delegation of authority set forth above is expressly limited to the performance of duties
3 that do not require the exercise of judicial authority.

4 This order shall become effective on January 1, 2024, and expire on December 31, 2024,
5 unless otherwise ordered by this court.

6 IT IS SO ORDERED.

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8 DATED: December 27, 2023



9 **HONORABLE MICHAEL T. SMYTH**
10 **PRESIDING JUDGE**

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