VENTURA
SUPERIOR COURT
FILED

MAR 25 2025

BRENDA L. McCORMICK
Executive Officer and Clerk
By: Victoria L. Gerlach Deputy

SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF VENTURA

ADMINISTRATIVE ORDER RE: DELEGATION OF DUTIES FROM THE PRESIDING JUDGE TO THE COURT EXECUTIVE OFFICER

AMENDED ADMINISTRATIVE ORDER NO. 25.01

Pursuant to California Rules of Court, rule 10.603, subdivision (c)(6)(D), Presiding Judge Matthew P. Guasco hereby delegates to Court Executive Officer ("CEO") Brenda L. McCormick, until April 13, 2025, and, to new CEO Kathryn Bieker effective on and after April 14, 2025, until December 31, 2026, the authority and duty to approve procurements, contracts, expenditures and the allocation of funds consistent with the fiscal year budget approved by the Presiding Judge, and subject to the Presiding Judge's supervision, oversight and direction, with the following exceptions:

(1) The CEO must obtain the Presiding Judge's prior authorization for the negotiation of or entry into a new contract, or modification or extension of an existing contract, concerning court collection services.

(2) The CEO must obtain the Presiding Judge's prior authorization with respect to the making or acceptance of any offers or proposals by the Court in connection with the Collective Bargaining Agreement.

(3) Any Management Resolution, or amendment or addenda thereto, concerning the total compensation package (salary and benefits) paid to Court executive and management

employees, including the CEO, must be authorized, approved and signed by the Presiding Judge.

(4) The CEO must obtain the Presiding Judge's prior authorization concerning the total compensation package paid to employees hired in the XM2 classification (Assistant CEO, Deputy CEO), including any modifications thereto.

(5) The CEO must obtain the Presiding Judge's prior authorization concerning the hiring and total compensation package of the Court's General Counsel – Director of Legal Services.

The above delegation is subject to modification or termination in writing at any time for any reason in the sole discretion of the Presiding Judge.

Pursuant to California Rules of Court, rule 10.603, subdivision (c)(10)(A), Presiding Judge Matthew P. Guasco hereby also delegates to the CEO, the duty to: (a) maintain records of outstanding transcripts to be completed by each reporter; (b) reassign court reporters as necessary to facilitate prompt completion of transcripts; and (c) review reporters' requests for extensions of time to complete transcripts in appeals of criminal cases.

IT IS SO ORDERED.

DATED: March 25, 2025

Matthew P. Guasco
Presiding Judge
Superior Court of California,
County of Ventura