

VENTURA
SUPERIOR COURT
FILED

DEC 30 2024

BRENDA L. MCCORMICK
Executive Officer and Clerk
By:  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**

**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, and, upon the commencement of Ms. McCormick’s annual leave immediately preceding her retirement date of April 1, 2025, also to Interim Assistant Executive Officer Patrick Patterson, and to any new CEO hired on or after April 1, 2025, 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 or Interim Assistant Executive Officer 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.

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

4 (3) Any Management Resolution, or amendment or addenda thereto, concerning the
5 total compensation package (salary and benefits) paid to Court executive and management
6 employees, including the CEO or Interim Assistant Executive Officer, must be authorized,
7 approved and signed by the Presiding Judge.

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

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13 (5) The CEO or Interim Assistant Executive Officer must obtain the Presiding Judge's
14 prior authorization concerning the hiring and total compensation package of the Court's
15 General Counsel – Director of Legal Services.

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

18 Pursuant to California Rules of Court, rule 10.603, subdivision (c)(10)(A), Presiding
19 Judge Matthew P. Guasco hereby delegates to Interim Assistant Executive Officer Patrick
20 Patterson, the duty to (a) maintain records of outstanding transcripts to be completed by each
21 reporter; (b) reassign court reporters as necessary to facilitate prompt completion of
22 transcripts; and (c) review reporters' requests for extensions of time to complete transcripts in
23 appeals of criminal cases.
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1 The above delegations are effective beginning January 1, 2025, through and including
2 December 31, 2026.

3 **IT IS SO ORDERED.**

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5 DATED: December 30, 2024



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