

Rule 605

SECRETARY OF THE COMMISSION AND PANELS

- (a) **Secretary and Staff.** The clerk of the appellate courts serves as Secretary of the Commission and each panel. The Secretary is not a member of the Commission or a panel. The Secretary may delegate specific tasks to a staff member who acts at the Secretary's direction.
- (b) **Office Files and Records.** The Secretary is the custodian of official Commission and panel files and records. All papers and pleadings must be filed with the Secretary of the Commission.
- (c) **Duties of the Secretary.** The Secretary's duties and responsibilities include the following:
 - (1) receiving a complaint and considering information regarding judicial misconduct;
 - (2) performing an initial review, screening, and evaluation of a complaint;
 - (3) assigning a number to a complaint;
 - (4) assigning a complaint to either Panel A or Panel B to act as the Inquiry Panel;
 - (5) directing and supervising the Secretary's staff who are assisting the Commission or a panel;
 - (6) keeping minutes of Commission and panel meetings;
 - (7) attending all meetings and hearings of the Commission and panels;
 - (8) preparing and filing documents as needed by the Commission or a panel;
 - (9) maintaining the Commission and panel records;
 - (10) maintaining statistics concerning the Commission's operation;
 - (11) preparing an annual report;
 - (12) referring a matter to the Examiner or an investigator at a panel's discretion; and
 - (13) performing other duties at the direction of the Commission, chair, or vice-chair.
- (d) **Powers of the Secretary.** The Secretary may administer oaths and affirmations and, subject to the Rules of Civil Procedure, issue subpoenas to compel the attendance of witnesses and the production of documents, electronically stored information, or tangible things. Under Rule 610(e), all subpoenas must be issued by and returned to the Secretary.

[History: New rule adopted effective May 1, 2019.]