

IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ALASKA

*In the matter of*

Designation of Duties of the District  
Court Executive/Clerk of Court,  
Lesley K. Allen

MISCELLANEOUS  
GENERAL ORDER  
NO. 16-01

**IT IS ORDERED** that, effective, February 12, 2016, Lesley K. Allen, in her capacity as District Court Executive/Clerk of Court, fulfill the following duties and responsibilities for the United States District Court, District of Alaska:

- The District Court Executive/Clerk is designated as the position to receive the Delegation of Court Personnel System Authority for all employees of the Probation, Pretrial Services, and Clerk's Offices.
- The District Court Executive/Clerk is designated as the position to administer the Shared Services Division which includes IT, HR, and Administrative Services.
- The District Court Executive/Clerk is designated as the Budget Liaison for the Chief Judge of the District Court who retains oversight responsibilities for the operational budgets of all units of the District Court.
- The District Court Executive/Clerk will serve as the liaison with the Probation Office on matters of district-wide policy for IT, HR, and Administrative Services. The District Court Executive/Clerk will coordinate the submission to the Court of these policy items that are to be considered by the Court at their meetings.

DATED at Anchorage, Alaska this 10th day of February, 2016.

s/ Timothy M. Burgess  
TIMOTHY M. BURGESS, Chief  
Judge United States District Court

s/ Sharon L. Gleason  
SHARON L. GLEASON, Judge  
United States District Court

Distribution:

District Judges	Magistrate Judges (Full Time)
Senior District Judges	Magistrate Judges (Part Time)
Clerk of the Court	U.S. Probation & Pretrial Services
Court Rules Attorney	