

A Guide to the Assistant Executive Secretary Records, 1961-1985

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Supreme Court of Virginia Archives, Virginia State Law Library

Administrative Information

Access Restrictions

Collection is open to research.

Use Restrictions

Because the library is not open to the general public, researchers should contact the library to arrange access to the collection.

Acquisition Information

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Biographical/Historical Information

The office of the Executive Secretary of the Supreme Court of Appeals (court administrator) was established in Virginia in 1952. It serves the appellate courts and state trial courts. Since 1962 the office has also handled administrative duties for the Judicial Conference of Virginia. The Executive Secretary is appointed by the Supreme Court of Virginia and holds office at the pleasure of the Supreme Court of Virginia. The position of Assistant Executive Secretary was established in 1973.

Scope and Content

Primarily records pertaining to research for the commemoration of the bicentennial of the establishment of the court, celebrated in 1979; and the court reorganization study, 1973-1977. Records include a memo to the Executive Secretary summarizing research to determine the date the court was established; a copy of a letter from Justice Lewis Powell to Chief Justice Warren E. Burger asking question about the court's history, copies of reference sources on the court's history, drafts of the speech delivered at the commemoration of the bicentennial, and drafts of the annual report and court statistics for 1977.

Studies and reports: press release, "Court administration in Virginia: Office of the Executive Secretary," July 1, 1968; "Reorganization of the Virginia Court System," by Raner V. Snead, Chief Circuit Judge, Twentieth Judicial Circuit, circa 1974; Supreme Court of Virginia annual report and statistics (draft), 1977; "Virginia Court Reorganization Study Final Report, Section A, Background and Evaluation," 1979, circa; "Salary Issue Paper," 1985; "Virginia Court Automated Information System (illustrated with photographs)," 1985.

Speeches: "The Supreme Court of Appeals," an address by Honorable Harry L. Carrico to the Virginia Court Clerks Association, August 3, 1961; "200th Anniversary," remarks by U.S. Supreme Court Justice Lewis Powell, Jr., 1979, August 30, 1979.

Clippings: "Virginia's Judicial System: Organization and Improvement," by Allen E. Ragan, published in the newsletter of the Bureau of Public Administration, University of Virginia, April 15, 1963; "Administrator Traces History of Court Post," by Hubert D. Bennett, Executive Secretary, published in Virginia Law Weekly, University of Virginia, November 3, 1966; "Court's Role Uncertain in Beginning," Richmond Times-Dispatch, August 26, 1979; "Court Reorganization in Virginia, by Attorney General Andrew Miller, reprint, undated of an address to the Institute for City and Town Councilmen, Mayors, and Administrators, and Local Government Officials' Conference in Charlottesville, August 29, 1973; "Court Commentaries," newsletter of the Office of the Executive Secretary, April 1979, with an article about the appointment of John Thomas Bruce as Chief Staff Attorney, Supreme Court of Virginia.