



UNITED STATES AIR FORCE COURT OF CRIMINAL APPEALS

COURT STAFF

The following positions constitute the Court's staff, with functions as described below:

Chief Commissioner

One honors law clerk is selected by the Chief Judge to serve as both the Honors Law Clerk for the Chief Judge's panel and the Court's Chief Commissioner. The Chief Commissioner supervises the Chief Court Administrator, the Clerk of Court, the Documents Examiner, and the honors interns. The Chief Commissioner is responsible for establishing the administrative procedures and policies of the Court. The Chief Commissioner also serves as the Chief Judge's executive officer.

Honors Law Clerks

Honors law clerks are judge advocates who are selected to serve based on their knowledge of, and experience in, military criminal law. They usually have at least four years of experience as judge advocates and have served as circuit trial or circuit defense counsel, or area defense counsel. Honors law clerks assist the appellate judges in researching, drafting, proofreading, and editing opinions. Each honors law clerk is responsible for managing the docket of his or her panel.

Clerk of Court

The Clerk of Court maintains the Court's docket and is responsible for maintaining all court records. The Clerk of Court is the point of contact for motions, orders and decisions. The Clerk of Court also processes all applications for admission to the Court.

Chief Court Administrator

The Chief Court Administrator is an active duty paralegal, usually in the grade of technical sergeant, who manages the administrative processes of the Court and manages all office functions. The Chief Court Administrator directs the processing of records of trial, coordinates the functions performed by the Clerk of Court and the Documents Examiner, ensures that opinions are accurate and released in proper format, and secures supplies and equipment for the Court.

Documents Examiner

The Documents Examiner ensures the accuracy and completeness of all records of trial and prepares them for processing by the Court. The Documents Examiner tracks incoming and outgoing cases and serves as the point of contact for persons requesting to view original exhibits. The Documents Examiner also ensures that court-martial orders are complete and accurate.