

# Norman H. Meyer, Jr.

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## ***Education and Awards:***

### *University of Denver Sturm College of Law, Denver, Colorado*

- Master of Science in Judicial Administration (M.S.J.A.) 1979
- M.S.J.A. Alumni Research Fellow 1978 - 1979
- Outstanding Achievement in International Court Administration Award 2013

### *University of New Mexico, Albuquerque, New Mexico*

- Bachelor of Arts in Political Science & Russian Studies, Cum Laude with Distinction 1977
- National Merit Scholar & Honors Program 1972 - 1977
- Elected to Phi Beta Kappa 1976

### *National Association for Court Management*

- Award of Merit – recognizing distinguished service and outstanding contributions to the profession of court administration 2013
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## ***Work Experience:***

### **Clerk of Court** 2001 - 2017

*United States Bankruptcy Court for the District of New Mexico, Albuquerque, New Mexico*

- Chief administrative officer -- accomplishments included: major upgrade of the court's electronic filing and records system (eliminating paper case files); national beta site for *pro se* electronic filing; implementation of enhanced and streamlined staff performance evaluation and recognition system; and design and construction of entire new court facilities. Performed duties of *Acting Clerk of Court, U.S. District Court for the District of New Mexico, 2004.*

### **Clerk of Court** 1996 - 2001

*United States District Court for the Eastern District of Virginia, Alexandria, Virginia*

- Chief administrative officer -- accomplishments included: modernizing the court's budget and records management systems; managing three major courthouse development projects; developing comprehensive staff communications and training program; major upgrading of court's automation systems; designing and implementing a new staff performance-management system, including data-quality analysis function; and installing an automated jury management system. Hosted and presented information to delegations of judicial officers from twenty-six foreign countries.

**Chief Deputy Clerk (1991-1996); Deputy-In-Charge (1989-1991)** 1989 - 1996  
*United States District Court for the District of Arizona, Tucson, Arizona*

- Primary assistant to the Clerk in overall administration of a large federal court. Had primary responsibility for budget, fiscal, and human resources management, while directly administering the Tucson Division. Accomplishments included: new budget planning, automated jury, and performance-management systems; space planning and construction projects; major revision of staff personnel manual; development of a comprehensive personal computer local area network; institution of new employee awards program and staff training plan; handling special disciplinary actions for the Clerk; and design and installation of video deposition systems.

**Trial Court Administrator III** 1984 - 1989  
*2nd Judicial District of Oregon (Lane County), Eugene, Oregon*

- Administrator and Clerk of Court for both Circuit (general jurisdiction) and District (limited jurisdiction) Courts. Had authority for all administrative operations in these state-funded courts. Accomplishments included calendar reforms, records simplification, innovative jury management, extensive automated information systems, and a total reorganization of the courts' clerical offices, including facilities reconstruction.

**Trial Court Administrator I** 1982 - 1984  
*13th Judicial District of Oregon (Klamath-Lake Counties), Klamath Falls, Oregon*

- Prior to promotion to the 2nd District was the original administrator in a similar position in the 13th District. Guided courts through the transition from county to state funding, including new personnel, budget accounting, and automated systems.

**District Court Administrator** 1979 - 1982  
*9th Judicial Administrative District of Wisconsin, Wausau, Wisconsin*

- Was the first administrator in the position and responsible for managing the budget, assigning circuit judges to cases, managing stenographic reporters, giving assistance to local courts/elected clerks in all management areas, and maintaining liaison between the Wisconsin Supreme Court offices and the district.

**Other Professional Experience and Activities:**

*Administrative Office of the U.S. Courts and Federal Judicial Center, Washington, D.C.:* Member of national Bankruptcy Clerks Advisory Group, 2011-2013; I.T. Advisory Council, 2011-2014; Bankruptcy Noticing Work Group, 2002-2005; Administrative Umbrella Group, 1997-1998; Internship in the Human Resources Division, Court Personnel System/CPS Project, designing a new classification and compensation system for over 20,000 court employees, Aug-Oct, 1992. Member and then Chairman of the FJC District Court Education and Training Advisory Committee, 1997-1999.

International Association for Court Administration (IACA): Charter member since 2001, member of North American Board of Directors, 2008-present; Vice President, North American Region, 2012-2017. Author of “Social Media and the Courts: Innovative Tool or Dangerous Fad? A Practical Guide for Court Administrators,” *International Journal for Court Administration* (Vol. 6, no. 1, June 2014).

[https://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=2894158](https://papers.ssrn.com/sol3/papers.cfm?abstract_id=2894158)

National Association for Court Management (NACM): President, 1995-1996; member of Board of Directors, 1990-1997. Charter/lifetime honorary member, with active service on numerous committees from 1980 onward (currently, ethics and membership services). Author of articles in *The Court Manager* journal: “Social Media and the Ethical Court Employee,” “Russia Beckons NACM,” “Lessons Learned: A Federal Courthouse Construction Project,” and “Information Processing in the Oregon Judicial Department—New Approaches to old Problems.” Editor of newsletter, 1989-1991.

National Center for State Courts (NCSC), Williamsburg, Virginia: Member of Board of Directors, 1993-1996.

Oregon Association for Court Administration (OACA): President, 1987-1988. Member of Board of Directors, 1984-1989. Lifetime honorary member.

United States - Russia Foundation for Economic Advancement and the Rule of Law: Team member on project to advance administrative operations of the Russian arbitrazh court system (2009-2010).

Russian-American Judicial Partnership (Chemonics; USAID-funded): Team member on project to develop model pilot courts in the Russian Federation. Multiple site visits from 2002 to 2008, including training programs and detailed collaboration on improved case processing with the Russian Judicial Department.

Albania (East-West Management Group; USAID-funded): Conducted training seminars on caseload management, records management, and high-performance courts, 2006.

Moldova Governance Threshold Country Program (Millennium-IP3 Partners; USAID-funded): Assisted with a project to advise the Moldovan Ministry of Justice with the establishment of its new Department of Judicial Administration; Moldova, 2008.

Serbian Ministry of Justice (NCSC; USAID-funded): Provided technical assistance (I.T., facilities, organizational, HR, etc.) in Belgrade to establish new Serbian Organized Crime & War Crimes Court Divisions, including two training seminars, 2003-4.

Serbian Judicial Reform and Governmental Accountability Project (NCSC; USAID-funded): Delivered training on records and caseload management in 2011; conducted comprehensive management reviews of the Belgrade and Novi Sad Misdemeanor Courts, 2012-2012; consulting on consolidation plans for the Belgrade Misdemeanor Court, 2013-2014.

*Faculty Member at International, National, State, and Local Levels:*

- Federal Judicial Center: Presentations on "High Tech in the Courtroom," "Social Media in the Courts," "Hiring, Supervising, & Evaluating the Technical Employee," "The Importance of Training & Education," and "Putting Performance Management to Work."
- NACM: Speaker at multiple conferences – "International Court Administration," "Social Media and the Ethical Court Employee," "State-Federal Cooperation," "Strategic Alliances," "State-Level Association Innovations," "Oregon's Automated Judicial Information Network," and "What to Ask a Computer Expert."
- IACA: faculty member at the international conferences in Verona, Dublin, The Hague, and Sydney – "The Profession of Court Administration," "Social Media and the Courts."
- CTC-2015 (Court Technology Conference-NCSC): Track Leader for the "The Judiciary in a Virtual, Mobile, Social World," and presented sessions on "The Big Picture, Courts in a v2.0 World," and "Courts are From Mars, Social Media are from Venus: the Judiciary's Culture Clash."
- Ukraine Rule of Law Project: Member of a team that developed and delivered human resources management curriculum and training to judges and court administrators, 2009.
- Russian-American Judicial Partnership: "Records Management," at Pilot Courts Workshop, Sochi, 2005; "Roles & Responsibilities of Trial Court Administrators," and "NACM & other Judicial Associations," at conference of Russian Judicial Department staff, Moscow, Russian Federation, 1999.
- Albania, East-West Management Institute: Taught a series of seminars to judges and court staff on records & caseload management, purposes of courts, and court performance standards, 2004.
- Arizona Courts Association and OACA: Speaker at multiple conferences – "Situational Leadership," "The Future of Technology and the Courts," "Leadership Skills," "Court Organization & Role as the Third Branch of Government," "Bar-Code Technology in Jury Management," "Fast-Track Calendaring, and "Records Management."
- University of Denver Sturm College of Law International Court Administration Program: Adjunct faculty member, teaching online "Human Resources Management" course, 2008.

***Member:***

- International Association for Court Administration
- National Association for Court Management
- Federal Court Clerks Association
- National Conference of Bankruptcy Clerks
- Judicial Division, American Bar Association