

# The Supreme Court of South Carolina

RE: Limited Authority to Sign Judges' Scheduling Orders and Approve Leave for  
Circuit and Family Court Judges

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## ADMINISTRATIVE O R D E R

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Pursuant to the provisions of Article V, Section 4 of the South Carolina Constitution, the Chief Justice of the Supreme Court shall appoint an administrator of the courts and such assistants as he deems necessary to aid in the administration of the courts of the state.

Pursuant to this authority, the Chief Justice designates Chelsea Kennedy, Judges Scheduling Manager, to schedule terms of court and assign judges to those terms for the circuit and family courts. Additionally, Ms. Kennedy shall review and approve the circuit and family court judges' requests for vacation and official leave.

Ms. Kennedy is hereby authorized to sign on behalf of the Chief Justice and distribute routine circuit court and family court orders scheduling, cancelling, and amending terms of court and assignments of judges<sup>1</sup>. In addition, Ms. Kennedy is authorized to approve circuit and family court judges' requests for vacation and official leave.

The Director of Court Services, Deputy Director of Judges' Scheduling, Court Reporting, and Interpreting, or Deputy Director of Trial Court Services are authorized to sign circuit and family court orders and requests for vacation and routine sick leave, in the absence of Ms. Kennedy.

This order supersedes all previous orders and shall remain in effect until amended or rescinded by the Chief Justice.

s/ John W. Kittredge  
John W. Kittredge  
Chief Justice of South Carolina

Columbia, South Carolina  
August 1, 2024

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<sup>1</sup> The assignment of retired judges to serve as special circuit and family court judges is specifically excluded.