

1 SUPERIOR COURT  
2 COUNTY OF SAN BERNARDINO  
247 West Third Street, Eleventh Floor  
San Bernardino, CA 92415

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8 **IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA**

9 **FOR THE COUNTY OF SAN BERNARDINO**

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11 IN RE: } GENERAL ORDER #GO26-025

12 DELEGATION OF AUTHORITY } AMENDED GENERAL ORDER OF THE

13 } PRESIDING JUDGE

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18 In accordance with the California Rules of Court and the Trial Court Financial

19 Policies and Procedures Manual and the Judicial Branch Contracting Manual, the

20 Presiding Judge hereby delegates to the executives, managers, supervisors, and staff of

21 the Court the specific authority set forth in the Authorization Matrix, attached hereto and

22 incorporated herein for all purposes. (California Rules of Court (CRC), rule

23 10.603(c)(6)(D) and TCFPPM, FIN.) Any changes or updates to the Authorization Matrix

24 shall be incorporated and attached to this memo upon my authorized signature.

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26 The Presiding Judge hereby delegates to Anabel Z. Romero, Court Executive

27 Officer of the Superior Court of California, County of San Bernardino, the following

28 authority:

General Order: Delegation of Authority

1           1. Authorize and direct expenditures from funds available to the court, pursuant to  
2 California Rules of Court, rule 10.603(b)(1)(F) and (d), and the Trial Court Financial  
3 Policies and Procedures Manual (TCFPPM, FIN) including:

- 4           a. creating new positions or reclassifying existing positions, provided the  
5 creation or reclassification is done in advance of any recruitment or filling of  
6 any position, (TCFPPM, FIN 4.03, 6.3(1) and CRC, rule 10.610(c)(1)).
- 7           b. authorizing and approving out-of-state travel and international travel by  
8 court employees, (TCFPPM, FIN 8.03, 6.1.1).
- 9           c. authorizing and approving lodging for judges and employees in excess of  
10 the applicable maximum rate, (TCFPPM, FIN 8.03, 6.1.6(1-6)).
- 11           d. authorizing and approving business meal expenditures for judges and  
12 employees, including those that are exceptions to the business meal  
13 expenditures guidelines, (TCFPPM, FIN 8.05, 6.0-6.2 and 6.7).
- 14           e. authorizing and approving group business meal expenditures for judges  
15 and employees, (TCFPPM, FIN 8.05, 6.1-6-4 and 6.7).
- 16           f. authorizing the destruction of bank records and other court financial records  
17 (TCFPPM, FIN 12.01, 6.1and 6.3).

18           2. Regularly and actively examine access issues including any physical, language,  
19 or economic barriers that impede fair administration of justice.

20           3. Prepare records on appeal, including keeping records of outstanding transcripts,  
21 reassigning reporters as needed to compete transcripts and reviewing requests for  
22 extensions of time to complete criminal transcripts. (CRC, rules 10.603(c)(10)(A) and  
23 10.603(d)).

24           The Presiding Judge hereby delegates to Katrina Coreces, Chief Financial Officer,  
25 of the Superior Court of California, County of San Bernardino the following authority:

- 26           1. Approve Request to Fill Positions provided the position requested to be filled is  
27 already in existence and fully funded or the position has been authorized as a new,  
28 ongoing position beginning in the Budget Year 2022-2023.

General Order: Delegation of Authority

1       2. Certifying the Court's annual Schedule 7A and Schedule 1, including all  
2       accompanying schedules, (TCFPPM, FIN 4.01, 6.4.1 (1)-(2)).  
3       3. Reviewing the Quarterly Financial Statement, Report of Revenues, and the  
4       Quarterly Change in Authorized Positions and certifying these Financial  
5       Statements prior to submission of those reports to the Judicial Council of  
6       California, (TCFPPM, FIN 4.02, 6.3.2 - 6.3.4).  
7       4. Establishing internal review procedures and approving the transfer of funds  
8       between court programs, (TCFPPM, FIN 4.02, 6.5.1 (1)-(5)).

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10      This delegation supersedes any prior delegation of authority. This delegation is effective  
11      upon execution and shall continue in effect until December 31, 2027, or otherwise  
12      revoked.

13      Dated this 1st day of January, 2026.

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16      Rod Cortez  
17      Presiding Judge of the Superior Court  
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