

**DISTRICT COURT OF THE VIRGIN ISLANDS  
CLERK'S OFFICE**



**Glenda L. Lake, Esquire**  
Clerk of Court

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**PRESS RELEASE NO. 006-2019**

**DISTRICT COURT OF THE VIRGIN ISLANDS APPOINTS NEW  
CHIEF DEPUTY CLERK**

Chief Judge Wilma A. Lewis is pleased to announce the selection of Ms. Marilyn Arroyo for the position of Chief Deputy Clerk for the District Court of the Virgin Islands. Ms. Arroyo brings to the position almost 19 years of experience with the District Court, during which she served in administrative, operational, and management capacities that have allowed her to gain an intimate familiarity with the operations and work of the Court, and to develop the breadth of experience necessary to serve in the leadership role of Chief Deputy Clerk.

Ms. Arroyo began her employment with the District Court as a Civil/Criminal Docket Clerk in December of 2000. She served in that capacity until September of 2005 when she was promoted to Jury Administration Clerk. Thereafter, Ms. Arroyo served as Administrative Assistant to the Clerk of Court from October 2007 to September 2009, at which time she was promoted to Administrative Services Officer, where she served until February 2015. Ms. Arroyo was then promoted to Generalist Supervisor where, for the past 4+ years, she has been managing and supervising the operations of the Clerk's Office in the Division of St. Croix. In this latter capacity, Ms. Arroyo has effectively managed the operations of the St. Croix Divisional Office and responded to the needs of judicial officers, while at the same time remaining personally engaged in mentoring and developing employees, and performing, as needed, the day-to-day staff work of the Office.

During her tenure with the District Court, Ms. Arroyo's responsibilities have included work in a variety of areas, including human resources, financial services, continuity of operations planning, docketing and docket management, jury management, courtroom deputy functions, facility management and statistical reporting. She has made notable contributions over the years to the efficiency and effectiveness of court operations, and was particularly instrumental in the development of the first Continuity of Operations Plan (COOP); the implementation of the Human Resources Information Management System (HRMIS); the coordination of the Court's recovery

efforts—aimed at both the physical plant and court operations—after hurricanes Irma and Maria; and in her lead role during the Court’s preparation for the implementation of CM ASSIST—an enhanced data quality control tool. In addition, Ms. Arroyo is well known for her excellent support and customer service and has developed positive working relationships both within the Court and externally.

A native of St. Croix, Ms. Arroyo earned an Associates of Arts in Business Administration from AXIA College of Western International University in 2006, and a Bachelors in Business Administration (Human Resources) and a Master of Business Administration (Finance) from Colorado Technical University in 2007 and 2009, respectively.

Ms. Arroyo welcomes the opportunity to continue to foster the positive growth and development of the District Court of the Virgin Islands as she assumes the responsibilities of Chief Deputy Clerk.

**For further information, please contact:**

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