

TRIAL COURT ADMINISTRATION

Policy 507

Effective March 1, 2018

CASE MANAGEMENT REVIEW POLICY

The following process and timeframes will be used for the orderly and timely review of pending cases. The objective is to establish a systematic, proactive approach so that the actual docket review process does not become a "crisis" management step after cases exceed standards set by Administrative Rule 12.

Each unit administrative office must provide monthly and quarterly case management reports for all judicial officers or the judicial officer's designee and the presiding judge. Each unit must establish a process for providing the reports required by this policy.

SECTION 1. Matters Submitted for Decision

A. Each judicial unit must provide a report to the assigned judicial officer or the judicial officer's designee and the presiding judge if a matter which has been submitted for decision has not been decided within 90 days of the date when the submission was complete. The reports shall be provided monthly.

B. Extensions of time and waiver of timelines may be granted as provided by Administrative Rule 12.

C. If no extension is granted or if the matter is not decided within additional time allowed by the presiding judge, the presiding judge is required to report that the time standards have been exceeded to the Chief Justice. The report is to be made on a form to be maintained by the office of the State Court Administrator.

SECTION 2. Case Time Standards - Docket Currency

A. Each judicial unit must provide a report to the assigned judicial officer if there are cases which exceed the time standards provided in Administrative Rule 12 each quarter.

B. If there are cases in which time standards are exceeded, the judicial officer must note the current status of the case, the reason for delay, and a date on which the next scheduled event will occur, and an anticipated date for resolution of the case. The judicial officer must provide this information within 15 days of the date on which the report required by subsection A is provided to the judicial officer.

C. Within 15 days of receiving a report concerning a case in which time standards have been exceeded, the presiding judge may waive application of the time standards to the case. The

presiding judge must provide a report to the Chief Justice listing cases for which the time standard has been waived.

D. The Chief Justice may accept the report of the presiding judge. If the time standard has not been waived by the presiding judge, or if the Chief Justice does not agree with a waiver, the Chief Justice may file a report with the Judicial Conduct Commission.

Approved by Council of Presiding Judges 05/14/98; amended by Administrative Council on 05/23/17 and approved by the Supreme Court on 09/27/17 effective 3/1/18