

## TRIAL COURT ADMINISTRATION

Policy 510

December 8, 2023

### COMMITTEE ON CASEFLOW MANAGEMENT

A committee on caseload management is developed under the auspices of the Administrative Council to provide recommendations to the Council on case management activities, governing all trial courts statewide.

#### **Purpose**

The purpose of the Committee will be to establish and monitor caseload management practices in each judicial district of the state. Major areas for consideration will include the following:

1. Element of district case management plans;
2. Early court intervention and continuous court control over case progress;
3. Development of strategies for differentiated case management;
4. Assistance in the development of realistic court schedules and meaningful trial events;
5. Creation of realistic and credible trial dates;
6. The development of strategies to assure oversight of the management of all court related events from case filing through case disposition;
7. Management and coordination of studies conducted to update workload measurement (now known as weighted caseload);
8. Review and recommend updates to the caseload dashboard.

#### **Committee Membership**

The Committee shall consist of members appointed by the Chief Justice, or as indicated, for three years following initial staggered terms to be determined the initial terms to be selected by ballot of one, two, and three years equally disbursed between the members.

The Committee makeup will consist of:

1. One district judge from each judicial district;
2. One judicial referee,
3. The assistant state court administrator for trial courts,
4. One court administrator from each unit,
5. Two state's attorneys appointed by the State's Attorneys Association,
6. Two public defenders appointed by the Executive Director of the Indigent Defense Commission,
7. Two members of the State Bar Association appointed by the president of the State Bar Association,
8. One district court clerk, and
9. Such other members as the Chief Justice shall determine.

### **Terms of Service**

All members shall serve for a period of three years and be eligible for reappointment by the Chief Justice. Except for the assistant state court administrator for trial courts and the court administrator for each unit, a member may not serve more than three consecutive terms. A former member who served three consecutive terms is eligible for reappointment after a six-year break in service.

### **Staff Support**

The assistant state court administrator for trial courts shall provide lead staff support to the Committee with additional support being provided by the district court administrator/administrative assistant representative.

Approved by Council of Presiding Judges 11/20/00; Amended 11/24/03; Amended by Administrative Council 03/14/05; Amended by Supreme Court effective 04/01/06; Amended by Administrative Council 09/13/06; Amended by Council 12/08/23