Judiciary of Guam 2012-2015 Strategic Plan
Strategic Focus Area #2: Operational Efficiency, Effectiveness and Timeliness

Chair: Justice Robert J. Torres
Co-Chair: Judge Michael J. Bordallo
Judge James Canto
Management Lead: Richard B. Martinez

Quarterly Report: August 20, 2012

Strategic Projects

1. Reexamine and revise motion practice rules

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Existing Committee Members and New members of the Supreme Court Sub-Committee on the Rules of Civil Procedure and Rules of Practice were notified of the necessity to resume meetings to address changes to the Local Rules of Court governing motion practice and to examine the amendments to the Federal Rules of Civil Procedure that have been made since the Guam Rules of Civil Procedure were adopted in 2007.	Complete	100%	Co-Chairs Justice Robert Torres Justice Katherine Maraman	March 14, 2012
Rules of Civil Procedure Committee started meeting March 2012 and topics needing to be addressed have been identified.	Complete	100%	Committee Members	March 30, 2012
Committee has been meeting bi-weekly to review and revise forms and rules in comparison to the amendments. A draft of the new motion practice rule is being circulated for comment	In Progress	85%	Committee Members	TBD

2. Review and revise time standards and reporting

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Selected Dates for Meetings monthly for 6 months in advance for subcommittees.	Complete	100%	Justice Robert Torres, Chair Judge Michael Bordallo, Co-Chair Judge James Canto	June 4, 2012
Selected Committee members and notified them of meeting dates via memorandum.	Complete	100%	Justice Robert Torres, Chair Judge Michael Bordallo, Co-Chair Judge James Canto	June 6, 2012
Initial meeting with Committee to discuss any necessary revisions to the time standards and improvements in reporting as well as potential consequences for failure to meet standard.	Complete	100%	Committee	June 11, 2012
Committee will continue to meet on a monthly basis to review and revise time standards and methods of reporting.	In Progress	20%	Committee	TBD

3. Examine case assignment process, giving consideration to the weighting of cases

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Selected Dates for Meetings monthly for 6 months in advance for subcommittees.	Complete	100%	Justice Robert Torres, Chair Judge Michael Bordallo, Co-Chair Judge James Canto	June 4, 2012
Selected Committee members and notified them of meeting dates via memorandum.	Complete	100%	Justice Robert Torres, Chair Judge Michael Bordallo, Co-Chair Judge James Canto	June 6, 2012
Initial meeting with Committee to discuss areas that need to be examined.	Complete	100%	Committee	June 11, 2012
Committee will continue to meet on a monthly basis regarding case assignment process and examining criteria and feasibility for weighting of cases	In Progress	20%	Committee	TBD

4. Evaluate and improve workflow in each division, in light of new CMS, and update SOPs accordingly

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Selected Dates for Meetings monthly for 6 months in advance for subcommittees.	Complete	100%	Justice Robert Torres, Chair Judge Michael Bordallo, Co-Chair Judge James Canto	June 4, 2012
Divided Committee into 11 Subcommittees by division and Selected Committee members and notified them of meeting dates via memorandum.	Complete	100%	Justice Robert Torres, Chair Judge Michael Bordallo, Co-Chair Judge James Canto	June 6, 2012
Initial meeting with Subcommittee Members regarding current SOPs and the updates and changes that need to be made in respect to the new CMS system. Discussed modifications that need to be made to improve the workflow.	Complete	100%	Sub-Committees	June 22, 2012
Sub-committees will continue to meet separately on a monthly basis to draft SOPs or make changes to existing SOPs and workflow for each division.	In Progress	20%	Sub-Committees	TBD

5. Monitor ADR programs for effectiveness and enhancement

Activity	Status	Percentage of Completion	Responsible Party	Completion Date
Selected Dates for Meetings monthly for 6 months in advance for subcommittees.	Complete	100%	Justice Robert Torres, Chair Judge Michael Bordallo, Co-Chair Judge James Canto	June 4, 2012
Selected Committee members and notified them of meeting dates via memorandum.	Complete	100%	Justice Robert Torres, Chair Judge Michael Bordallo, Co-Chair Judge James Canto	June 6, 2012
Initial Meeting with Committee members regarding monitoring ADR programs and review proposed changes to the LOCAL RULES OF COURT FOR THE SUPERIOR COURT OF GUAM COURT ANNEXED MEDIATION PROGRAM; The Committee also examined Standard Operating Procedures for the 2012 Court Referred Mediation Program	Complete	100%	Committee	June 14, 2012
Committee will continue to meet on a monthly basis regarding monitoring ADR programs.	In Progress	20%	Committee	TBD

Report Submitted By: Richard B. Martinez, Clerk of Superior Court, Management Lead, SFA2 Date: August 20, 2012