



F. PHILIP CARBULLIDO  
CHIEF JUSTICE

# Judiciary of Guam

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ALBERTO C. LAMORENA III  
PRESIDING JUDGE

PERRY C. TAITANO  
ADMINISTRATOR OF THE COURTS

September 7, 2012

## Memorandum

TO: 2012-2015 Strategic Plan Subcommittee Chairs, Co-Chairs and Management Leads  
All Justices, Judges and Employees of the Judiciary of Guam

FR: Chief Justice F. Philip Carbullido, Strategic Plan Chair 

RE: Management Response Plans

Hafa Adai. Please be advised that Management Response Plans have been developed in response to Quarterly Progress Reports submitted by each of the 4 Strategic Focus Area Subcommittees. The Management Response Plans are available for review on both the Intranet and Guamcourts.org through the following hyperlinks:

Intranet: <http://intranet/Information/2012StrategicPlan.asp>

Internet: <http://www.guamcourts.org/Information/2012StrategicPlan/StrategicPlan.html>

Thank you for contributing to the success of the Judiciary.

cc: AOC Perry C. Taitano, Strategic Plan Co-Chair

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**Judiciary of Guam 2012-2015 Strategic Plan: Our Way Forward  
MANAGEMENT RESPONSE PLAN**

**Date: August 28, 2012**

**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 Ending: August 20, 2012**

Strategic Projects

**1. Reexamine and revise motion practice rules**

Activity	Status	Percentage of Completion	Responsible Party	Completion Date	MANAGEMENT'S RESPONSE
Existing Committee Members and New members of the Supreme Court Sub-Committee on the Rules	Complete	100%	Co-Chairs Justice Robert Torres	March 14, 2012	

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.			Justice Katherine Maraman		Task completed. No further action required.
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	Task completed. No further action required.
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	Subcommittee needs to determine a completion date.

**2. Review and revise time standards and reporting**

Activity	Status	Percentage of Completion	Responsible Party	Completion Date	MANAGEMENT'S RESPONSE
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	Task completed. No further action required.
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	Task completed. No further action required.
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	Task completed. No further action required.
Committee will continue to meet on a monthly basis to review and revise time standards and methods of reporting.	In Progress	20%	Committee	TBD	Subcommittee needs to determine a completion date.

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

Activity	Status	Percentage of Completion	Responsible Party	Completion Date	MANAGEMENT'S RESPONSE
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	Task completed. No further action required.
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	Task completed. No further action required.
Initial meeting with Committee to discuss areas that need to be examined.	Complete	100%	Committee	June 11, 2012	Task completed. No further action required.
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	Subcommittee needs to determine a completion date.

**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	MANAGEMENT'S RESPONSE
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	Task completed. No further action required.
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	Task completed. No further action required.
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	Task completed. No further action required.
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	Subcommittee needs to determine a completion date.

**5. Monitor ADR programs for effectiveness and enhancement**

Activity	Status	Percentage of Completion	Responsible Party	Completion Date	MANAGEMENT'S RESPONSE
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	Task completed. No further action required.
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	Task completed. No further action required.
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	Ongoing. Coordinate with Judge Canto's ADR committee.
Committee will continue to meet on a monthly basis regarding monitoring ADR programs.	In Progress	20%	Committee	TBD	Subcommittee needs to determine a completion date.

**MANAGEMENT RESPONSE PLAN for Strategic Focus Area 2: Operational Efficiency, Effectiveness and Timeliness**

Approved by:

  
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 PERRY C. TAITANO, Administrator of the Courts

Date:

  
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Concurred by:

  
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 F. PHILIP CARBULLIDO, Chief Justice of Guam

Date:

  
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