



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

Date: January 2, 2013

**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: November 11, 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	Management commends subcommittee co-chairs for completing this activity.

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		
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	Management commends subcommittee chairs, co-chairs and members for completing this activity.
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. Committee will continue to revise sections of Rules.	In Progress	80%	Committee Members	TBD	Management commends subcommittee chairs, co-chairs and members for progress made thus far. 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. Management commends subcommittee chairs, co-chairs and members for completing this activity.
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. Management commends subcommittee chairs, co-chairs and members for completing this activity.
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. Management commends subcommittee chairs, co-chairs and members for completing this activity.
Committee will continue to meet on a monthly basis to review and revise time standards and methods of reporting.	In Progress	20%	Committee	TBD	Management commends subcommittee chairs, co-chairs and members for progress made thus far. 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. Management commends subcommittee chairs, co-chairs and members for completing this activity.
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. Management commends subcommittee chairs, co-chairs and members for completing this activity.
Initial meeting with Committee to discuss areas that need to be examined.	Complete	100%	Committee	June 11, 2012	Task completed. No further action required. Management commends subcommittee chairs, co-chairs and members for completing this activity.
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	Management is pleased with the progress made thus far. 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. Management commends subcommittee chairs, co-chairs and members for completing this activity.
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. Management commends subcommittee chairs, co-chairs and members for completing this activity.
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. Management commends subcommittee chairs, co-chairs and members for completing this activity.
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	Management is pleased with the progress made thus far. 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. Management commends subcommittee chairs, co-chairs and members for completing this activity.
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. Management commends subcommittee chairs, co-chairs and members for completing this activity.
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	Task completed. No further action required. Management commends subcommittee chairs, co-chairs and members for completing this activity. 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	Management is pleased with progress made thus far. Subcommittee needs to determine a completion date.

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

Approved by:



 PERRY C. TAITANO, Administrator of the Courts

Date:

3/8/13

Concurred by:



 F. PHILIP CARBULLIDO, Chief Justice of Guam

Date:

3/13/13