

**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: March 5, 2013

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 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	Management applauds the subcommittee for completing this activity as scheduled.
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 applauds the subcommittee for completing this activity as scheduled.
The Supreme Court of Guam adopted Promulgation Order No. 06-006-14 revising CVR 7.1 and its related forms. Rule is effective March 1, 2013	Completed	100%	Committee Members	February 26, 2013	Management applauds the subcommittee for completing this activity as scheduled.

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	Management applauds the subcommittee for completing this activity as scheduled.
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	Management applauds the subcommittee for completing this activity as scheduled.
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	Management applauds the subcommittee for completing this activity as scheduled.
The committee had requested judicial officers to provide input on what the most appropriate time lines might be regarding case age time standards. The latest draft proposed amendments to the time standards Admin Rule AR06-0001 was presented to the Robes mtg. Committee will continue to meet on a monthly basis to review and revise time standards and methods of reporting.	In Progress	50%	Committee	TBD	Management recognizes this is a significant undertaking and encourages the subcommittee to continue making progress toward completing this activity.

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	Management applauds the subcommittee for completing this activity as scheduled.
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	Management applauds the subcommittee for completing this activity as scheduled.
Initial meeting with Committee to discuss areas that need to be examined.	Complete	100%	Committee	June 11, 2012	Management applauds the subcommittee for completing this activity as scheduled.
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 recognizes this is a significant undertaking and encourages the subcommittee to continue making progress toward completing this activity.

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	Management applauds the subcommittee for completing this activity as scheduled.
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	Management applauds the subcommittee for completing this activity as scheduled.
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	Management applauds the subcommittee for completing this activity as scheduled.
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 recognizes this is a significant undertaking, and encourages the subcommittee to make additional progress toward this vital operational activity.

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	Management applauds the subcommittee for completing this activity as scheduled.
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	Management applauds the subcommittee for completing this activity as scheduled.
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	Management applauds the subcommittee for completing this activity as scheduled.
Judge Canto presented in the Robes meeting the proposed amendments to the Court Annexed Mediation Rules. Committee will continue to meet on a monthly basis regarding monitoring ADR programs.	In Progress	50%	Committee	TBD	Management applauds the subcommittee for making substantial progress toward this activity, and urges the subcommittee to determine a completion date that is within the 12 to 18 month strategic project deadline of June 2013, or December 2013, respectively.

**MANAGEMENT RESPONSE PLAN for
Strategic Focus Area 2: Operational Efficiency, Effectiveness and Timeliness
Quarterly Report Ending March 6, 2013**

Approved by:



PERRY C. TAITANO, Administrator of the Courts

Date: APR 29 2013

Concurred by:



F. PHILIP CARBULLIDO, Chief Justice of Guam

Date: 5/3/13