

**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

Strategic Projects

1. Reexamine and revise motion practice rules

Activity	Status	Percentage of Completion	Responsible Party	Completion Date	MANAGEMENT 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	Complete	100%	Committee Members	March 30, 2012	Management applauds the subcommittee for completing this

addressed have been identified.					activity as scheduled.
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.	Complete	100%	Committee Members		Management applauds the subcommittee for completing this activity as scheduled.
CVR 7.1 has been approved by the Committee and presented to the GBA. A promulgation hearing before the Supreme Court of Guam was held on February 22, 2013	Complete	100%	Committee Members	February 22, 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 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	Complete	100%	Committee	June 11, 2012	Management applauds the subcommittee for completing this

improvements in reporting as well as potential consequences for failure to meet standard.					activity as scheduled.
Latest Time Standards posted on Judiciary Website	Complete	100%	Committee	September 1, 2012	Management applauds the subcommittee for completing this activity as scheduled.
Committee will continue to meet on a monthly basis to review and revise time standards and methods of reporting. Reviewing feedback from NCSC on time standard modules and possible consequences. Recommendations made to modify time standards and to monitor specialty courts, child support and eliminating new “born on” assignment dates also being considered.	Complete	100%	Committee	November 2012	Management applauds the subcommittee for completing this activity as scheduled.
Amendments to the Administrative Rule 06-001 Re Case Age Time standards has been drafted by the committee and will be presented at the Robes for Comment.	Complete	100%	Committee		Management applauds the subcommittee for completing this activity as scheduled.
Administrative Rule introduced and filed on May13 2013 and Effective September 9, 2013	Complete	100%	Committee	May 13, 2013	Management applauds the subcommittee for completing this activity as scheduled.

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

Activity	Status	Percentage of Completion	Responsible Party	Completion Date	MANAGEMENT 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. Reviewed other Jurisdiction's rules and deciding on factors for weighting of cases and amending rules.	In Progress	60%	Committee	TBD	Management recognizes this is a significant undertaking and encourages the subcommittee to continue making progress towards 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 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. Sub-Committees have begun to incorporate screen shots for the SOPs with the recent launch of the Justware and Logos software in October 2012. Divisions that have begun to incorporate Screenshots into the SOPs	In Progress	60%	Sub-Committees	TBD	Management recognizes this is a significant undertaking and encourages the subcommittee to continue making progress towards completing this activity.

<p>are Supreme Court, C&M, Finance, Procurement, Maintenance and Facilities. Marshals and Probation have combined forces to streamline `policies and procedures. Divisions that have completed their SOPs are: Court Programs.</p>					
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5. Monitor ADR programs for effectiveness and enhancement

Activity	Status	Percentage of Completion	Responsible Party	Completion Date	MANAGEMENT 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 (in conjunction with the ADR working group chaired by Judge Canto).	Complete	100%	Committee	June 14, 2012	Management applauds the subcommittee for completing this activity as scheduled.
Committee will continue to meet on a monthly basis regarding monitoring ADR programs.	Complete	100%	Committee	July 12, 2013	Management applauds the subcommittee for completing this

<p>Child Custody Cases Rules are being drafted for promulgation in the Supreme Court in accordance with laws. ADR training for Judges being discussed and developed. Developing Pamphlet for Clients and Certifying form that Attorneys have advised Clients of Medication.</p>					<p>activity as scheduled.</p>
<p>Committee coordinated with Rules of Civil Procedure Subcommittee, and ADR Subcommittee. The ADR Committee amended the Court Referred Mediation Program, ADR Brochure, and ADR Certification which will be sent out to the GBA for comment and promulgated by the Supreme Court.</p>	<p>Complete</p>	<p>100%</p>	<p>Committee</p>	<p>TBD</p>	<p>Management applauds the subcommittee for completing this activity as scheduled.</p>

**MANAGEMENT RESPONSE PLAN for
Strategic Focus Area 2: Operational Efficiency, Effectiveness and Timeliness
Quarterly Report Ending September 3, 2013**

Approved by:



PERRY C. TAITANO, Administrator of the Courts

Date: 10/21/13

Concurred by:



F. PHILIP CARBULLIDO, Chief Justice of Guam

Date: 10/24/13