

Judiciary of Guam 2016-2019 Strategic Plan
Strategic Focus Area #2: Effective Case Management and Timely Resolution

Chair: Hon. F. Philip Carbullido
 Co-Chair: Hon. James L. Canto II
 Management Leads: Hannah Arroyo, Danielle Rosete, and John Lizama,

Quarterly Report ending: June 30, 2016

Strategic Projects

1. Regularly train judicial officers and clerks on case flow and calendar management

| Activity | Status | Percentage of Completion | Responsible Party | Completion Date |
|---|---------|--------------------------|-------------------|-----------------|
| Provide regular and updated training to Judicial Officers and clerks on the Fundamentals of Case Flow Management. | Ongoing | 50% | Committee | |
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2. Improve data integrity

| Activity | Status | Percentage of Completion | Responsible Party | Completion Date |
|--|---------|--------------------------|-----------------------------|-----------------|
| Identify CourTools performance measures designed by the NCSC that are applicable to effective case management in Superior Court and Supreme Court cases. | Pending | 75% | Committee | |
| Define and standardize data points and fields for data entry in the Judiciary's Case Management System (JustWare). | Ongoing | 50% | Committee; CMS Project Team | |
| Review and examine the performance measures to ensure the | Pending | 50% | Committee; CMS | |

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| data can be captured in the Judiciary's existing Case Management System (JustWare). | | | Project Team | |
| Train staff on how to input case information into the data fields in JustWare. | Pending | 35% | Division Heads; CMS Project Team | |
| Provide a procedure to review the data integrity | Pending | | Divisions Heads; CMS Project Team | |

3. Update, train, and enforce standard operating procedures

| Activity | Status | Percentage of Completion | Responsible Party | Completion Date |
|----------|--------|--------------------------|-------------------|-----------------|
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4. Acquire judicial tools for case management

| Activity | Status | Percentage of Completion | Responsible Party | Completion Date |
|---|---------|--------------------------|-------------------|-----------------|
| Work with CMS Project team to view Judicial dashboards in JustWare; views have been completed and are pending review by the judicial officers on the new touch screen monitor | Pending | 75% | CMS Project Team | |
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5. Evaluate and revamp scheduling practices

| Activity | Status | Percentage of Completion | Responsible Party | Completion Date |
|----------|--------|--------------------------|-------------------|-----------------|
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| Draft criminal case flow proceedings timeline using the Arizona Court's criminal case flow management policy and proceedings timeline as a guide or template for criminal cases in Superior Court. | Pending | 25% | Committee | |
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Report Submitted By: _____

Date: _____