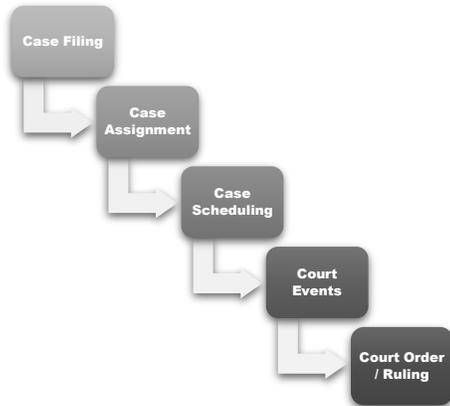
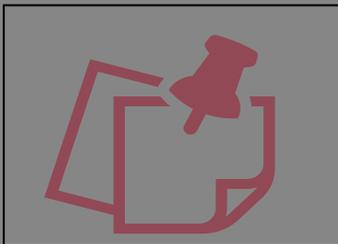


Caseflow Management

Simply the Practice of Paying Attention

October 2021
Issue No. 4
Practice Profile:

Case Calendaring, Assignment, and Events



Caseflow Management Proven Practices

- Leadership
- Performance goals & targets
- Case calendaring, assignment & events
- Caseload inventory & backlog monitoring
- Early, regular, & continuous oversight
- Dispute resolution & settlement practices

- Collaboration & outreach with partners
- Communication, education & training
- Information sharing
- Utilization of technology
- Performance measurement
- Performance management

The caseflow management practice of **case calendaring, assignment, and events** refers to paying attention to how cases are initially assigned (and reassigned if needed), how calendars or dockets are scheduled, and monitoring of events. It includes using performance measures to gauge efficiency, effectiveness, and productivity.

Calendaring, assignment, and events means:

- Communication of expectations surrounding calendaring and events
- Use of scheduling orders detailing deadline dates and time goals
- Impartial and neutral case assignment protocols
- Clear and defined calendar system and docket structure noting docket timeslots and event types
- Early scheduling of first case event without delay
- Establishment of specific event purposes
- Published continuance policy
- Monitoring and review of event practices
- Measurement of continuances and time goals
- Documentation and sharing of caseflow policies

US District Court, Eastern District of Michigan Case Management and Scheduling Orders

A. CIVIL CASES

1. SCHEDULING AND CASE MANAGEMENT CONFERENCE:

Two to four weeks after the Answer is filed, the Court will issue its Notice of Scheduling and Case Management Conference. If there is more than one named Defendant, the court typically schedules the conference after all the Defendants have filed Answers, unless doing so will cause significant delay.

Court Rules—16th Circuit Judicial District, Jackson County, Missouri

Rule 6 - Assignment of Judges, Cases, and Transfer of Cases

1. Civil and domestic relations cases shall be assigned to trial divisions in accordance with these rules, as directed by the Presiding Judge. Assignment may be made by the Court Administrator or his or her deputies in a manner approved by the Presiding Judge.
2. Petitions in civil and domestic relations cases carrying the caption "In the Circuit Court of Jackson County, Missouri, at Kansas City" shall be assigned to a Kansas City division as provided below. Petitions in civil and domestic relations cases carrying the caption "In the Circuit Court of Jackson County, Missouri, at Independence" shall be assigned to an Independence division as provided below. If a petition fails to specify the location where venue is appropriate, such case shall be assigned to a division at the location where the case is filed.
3. The Court Administrator shall assign cases randomly.



California Rules of Court

(Revised October 1, 2021)

Rule 4.115. Criminal case assignment

(a) Master calendar departments

To ensure that the court's policy on continuances is firm and uniformly applied, that pretrial proceedings and trial assignments are handled consistently, and that cases are tried on a date certain, each court not operating on a direct calendaring system must assign all criminal matters to one or more master calendar departments. The presiding judge of a master calendar department must conduct or supervise the conduct of all arraignments and pretrial hearings and conferences and assign to a trial department any case requiring a trial or dispositional hearing.

(Subd (a) lettered effective January 1, 2008; adopted as unlettered subd effective January 1, 1985.)

(b) Trial calendaring and continuances

Any request for a continuance, including a request to trail the trial date, must comply with rule 4.113 and the requirement in section 1050 to show good cause to continue a hearing in a criminal proceeding. Active management of trial calendars is necessary to minimize the number of statutory dismissals. Accordingly, courts should avoid calendaring or trailing criminal cases for trial to the last day permitted for trial under section 1382.