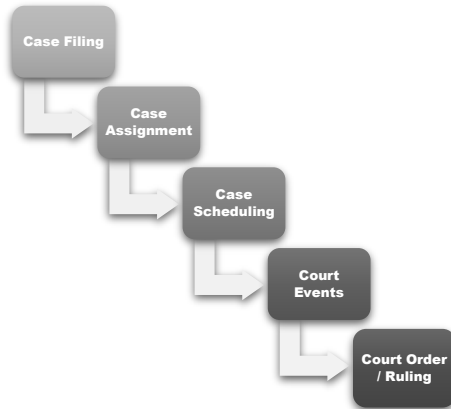
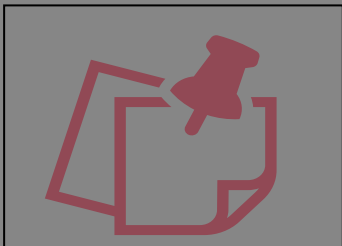


Caseflow Management

Simply the Practice of Paying Attention

December 2021
Issue No. 6
Practice Profile:

Early, Regular, and Continuous Oversight



Caseflow Management Proven Practices

- | | |
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| <ul style="list-style-type: none"> • Leadership • Performance goals & targets • Case calendaring, assignment & events • Caseload inventory & backlog monitoring • Early, regular, & continuous oversight • Dispute resolution & settlement practices | <ul style="list-style-type: none"> • Collaboration & outreach with partners • Communication, education & training • Information sharing • Utilization of technology • Performance measurement • Performance management |
|--|--|

The caseflow management practice of **early, regular, and continuous oversight** indicates that the court has processes to evaluate case needs at the earliest time possible. Additionally, the court takes actions to review, assess, and monitor the full caseload to know the age of the full inventory and collection of cases.

- Early, regular, continuous oversight includes:
- Documented and shared case processing expectations, actions, and steps
 - Court supervision of cases - filing to adjudication
 - A process for early knowledge about cases, case complexity, and case handling needs
 - Court directed schedules and use of events and actions to move cases toward final conclusion
 - Steps to monitor and control continuances
 - Ongoing attention to the full caseload inventory
 - Regular review and measurement of practices
 - Continuous discussion and evaluation of case oversight
 - Use of IT processes to monitor cases
 - Use of data for management decisions

- Suggested actions for early, regular, and continuous oversight:
- ✓ Collaborate with the justice community
 - ✓ Ensure caseflow and oversight expectations are explained
 - ✓ Seek judicial consensus on oversight actions and practices

Statement of Purpose

The South Central Judicial District adopted a Caseflow Management Plan to provide early and continuous control over cases and dispose of cases in a prompt, fair, and consistent manner while providing equal access to the adjudicative process for all litigants.

From the South Central Judicial District, North Dakota

- Possible early case screening topics:
1. status of process service and party notice
 2. case complexity elements and details
 3. number of parties and witnesses in case
 4. projected length of trial, jury, or non-jury
 5. case priority (using published criteria)
 6. relationship between parties
 7. discovery-time needed, problems anticipated, type of discovery materials
 8. issues in dispute or contest
 9. experts or specialists needed
 10. use of alternative dispute resolution, settlement, or diversion referrals
 11. need for interpreters, special services, treatment, evaluation, or security