GOVERNANCE

Goals
☐ The court continually reviews and re-calibrates its CFM goals.
☐ The court has adopted its own CFM goals.
☐ The court has adopted mandated goals for CFM.
☐ The court has not set or adopted CFM goals.

Standards
☐ The court has adopted CFM standards and publishes this information for internal and external users.
☐ The court has adopted CFM standards and monitors these internally.
☐ The court has adopted mandated performance standards.
☐ The court has not adopted CFM performance standards.

Leadership
☐ The chief judge or judges take a leadership role in the criminal justice community to promote caseflow management.
☐ The bench as a whole has endorsed caseflow management goals and practices.
☐ Individual judges have endorsed caseflow goals and practices.
☐ Judges have not indicated support for caseflow management.

Adoption of Performance Measures
☐ The court regularly monitors its performance and takes steps to improve performance based on the results.
☐ The court regularly monitors its CFM performance measures.
☐ The court reports required CFM performance measures.
☐ The court has not established CFM performance measures.

Performance Data
☐ The court reviews and publishes individual judge CFM performance data.
☐ Judges review their individual CFM performance results.
☐ CFM performance results by judge are available.
☐ Individual judge CFM performance is not measured.

CFM Training
☐ Staff receives updated training and/or information about CFM.
☐ Court staff has received information/training about CFM.
☐ Administrative and/or lead staff are aware of CFM goals and practices.
☐ Staff has not received training or information about CFM.
PRACTICE

Case Supervision
☐ The court supervises cases from filing to disposition in all matters.
☐ The court supervises cases from filing to disposition in most cases.
☐ The court supervises cases from filing to disposition in complex or problem cases.
☐ Attorneys and litigants are responsible for case progress.

Discovery Management
☐ The court/bench has a standard discovery practice and provides regular feedback to the bar regarding compliance.
☐ The bench has an agreed-upon practice for requiring completion of discovery.
☐ Individual judges set a date certain for discovery in some cases.
☐ Judges do not set a date certain for discovery.

Control of Continuances
☐ The court actively takes steps to reduce continuances based on available data.
☐ The court monitors continuances and the reasons for them.
☐ The court is aware of the number of continuances.
☐ The court does not monitor continuances.

Court Control
☐ The court actively monitors case progress and sets timelines for completion.
☐ The court monitors case progress as a general policy.
☐ Individual judges may monitor case progress.
☐ The court/judges do not monitor individual case progress.

Utilization of ADR
☐ The court actively promotes and enforces the use of ADR.
☐ The court has adopted policies for use of ADR.
☐ The court refers cases to ADR if requested by parties.
☐ The court does not/or is unable to refer cases to ADR.

Future Action Dates
☐ The court actively monitors and takes action to ensure that all pending cases have a future action date.
☐ The court sets future dates for pending cases.
☐ The court sets future dates for most pending cases, but leaves it up to the parties in some cases.
☐ The court does not have a practice regarding future action dates.

CFM Policies
☐ The court has published CFM policies/procedures for staff and the public.
☐ The court has published CFM policies/procedures for staff use.
☐ The court has general guidelines for CFM.
☐ The court has not established policies/procedures for CFM.
INFORMATION

Utilization of CFM Information
☐ The court uses CFM information in planning and policy development.
☐ The court generates basic caseflow management reports including clearance rates, pending backlogs, and case aging.
☐ The court generates clearance rate and filing/disposition information.
☐ The court generates basic information on filings and dispositions only.

Aging Information
☐ The CMS provides event interval aging which can be tracked at the individual case level.
☐ The CMS provides event interval aging by case type.
☐ The court has limited case aging information.
☐ The court is not able to generate case aging information.

Continuance Monitoring
☐ Continuance data can be sorted and displayed by type, judge, case type, and other criteria.
☐ The reasons for continuances are recorded and reported.
☐ Staff can indicate on the record when an event is continued.
☐ The court cannot separately identify continuances.

Pending Caseload Monitoring
☐ The court monitors, takes action, and projects pending caseloads.
☐ The court monitors and takes action on pending cases.
☐ Individual judges are responsible for monitoring pending caseloads.
☐ The court does not monitor the pending caseload.

CFM Reports
☐ The court’s information system can provide both standard and ad hoc CFM reporting capability.
☐ The court generates regular, standard CFM reports.
☐ The court’s information system generates limited CFM reports
☐ The court’s information system does not generate CFM reports.

Post-Judgment
☐ The court is able to monitor post-judgment activity.
☐ The court monitors post-judgment activity to ensure compliance.
☐ The court monitors post-judgment activity as required by rule or statute.
☐ Post-judgment monitoring is up to the parties.
COLLABORATION

Consultation with the Bar
☐ Court leadership meets on a regular basis with the bar regarding CFM issues.
☐ The court has consulted with the bar regarding CFM policies and goals.
☐ The court has notified the bar of its CFM policies.
☐ The court has not engaged or consulted the bar in CFM issues.

Inter-Agency Information Sharing
☐ The court routinely exchanges caseflow management information with other agencies to improve program effectiveness.
☐ The court regularly publishes caseflow management statistics and information.
☐ The court makes case statistical information available on request.
☐ The court does not share case statistics with outside agencies.

Policy Collaboration
☐ The court collaborates with its partners to improve CFM policies & practices.
☐ The court has regular meetings with justice system partners regarding CFM issues and goals.
☐ The court has notified justice system partners of its CFM policies.
☐ The court does not involve other agencies in CFM policies or practice.

Jail Population Management
☐ The court actively monitors jail population information and works with corrections to manage the pretrial population.
☐ The court takes additional steps to reduce pretrial detention populations when requested.
☐ The court schedules in-custody cases to reduce pretrial detention time.
☐ The court does not consider custody status when scheduling cases.