



The National Association for Court Management
JUSTICE ACHIEVEMENT AWARD

The Justice Achievement Award was established to publicly recognize courts and related organizations for meritorious projects and exemplary accomplishments that enhance the administration of justice.

Nominations may be submitted by any person, court, related agency or organization. All nominations will be given equal consideration, regardless of court jurisdiction, size of court or geographic location.

DEADLINE: Monday, April 16, 2012

Please see the program description and nomination instructions for detailed instructions regarding format and submission.

NATIONAL ASSOCIATION FOR COURT MANAGEMENT

JUSTICE ACHIEVEMENT AWARD

2012 Program Description

NACM's Justice Achievement Award program was established to publicly recognize courts and related organizations for meritorious projects and exemplary accomplishments that enhance the administration of justice.

Deadline

All nominations must be received by NACM's Association Services at the National Center for State Courts by **Monday, April 16, 2012**.

Submission Procedure

Interested parties must submit the information described in the Nomination Instructions.

- Written materials must be typed on 8.5" x 11" paper and not exceed 20 pages. Materials must be mailed to NACM, c/o National Center for State Courts, 300 Newport Avenue, Williamsburg, VA 23185, and received by 5:00 p.m. ET on the deadline noted above.
- The nomination also must be submitted electronically in a PDF format to nacm@ncsc.org by the deadline noted above.
- Supplemental materials included with the nomination will not be forwarded to the committee for consideration

Criteria

Projects must be operational, have produced results, and cannot be in the planning stages. Both large and small courts are encouraged to submit applications for the Justice Achievement Award. Project narratives need not be voluminous nor professionally printed and bound. The following criteria will be used to review/evaluate to what degree the nominator:

- (a) Identified a specific problem or problems;
- (b) identified target groups, their needs, and how the project would address those needs;
- (c) considered alternatives and demonstrated that the project was a more efficient and/or more effective way of solving the identified problem(s);
- (d) described the details of project implementation;
- (e) evaluated the project's outcomes by measuring its effectiveness through time/money/resource savings, meeting previously identified needs, or improving service delivery; and,
- (f) demonstrated that the project could be replicated by other jurisdictions.

Recognition

The one-paragraph project description on the nomination cover page will appear in the Justice Achievement Award section of the conference notebook at the annual conference. The winner(s) will be asked to write a more detailed description for inclusion in NACM's quarterly publication *Court Manager*.

The winner(s) of the Justice Achievement Award will be honored at the annual conference, will be presented with the award, and will be given the opportunity to describe the project during the award ceremony. Winners must arrange to have a representative at the conference to receive the award and to present the project at the Court-to-Court Showcase during the conference. Other nominees may also be asked to display and describe their projects at the Court-to-Court Showcase.

NACM retains discretion to determine if there are to be multiple winners or no suitable projects for the Award.

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2012 Nomination Instructions

General Instructions

The cover page will be used by Association Services to prepare materials on your project for the annual conference notebook and the *Court Manager*. The evaluation committee requests that materials address the established criteria and be consistent with the project narrative.

Cover Page

The cover page should include the following information only:

Top:

- Title of project or program centered at the top of the page.
- Name of the court agency or organization submitting the nomination, the person submitting the award, their mailing address, and telephone and fax numbers.
- Name of the project director, if different from the nominating entity, and address and phone information.

Bottom:

- Program summary, which is a one-paragraph description of the project that will appear in the Justice Achievement Award section of the NACM annual conference notebook. Please limit your description of the project to the bottom half of the cover page.

Project Narrative

Including the cover page, the submission should not exceed twenty (20) 8.5" x 11" pages. The narrative should address each of the criteria briefly described below:

The Existing Process and Specific Problem

Describe how the existing process operates. This section provides the basis and background for consideration of the application. Also describe what is wrong with the existing process.

Target Group

Describe the individuals or groups who receive services from, or are affected by, the process. Also, describe the target group's needs and how the project addresses them.

Work Team

Describe who was involved in the project's planning and design.

Alternatives and Selected Solution

Describe any alternative solutions that were considered and the benefits and drawbacks of each. Also describe the selected solution and why it is/was considered superior to the alternatives. The degree to which the selected solution is considered to be innovative or creative will be considered.

Project Details

Describe what the project does, how it was put together, who was involved in the implementation, the length of planning and implementation, how much it cost to implement, and the cost to operate it each year.

Evaluation

Describe how the project was evaluated and identify performance measures used in the evaluation. Describe the extent to which the changes have been accepted and institutionalized.

Transfer or Replication Characteristics

Discuss the degree to which the project could be replicated in another jurisdiction.

Additional Process Analysis

Describe any additional information you feel would be beneficial to the evaluation committee in making its decision. Examples include creativity, originality, collaboration, and customer satisfaction. Also, please make mention of any unforeseen drawbacks resulting from the project.