



**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: Friday, April 28, 2017**

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

Questions? Contact Jeffrey Tsunekawa at [jeffrey@nacmnet.org](mailto:jeffrey@nacmnet.org)

# NATIONAL ASSOCIATION FOR COURT MANAGEMENT

## JUSTICE ACHIEVEMENT AWARD

### 2017 Program Description

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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 5:00 PM Eastern Time on **Friday, April 28, 2017**. The address is: 300 Newport Avenue, Williamsburg, VA 23185.

#### **Submission Procedure**

Interested parties must submit the information described in the Nomination Instructions (see next page).

- Written materials must be typed on 8.5" x 11" paper and not exceed 20 pages.
- Materials must be submitted electronically in PDF format to [nacm@ncsc.org](mailto:nacm@ncsc.org), and received by **5:00 PM Eastern Time on Friday, April 28, 2017**.
- 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 NACM 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.

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

# NATIONAL ASSOCIATION FOR COURT MANAGEMENT

## JUSTICE ACHIEVEMENT AWARD

### 2017 Nomination Instructions

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#### **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, telephone numbers, and email address.
- 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.