

# Doing Your Own Caseflow System Analysis

National Association for Court Management (NACM) &  
National Conference of Metropolitan Courts (NCMC)  
Annual Conference  
Louisville KY- July, 2015

Bob Wessels, Court Manager, Harris County  
Courts, Houston, TX (Retired)

Patricia K. Costello , Assignment Judge, Essex  
County, NJ ( Retired)

# Caseflow Management Review Process

- Stage One - Prepare for Review
- Stage Two - System Documentation
  - Doing Your Own Caseflow System Analysis Concerning the Process
  - Diagram the Process

From: Conducting A Felony Caseflow  
Management Review – Maureen Solomon,  
May 2010

- Interviews to Understand Perceptions, Attitudes and Beliefs
  - Observations of Proceedings
  - Review of Caseflow Rules and Statutes
  - Data Collection
- 
- Stage Three – Analysis
  - Stage Four – Formulation of Conclusions and Recommendations

# 3 Perspectives for Analysis

- The Case Perspective
- The Caseload Perspective
- The Workflow Perspective

# For Each Case:

- Age or “Days Old”
- Number of Appearances
- Cases Pending in other Courts?
- Result of the case’s prior court appearance?
- The reason for the current court appearance?
- Eligibility for Special Programs?

# For A Court Caseload

- Number of Pending Cases (?)
- Number of Filings & Dispositions (?)
- Time to Disposition (90% in 90 days or less)

# For a Court Caseload, con't.

Age of Caseload (90%  $\leq$  90 days old)

Clearance Rate (100 %)

Number of Appearances (3 settings to disposition)

% Incarcerated Pre Trial (less than 6% misdemeanor charges only)

# For a Court Caseload, cont'd.

- Number of Cases Set for Trial (\_\_\_\_\_/Month)
- Fines and Fees Assessed ( \_\_\_\_\_ /year)
- Collections Rate (85%)
- Cost of Indigent Defense ( \_\_\_\_\_ /year)
- Recidivism Rate For First Offenders (\_\_\_\_\_ @ 3 years from disposition)



# Workflow – Time Between Events

**Harris County Intake Analysis**  
**Time Period: June 1, 2011 to September 30, 2011**

**Time between Events**  
**by Arrest Month and Filing Agency**

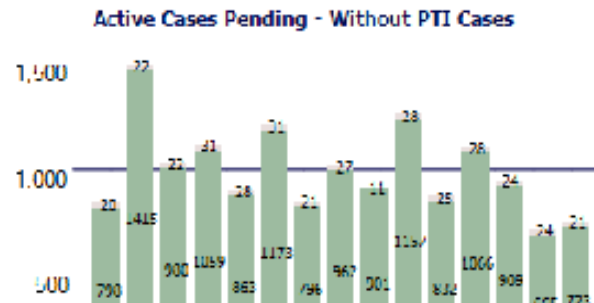
| Arrest Month | Filing Agency | Case Count | Arrest to Dim Entry | Dim Entry to D.A. | D.A. to Case Filing | Case Filing to Booking | Booking to PC Hearing | Total Time: Arrest to PC Hearing |
|--------------|---------------|------------|---------------------|-------------------|---------------------|------------------------|-----------------------|----------------------------------|
| <b>Jun</b>   | All           | 4,301      | 5 hrs 2 mins        | 0 hrs 43 mins     | 3 hrs 39 mins       | 8 hrs 8 mins           | 6 hrs 44 mins         | 24 hrs 16 mins                   |
|              | HCSO          | 885        | 2 hrs 13 mins       | 0 hrs 47 mins     | 3 hrs 39 mins       | 3 hrs 37 mins          | 7 hrs 4 mins          | 17 hrs 19 mins                   |
|              | HPD           | 2,362      | 6 hrs 31 mins       | 0 hrs 41 mins     | 3 hrs 39 mins       | 10 hrs 30 mins         | 6 hrs 1 mins          | 27 hrs 21 mins                   |
|              | Other LEA     | 1,054      | 4 hrs 5 mins        | 0 hrs 43 mins     | 3 hrs 38 mins       | 6 hrs 40 mins          | 8 hrs 5 mins          | 23 hrs 11 mins                   |
| <b>Jul</b>   | All           | 4,543      | 4 hrs 36 mins       | 0 hrs 38 mins     | 3 hrs 32 mins       | 7 hrs 14 mins          | 6 hrs 31 mins         | 22 hrs 31 mins                   |
|              | HCSO          | 973        | 2 hrs 31 mins       | 0 hrs 43 mins     | 3 hrs 29 mins       | 3 hrs 5 mins           | 6 hrs 10 mins         | 15 hrs 58 mins                   |
|              | HPD           | 2,362      | 5 hrs 43 mins       | 0 hrs 37 mins     | 3 hrs 30 mins       | 9 hrs 27 mins          | 6 hrs 30 mins         | 25 hrs 46 mins                   |
|              | Other LEA     | 1,208      | 4 hrs 7 mins        | 0 hrs 38 mins     | 3 hrs 39 mins       | 6 hrs 16 mins          | 6 hrs 49 mins         | 21 hrs 28 mins                   |
| <b>Aug</b>   | All           | 4,299      | 5 hrs 31 mins       | 0 hrs 50 mins     | 3 hrs 29 mins       | 7 hrs 8 mins           | 7 hrs 5 mins          | 24 hrs 2 mins                    |
|              | HCSO          | 862        | 5 hrs 6 mins        | 0 hrs 51 mins     | 3 hrs 26 mins       | 2 hrs 56 mins          | 6 hrs 41 mins         | 18 hrs 59 mins                   |
|              | HPD           | 2,349      | 6 hrs 15 mins       | 0 hrs 43 mins     | 3 hrs 29 mins       | 9 hrs 5 mins           | 6 hrs 53 mins         | 26 hrs 25 mins                   |
|              | Other LEA     | 1,088      | 4 hrs 14 mins       | 1 hrs 3 mins      | 3 hrs 33 mins       | 6 hrs 14 mins          | 7 hrs 52 mins         | 22 hrs 56 mins                   |
| <b>Sep</b>   | All           | 4,586      | 4 hrs 45 mins       | 0 hrs 46 mins     | 3 hrs 43 mins       | 7 hrs 34 mins          | 7 hrs 6 mins          | 23 hrs 55 mins                   |
|              | HCSO          | 857        | 2 hrs 9 mins        | 0 hrs 47 mins     | 3 hrs 38 mins       | 3 hrs 11 mins          | 6 hrs 25 mins         | 16 hrs 10 mins                   |
|              | HPD           | 2,524      | 6 hrs 10 mins       | 0 hrs 44 mins     | 3 hrs 45 mins       | 9 hrs 53 mins          | 6 hrs 27 mins         | 26 hrs 59 mins                   |
|              | Other LEA     | 1,205      | 3 hrs 37 mins       | 0 hrs 50 mins     | 3 hrs 44 mins       | 5 hrs 52 mins          | 8 hrs 57 mins         | 22 hrs 59 mins                   |

# Dashboard Examples

## Harris County Criminal Courts - Docket and Caseload Exceptions

### Today's Docket

| Court          | Cases        | Jail Cases | No Attorney > 2 Settings | Active > 6 Settings | Active > 90 Days Old | Jail Cases > 2 Weeks Old | Jail Cases > 3 Settings | FELP | No PC and Def In Jail |
|----------------|--------------|------------|--------------------------|---------------------|----------------------|--------------------------|-------------------------|------|-----------------------|
| 1              | 77           | 17         | 6                        | 6                   | 19                   | 4                        | 2                       | 7    | 0                     |
| 2              | 85           | 13         | 9                        | 11                  | 32                   | 4                        | 2                       | 13   | 0                     |
| 3              | 85           | 21         | 5                        | 13                  | 37                   | 4                        | 2                       | 2    | 1                     |
| 4              | 89           | 16         | 4                        | 14                  | 34                   | 4                        | 2                       | 8    | 0                     |
| 5              | 71           | 12         | 3                        | 12                  | 18                   | 2                        | 3                       | 5    | 0                     |
| 6              | 92           | 17         | 1                        | 15                  | 38                   | 2                        | 2                       | 5    | 0                     |
| 7              | 103          | 18         | 9                        | 26                  | 40                   | 7                        | 5                       | 12   | 0                     |
| 8              | 86           | 25         | 9                        | 17                  | 18                   | 8                        | 8                       | 7    | 0                     |
| 9              | 91           | 18         | 3                        | 12                  | 36                   | 1                        | 2                       | 4    | 0                     |
| 10             | 86           | 27         | 11                       | 22                  | 38                   |                          |                         |      |                       |
| 11             | 69           | 8          | 2                        | 13                  | 29                   |                          |                         |      |                       |
| 12             | 80           | 15         | 7                        | 16                  | 42                   |                          |                         |      |                       |
| 13             | 75           | 17         | 5                        | 5                   | 20                   |                          |                         |      |                       |
| 14             | 78           | 23         | 8                        | 7                   | 25                   |                          |                         |      |                       |
| 15             | 68           | 10         | 1                        | 9                   | 21                   |                          |                         |      |                       |
| <b>Total</b>   | <b>1,235</b> | <b>257</b> | <b>83</b>                | <b>198</b>          | <b>447</b>           |                          |                         |      |                       |
| <b>Average</b> | <b>82</b>    |            |                          |                     |                      |                          |                         |      |                       |



### Active Cases With No Future Settings

Court Division: County Criminal Courts

| NAME               | CASE NUMBER | DAYS OLD  | NOS | STATUS | OFFENSE                   | FILING DATE | COURT | CST | DST |
|--------------------|-------------|-----------|-----|--------|---------------------------|-------------|-------|-----|-----|
| DOTSON, LEXUS      | 1881942     | 465 (466) | 9   | OTHER  | THEFT - \$50-\$500        | 3/3/2013    | 2     | A   | N   |
| ARTEAGA, HECTOR    | 1965450     | 9 (11)    | 3   | JAIL   | CRIMINAL TRESPASS         | 6/1/2014    | 11    | A   | J   |
| DEAN, GARY KINGLEY | 1816128     | 438 (817) | 22  | OTHER  | DRIVING WHILE INTOXICATED | 3/17/2012   | 11    | A   | P   |
| EXPUNGED, RECORDS  | 1428567     | 62 (2706) | 0   | OTHER  | EXPUNGED RECORD           | 1/14/2007   | 13    | A   | D   |

### Active Caseload

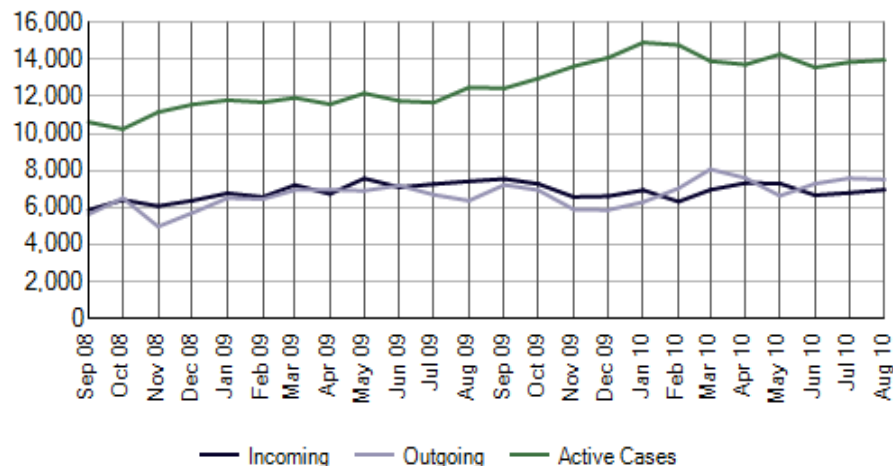
| Court          | Active Cases Pending | PTI and DIVERT Caseload | No Attorney > 2 Settings | Inactive with Jail Status | Cases With No Future Settings | Set M Than Year O |
|----------------|----------------------|-------------------------|--------------------------|---------------------------|-------------------------------|-------------------|
| 1              | 886                  | 140                     | 56                       | 0                         | 0                             | 0                 |
| 2              | 1,540                | 70                      | 60                       | 0                         | 1                             | 0                 |
| 3              | 1,075                | 153                     | 49                       | 1                         | 0                             | 1                 |
| 4              | 1,167                | 125                     | 63                       | 2                         | 0                             | 0                 |
| 5              | 947                  | 98                      | 30                       | 2                         | 0                             | 1                 |
| 6              | 1,262                | 132                     | 71                       | 2                         | 0                             | 0                 |
| 7              | 898                  | 107                     | 48                       | 0                         | 0                             | 0                 |
| 8              | 1,067                | 123                     | 25                       | 0                         | 0                             | 0                 |
| 9              | 962                  | 134                     | 44                       | 0                         | 0                             | 1                 |
| 10*            | 1,306                | 153                     | 103                      | 2                         | 0                             | 0                 |
| 11             | 919                  | 114                     | 66                       | 0                         | 2                             | 0                 |
| 12             | 1,156                | 127                     | 138                      | 0                         | 0                             | 0                 |
| 13             | 995                  | 129                     | 38                       | 0                         | 1                             | 1                 |
| 14             | 760                  | 56                      | 27                       | 1                         | 0                             | 1                 |
| 15             | 800                  | 103                     | 17                       | 1                         | 0                             | 0                 |
| <b>Total</b>   | <b>15,740</b>        | <b>1,764</b>            | <b>835</b>               | <b>11</b>                 | <b>4</b>                      | <b>5</b>          |
| <b>Average</b> | <b>1,049</b>         |                         | <b>56</b>                |                           |                               |                   |

\* Court 10 has 39 Fugitive Cases

\* Active > 6 Settings an

# Harris County Criminal Courts at Law

Caseload Activity Trends

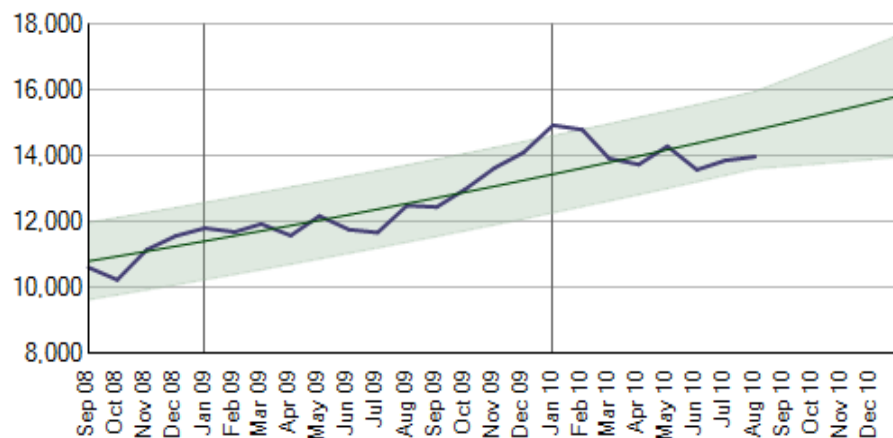


Caseload Management Measures

|                | Last Month | Year Ago | 2 Years Ago |
|----------------|------------|----------|-------------|
| Clearance Rate | 108 %      | 96 %     | 96 %        |
| Total Incoming | 6,957      | 7,545    | 5,863       |
| Active Cases   | 13,979     | 12,453   | 10,619      |
| Inactive Cases | 23,077     | 27,143   | 24,979      |

|                  | Last 12 Months | Prior 12 Months |
|------------------|----------------|-----------------|
| Incoming Cases   | 83,231         | 88,879          |
| Clearance Rate   | 101 %          | 95 %            |
| Disposed Cases   | 83,917         | 84,046          |
| Settings to Disp | 4.07           | 3.86            |
| Time to Disp     | 60.1 days      | 65.9 days       |
| Between Settings | 14.8 days      | 16.4 days       |

Active Cases Pending Projection



| Court | Active Cases Pending | No Attorney Assigned |                           | Active Cases With No Future Settings |                          | Set More Than a Year Out | Active > 60 Days Old |
|-------|----------------------|----------------------|---------------------------|--------------------------------------|--------------------------|--------------------------|----------------------|
|       |                      | > 2 Settings         | Inactive with Jail Status | With No Future Settings              | Set More Than a Year Out |                          |                      |
| 1     | 949                  | 68                   | 0                         | 1                                    | 0                        | 231                      | 356                  |
| 2     | 1,126                | 86                   | 0                         | 4                                    | 0                        | 226                      | 460                  |
| 3     | 966                  | 31                   | 0                         | 0                                    | 0                        | 227                      | 346                  |
| 4     | 1,011                | 38                   | 0                         | 1                                    | 1                        | 233                      | 378                  |
| 5     | 1,058                | 66                   | 0                         | 0                                    | 2                        | 279                      | 435                  |
| 6     | 928                  | 129                  | 2                         | 0                                    | 0                        | 322                      | 368                  |
| 7     | 889                  | 49                   | 0                         | 0                                    | 0                        | 271                      | 329                  |
| 8     | 914                  | 54                   | 2                         | 3                                    | 0                        | 273                      | 346                  |
| 9     | 870                  | 44                   | 0                         | 0                                    | 0                        | 215                      | 320                  |
| 10*   | 1,074                | 95                   | 1                         | 4                                    | 0                        | 298                      | 464                  |
| 11    | 833                  | 76                   | 0                         | 0                                    | 0                        | 274                      | 349                  |
| 12    | 1,052                | 122                  | 0                         | 1                                    | 0                        | 338                      | 459                  |
| 13    | 960                  | 63                   | 0                         | 2                                    | 0                        | 253                      | 369                  |
| 14    | 914                  | 102                  | 0                         | 0                                    | 1                        | 233                      | 323                  |
| 15    | 958                  | 32                   | 1                         | 2                                    | 0                        | 247                      | 338                  |

# Harris County Criminal Courts at Law

## About These Reports

- Reports
  - County Courts
    - Attorney
    - Caseflow Trends
    - Caseload Studies
    - Court Admin Reports
    - Dispositions
    - Exceptions
    - Filings
    - Performance Indicators
    - Smart Dockets
    - SOBER Courts
      - SOBER Caseload
    - TJC
    - Trials
  - Developer Reports
  - District Courts
  - Research
    - Staging Info
    - Meta Data
    - Record Counts
    - Query Case Dimension
    - Model 204 Tables/Record Types
    - Task Response System
    - Olap Browser
    - Recordtype Validation
  - Dimensions
  - Research

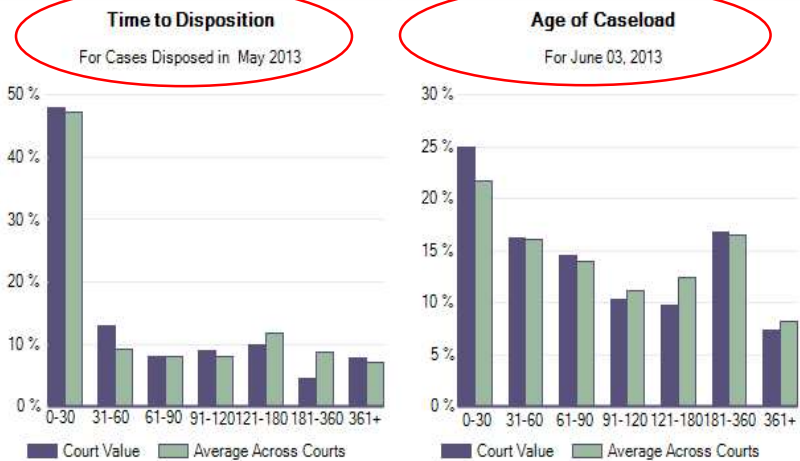
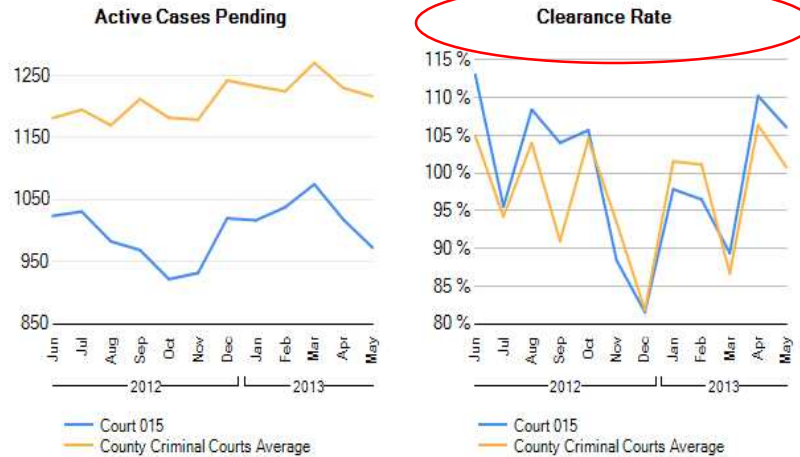
Copy URL  Default Report

Court Division County Criminal Courts Court 015

1 of 1 100% Find | Next Select a format Export

## Court Dashboard For Court 015

for the Harris County Criminal Courts at the Start of Business on Monday, June 03, 2013



# Caseload Inventory: For Each Pending Case

- For All Case types: Does this case need a court date?
- Does every case have a future setting reason and date? Have notices been sent?
- Is Case Information Correct and Up-to-Date in the Information System?
- Does this case have a disposition or settlement that was never recorded or entered?
- What is the age of the case?

# Concerns in Criminal Cases:

- Warrant Returned? Bond in file?  
Defendant in Jail?
- Is the case “prosecutable”? Motion to Dismiss? Does the warrant need to be reissued?

# Concerns in Civil Cases:

- Should it be set for Dismissal for Want of Prosecution or Lack of Prosecution?
- If Case Management Tracks are in use, is it in the right track?
- Have all motions been decided and entered?
- Is there a settlement that has not been entered?



# Concerns in Family Cases:

## Matrimonial:

Are there custody issues? Expert reports needed? Emergent issues. History of Domestic Violence?

## Children Welfare:

Are there statutory mandated timelines? ASFA Guidelines applicable. Has jurisdictional hearing been timely held? Timely review hearings? 365 days to Permanency Hearing. Is the data being entered properly?

## **Domestic Violence**

Are there statutory guidelines. Public safety concerns? Is the defendant in custody?

## **Juvenile**

Is the child in custody? Are there alternatives to detention available?  
Expert reports needed?

# OUTREACH

Develop an Ad Hoc Committee to deal with your Caseflow issue.

Include:

the Bar?

the Bar Association?

Your funding agency?

Justice partners that may be interested or affected

How do you deal with the self represented litigants?

How do you deal with the press?  
(Who is the press, by the way?)

Are your documents detailing the process, problems and solutions public record? Should they be?

## Resources:

### CONDUCTING A FELONY CASEFLOW MANAGEMENT REVIEW: A PRACTICAL GUIDE

Maureen Solomon

Senior Court Management Consultant [mlmsolomon@comcast.net](mailto:mlmsolomon@comcast.net)

May 2010

### How to Conduct a Caseflow Management Review

A Guide for Practitioners

By

Barry Mahoney

with

Holly C. Bakke

Antoinette Bonacci-Miller Nancy C. Maron Maureen Solomon

National Center for State Courts, 1994

## Presenters:

Bob Wessels, Court Manager, Harris County Courts, Houston, Tx. (ret.)

[rdwess@swbell.net](mailto:rdwess@swbell.net)

[832-671-1148](tel:832-671-1148)

Patricia K. Costello, Assignment Judge of the Superior Court, Essex County, NJ (ret.)

[Patricia.costello6@gmail.com](mailto:Patricia.costello6@gmail.com) or 1-973-277-4179

## FORMS

|   |    |
|---|----|
| Case Setting or Reset Form.....                       | 23 |
| Sample Matrimonial Case Management Order.....         | 24 |
| Sample Chancery Case Management Order.....            | 31 |
| Sample Foreclosure Case Management Order.....         | 35 |
| Arraignment/Pretrial Conference Scheduling Order..... | 38 |
| Post-Conviction Relief Scheduling Order.....          | 40 |
| Post-Conviction Relief Disposition Order.....         | 43 |
| Civil Case Management Order.....                      | 44 |

|


# Case Setting or Re-set Form

Reset Form

CAUSE NO. \_\_\_\_\_

THE STATE OF TEXAS  
V.  
Defendant Name \_\_\_\_\_

Charge: \_\_\_\_\_



IN THE COUNTY CRIMINAL  
COURT AT LAW NO. \_\_\_\_\_  
HARRIS COUNTY, TEXAS

### Case Reset Form

Requested By:  Defense  State  Court

Reset Date: The undersigned Defendant and Counsel acknowledge that this case is reset from \_\_\_\_\_  
to: \_\_\_\_\_ at \_\_\_\_\_

The State has offered:  
 The State and Defense agree as follows:  
\_\_\_\_\_  
\_\_\_\_\_

Attorney For State Signature \_\_\_\_\_ Defendant Signature  On Bond  In Jail

#### Fines, Court Costs, and Restitution

Fine: \_\_\_\_\_  
Costs: \_\_\_\_\_  
Total: \_\_\_\_\_  
Restitution: \_\_\_\_\_  
\_\_\_\_\_

Attorney for the Defendant (print)  Retained  Appointed  
Attorney Bar # \_\_\_\_\_ Attorney SPN \_\_\_\_\_  
Attorney Signature \_\_\_\_\_  
Attorney Email Address \_\_\_\_\_  
Attorney Telephone No.: \_\_\_\_\_  
Attorney Fax No.: \_\_\_\_\_

---

#### FOR COURT STAFF USE ONLY

Setting Reason:  
 ARRG  CTRL / JTRL  DISM  DISP  REAR  
 MRJH / MRPH  MCHR  MOTN / PTMO  NTRL  PLEA  
 PTCR  SFBF  SFJS Other: \_\_\_\_\_

Reason for Reset:  
 Attorney Not Present  Compliance MAJ / MRP  DA: Evaluate Case  D.A. File Unavailable  
 D.A. Chief Unavailable  DA: Re-File As Felony  Defendant Has New Case  Defendant On Call  
 Felony Pending  Finish Program  No Clearance Letter  No Evaluation  
 No Offense Report  No Tape (Audio - Video)  Pretrial Conference  Restitution  
 RIP  Time To Hire Attorney  Send / Return FCLD File  Other: \_\_\_\_\_

Setting Date Approved By: \_\_\_\_\_ Date Signed \_\_\_\_\_

Judge / Coordinator \_\_\_\_\_ Date Signed \_\_\_\_\_

Revised 11/1/07



\_\_\_\_\_  
\_\_\_\_\_, Plaintiff,

v.

\_\_\_\_\_  
\_\_\_\_\_, Defendant.

SUPERIOR COURT OF NEW  
JERSEY CHANCERY DIVISION -  
FAMILY PART COUNTY OF  
DOCKET NO. FM -

CASE MANAGEMENT  
ORDER (R. [5:5-6] 5:5-7)



This matter being opened to the Court on

\_\_\_\_\_, 20\_\_\_\_,

(a) during a case management conference before:

\_\_\_\_\_  
\_\_\_\_\_

(b) during a telephonic conference with:

\_\_\_\_\_  
\_\_\_\_\_

(c) by consent of both attorneys

Plaintiff being represented by \_\_\_\_\_,

of the firm of \_\_\_\_\_, and

the Defendant being represented by

\_\_\_\_\_, of the firm of

\_\_\_\_\_,

and good cause existing for entry of this Order,

IT IS hereby ORDERED that the above titled matter is assigned to the following track. (If custody is in issue the case shall be placed on the Priority Track.)

A. EXPEDITED TRACK (Discovery shall not exceed 90 days) If checked go directly to Page 3.

B. STANDARD TRACK (Discovery shall not exceed 120 days)

C. PRIORITY TRACK (Discovery to be set at first Case Management Conference) D.

COMPLEX TRACK (Discovery to be set at first Case Management Conference)

IT FURTHER APPEARING that on the issue of Custody and Parenting Time:

There are no children. The children are emancipated.

DV Order in effect.

Custody is an issue. Custody not in issue.

All issues relating to Custody and Parenting Time have been resolved pursuant to the

Custody/Parenting Time stipulation attached hereto.

The matter is referred to Custody/Parenting Time mediation.

The Custody/Parenting Time Plan, required pursuant to R. 5:8-5 is attached hereto/or will be submitted by \_\_\_\_\_.

IT FURTHER APPEARING that the following issues are in dispute:

Child Support Alimony

Equitable Distribution

Counsel Fees

Cause of Action

Medical Insurance

Other Issues: \_\_\_\_\_

Life Insurance

IT IS FURTHER ORDERED that the following be furnished no later than the dates indicated:

Case Information Statement filed? Plaintiff (Yes / No ) Defendant (Yes / No )

CIS to be filed by Plaintiff / Defendant / Both by \_\_\_\_\_, 20\_\_\_\_

Plaintiff / Defendant / Both - shall propound Interrogatories/Notice to Produce by

\_\_\_\_\_, 20\_\_\_\_

Plaintiff / Defendant / Both - shall answer Interrogatories and comply with Notice to

Produce by \_\_\_\_\_, 20\_\_\_\_

Plaintiff / Defendant / Both - shall complete Depositions by

\_\_\_\_\_, 20\_\_\_\_

Plaintiff / Defendant / Both - shall produce proof of bank account balances, pension, or other records, such as: \_\_\_\_\_ by

\_\_\_\_\_, 20\_\_\_\_

Plaintiff / Defendant / Both shall also:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Real Estate appraisals to be completed by Personalty appraisals to be completed by

Business appraisals to be completed by Pension appraisals to be completed by

Date (oo/oo/oooo)

Joint or Court Appointed Expert

Plaintiff Expert Defendant Expert

Cost Paid by (H/W)

Appendix X

Other (Expert Reports or related issues):

---

---

---

---

---

---

---

---

---

---

IT IS FURTHER ORDERED that this matter shall be scheduled before the County Early Settlement Panel on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_.

IT IS FURTHER ORDERED that a second Case Management Conference has been scheduled on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, before

\_\_\_\_\_. IT IS FURTHER ORDERED that all motions, emergent applications, plenary hearings and the ultimate trial of this matter, if necessary, shall be handled by Judge \_\_\_\_\_. All future correspondence to the Court shall be forwarded to the Judge assigned. The attorney appearing in Priority or Complex Track Cases should be familiar with and have full authority to participate in the case.

IT IS FURTHER ORDERED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trial Date \_\_\_\_\_ Trial Date To Be Determined \_\_\_\_\_

\_\_\_\_\_, J.S.C.

We hereby consent to the form and entry  
of the within Order.

\_\_\_\_\_ Attorney for Plaintiff.

Attorney Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax No. \_\_\_\_\_.

\_\_\_\_\_ Attorney for Defendant

Attorney Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax No. \_\_\_\_\_

Superior Court of New Jersey  
Chancery Division – Essex Vicinage

,

Plaintiff(s),

vs.

,

Defendant(s)

Civil Action

Docket Number: C- -

CASE MANAGEMENT ORDER

A case management conference was held today. The following case management order is hereby entered:

1.
  - a. Previously propounded interrogatories must be answered within \_\_\_\_\_ days.
  - b. Limited interrogatories are allowed. Each party may, within \_\_\_\_\_ days hereof, serve on any other party no more than \_\_\_\_\_ single question interrogatories. Such interrogatories must be answered within \_\_\_\_\_ days of service.
2. Within \_\_\_\_\_ days hereof, each party shall furnish to all parties a list showing the name, functional identity and address of every potential non-expert witness.
3. Within \_\_\_\_\_ days hereof, any party may serve a request for production of discoverable documents. The documents must be furnished within \_\_\_\_\_ days of receipt of a request thereof.
4. Requests for admissions may be served at any time until \_\_\_\_\_ days before the pretrial conference. Requests for admissions must be responded to within \_\_\_\_\_ days of service.



5. Depositions must be completed by \_\_\_\_\_.
6. No later than \_\_\_\_\_, any party proposing to call an expert witness shall furnish the name, address, qualifications and report of the proposed expert to all other parties. Any responsive reports within \_\_\_\_\_ days thereafter.
7. No party may file any motion in this action without the permission of the Court. Such permission must be requested in writing, and may be submitted by fax to (xxx) xxx-xxxx. Confirmation may be sought from the Judge's (Law Clerk/Secretary/Court Clerk) by calling (xxx) xxx-xxxx.
8. The pretrial conference will be held before Judge X at \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ o'clock. No further notice will be given.
9. The pretrial memoranda referred to in Rule X. is required at least 10 days prior to the conference. In addition to the hard copies, counsel shall send their memoranda to the court via email to Xxxxxxxxxx@xxxx.xxx in **MS Word format**. If for any reason, it is not possible to email the memoranda, the hard copies must be submitted by the same date.
10. The pretrial conference **MUST** be attended for each party by the lawyer who will try the action.
11. Refer to **Early Settlement Program**. \_\_\_\_\_

12. Trial Date: \_\_\_\_\_ . All attorneys responsible for the trial of the matter shall contact chambers of Judge \_\_\_\_\_(xxx) xxx-xxxx no later than ten (10) days prior to the trial to advise as to the status of the trial.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Judge

Superior Court of New Jersey  
Chancery Division – Essex Vicinage

\_\_\_\_\_, Plaintiff(s),

vs. \_\_\_\_\_, et al., Defendant(s).

Civil Action

Docket Number: F- -1

CASE MANAGEMENT ORDER

(FORECLOSURE

A case management conference was held today. The following case management order is hereby entered:

1.

a. X Previously propounded interrogatories must be answered within 30 days.

b. X Limited interrogatories are allowed. Each party may, within 10 days hereof, serve on any other party no more than 25 single question interrogatories.

Such interrogatories must be answered within 30 days of service.

2. Within 10 days hereof, any party may serve a request for production of discoverable documents. The documents must be furnished within 30 days of receipt of a request thereof.

3. Requests for admissions may be served at any time until 10 days before the pretrial conference. Requests for admissions must be responded to within 30 days of service.

4. No party may file any motion in this action without the permission of the Court. Such permission must be requested in writing, and may be submitted by fax to (xxx) xxx-xxxx. Confirmation may be sought from the Judge's Law Clerk /Secretary/Court Clerk by calling (xxx) xxx-xxxx. Either party may move for summary judgment after the above discovery is furnished.

5. The pretrial conference will be held before Judge \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_ at \_\_\_\_ A.M. \_\_\_\_ P. .M. NO FURTHER NOTICE WILL BE GIVEN.

6. The pretrial conference MUST be attended for each party by the lawyer who will try the action.

7. Refer to Early Settlement Program \_\_\_\_\_

98. Trial Date: \_\_\_\_\_, 20\_\_ at 9:00 AM. All attorneys responsible for the trial of the matter shall contact chambers of Judge \_\_\_\_\_ (xxx)xxx-xxxx) no later than ten (10) days prior to the trial to advise as to the status of the trial.

Dated: \_\_\_\_\_

\_\_\_\_\_  
JUDGE

SUPERIOR COURT OF NEW JERSEY, LAW DIVISION, CRIMINAL PART, \_\_\_\_\_ VICINAGE  
(To be executed on day of Arraignment/Status Conference)

STATE OF NEW JERSEY

INDICTMENT NO. \_\_\_\_\_

vs.

PROS. NO. \_\_\_\_\_

\_\_\_\_\_  
(Defendant)

**ARRAIGNMENT/STATUS CONFERENCE ORDER**

Status: Jail \_\_\_\_\_ Bail \_\_\_\_\_

An arraignment/status conference was held on \_\_\_\_\_, 20\_\_\_\_. As a result thereof, it is hereby **ORDERED:**

1. **PLEA OFFER:** Terms of plea agreement offered by the State: \_\_\_\_\_

2. **DISCOVERY:** STATE  All Discovery has been provided.  
 The following Discovery is to be provided: \_\_\_\_\_

DEFENSE  No Discovery has been provided.  
 All Discovery has been provided.  
 The following Discovery is to be provided: \_\_\_\_\_

All Discovery shall be completed no later than \_\_\_\_\_, 20\_\_\_\_.

3. **CO - DEFENDANT STATUS:** \_\_\_\_\_

4. **MOTION:** With the exception of Sands/Brunson, all DISPOSITIVE motions shall be heard prior to the imposition of the plea cutoff and execution of the TRIAL MEMO.

Dispositive Motions: \_\_\_\_\_

Non-Dispositive Motions: \_\_\_\_\_

5. All motions must be filed no later than \_\_\_\_\_, 20\_\_\_\_

The State's brief must be filed no later than \_\_\_\_\_, 20\_\_\_\_

The Defense brief must be filed no later than \_\_\_\_\_, 20\_\_

6. **Hearings on motions in this case shall be conducted as follows:**

Dispositive Motions – on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ AM or \_\_\_\_\_ PM

Non Dispositive Motions  
immediately before trial on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ AM or \_\_\_\_\_ PM

7a. Defense counsel is to discuss with the defendant his/her immigration status, the potential consequences of a guilty plea or conviction and his/her right to seek legal advice on his/her immigration status. (State v. Nunez-Valdez, 200 N.J. 129 (2009).)

7b. Defense counsel is to discuss with the defendant whether he/she may be a candidate for sentencing to drug court.

8. **PLEA CUT OFF DATE:** \_\_\_\_\_, 20\_\_.

9. Immediately upon conclusion of the hearing and disposition of DISPOSITIVE motions, all cases as to all defendants that are not disposed of by plea or dismissal shall be immediately scheduled for trial, with the plea cutoff imposed.

10. **STATUS CONFERENCE:** The parties shall next appear and be ready for the next Status

Conference on: \_\_\_\_\_, 20\_\_.

**A FAILURE TO APPEAR ON THE DATE AND TIME SPECIFIED HEREIN WILL RESULT IN THE ISSUANCE OF A BENCH WARRANT AND THE FORFEITURE OF BAIL.**

11. **OTHER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Prosecutor (print name)

\_\_\_\_\_  
Defense Counsel (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
HONORABLE \_\_\_\_\_, J.S.C.

Original: Court File      Pink: Prosecutor      Gold: Defense Counsel      COPY: CCMO

STATE OF NEW JERSEY

v.

Defendant

SUPERIOR COURT OF NEW JERSEY  
LAW DIVISION - CRIMINAL  
ESSEX COUNTY

INDICTMENT #:

CASE OR PROMIS #

POST-CONVICTION RELIEF ORDER ASSIGNING COUNSEL  
AND DESIGNATING JUDGE

This matter having been opened to the Court by way of a petition for post-conviction relief and a request for assignment of counsel having been made by the defendant, and the Court having been satisfied that this is the defendant's first Petition for Post-Conviction Relief, and having found that the defendant is indigent:



IT IS THEREFORE ORDERED on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ in accordance with R. 3:22-6(a) that the Office of the Public Defender, Post-Conviction Relief Unit, Intake Office, 31 Clinton Street, 9th Floor, P.O. Box 46015, Newark, New Jersey 07101 be and hereby is assigned to provide representation to the defendant in this matter. The Office of the Public Defender, Post Conviction Relief Unit shall provide the Court with the name of the attorney assigned within 90 days after receipt of this Order, and

IT IS FURTHER ORDERED that the petition is assigned to the Honorable for disposition, and

IT IS FURTHER ORDERED that the specific attorney assigned to represent the defendant, shall file an appearance with the assigned judge within 10 days after assignment, acknowledge receipt of this Order and advise the court in that acknowledgment when the matter may be scheduled for a status conference, and

IT IS FURTHER ORDERED that unless an earlier case management conference is held at the request of the defendant's attorney, the assistant prosecutor representing the State and the defendant's attorney shall appear before the assigned judge for a case management conference on in Courtroom at. On request of either party the court will consider conducting the conference via telephone.

IT IS FURTHER ORDERED that no extension of times set forth in this Order shall be granted unless a written request for such extension is submitted to the Court no less than 20 days prior to the specified date.

---

JUDGE

ORIGINAL:Criminal Division Manager's Office

c:Assigned Judge  
Office of the Public Defender  
Prosecutor's Office  
Defendant

Revised 03/31/2011, CN: 10286-Englishpage 1 of 1

STATE OF NEW JERSEY

SUPERIOR COURT OF NEW JERSEY  
LAW DIVISION – CRIMINAL  
COUNTY

v.

INDICTMENT #: \_\_\_\_\_

CASE OR PROMIS #: \_\_\_\_\_

\_\_\_\_\_  
Defendant

ORDER ON POST-CONVICTION APPLICATIONS  
ON INDICTABLE OFFENSES

This matter being opened on the application of defendant, \_\_\_\_\_, by:

Petition for Post-Conviction Relief determined to be defendant's

\_\_\_\_\_ first petition

\_\_\_\_\_ second or subsequent petition

Motion for Change or Reduction of Sentence pursuant to *Rule 3:21-10*

Motion for \_\_\_\_\_ and the defendant having been represented by:

\_\_\_\_\_, Assistant Deputy Public Defender

\_\_\_\_\_, Retained or Designated Counsel (*circle one*) or

The court having concluded that there was no good cause entitling the assignment of counsel on the application, and the State having been represented by:

\_\_\_\_\_ Assistant Prosecutor; and

There having been proceedings conducted on the record on \_\_\_\_\_, 201\_\_\_\_ or

The matter having been disposed of on the papers;

It is on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ ORDERED THAT DEFENDANT'S APPLICATION IS HEREBY:

\_\_\_\_\_ Granted

\_\_\_\_\_ Denied

\_\_\_\_\_ Other \_\_\_\_\_

For the reasons:

Expressed in the court's written opinion of \_\_\_\_\_

Expressed orally on the record on \_\_\_\_\_

\_\_\_\_\_, J.S.C.

ORIGINAL: Office of the Public Defender  
c: Judge \_\_\_\_\_  
Criminal Division Manager's Office  
Prosecutor's Office  
Defendant

Prepared and filed by the Court

\_\_\_\_\_ /

Plaintiff,

vs.

\_\_\_\_\_ /

Defendant. SUPERIOR COURT OF NEW JERSEY  
LAW DIVISION – ESSEX COUNTY  
DOCKET NO.: ESX-L \_\_\_\_\_  
Civil Action  
**CASE MANAGEMENT ORDER #** \_\_

This matter having come before the Court for a case management conference, conducted on the record, on **(insert date of conference)** before Judge \_\_\_\_\_.

It is on this \_\_\_\_\_ day of \_\_\_\_\_, 2012

**ORDERED** that:

1. All dates contained herein shall run from **(insert date of conference)**

2. Plaintiff has served the required Affidavit of Merit; or  
Plaintiff shall serve the required Affidavit of Merit within \_\_\_\_\_ days.
3. Parties to serve interrogatories and paper discovery demands within \_\_\_\_ days.
4. Plaintiffs, to provide paper discovery responses to defendants' initial document/interrogatory requests within \_\_\_\_ days.
5. Defendants, to provide paper discovery responses to plaintiffs' initial document/interrogatory requests within \_\_\_\_ days.
6. All additional paper discovery shall be exchanged within \_\_\_\_ days.
7. The depositions of all parties and fact witnesses shall be completed within \_\_\_\_ days.
8. Plaintiff's final expert report as to all issues and as to all defendants shall be served within \_\_\_\_ days.

9. Defendant's final expert reports as to all issues and including independent medical examinations shall be served within \_\_\_\_ days.
10. The depositions of all experts shall be completed within \_\_\_\_ days.
11. The rate for expert fees for depositions shall not exceed \$300.00 per hour. Any excess charges including charges for review and travel time are to be borne by the party offering the expert. The rate for the first hour shall be \$300.00, thereafter, the rate shall be prorated on the half hour.
12. The discovery schedule shall not be changed without a conference between counsel and the Court. All discovery not completed will be deemed waived.
13. The discovery end date for this matter is: **(insert new DED)**.
14. The next case management conference shall be conducted in **(insert MONTH, YEAR)** on a date and time to be scheduled by Judge \_\_\_\_\_.

A copy of this Order shall be given to all parties who have appeared at the case management conference within 7 days of the date of the Order. All other and/or subsequent appearing parties shall be served with a copy of this Order by plaintiff within 7 days of the party's appearance in the case.

---

JUDGE