

Attachment A – System References

Caseflow Management

“Caseflow management is the court supervision of the case progress of all cases filed in that court. It includes management of the time and events necessary to move a case from the point of initiation (filing, date of contest, or arrest) through disposition, regardless of the type of disposition. Caseflow management is an administrative process; therefore, it does not directly impact the adjudication of substantive legal or procedural issues.”

“Caseflow management includes early court intervention, establishing meaningful events, establishing reasonable timeframes for events, establishing reasonable timeframes for disposition, and creating a judicial system that is predictable to all users of that system. In a predictable system, events occur on the first date scheduled by the court. This results in counsel being prepared, less need for adjournments, and enhanced ability to effectively allocate staff and judicial resources.”

Caseflow Management Guide, Page 1, State Court Administrative Office of the Courts, Lansing, Michigan, Undated.

Case Management System

A case management system supports caseflow management through establishment and compliance monitoring and enforcement of case deadlines and events, whether those deadlines and events represent requests for hearings to be held, the conduct of hearings before the court, activities that occur outside the direct purview of the court (i.e., mediation, settlement offers or efforts), exchange of information between parties and the filing of certain documents.

A case management system generally provides reports or screen based information used to manage individual cases and groups of cases the caseload level by case type. A case management system generates reports, letters, forms, and other documents necessary to communicate approaching or missed deadlines (compliance and enforcement).

A case management system supports different sets of general case events by type of case, and sub-type of case.

Calendaring (resource scheduling) System

Calendaring is the activity of scheduling cases for hearings before the court and consists of the coordination of case actors (judges, attorneys, litigants, interpreters, etc.) and physical resources (court rooms, AV equipment, etc.) based on a set of conditions that include case type, hearing type, required actors, and required physical resources. For example, a request for a motion hearing in a domestic case before Judge A (conditions) would result in the hearing being set on the next future date that Judge A is scheduled to hear domestic case motions).

A calendaring system supports calendaring through automation of case hearing scheduling based on a set of rules (conditions). A calendaring system produces reports that details all cases scheduled for a particular date, time, and place and

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reports that detail all of the scheduled hearings for a particular case. A calendaring system generates notices to individuals regarding the scheduling of hearings in a particular case.

Calendaring is a sub-activity of case management. That is, you may have a calendaring system without having a case management system. A case management system presumes the existence of a calendaring system as either part of the case management system or through the exchange of data with a separate calendaring system.

Docketing Systems

Docketing is the creation and maintenance of the legal record of court actions taken and documents filed in a particular case. A docketing system is the creation and maintenance of that legal record in electronic form.

As a general rule and practical matter, calendaring and/or case management systems are highly dependent upon the data and information in a docketing system. For example, a summary judgment motion is filed and the official record of that document is created in the docket. The motion also serves as the request for court time to be calendared. The motion also serves as the date marker relative to a case management rule regarding the sequencing and timing of the request and scheduling of the hearing for purposes of compliance monitoring and enforcement.

Accounting System

An accounting system is a software application that records and processes financial and accounting transactions for an organization. Accounting systems provide capabilities to manage accounts receivable, disbursements, and other financial functions. An accounting system will maintain an audit trail to provide security of data and information for management reporting. Accounting systems are configurable to suit the needs of the customer.

Document Creation and Tracking

Document creation and tracking is the ability of an application to generate documents, notices, summons, juvenile transfers, and orders and to track those documents. This is usually accomplished by means of pre-filled forms or templates that create documents based on information from a selected case or proceeding.

Records Management

Records management encompasses all activities that relate to the management of court records from the time they are created until their final disposition. This includes, creation, tracking, sealing, expunging, presenting for public information requests, and all other activities to effectively track a record throughout its lifecycle.