

On With the Show: Resuming and Clearing Criminal Cases

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Pct. 5

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Today's Class

- How to clear the backlog:
 - Step-by-step action plan – *customize the worksheet for your court*
 - Tips for success
 - Discussion about what is working in your courts
- Resources

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How are we going
to get back to
“normal”?!

Don't worry – We are going to figure it out!

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Clearing the Backlog:

1. Identify and Prioritize
2. Plan
3. Communicate
4. Implement

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1. Identify & Prioritize the Backlog

Make a list outlining all the incoming workload:

- ✓ Office and Lobby Operations
- ✓ Incoming Calls
- ✓ Mail
- ✓ Citation Entry
- ✓ Court Dockets
- ✓ **What else?**

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2. Make a Plan

Start asking yourself some questions!

Use the planning checklist in your materials as we go through the following discussion.

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What is urgent and demands attention?

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Who needs to be included in your plan?

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What is the deadline to accomplish my plan?

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How can I use
technology or other
resources to make this
easier?

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Which cases move more
quickly than others? Is
there a way to set
dockets to optimize time?

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Can you make changes
in other areas of your
office to give more
time to criminal cases?

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What other questions
might be helpful in
developing your plan?

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3. Communicate

Communication will be the key to your plan.

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Communicate your workload and plan with your judge, staff and any other offices you work with.

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Include in your plan
making your office easily
and readily available to
the public.

*The public needs confidence that
they have access to your court.*

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Process all incoming
correspondence daily.

*Don't get behind today, because you
are working on the past backlog.*

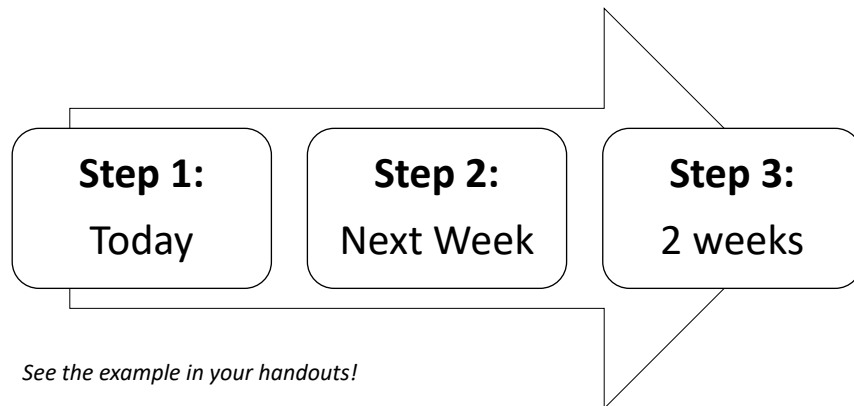
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4. Implement

Time to put your plan into action!

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Create a timeline to implement your plan.



See the example in your handouts!

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Include your team in
executing your plan of
action.

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Clearly communicate
how you want to
implement your backlog
plan.

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Now we can get
on with the show!

Whatever the new normal is...

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TJCTC Resources

- Virtual Hearings Module – Learn more about how to use virtual hearings where they work best to streamline your dockets.
- Bench Exchange Program – Learn more about how your judge can work with others around the state to help each other clear backlogs.
- Find out more about both of these resources on the TJCTC website: <https://www.tjctc.org/tjctc-resources/virtualbenchexchange.html>

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More Resources

- National Center for State Courts Tool to help identify, measure, and reduce backlogs. - https://www.ncsc.org/_data/assets/pdf_file/0027/71856/CTC2021-Backlog.pdf
 - For more information contact Nora Sydow nsydow@ncsc.org
- Resources specifically for rural courts – Rural Justice Collaborative – *(not all related to backlog, but might be helpful to clear other dockets to make room for criminal)* <https://www.ruraljusticecollaborative.org/>

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Thank You!

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