

# NJC Courses

## Effective Caseflow Management

*(offered biennially in odd-numbered years)*

### Why should I take this course?

This course offers a hands-on team approach to manage today's crowded court calendars. Judges and administrators are encouraged to attend as teams. After attending this course, participants will be able to identify the characteristics of effective teams; manage conflict between team members; determine how data collection methods support court decisions; utilize basic budgeting philosophies and methodologies; develop skills to manage human resources; outline methods to implement an effective case management system; and improve public and media relations.

### What will I learn?

After this course, participants will be able to:

- Identify the value of an effective caseload management system to further the goals of your court system;
- Identify the essential elements of a caseload management system;
- Identify the areas of support and resistance to a caseload management program and develop strategies for securing cooperation;
- Develop criteria for time standards for a caseload management system;
- Identify methods for enforcing time standards and understand the role of the status/scheduling conference;
- Identify factors which keep a caseload management system functioning; and
- Develop and present a comprehensive plan.

### Who should attend?

Judges and court administrators who have responsibility for implementing systems for case management should attend this course. This includes chief and presiding judges, trial judges on a master or independent calendar system, and judicial administrators. The concepts can apply to any docket: civil, criminal, specialty, family, or limited jurisdiction courts.

### Who are the members of the faculty?

The faculty is comprised of judges and educators who are experts in the field of caseload management-related issues.

### How is this course taught?

The team of faculty members covers the procedural techniques in developing and implementing an effective caseload management system in a lecture, panel discussion, role-play, and group discussion format. Participants are encouraged to interact with one another in workshops and small discussion groups to compare and analyze their experiences with their own caseload management procedures. Participants will be given the opportunity to develop their own action plans.

### Does this course qualify for credits in the Judicial Studies degree program?

This course does qualify for 2 credits in the Judicial Studies and Justice Management degree programs. It also qualifies as an elective in the Certificate in Judicial Development, Administrative Law Adjudication Skills, Dispute Resolutions Skills, General Jurisdiction Trial Skills, Special Court Trial Skills and Tribal Judicial Skills programs.



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# NJC Courses

## Effective Caseflow Management (JS 627)

*(offered biennially in even numbered years)*

### **What should I tell my presiding judge or funding agency so that my attendance will be approved?**

By learning about and implementing an effective caseload management system, you will enhance your own productivity and efficiency, as well as that of your court. You will also be able to share many of the concepts and techniques with your colleagues.

### **Whom should I contact for more information?**

For more information, please contact the registrar's office at (800) 255-8343 or [registrar@judges.org](mailto:registrar@judges.org).



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