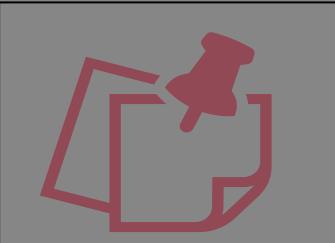


Caseflow Management

Simply the Practice of Paying Attention

November 2021
Issue No. 5
Practice Profile:

Caseload Inventory and Backlog Monitoring



Content provided by <https://courtleader.net>

Revised 11/27/2021

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Court Leadership

Caseflow Management Practice Profile



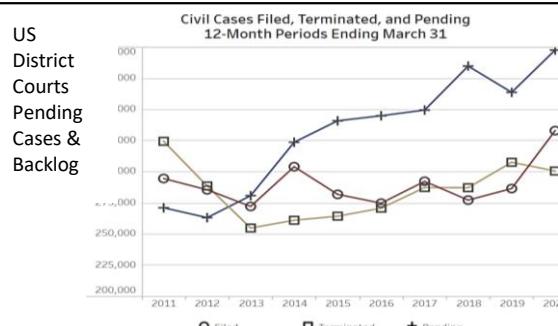
Caseflow Management Proven Practices

<ul style="list-style-type: none"> • Leadership • Performance goals & targets • Case calendaring, assignment & events • Caseload inventory & backlog monitoring • Early, regular, & continuous oversight • Dispute resolution & settlement practices 	<ul style="list-style-type: none"> • Collaboration & outreach with partners • Communication, education & training • Information sharing • Utilization of technology • Performance measurement • Performance management
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The caseflow management practice of **caseload inventory and backlog monitoring** refers to oversight and management of the court caseload. It includes having information and knowing about the entire collection of cases, as well as any backlogs or patterns that contribute to, or interfere with, successful case movement toward final adjudication.

Caseload inventory & backlog monitoring involves:

- Communication of expectations about caseflow goals and backlog avoidance
- Use of settlement and diversion activities
- Ongoing inventory review for full caseload
- Use of case processing cut off dates
- Evaluation of case delays, areas of backlog, and causes for slowing of case movement
- Publication and sharing backlog information
- Justice partner deliberation and information sharing



Twelve Essential Steps to Tackle Backlog and Prepare for a Surge in New Civil Cases



A Pandemic Resource from CCJ/COSCA

July 8, 2020 | Version # 1

From National Center for State Courts

1. Provide information to litigants early in case life
2. Clearly and accurately detail court expectations and instructions about events and hearings
3. Review and triage cases upon filing or as early as possible to determine court resources needed
4. Create flexibility in court resources or processing pathways and adjust as needed
5. Get cases before the assigned judge soon after filing
6. Standardize processes used by judges and staff to create processing efficiencies
7. Use scheduling orders, deadlines, and ongoing monitoring for compliance with target goals
8. Compel lawyers and parties to communicate about case status and progress
9. Provide procedural opportunities to reach case resolutions to streamline the litigation process
10. Delegate case processing tasks to staff or litigants
11. Use meaningful case deadlines to move cases toward conclusion
12. Use court hearings that have specific purpose



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