

PN-ACE-685
100967

**Administration of Justice Support Project
Contract No. 263-C-00-95-00134-00**

Conceptual Design Workshop

April 1998

AOJS Staff

مسروع دعم ادارة العدالة / وزارة العدل

ورشة العمل الخاصة بعرض التصور التصميمى

فندق الماريوت

القاهرة - جمهورية مصر العربية

يومى ٣٠ مارس و٢ ابريل ١٩٩٨

الساعة العاشرة صباحاً

حدول الأعمال

الاثنين ٣٠ مارس

القاصى روناى تايلور السيد والتر كوسر
كلمة الترحيب ومقدمة
استعراض لاعمال الميكنة
١٠٠ صباحاً

التصور التصميمى الخاص بالمحاكم الرائدة

السيد النرت رال د شريف حسنى السيد والتر كوسر	رفع الدعوى	١٤٥ صباحاً
	استراحة	١٢ ظهراً
القاصى روناى تايلور المستشار عمر حفيظ السيد والتر كوسر	ادارة الدعوى	١٢٣٠ ظهراً
السيد النرت رال السيد والتر كوسر	ادارة الحلقات	١١٥ ظهراً
	وحدة العداء	٢٠ ظهراً
د شريف حسنى	قلم السج	٣٣٠ عصراً
القاصى روناى تايلور المستشار محمد صالح	اصدار الحكم	٤٠٠ عصراً
	الختام	٤٠٥ مساءً

الخميس ٢ أبريل

السيد ألبرت رال رئيس المحكمة اتصرف كمال القاصى روبرالد تايلور	احراءات ما بعد الحكم	١٠ ٠٠ صباحا
القاصى روبرالد تايلور	ادارة الحبراء	١١ ٠ صباحا
	استراحة	١١ ٣ صباحا
السيد البرت رال	قلم المحصرين	١٢ ٠٠ ظهرا
السيد والتر كوسر	مركز المعلومات القصابية	١٢ ٣٠ ظهرا
القاصى روبرالد تايلور	التوصيات	١ ٠٠ ظهرا
	وحدة العداء	١ ٤٥ ظهرا
جميع المشاركين	فترة لتوجيه الاسئلة والرد عليها	٣ ٠٠ عصرا
	الختام	٥ ٠ مساء

AOJS/MOJ

CONCEPTUAL DESIGN WORKSHOP

MARIOTT HOTEL

CAIRO, EGYPT

March 30 and April 2, 1998

AGENDA

Thursday, April 2

10 00 AM	<u>Post Adjudication</u>	Mr Al Szal Chief Judge Ashraf Kamal Mr Wally Kuencer
11 00 AM	<u>Expert Department</u>	Judge Ron Taylor
11 30	BREAK	
12 00	<u>Service Department</u>	Mr Al Szal
12 30	<u>Judicial Information Center</u>	Mr Wally Kuencer
1 00	<u>Recommendations for Action</u>	Judge Ron Taylor
1 45	LUNCH	
3 00	<u>Question and Answer Period</u>	All Participants
5 00	AJOURN	

Conceptual Design Presentation

For

The Ministry of Justice

March 1998

Presented by:

The Administration of Justice Support Project

and

The Conceptual Design Committee

Counselor Omar Hafeez Counselor Mohamed Saleh Judge Ashraf Kamal

Judge Mohamed Latif Mr Walter Kuencer Mr Albert Szal

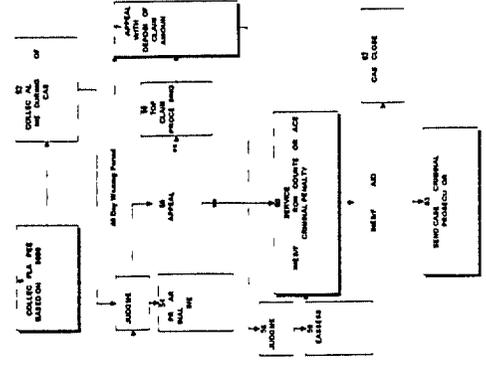
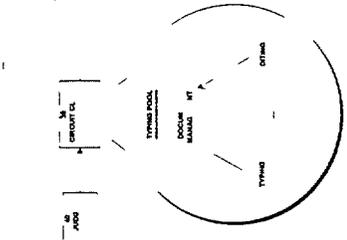
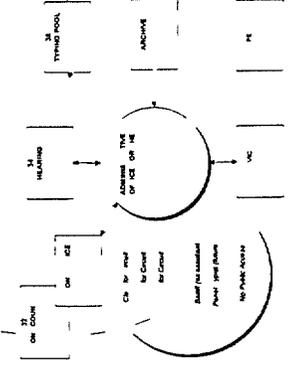
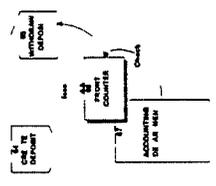
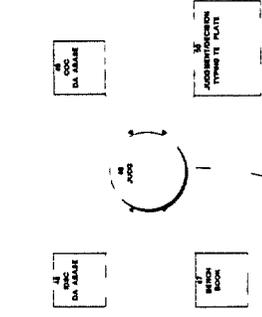
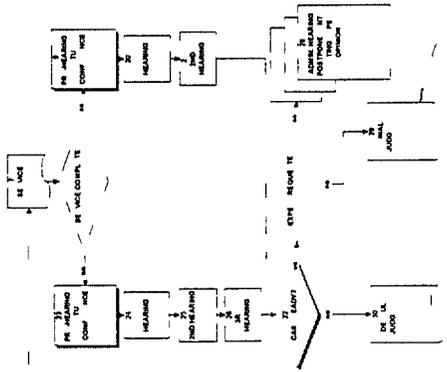
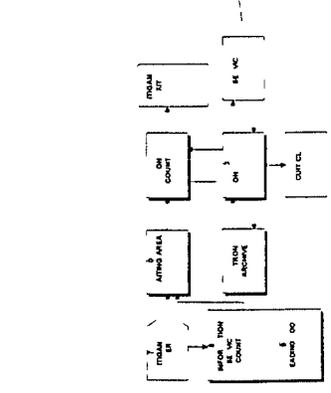
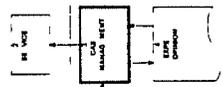
Dr Sherif Hosni Engr Khaled Fattah

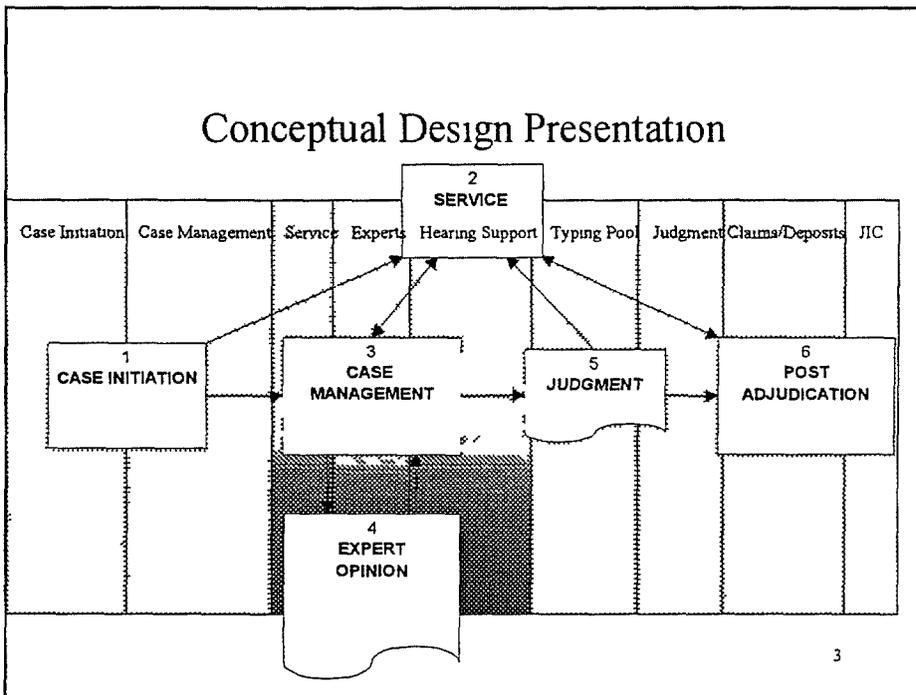
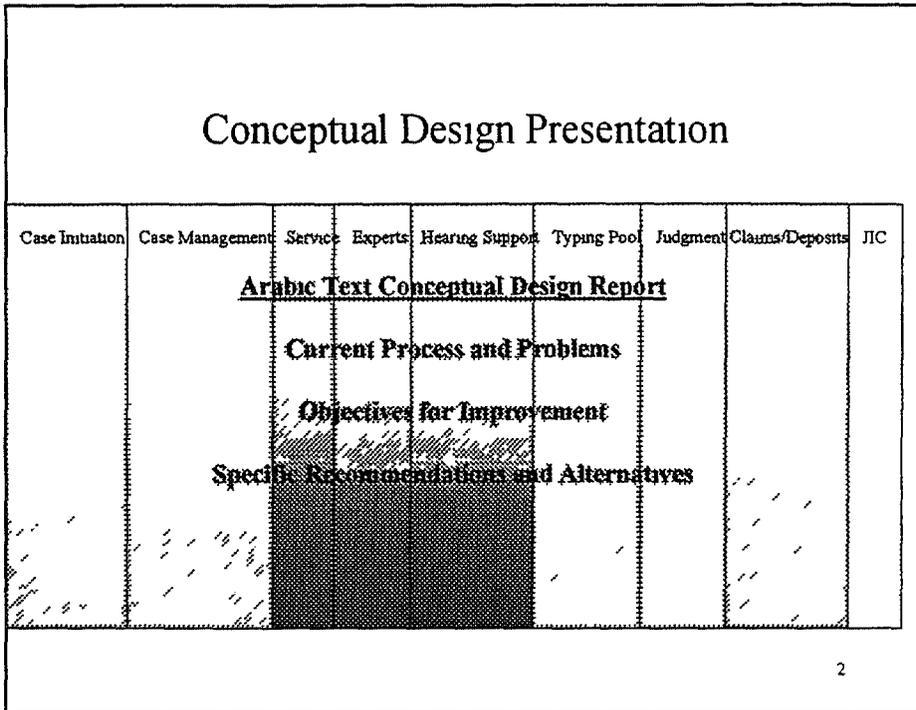
and

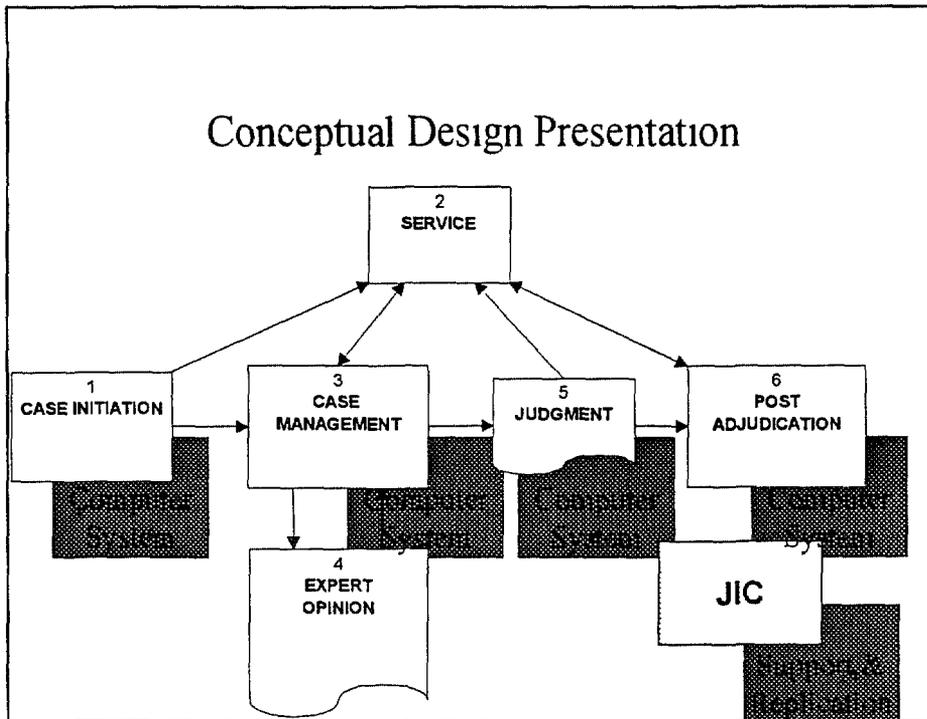
Judge Ronald Taylor

Am

7







AGENDA
 CONCEPTUAL DESIGN WORKSHOP
 MARIOTT HOTEL
 CAIRO EGYPT
 March 30 and April 1998
 10:00 AM

AGENDA
 Monday March 30

10:00AM	Welcome and Introduction Automation Overview	Judge Ron T. Vior Mr. Wally Kusner
<u>THE PILOT Q.ETS CONCEPTUAL DESIGN</u>		
10:5	Case Initiation	Mr. Al Sani Dr. Sherif Hom Mr. Wally Kusner
1 Noon	BREAK	
12:30	Case Management	Judge Ron T. Vior Counselor Omar Hafeez Mr. Wally Kusner
1:1	Hearing Support	Mr. Al Sani Mr. Wally Kusner
2:00	LUNCH	
3:30	Dynamic Pool	Dr. Sherif Hom
09	Adjudication	Judge Ron T. Vior Counselor Mohamed Saleh

5 AGENDA
11

Thursday April 2		
10 00 AM	<u>Post Adjudication</u>	Mr Al Szal Chief Judge Ashraf Kamal Mr Wally Kuencer
11 00 AM	<u>Expert Department</u>	Judge Ron Taylor
11 30	BREAK	
12 Noon	<u>Service Department</u>	Mr Al Szal
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Technology Use in Courts

استخدام التكنولوجيا في المحاكم

- Computerization means replacing **human effort** by **computer effort**

•المنكته تعنى ان يقوم الكمبيوتر باداء المحهود الذى يقوم به الانسان

- Technology can be used to help يمكن استخدام التكنولوجيا للمساعدة فى الاتى

- Manage Courts ادارة المحاكم
- Manage Cases ادارة الدعوى
- Decide Cases الفصل فى الدعوى

Technology Used to Manage Courts Can Include

يمكن ان تتضمن التكنولوجيا المستخدمة لادارة المحكمة الاتى

- | | |
|-----------------------------|------------------------------------|
| •Personnel | مسون العاملين |
| •Personnel Actions | اوراق العاملين |
| Payroll | •المرتبات |
| Finance | المسئون الماله |
| General Ledger | الوئمه العامه |
| •Accounts Receivable | حسابات مسه |
| •Accounts Payable | حسابات دائه |
| Budget | المترابه |
| Statistics | الاحصاء |
| MOJ Online Court Monitoring | ممانعه ورازه العدل المسمره للمحكمه |
| MOJ Administration | اداره ورازه العدل |
| Electronic Archiving | الأرئيف الالكروئى |
| National Case Repository | مخاعه سالك قومه |
| Electronic Filing | حفظ الملفات الالكروئى |

Technology Used to Manage Cases Can Include

يمكن أن تتضمن التكنولوجيا المستخدمة لإدارة الدعوى الآتى

•Teller Services	مسك خدمة الجمهور
Indexing	الحداول
•Assignment	موزع الدعوى
Scheduling	محدد موعد الحسبات
Docketing	مستندات الدعوى
Caseload Management	اداره حجم الدعوى
•Inquiry	الاسعلام
•Document Generation	اصدار الوثائق
•Reporting	التقارير
•Service	المحصرين
Experts	البراء

Technology Used to Manage Cases Can Include

يمكن أن تتضمن التكنولوجيا المستخدمة لإدارة الدعوى الآتى

Teller Services	مسك خدمة الجمهور
Assess fees	مقدر الرسوم
Calculate amount due and change	حساب المبلغ المطلوب والمفوى من المال
Record source and distribution of revenues	مسجل المصدر وموزع الدخل
Print receipt	طباعه الاتصال
•Cash reconciliation reporting	مقارن حسابات البنديه
Indexing	الحداول
Collect Case and Party data	جمع بيانات الدعوى والمفاصى
Retrieve cases by case # or other case identifying data	استرجاع الدعوى باستخدام رقم الدعوى او اى بيانات اخرى للدعوى

Technology Used to Manage Cases Can Include

يمكن أن تتضمن التكنولوجيا المستخدمة لإدارة الدعوى الآتى

•Assignment

- Panel assignment that eliminates judge shopping
- Produces balanced workloads
- Cannot be manipulated by parties

توزيع الدعوى
محدد الدائره بحيث لا تسمح للفصاه اخبار الفصاها
موزع حجم العمل بالتساوى
لا تسمح بتلاعب المتقاضين

Scheduling

- Calendar - Computer displays/prints existing calendar, user assigns dates
- Scheduling - Computer assigns dates according to court rules

محدد الحلساب
الجدول - يظهر الكمبيوتر الجدول الحالى او بطبعه ويحدد المستخدم التواريخ
محدد الحلسه - يحدد الكمبيوتر التواريخ تبعاً لنواعه المحكمه

Technology Used to Manage Cases Can Include

يمكن أن تتضمن التكنولوجيا المستخدمة لإدارة الدعوى الآتى

Docketing

- Is the case history
- Maintains a case record of papers filed
- court events (hearings service experts)
- decisions & judgments
- post adjudication events & decisions

مستنداب الدعوى
ماريخ ووقوع الدعوى
مسجل الدعوى ويصمم الاى اوراق الدعوى
مواقع الدعوى (الحلساب، المحصرين الحزاء)
القرارات والأحكام
اجراءات وقرارات ما بعد صدور الحكم

Caseload Management

- Tools for the Chief Justice & administrators
- Caseload data on cases filed pending and terminated by case type judge judgment
- Caseflow examines the pace at which cases move through the system
- Workload raw count of activity (hearings expert requests service orders etc)

اداره حجم الدعوى
مؤشر الأدوات لرئيس المحكمه والاداريين
حجم الدعوى - يثاب عن الدعوى المرفوعه والمطله والمسئوبه حسب نوع الدعوى والناسى والحكم
مسير الدعوى - يحرر سرعه سير الاجراءات من خلال الطام
حجم العمل - حصر مسى لتأسيطه (الحلساب طلبات تزيير الحزاء المحصرين الأوامر الج)

Technology Used to Manage Cases Can Include

يمكن أن تتضمن التكنولوجيا المستخدمة لإدارة الدعوى الآتى
الإسعلام

•Inquiry

- Ability to provide enough case data to answer most basic questions without requiring the file to be retrieved
- القدره على توفير بيانات كافيه عن الدعوى للرد على المساولات الأساسية دون الحاجة للاستعانه بالملف

•Document Generation

- Receipts and other documents that can be created from case data exclusively
- إصدار الوثائق
الاتصالات وغيرها من الوثائق التي يمكن إصدارها بيانات الدعوى

Reporting

- Reports and statistics that communicate case information and related work of the court to others
 - Standard reports
 - Ad hoc reporting capability
- البحارير
البحارير والإحصاءات التي تربط معلومات الدعوى وغيرها من نشاطات غيرها
البحارير الدوريه
مقدم البهارير المتنوعه

Technology Used to Manage Cases Can Include

يمكن أن تتضمن التكنولوجيا المستخدمة لإدارة الدعوى الآتى

Service

- Monitor service document status
 - Assignment
 - Event tracking
 - Service workload, workflow reports
 - Keyed to case #
- المحصرين
مساعدته وضع الأوراق المعطه
موزع العمل
مساعدته وفانع الدعوى
حجم العمل بالمحصرين او بحارير عن ستر العمل
الصف برفم الدعوى

Experts

- Monitor expert opinion status
 - Assignment
 - Event tracking
 - Expert workload workflow reports
 - Keyed to case #
- البحراء
مساعدته وضع بحارير البحراء
موزع العمل
مساعدته وفانع الدعوى
حجم العمل بإداره البحراء او بحارير عن ستر العمل
الصف برفم الدعوى

Technology Used to Adjudicate Cases Can Include

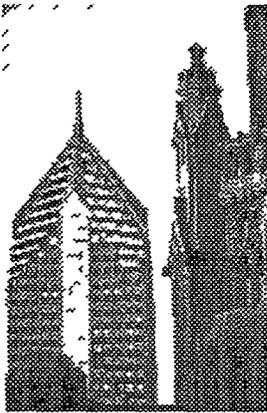
يمكن أن تتضمن التكنولوجيا المستخدمة للفصل في الدعوى الآتى

- Legal Research of IDSC Data Base
 - Legal Research of COC Data Base
 - Online Benchbook
 - Computer Aided Transcription
 - Video Conferencing
- البحث القانونى فى قاعدة بيانات مجلس الورراء
 - البحث القانونى فى قاعدة بيانات محكمة الققص
 - توفير مرجع سريع على الكمبيوتر
 - المسح باستخدام الكمبيوتر
 - عقد الاجتماعات المرئية باستخدام الدوائر المتعلقة

Integrated Court Computer System

نظام كمبيوتر متكامل بالمحكمة

This is the Goal
الهدف المنشود

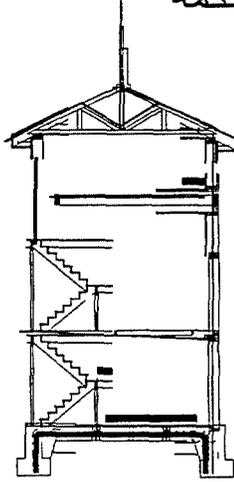


Similar to a modern office building
Supported by a strong foundation
Shares a common electrical & plumbing system
Intercom telephone with external lines
All levels completed with fully furnished offices
Everything works together

• يشبه النظام الحديث لىء المعى الاداربه
• مدعه اسفل قوى
• مكونه بظام كهرباء واعمال صحه واحد
• مسرل اعلى (ارصل لداخلى مع بوبلر خطوط حرجه
• محور جمع ادوار المعى وبث جمع المكاتب
• معمل كل سىء فى تاعم

Integrated Court Computer System

نظام كمبيوتر متكامل بالمحكمة



The AOJS Project will build the CORE system
•A foundation of computer equipment that can be built and expanded upon
•A Local Area Network and Internet communications
•Application software programs for case management to reduce delay and streamline procedures
The parts of the system will WORK TOGETHER & will allow other parts to be added to FULLY SHARE the existing data and equipment

سقوم مشروع دعم اداره العدالة ببناء النظم الاساسى
اساس لأجهزة الكمبيوتر والتي يمكن تطويرها والبناء عليها
عمل شبكة محله وشبكة اتصالات بالانترنت
من امح تطبيقات لإدارة الدعوى بهدف الحد من التأخير فى الدعوى وببسيط
الاجراءات
سحمل اجزاء النظام فى تعامل كما سسمح باصافه اجزاء حديده لتعمل بكفاءه
مع الأجهزة والشبكات الحاليه

Integrated Court Computer System

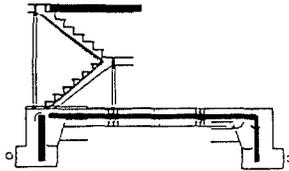
نظام كمبيوتر متكامل بالمحكمة

1st Phase

Develop and install the Server and PC equipment foundation
Develop and install a software application (Typing Pool) that can be used now and will always be part of the system
Install a LAN to support the Typing Pool

المرحلة الأولى

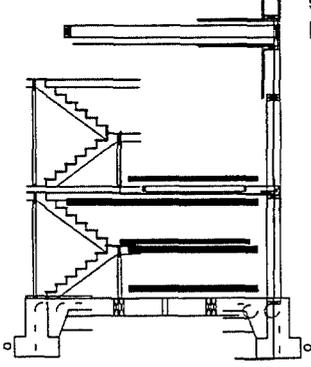
اعاد الحام وركبته بالاصافه الى بركت اجير الكمبيوتر الشخصى
مصمم وركب احد التطبيقات (فلم النسخ) والى من الممكن سعمله حافا
وسكون جزءاً من النظام فى المستقبل
من ركب سكه محليه لمساق فلم النسخ



Integrated Court Computer System نظام كمبيوتر متكامل بالمحكمة

Project Years 3 & 4

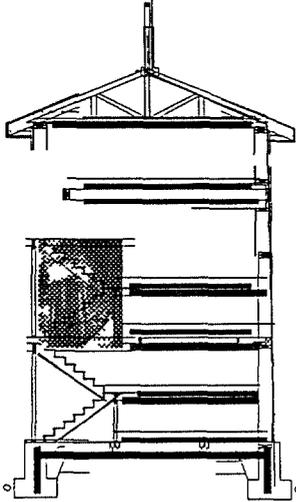
Continue installing more computer equipment
Continue developing and installing application
software (Case Management Case Information
Legal Research)
Continue expanding the infrastructure and network



سنوات المشروع الثالثة والرابعة
الاستمرار في تركيب المرند من الاجهزه
الاستمرار في تصميم وسجل بقى التطبيقات (اداره الدعوى، وسجلات
الدعوى، والنحب الفتوى)
الاستمرار في توسيع الشبه للنحبه والسكبه

Integrated Court Computer System نظام كمبيوتر متكامل بالمحكمة

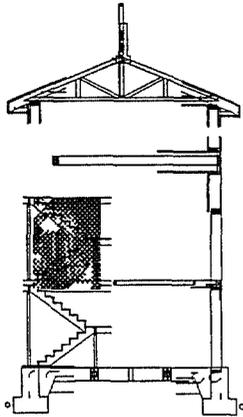
By the end of the Project
AOJS will have installed computer equipment
communications networks and application
software for Case Processing Case Management
Legal Research and Typing
The System will allow for new software expansion
and modifications
MOJ can add software and equipment
simultaneously or later



مع بهله المشروع
مستكونه في تمام مشروع دعم ادار العدالة بتركيب اجهز الكمبيوتر
وسجلات الاتصال، وتطبيقات ااره اجراءات الدعوى واداره الدعوى
والنحب الفتوى والنسج
مستسمح النظام باصافه برامج وتعديلات حده
مستمكن وقرار العمل اصافه برامج واجهزه حده اما مع اجراءات
تركيب النظام او فيما بعد

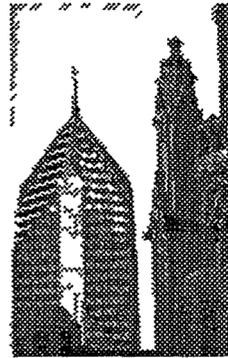
Integrated Court Computer System

نظام كمبيوتر متكامل بالمحكمة



How to build the System?

كيف يتم بناء النظام؟

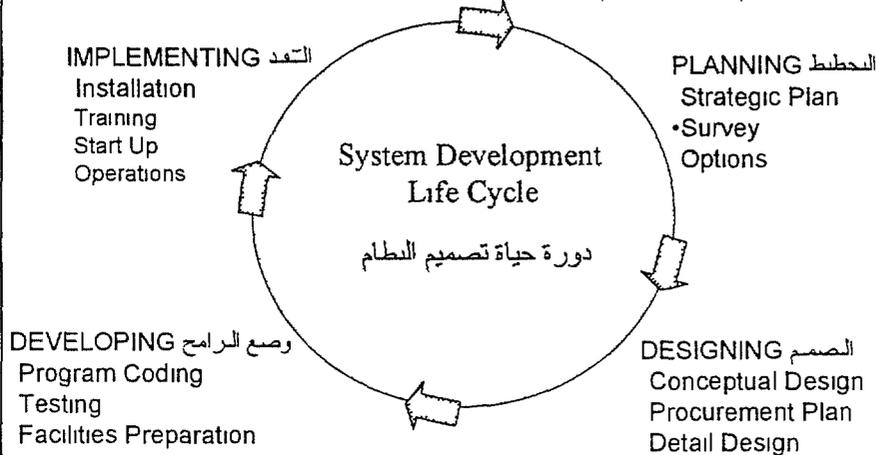


What will the complete System include?

ما سيضم النظام بعد اكتماله؟

How to Build the Computer System?

كيف يتم بناء نظام الكمبيوتر؟



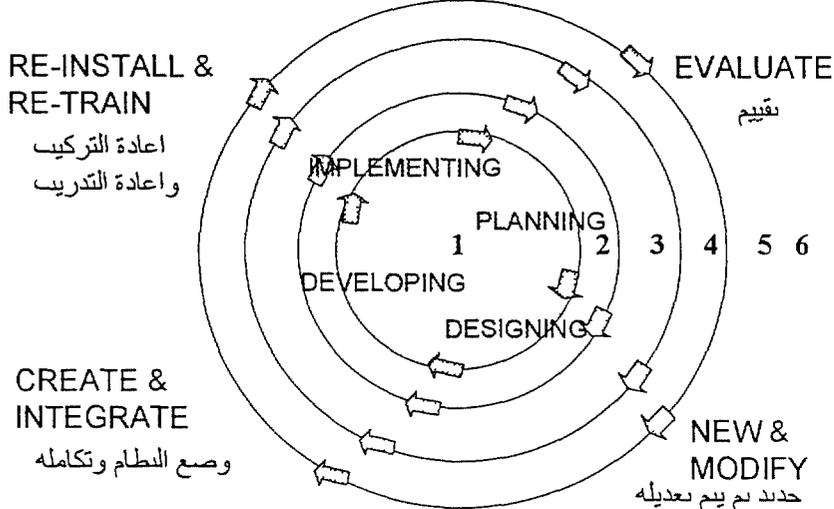
How to Build the Computer System?

كيف يتم بناء نظام الكمبيوتر؟



How to Build the Computer System?

كيف يتم بناء نظام الكمبيوتر؟



What will the complete System Include?

ماذا سيتضمن النظام المتكامل؟

AOJS Applications

تطبيقات مشروع دعم ادارة العدالة

Case Processing (clerks)

احراءات الدعوى (الكسه)

Case Management Information Reports
& statistics (Judges & Administrators)

تقارير واحصاءات معلومات اداره الدعوى
(القضاء والاداريين)

Typing Pool

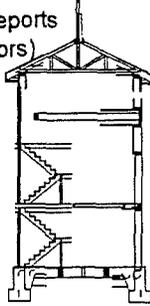
معلم النصح

Legal Research

البحث القانوني

Foundation Components
(Data Base Indexes Security
Common programs that can be
used in other applications
Web Site Operations and Support
Infrastructure)

مكونات التأسيس (قاعده بنقل، الحدول، الأمن،
برامج مسيركه يمكن استبدالها مع تطبيقات أخرى،
موقع على الشبكة، احراءات التسجيل ويوفر المعونه
الفقه للنسبه النحسيه)



What will the complete System Include?

ماذا سيتضمن النظام المتكامل؟

MOJ or USAID Project Extension or Other Contractors

مد وزارة العدل او هيئة التتميه الدوليه الامريكانيه للمشروع او عن طريق اي معاقدين اخرين

المحصرين

Service

الخبراء

Experts

الأرسف الالكتروني

Electronic Archiving

مسور العلمين

Personnel

السور الماليه

Finance

المرايه

Budget

مجامع نقاب قومه

National Case Repository

مصلحة وزارة العدل المسمره للمحكمه

MOJ Online Court Monitoring

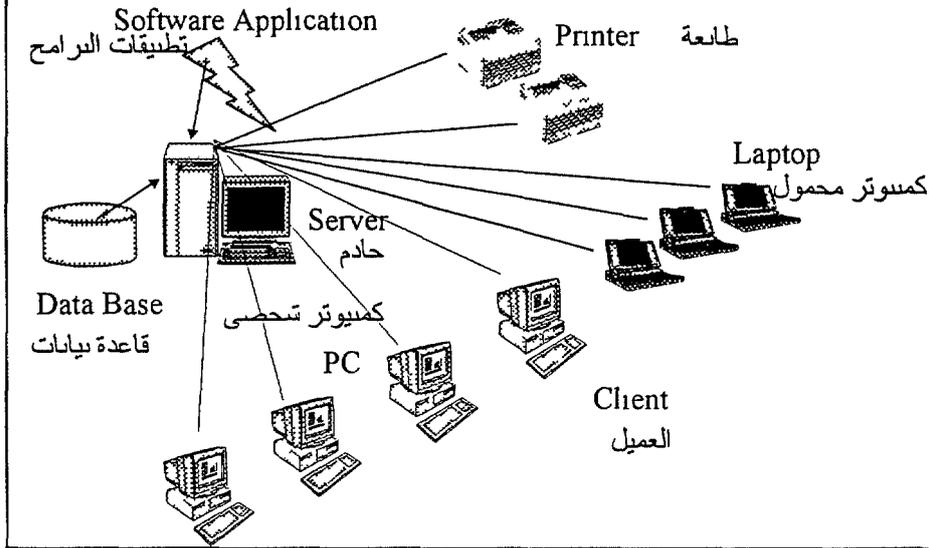
ار وزارة العدل

MOJ Administration



How the Computer System Works

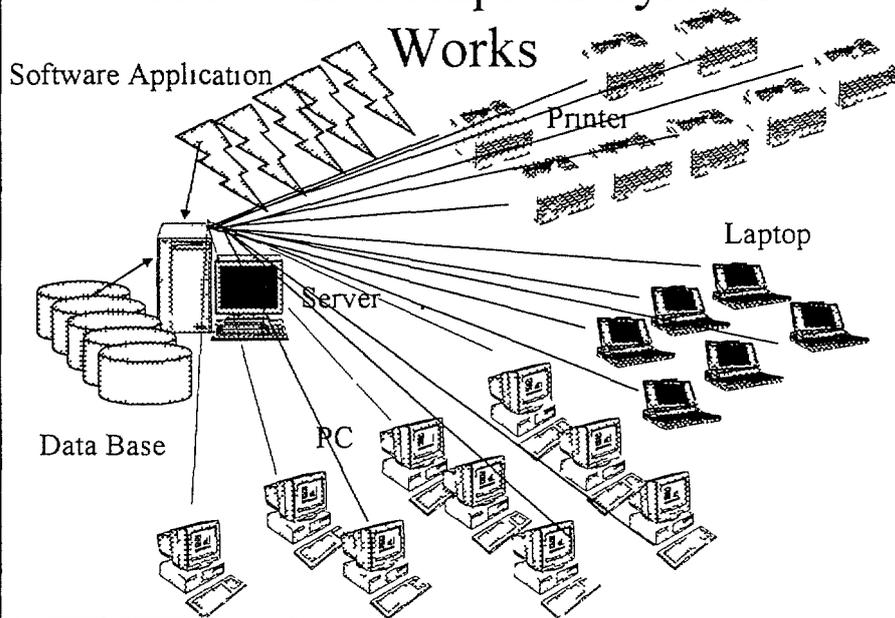
كيف يعمل نظام الكمبيوتر



How the Computer System Works

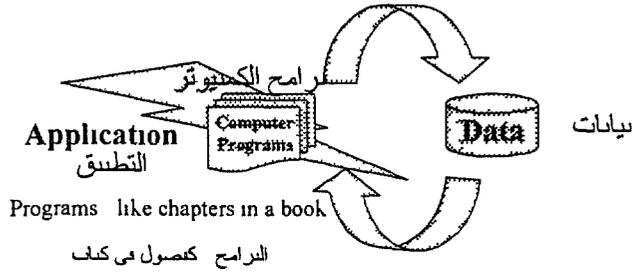
Software Application

Works



How Applications are Integrated

كيف تتكامل التطبيقات



Different Judges, Administrators & Clerks will use different Programs

يستخدم القضاة والاداريين والكتبة المختلفون برامج مختلفة

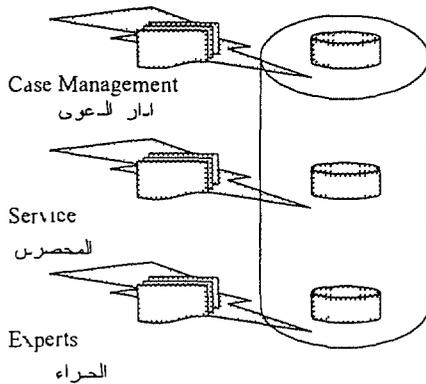
ALL the Programs will SHARE the SAME data

تستخدم جميع البرامج نفس البيانات

SHARING DATA and INFORMATION is INTEGRATION

الاشترك في البيانات والمعلومات هو التكامل

How Applications are Integrated



Relational Data Bases

Different Data Bases can be related to the whole system like relatives are related in a family

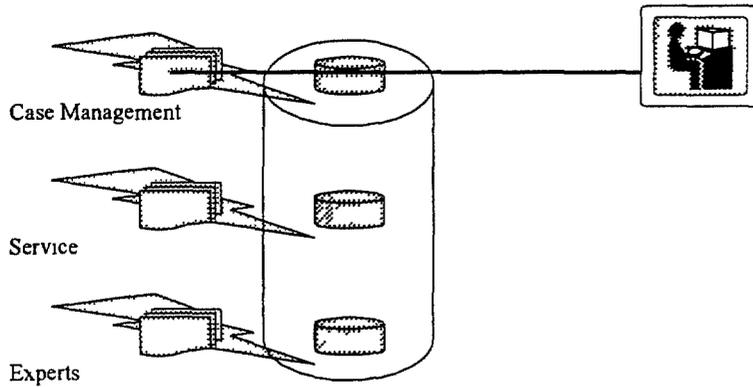
قواعد بيانات مترابطة

يمكن ربط قواعد الساب المختلفة بالطام
بأكمله كعلاقه الأقارب في العائله

Data Bases can be synchronized using key common data

يمكن تزامن قواعد البيانات باستخدام البيانات المشتركة الاساسيه

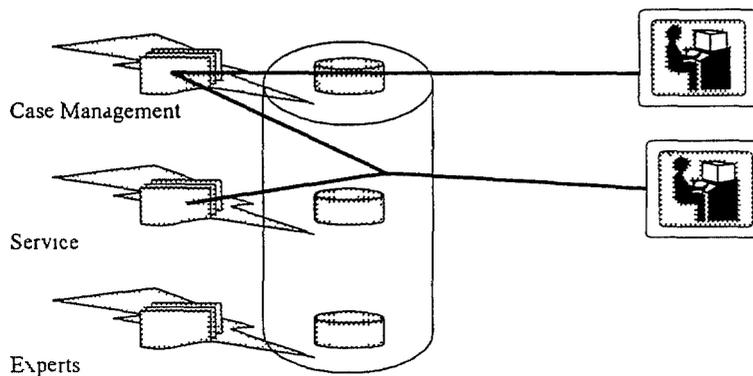
How Applications are Integrated



Data Bases appear to Users as a Single Data Base

تظهر قواعد البيانات للمستخدم كقاعدة بيانات واحدة

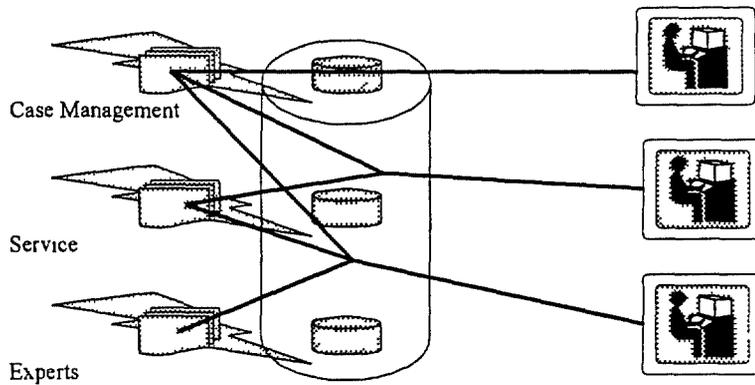
How Applications are Integrated



Data Bases appear to Users as a Single Data Base

تظهر قواعد البيانات للمستخدم كقاعدة بيانات واحدة

How Applications are Integrated



Data Bases appear to Users as a Single Data Base

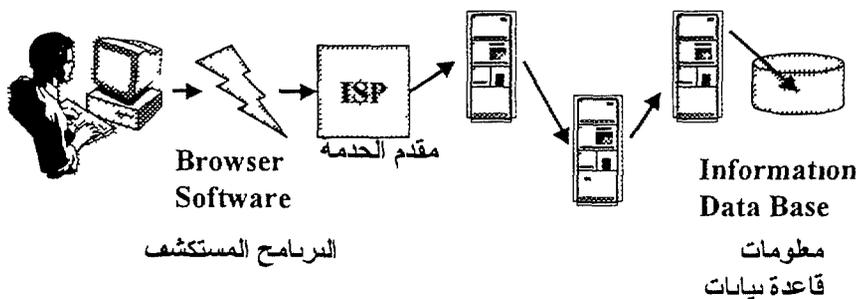
تظهر قواعد البيانات للمستخدم كقاعدة بيانات واحدة

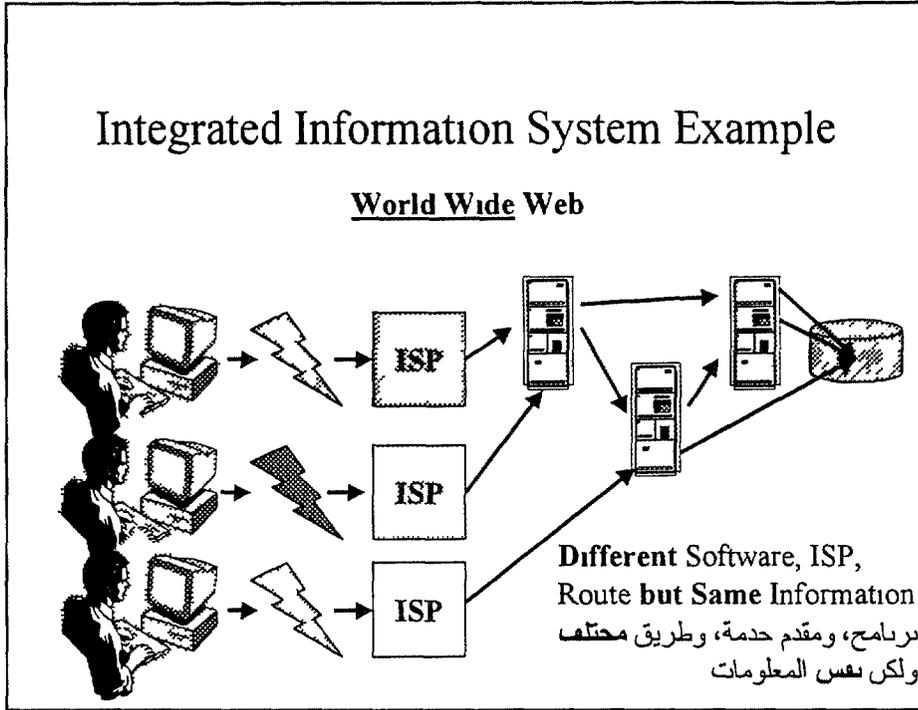
Integrated Information system Example

نموذج لنظام المعلومات المتكامل

World Wide Web

شبكة الاتصال العالمية





- ### The AOJS Court Computer System Will
- سيقوم نظام الكمبيوتر بالمحاكم الذي سيصعبه المشروع بالآتي
- Use State-of-the-Art-Equipment
استخدام أحدث الأجهزة
 - Will be developed using State-of-the-Art Software Application Development Tools and Data Bases
موضوع النظام باستخدام أحدث أدوات وقواعد البيانات الخاصة بموضوع تطبيقات البرامج
 - Allow for future additions of equipment and Applications
يسمح بإضافات مستقبلية للأجهزة والتطبيقات
 - Create standards to be used in other MOJ Applications
موضوع معايير لاستخدامها في تطبيقات وزارة العدل

The AOJS Court Computer System Will

سيقوم نظام الكمبيوتر بالمحاكم الذي سيصعبه المشروع بالآتي

•Be reliable

سوف يعتمد عليه

•Replace some of the manual tasks related to

استبدال بعض المهام التي تحرى يدوياً والمتعلقة بالآتي

•Managing the Court

•ادارة المحكمة

•Managing Cases

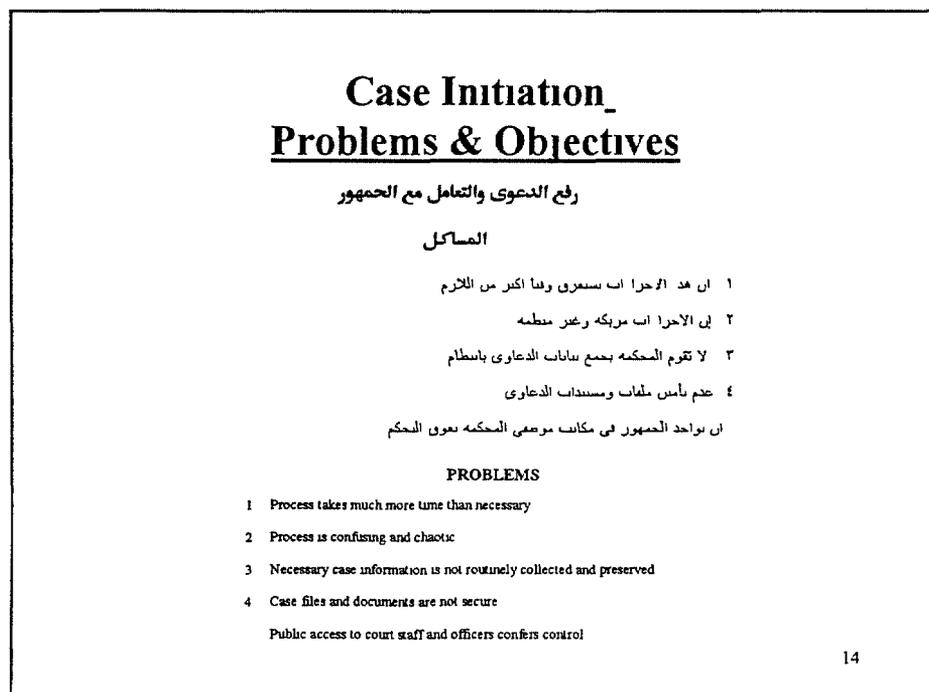
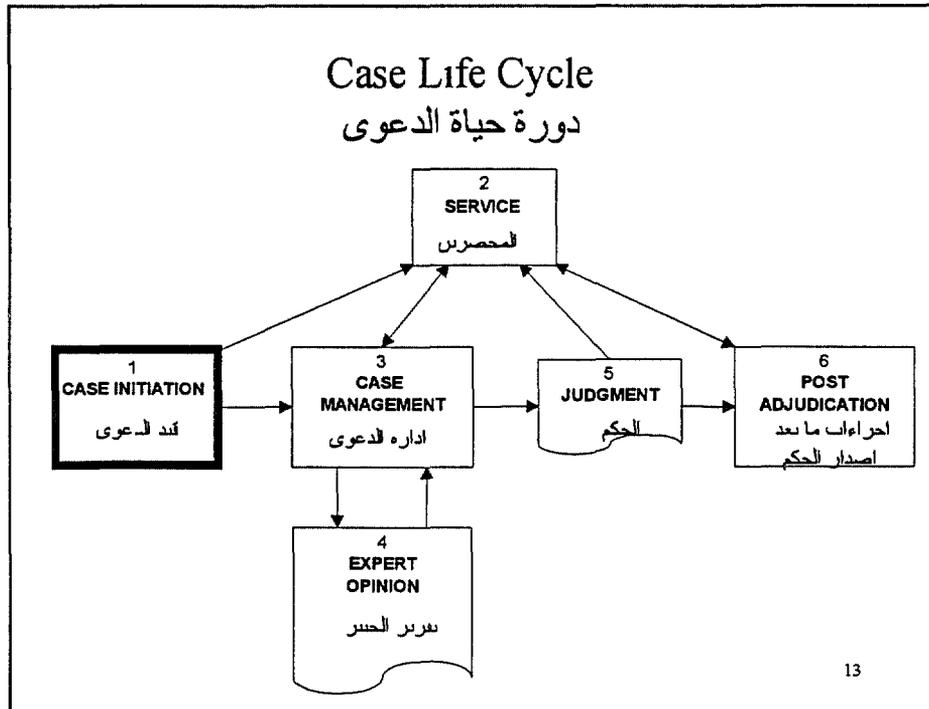
•ادارة الدعوى

•Deciding Cases

•الفصل في الدعوى

Details of the Court Computer System will be presented after the work flow for each section

سيتم عرض نظام كمبيوتر الحاص بالمحكمة بالتفصيل
بعد عرض سير العمل في كل ادارة



Case Initiation Problems & Objectives

رفع الدعوى والتعامل مع الجمهور

الاهداف

- ١ تحسين صور المحكمة لدى الجمهور
- ٢ تقليل المجهود المطلوب والمعدات السعته بالتعامات العادية الخاصه بالدعوى
- ٣ طلب تقديم جميع المعلومات والتمادح المطلوبه من المتقاضين والمحاميين
- ٤ عمل ملف دعوى منظم ومرور
- ٥ حظر بواجب الجمهور في اماكن محدد من الشكك منه والتعامل مع موظفين معس

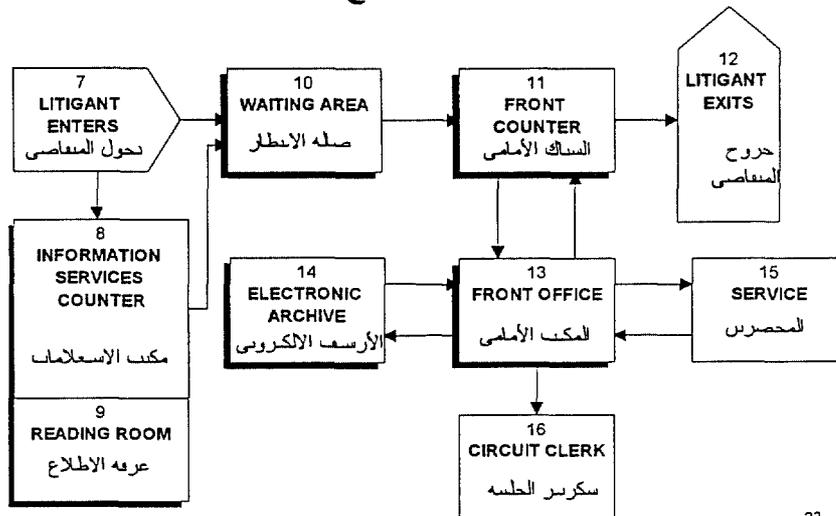
OBJECTIVES

- 1 Improve public perception of the court
- 2 Reduce complexity and labor in routine transactions
- 3 Require standardized information submission from lawyers/litigants
- 4 Create an organized and readable case file folder
- 5 Restrict public access to work areas and staff

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Case Initiation and Public Access

قيد الدعوى والتعامل مع الجمهور



23

PUBLIC ACCESS DETAIL SHEET

WORKFLOW

Litigants enter the Front Counter waiting area or the Information Services Counter to

- File case or document
- Review file
- Pay fees/fines
- Schedule inquiries
- Get copy of document
- Request information

Examples of information available at the Information Services Counter

- Building directions
- Hearing calendar information
- Information and handouts on how to use the area
- Case related information
- Issue copies and certificates
 - Requested on standard forms with attached stamps for payment
 - A photocopier available to provide copies of documents
 - Requests to view the file, copies of documents

A Reading Room to allow the public to examine court documents in a secure environment

- Litigants to read case files under the supervision of the circuit clerk
- Copy services available
- Litigants will not be permitted to remove documents or files from the Reading Room

The Front Counter waiting area will have a customer queuing system and display panel

- Litigants will wait in a clean, no smoking area separated from the front counter
- Guards will direct litigants to take a number and wait their turn

All case documents will be filed at the Front Counter for processing

- The litigant will perform all case related transactions at the Front Counter
- Special clerks will be available at another counter for exception processing

- A single clerk at each counter station will perform multiple case initiation (and document filing) tasks such as
 - case and fee assessment
 - money collection and receipting
 - scheduling and data entry
- Documents will be machine stamped with a court identification mark, date, and time
- A separate claims and deposits counter area in the front counter area
- The Front Counter will
 - Have a clerk for cash and stamp reconciliation and to prepare deposits and cash reports
 - Have a safe to secure cash deposits
 - Be responsible for distribution for all work and documents to other court departments

The Front Office will support the Front Counter

- Front Office staff will collect the new file folders from the “out basket” and deliver them to the Front Office for processing
- Documents will be electronically scanned and noted in the case history of the CMA
- Remaining data from the Writ of Service Cover Sheet will be entered
- Staff will assemble the case file folder and deliver to the circuit clerk
- Processed case documents sent to circuit clerk for inclusion in case file
- Delivery of service documents to and from service office is by court employees

OTHER

Restrict public access and improve case file security and integrity

- All business that needs to be conducted by the public will be confined to designated public areas only

Litigants wishing to view a case file will do so during specified viewing periods in the “reading room”

The public and attorneys should be informed of the new public access requirements

Public Perception

- Facilities should be clean and orderly at all times
- Smoking and eating by employees while on the job should be prohibited
- Court staff should be trained on courteous response to the needs of the public

- Rules of procedure information should be available at the information desk
- Staff interacting with the public should dress to present a professional image

Standard forms and instruments

- AOJS will create standardized forms, templates and document submission requirements
- Establish programs to train court staff, attorneys and staff to use standard instruments
- Standard instruments and assistance should be made available to litigants at the court information desk

Improve information services within the court building

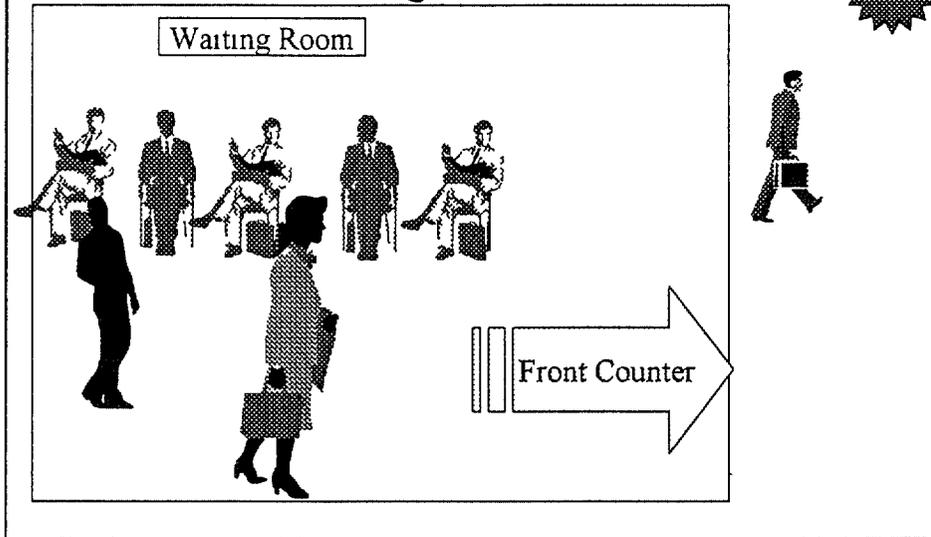
- Full time information counters in the main lobbies of the courthouses
 - a computer terminal for hearing agenda information
 - staff trained to provide directions to all activities in the courthouse
 - smaller information counters in other areas of the buildings

Reduction of redundant procedures

- Reduce repetitive case initiation and subsequent filing procedures
- Combine multiple employee tasks to minimize unnecessary staff contact with the public
- Staff trained to follow checklists without deviation except with specific authority
- Electronic archiving completed before documents are put in the case folder
- The electronic archive document will be a legally admissible substitute for the original
- The electronic archive document image may be used for producing copies or reading
- A uniform case folder should be designed and adopted by the court
- Standard rules should apply to the format and use of uniform case folders

Case Initiation Computerization

ميكنة مرحلة رفع الدعوى



Front Counter/Office Computerization



Case Initiation- Front Counter

رفع الدعوى - المكتب الأمامى

Writ of Service

- Clerk enter WOSCS information into case create screen
 - Plaintiff name
 - Cause of action
 - Case type
 - Case value
 - List of documents filed
 - Case caption

Case Initiation- Front Counter

Computer Case Creation اتحاد احراءات رفع الدعوى عن طريق الكمبيوتر

- Automatic computer index search for existing name/case match
- Computer generated fee assessment
- Computer generated sequential case number assignment
- Computer generated open case status
- Computer generated random/balanced caseload panel assignment
 - Security controlled override option

Case Initiation- Front Counter

Calendaring

تحديد موعد الجلسة

- Computer displays panel calendar on date range
- Clerks assigns dates
- Service return due date
- Date expected for the served person's response
- Pre-hearing status conference
- 1st hearing

Case Initiation- Front Counter

Payment and receipt

دفع الرسوم واستلام الايصال

- Clerk collects and data enters payment to computer
- Computer calculates change due and accounts distribution of revenues
- Computer generates receipt containing all data collected and assigned

Case Initiation- Front Counter

Database Update

تحديث قاعدة البيانات

- Computer posts all data input and assigned and calculated to database
- Keyed to case number
- Case history records created for
 - Case data
 - Person data
 - Docket entries
 - Calendar assignments
 - Case financial record
 - Cause of action/judgment record

Case Initiation- Front Counter

Case Records Updated in Database

تحديث سجل الدعوى في قاعدة البيانات

- Computer generates
 - Index entries for case number and names
 - Updates panel calendar
 - Creates docket entry into register of actions for
 - Case filing
 - Other documents filed
 - Open service event
 - Open served party response
 - Open pre-hearing status conference event
 - Open 1st hearing event

Case Initiation- Front Counter

Case Initiation Completed

الانتهاء من اجراءات رفع الدعوى

- A copy of the receipt is given to the case initiator
- A copy is attached with the documents filed and passed to the front office

Existing Case Filing- Front Counter

نظام حفظ ملفات الدعوى الحالى - المكتب الامامى

Add Event and Payment to Case Records

اصافة وقائع جديدة ودفع الرسوم الى سجل الدعوى

- Search index by name or case number
- Retrieve case record
- Data enter transaction filing type (document, request, etc)
- Computer fee assessment by transaction type code
- Collect and receipt
- Computer post data to case records database

Information Request- Front Counter

الاستعلام - المكتب الأمامي

Query Database for Case Information

قاعدة بيانات للاستعلام عن بيانات الدعوى

- Search index by name or case number
- Retrieve case history

Case Initiation - Front Office

Docket clerk Completes Case Creation

يكمل الكاتب المسئول عن اعداد ملف الدعوى اجراءات اعداد الملف

- Locate case record by case number
- Completes entry of filing information
 - Other person data (defendant, attorneys, witnesses, etc)
 - Addresses
 - Descriptive text for docket entries
- Print case file cover sheet
- Assemble case file with documents

Front Office

المكاتب الأمامية

Update Case Records for Electronically Archived Document

تحديث سجلات الدعوى من اجل ارفعة المستندات الكترونياً

- Locate case record by case number
- Create docket entry for archive of case documents event

Front Office

المكاتب الأمامية

Electronic Archive System

نظام الارشيف الالكتروني

•Equipment and Application

Developed and procured by MOJ and JIC

- Should index documents by same case number key as CMA
- Should be installed as a sub-net on the CMA network
- Display images on
 - front counter
 - front office
 - information services counter
 - clerk and judge PCs
- Print on CMA shared printers

Front Office

Cashier Audit

مراجعة اعمال امين الحريبة

- Run cash reconciliation reports by cashier
- Run fund distribution report

Information Services Counter

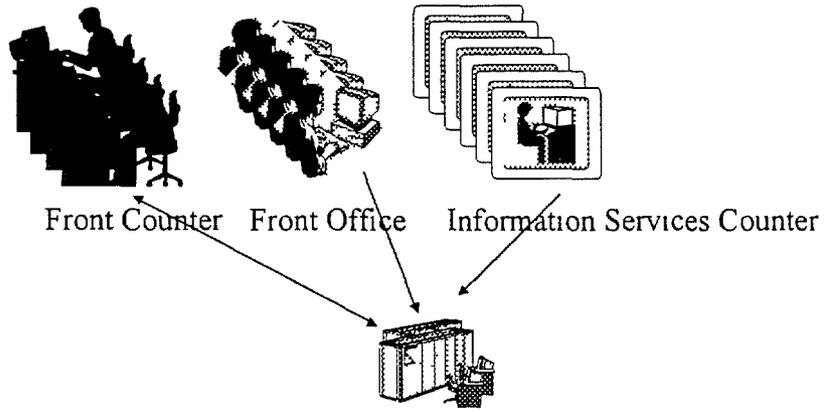
مكتب الاستعلامات

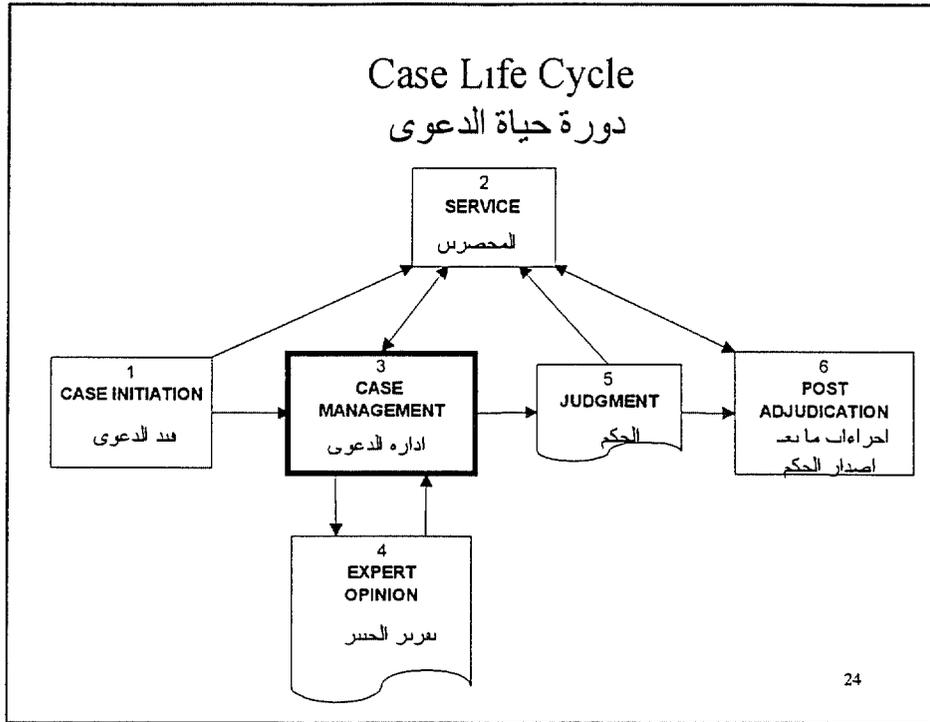
Query Database for Case Information

قاعدة بيانات للاستعلام عن بيانات الدعوى

- Search index by name or case number
- Retrieve case history
- Retrieve panel hearing calendar
- View electronic archived documents
- Print inquiry results
- Create and update reading room calendar by circuit clerk

Conceptual Design Court Computer System





Case Management Problems and Objectives

اداره الدعوى

المساكن

- 1 ما لا يكون المتقاضون مستعدين للحساب
- 2 يعمد بعض المتقاضين والمدعين بطول اجراءات الدعوى
- 3 لا يحكم بعض القضاة في حجم الدعوى التي يطرونها ولا ادارتها
- 4 لا توجد اجراءات متابعه ومرافقه فعاله لقم المحصرين وكذلك امله الدعوى الى ادار الخبرا
تتطلب عدد التصديا المرادكمه
- 6 سنهك اجراءات صدور الحكم غير طريه

PROBLEMS

- 1 Under prepared lawyers/litigants
- 2 Deliberate delaying tactics by lawyers/litigants
- 3 Lack of control of caseloads by judges
- 4 Little mentoring and follow up on Service and Expert departments
- 5 Need to reduce large backlogs
- 6 Judgment and Ruling process too lengthy

Case Management Problems and Objectives

الاهداف

- ١ على المحكمة أن تتخذ اجراءاتها للتحريات الفعال والدائم على اذار الدعوى
- ٢ برعيه المتقاصين والمحايبين بمسؤوليتهم نحو تصاهاهم
- ٣ برعيه المتقاصين بأهميه الالتزام بالمواعيد المحدده وحدارول الحلساب
- ٤ على المحكمة ان تحدد مواعيد الحلساب في أوقات متقاربه مندر الامكان
- ٥ تشجيع برعيه الحراماب عد عدم الالتزام
- ٦ جمع بوابات ا ار سير الدعوى بسن ملائم لتكون مبرور سكل بسهل اسخدامه
- ٧ تحديد الادعوى البصده استراكمه كما يحدت تثارله في حظه ا ار الدعوى
- ٨ تقبيل المنده التي بسمرتكه عملته القطن بالأحكام والأوامر

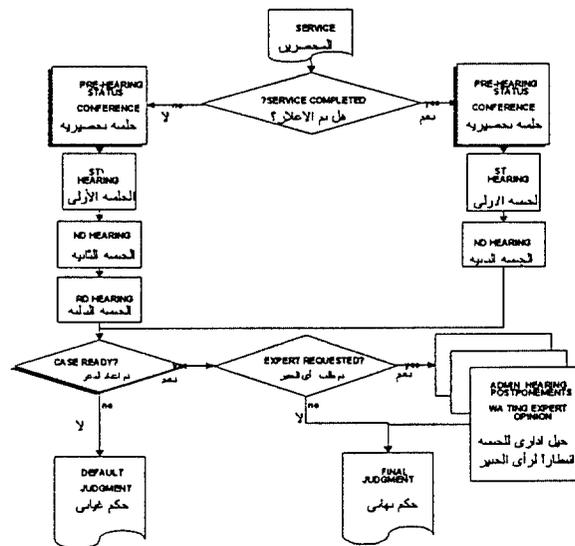
OBJECTIVES

- 1 Early and continuous control of caseload by Court
- 2 Advice to lawyers/litigants as to their responsibilities
- 3 Lawyers/litigants respect for and adherence to court deadlines
- 4 Short setting between hearings
- 5 Encouragement of sanctions for non performance
- 6 Appropnat collection and use of caseload management information
- 7 Identification and addressing of case backlog
- 8 Reduction of time in Judgement/Ruling process

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Case Management

ادارة الدعوى



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CASE MANAGEMENT

DETAIL SHEET

WORKFLOW

- Front Office reviews Writ of Summons, forwards Original and copies to Service
- Front Office forward second original to Circuit Clerk – Clerk receives
- Circuit Clerk records case assignment
- Circuit Clerk reviews for Service – receives notice of service
- Circuit Clerk assigns to appropriate Case Manager (Civil Prosecutor)
- CM reviews file and sets initial case conference with lawyers/litigants
- Case conference conducted

Case schedule set by CM and approved by lawyers/litigants

Need for preliminary work before first hearing agreed to

Need for referral to Experts determined – requests to be referred to judges

First hearing date set

- First hearing conducted

Additional needs for information set out by judges

Determination of need for referral to Experts – decision within one week of hearing

Additional hearing date(s) agreed to as appropriate

(CM responsibilities during life of case)

Reviews case file for additional needs after each hearing

Refers case to Expert Department on order of judges

Monitors case progress continuously, including Expert office activity

Follows up on file needs with lawyers/litigants between hearings

Refers to judges for dismissal, default judgement or sanctions for non-performance

Continues to encourage settlement and ADR possibilities during life of case

- Subsequent hearings held as necessary with short-setting and controlled agenda
- Final hearing scheduled after completion of all information and Expert opinions received
- Final hearing held
- Case assigned to judge for writing of judgement
- Judge writes judgement and refers to Circuit Clerk for transmission to Typing Pool

OTHER CASE MANAGEMENT CONCERNS

- Responsibilities of litigants

The court will take responsibility to educate lawyers and litigants on their obligations

How to prepare cases for appropriate case flow and successful hearings

Their obligations to the court for assisting in caseload objectives

They will be given checklists and guidelines for their necessary actions

They will be advised of the need for adhering to deadlines and schedules

They will be put on notice of sanctions for non-compliance

- Sanctions for non-performance

Judges are encouraged to set and use sanctions for lawyer/litigant non-performance

Dismissal of cases for claimant misconduct is approved and encouraged

Summary judgement is used against defendant misconduct

A schedule of fines, additional costs and other sanctions will be developed

Judges will be encouraged to use creative sanctions where necessary

- Early and continuous control of cases

Judges/court have a responsibility to manage cases – cannot be left to lawyers/litigants

The Model Court will have a case management function designed within the court

Civil Prosecutor or Case Manager

He is responsible for monitoring movement and preparation of cases

He will conduct case management meetings with lawyers or litigants

He will take decisions on management issues effecting caseflow

He will assure that cases are ready for hearings

He will conduct the Pre-Hearing Status Conference

At this conference, the Case Manager will

Inquire into settlement status of the case

Inquire into readiness of the case for hearing

Are all documents in the file?

Has all expert opinion been received?

Has all witness testimony been taken?

Are there any preliminary matters that the court must take up?

Are there any other reasons why the case cannot proceed to hearing?

Gather all documents for court hearing

Assure that all legal materials are available and ready for judges

Assure that file is in order for judges easy reference

- Reducing number of hearings and short setting

The number of hearings necessary to complete a case will be reduced

Hearings will be set only when necessary to move cases toward disposition

Hearings will be set only when judicial action is necessary

Hearings will be grouped together by type and types should be separated

Court sessions will be conducted on a split schedule – twice per day

The time between hearings will be only enough to allow for reasonable preparation

Hearings are never adjourned without good, acceptable reason

Adjournments will be monitored and sanctions applied for indiscriminate use

When adjournments are necessary they are for the shortest time possible

Performance by lawyers/litigants between hearings are monitored

Dates set by the court will be strictly adhered to by the court

- Judgements and Rulings

The issuance of rulings should be made more efficient and predictable

The entry of the judgement or ruling will be entered as official upon delivery

The decision will be available immediately on-line through Information Services

The decision will be available for pickup by litigants at IS within seven days

There will be no public access to the decision preparation process (typing pool)

- Management information

Caseflow management information will be collected and readily available

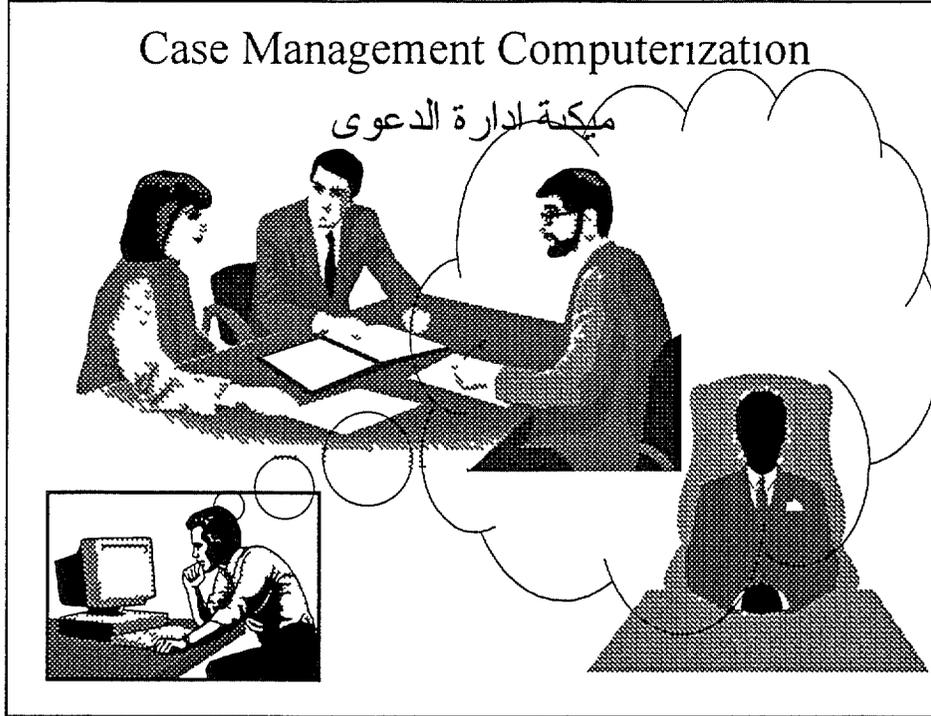
A statistical plan will be adopted to provide relevant data

Chief judges will routinely monitor caseflow statistics

Judges will be required to routinely monitor their own statistics

Judges will be made aware of performance monitoring by Chief Judges

Poor performance by individual judges or circuits will be sanctioned



Case Management Computerization

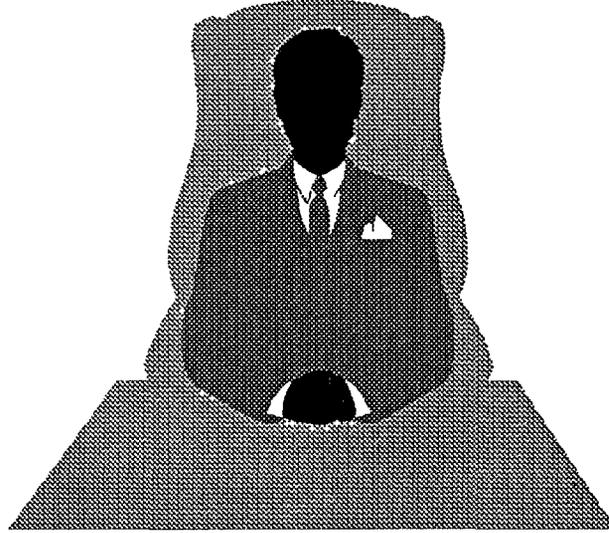
Circuit Clerk and Case Administrator

سكرتير الجلسة ومدير الدعوى

- Print case history and hearing data entry form prior to each hearing
- Search index by name or case number
- Retrieve case record
- Update panel calendar with subsequent hearing date assignments
- Update docket entries form register of actions for
 - Open service event
 - Open served party response
 - Open pre-hearing status conference event
 - Open 1st hearing event
- Add docket events for
 - Open subsequent hearing date assignments
 - Other documents filed

Management Information Reporting

تقديم التقارير الادارية



Management Information Reporting

Management reports (for example)

التقارير الادارية

- List of newly created court cases
- Daily calendars
- List of open events by
 - case number
 - panel
 - next hearing date
- List of open events by event type (i e
 - service
 - response
 - experts
 - fee payment
 - judgment, etc)
- Docket transaction journal by date
- Age of pending cases
- Cases by filing date
- Cases disposed by panel
- Closed cases list by age
- Purge report
- Cash disbursements
- Cash reconciliation
- Case history
- Other custom reports

Management Information Reporting

How Management Reports are Created

كيفية عمل التقارير الادارية

- Reports extract data from case records
- Data will use uniform codes
- Computer stores data on “records” in “tables” in a “database”
- “Keys” inter-connect the tables and records

Management Information Reporting

Data Collected about a Case

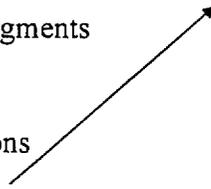
البيانات التي يتم جمعها حول الدعوى

Tables

Case header
Cause of actions/judgments
People
Calendars
Revenues/distributions
Register of actions
Service
Experts
Filed documents
Other events

Data Elements

Register of actions
Event date
Event status
Event code
Code translation
Completion code
Completion date
Descriptive text



CASE HISTORY

=====

D-0202-CV-0009600148 UNITED SERVICES ET AL VS SMIT

TYPE TORT AUTO CURRENT STATUS CL FINAL CLOSE06-10-1996
DATE FILED 01-08-1996

--- JUDGES ---

OPN COMPLAINT 01-08-1996 BURT COSGROVE

-----ATTORNEYS-----

P 001 UNITED SERVICES AU TOMOBILE AS ROBERT W CASEY

P 002 THORSOS III IVAN E ROBERT W CASEY

VS

D 003 SMITH JARRELL DEAN E BORDER

CAUSE OF ACTION

01-08-1996 1 1 SUBROGATION JURY TRIAL N

MAJOR EVENTS

01-08-1996 OPN COMPLAINT

06-10-1996 CLS STIPULATED DISMISSAL

FILING PROCEEDINGS
DATE EVENT ENTRY PARTY

01-08-1996 OPN COMPLAINT
Filing Complaint to Recover Damages for Property
Damage and Subrogation <Attachments>
DEFENDANT D-3 SMITH JARRELL
PLAINTIFF P-1 UNITED SERVICES AU TOMOBILE AS
PLAINTIFF P-2 THORSOS III IVAN E
Cause Sequence 1
Cause of Actions SUBROGATION

01-08-1996 SUMMONS ISSUED
EVENT JUDGE

01-08-1996 PMT DATA CONVERSION RECEIPT
EVENT JUDGE

162646 \$ 87 CASEY ROBERT
Memo CIVIL FILING FEE

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CASE HISTORY

=====

02-07-1996 RETURN OF SERVICE

EVENT JUDGE

Filing Summons returned served DF 02-02-96 <No fee
posted> (PLS)

02-23-1996 ENTRY OF APPEARANCE

EVENT JUDGE

Filing Entry of Appearance by Dean E Border for DF

02-23-1996 ANSWER

EVENT JUDGE

Filing Answer to Complaint to Recover Damages for
Property Damage and Subrogation (DF)

03-13-1996 DISCOVERY

EVENT JUDGE

Filing Certificate of Service of Discovery (PLS)

04-22-1996 DISCOVERY

EVENT JUDGE

Filing Certificate of Service of Answers to
Interrogatoeis (DF)

06-10-1996 CLS STIPULATED DISMISSAL

Filing Stipulation and Order of Dismissal of
complaint and causes of action with prejudice

CAUSE OF ACTION RELIEF AND JUDGMENTS

COMPLAINT DATE 01-08-1996 SEQUENCE 1
COMPLAINT EVENT OPN COMPLAINT
DISPOSITION DISMISSED DATE 06-10 1996
DISPOSITION EVENT CLS STIPULATED DISMISSAL

PLAINTIFF(S) DEFENDANT(S)

P -001 UNITED SERVICES AU TOMOBILE AS D -003 SMITH JARRELL
P -002 THORSOS III IVAN E

Cause Of Actions(s)

SEQ 1 ACTION SUBROGATION

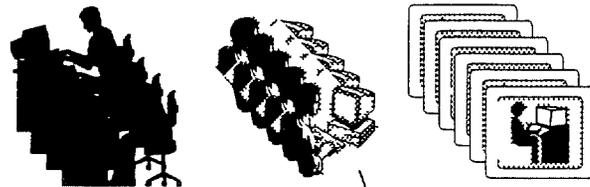
PLAINTIFF(S) DEFENDANT(S)

P -001 UNITED SERVICES AU TOMOBILE AS

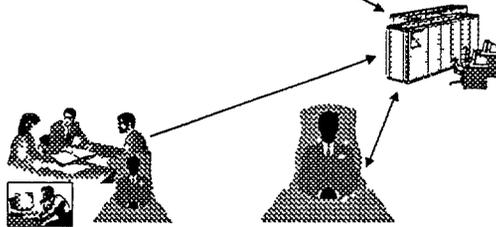
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Conceptual Design Court Computer System



Front Counter Front Office Information Services Counter



Case Management Management Information
 Reports

Hearings Support Problems & Objectives

نظام إدارة الجلسات

المسائل

- ١ بعض الخدمات الاستعلامية الخاصة بالسجلات التي تقدم داخل مبنى المحكمة
- ٢ حجم جداول الدعوى داخل المحكمة غير ملائم في الحجم والمحتوى
- ٣ غالباً ما تكون قاعات المحاكم مزدحمة ومرصعة
- ٤ إعداد جميع نماذج قوائم الجداول والتقارير التي تستخدم في إدارة الجلسات يدوي
- ٥ دخول الجمهور مكاتب السكرتيرة الجلسات بمنهى السهولة
- ٦ يضطر الجمهور إلى التنقل بين المبنىين حتى يصلوا إلى قاعات المحاكم والحصول على الخدمات المطلوبة الأخرى
- ٧ لن ملفات الدعوى من مبنى إلى آخر ريثم قاضى المحكمة

PROBLEMS

- 1 Building and courthouse activity informational services are lacking.
- 2 The size of the court calendars appears to be inconsistent in their size and content.
- 3 Courtrooms are often overcrowded, noisy and unkempt.
- 4 All schedules lists and reports used in support of the court hearing process are manually prepared.
- 5 The public has complete access to circuit clerks offices.
- 6 The public must negotiate between two buildings in order to find the courtroom and other civil court services.

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Hearings Support Problems & Objectives

PROBLEMS

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- 6 The public must negotiate between two buildings in order to find the courtroom and other civil court services
- 7 Case files must be carried from one building to the other for court hearings.

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Hearings Support Problems & Objectives

الاهداف

- ١ رفع مستوى الخدمات الاستعلامية اجل منى المحكمة
- ٢ يجب ان يكون عدد الدسرى المنظور فى الحلسه معرولا كما يجب ان يكون دعاوى نحن الى قراره القصى
- ٣ اختيار قاعب المحكمة لتتسب به عدد الدسرى المنظورة
- ٤ اعد هندسه ورده مستوى اجرا اب اعداد جداول الدسرى والساح المسخدمه
- ٥ الحد من السد للجمهور لتراحد فى مكتب سكر ربه احساب وحسب برص لمن ملف الدسرى
- ٦ يجب الفصل فى امكن بر الاسكر التى تتد فيه اجرا اب الدعاوى المنديه والاجرال الشحصيو وعب الحساب لحصه به حر الاسكر التى تتد فيه اجرا اب الدسرى الحايبه والتعب العامه

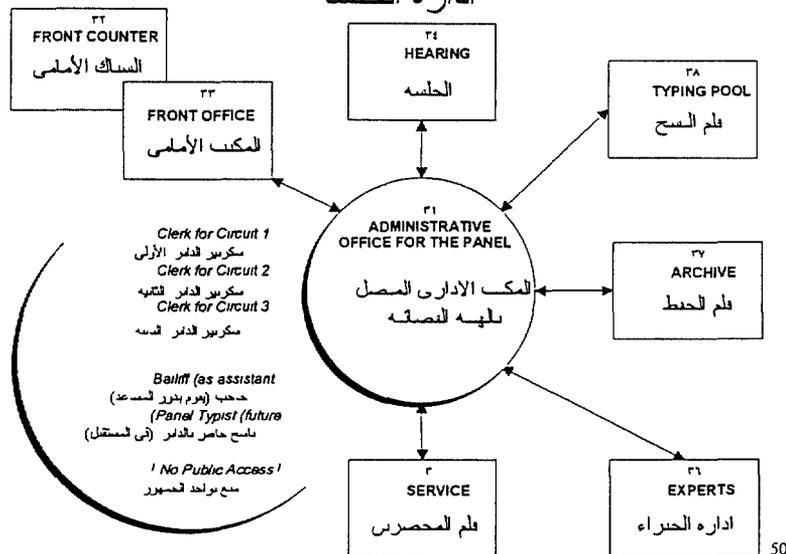
OBJECTIVES

- 1 Improve public information services within the court building
- 2 The size of the court calendars should be reasonable and contain only those matters requiring action by the judges in open court.
- 3 Courtroom assignments should be coordinated on the basis of the size of calendars
- 4 Reengineer and improve preparation of court schedules (agendas) forms and procedures
- 5 Restrict public access to the circuit clerks offices and improve case file security and integrity
- 6 In all courts the civil and family case functions and hearing rooms should be separated, where possible from criminal case functions and hearing rooms

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Hearing Support

ادارة الحلسه



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**ADMINISTRATIVE OFFICE FOR THE PANEL
DETAIL SHEET
(Hearing Support)**

WORKFLOW

Court hearing support functions

Alternative

- Create a Circuit Work Unit for each panel consisting of 3 judges, the circuit clerks, one bailiff who assists the circuit and 1-3 typists
- The typists will also function as assistant data entry clerks
- Case processing center for the assigned circuits

- Litigants schedule times to view files and documents from the circuit
- Case scheduling information obtained via the front counter or ISC
- New cases are sent to administrative office for the panel(circuit clerks)
- Documents filed are processed, then sent to administrative office for the panel

- Service document returns sent to circuit clerk
- Orders for reservice sent to service department

- Referrals to experts sent by circuit clerk
- Completed expert reports sent to circuit clerk

- Closed cases sent to Archive department
- Requests for archived cases or documents sent by circuit clerk to Archive Department

- Draft judgements and orders, handwritten or on disc, sent to typing pool by circuit clerk
- Final judgements and orders returned to circuit clerk

OTHER

Relocate circuit clerks offices as close as possible to their hearing rooms

Pre court Hearing

- Court calendars include only those cases requiring action by the judges
 - Incomplete cases should not be placed on the calendar
 - Parties notified to contact the case manager for further directions about their case

- A differentiated case calendar, specifically grouping like cases or hearing activities together at specific times
- Schedule hearings to minimize courtroom crowds and noise, improve janitorial services
 - Courtrooms assigned on the basis of the number of cases to be heard
 - Court security personnel sent to any area of the court requiring their services
 - Janitorial contracts enforced or renegotiated to provide higher quality service
 - All case activity including court hearing results will be posted to the case history
 - Case header information printed for daily agendas, roll/case history sheets, hearing record sheets and case hearing notes

Court Hearing

- Each courtroom has a trained bailiff or similar employee to assist the public
- Lists, schedules and directories should be clear and uniform
 - produced from the case management application
 - posted in all key public areas of the buildings
 - court schedules listed by circuit, in case number order
- Schedule two court sessions per courtroom per day, morning and afternoon
- Activities posted will be by codes wherever possible

Alternative Additional information formats should be considered for litigants who do not have the case number

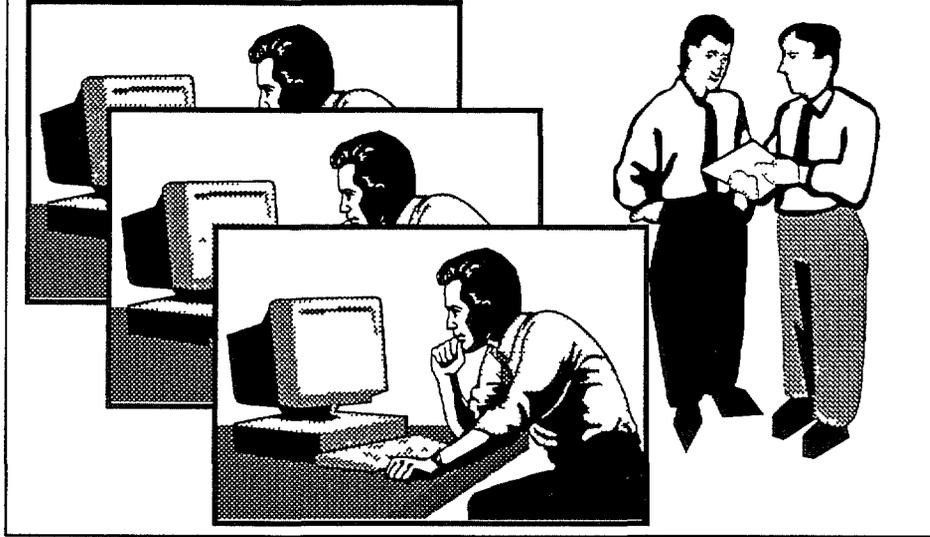
Post-Court Hearing

- All case activity including court hearing results will be posted to the case history
 - Typist will assist circuit clerk if necessary

Alternative All civil case activities and hearing rooms be located in the new court building

Hearing Support Computerization

ميكنة ادارة الحلسات



Hearing Support Computerization

Pre hearing

احراءات ما قبل الحلسة

- Create case list by hearing date
- Print hearing data entry form for each case
 - Check form of most frequent hearing actions
 - Case histories
 - List of open events by case number, by panel, by next hearing date
 - Print hearing log

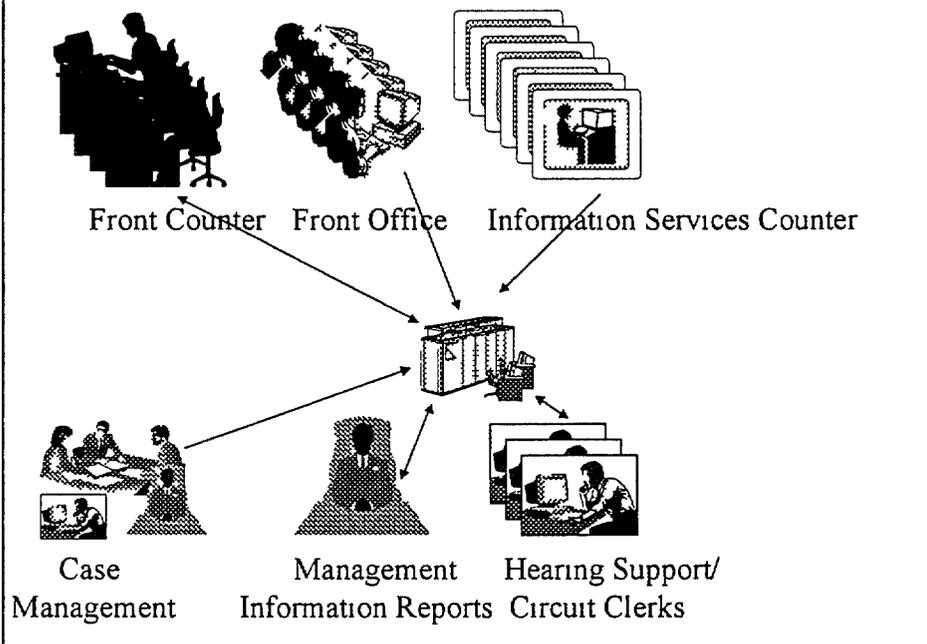
Hearing Support Computerization

Post hearing

احراءات ما بعد الجلسة

- Search index by name or case number
- Retrieve case records
- Update panel calendar with subsequent hearing date assignments
- Add/update register of actions using hearing data entry form for
 - Create new events
 - Close existing open events
 - Add/update panel calendar

Conceptual Design Court Computer System



Typing Pool Problems & Objectives

قلم السح

المساك

- 1 المكان الموفر لقم السح غير ملائم ومردم
- 2 اهر السه والأهر المكبى الأخرى قنبه وى حله تشمل غير حد
- 3 مسوى المر لى بدمه قم انسح اقل تكبر من مسوى الذى بكر ان بكرى عبه
- 4 عدم توفر هكل ادارى واسراى
- 5 عدم توفر احراماب و سظم للمل

PROBLEMS

- 1 Typing Pool facilities are inadequate and crowded
- 2 Typing and office equipment is out of date and in poor operating condition.
- 3 Typing Pool production is well below the level it could be
- 4 Lack of management and supervisory structure
- 5 Lack of sufficient work organization and procedures

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Typing Pool Problems & Objectives

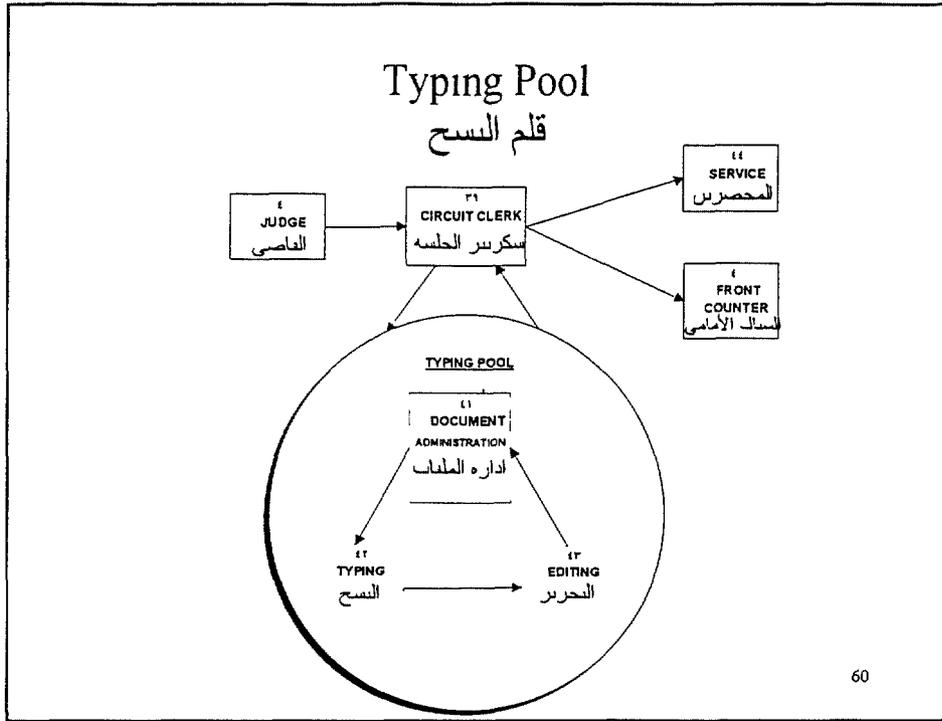
الاهداف

- 1 اعاد سظم الط الاى والاشراى الدلى
- 2 توفير اماكر افضل للعمل لموصى كم انسح
- 3 اعاده تصميم احراب بفق العمل داخل قم السح
- 4 اعدا موصى قم انسح أهر وبرامح حنبه لمعالجه المرمن بالاصدحه الى توفير مهماب مكبىه
- 5 ملائمه من الكراسى والمكبب انحصه بالسح
- 6 صن بر ماح بربى لسندرب على الأهر واحراماب بفق العمل الحنبه
- 7 وضع معبر لتقهم الأ و بحدب الحوار

OBJECTIVES

- 1 Redesign the existing administrative management and supervisory system
- 2 Secure better working areas for the Typing Pool staff
- 3 Redesign the workflow procedures in the Typing Pool
- 4 Provide Typing Pool staff with current word processing equipment and programs and provide appropriate office equipment such as chairs and typing tables
- 5 Develop a training program for the new equipment and workflow procedures
- 6 Develop job performance standards and incentives

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TYPING POOL

DETAIL SHEET

WORK FLOW

- Judge will give notes regarding his decision to the Circuit Clerk
- Circuit Clerk will record request and forward to the Typing Pool Document Manager
- Document Manager will record receipt and assign to appropriate typist
- Typist will type document on word processing equipment
- Typist will transfer to editing unit for proof reading and correction if necessary
- Upon satisfactory completion Editing will return to Document Manager for final proofing
- Upon satisfactory final proof Document Manager will return to Circuit Clerk
- Circuit Clerk will record return and forward to judge for signature
- Upon signature judge will return to Circuit Clerk
- Circuit Clerk will forward to Service and Front Counter
- Service will serve on parties
- Front Counter will record and index judgement for public access

OTHER TYPING POOL CONCERNS

- Work environment

Sufficient and appropriate work space will be designed

Typing pool will be located in non-public area

Heating/cooling will be appropriate to a computer environment and personnel needs

Lighting, cleanliness and order will be appropriately maintained

- Equipment

Current typewriters will be replaced by modern word processing computer equipment

Adequate number of high quality laser printers will serve the typing pool

Appropriate software will be provided

Appropriate furniture, including computer desks, chairs and typing equipment will be provided

Maintenance and support system will be in place for computer equipment

- Production

Typists will be trained to current standards of typing speed and accuracy

Performance standards will be approved, published and enforced

An incentive program will be established for high performance

- Management/Supervision

New job descriptions will be developed for Typing Pool employees

Management of the department will be re-designed

Managers will receive training in appropriate management techniques

Managers will be given appropriate authority to control employees

- Procedures

Assignment, monitoring and correction of work will be redesigned

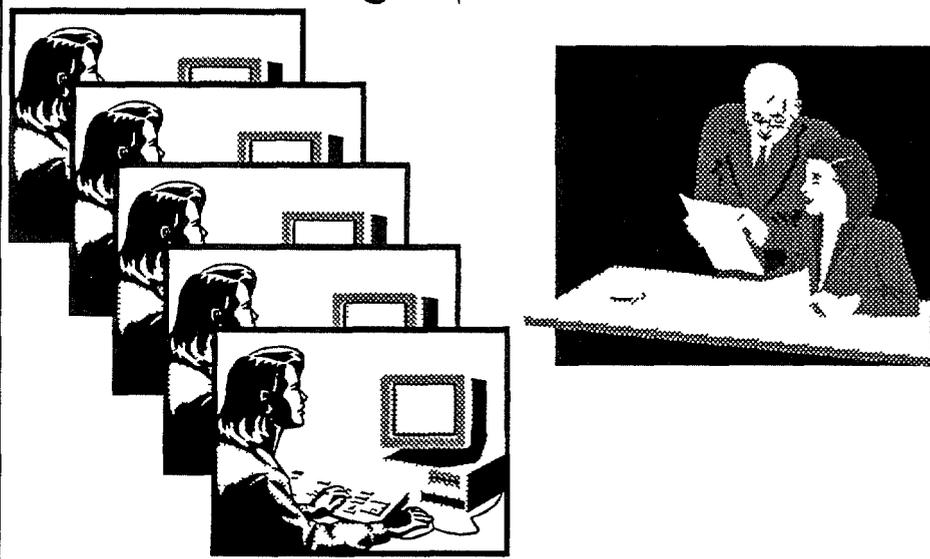
Templates will be developed for routine document typing

Uniform standards will be developed and published and staff training will take place

Desk manuals for typists will be developed and published

Typing Pool Computerization

ميكنة قلم النسخ



Typing Pool Computerization

Circuit clerk Records/Monitors Typing Event

يتابع سكرتير الجلسة ويسجل عملية النسخ

- Add/update register of actions
- Create new event for document typing
- Close existing open typing event

Typing Pool Computerization

Document administrator

المسؤول عن المستند

- Record Receiving and distributing documents
- Assignment of documents to typist
- Create due date for completion monitoring
- Print document status report for performance monitoring
- Collect documents received via email and forward to typist
- Forward documents back to judges via email

Typist

الناسخ

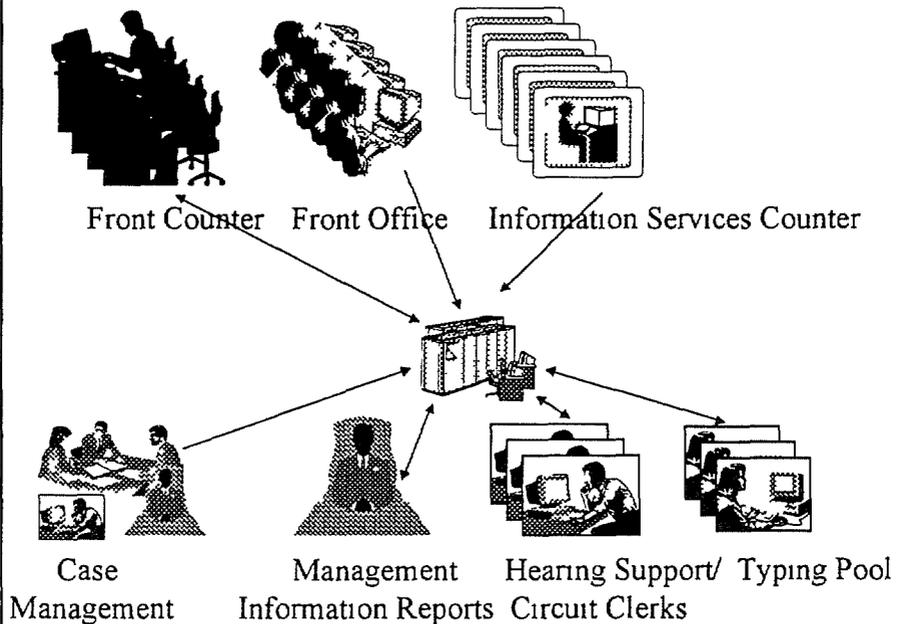
- Type using word processing

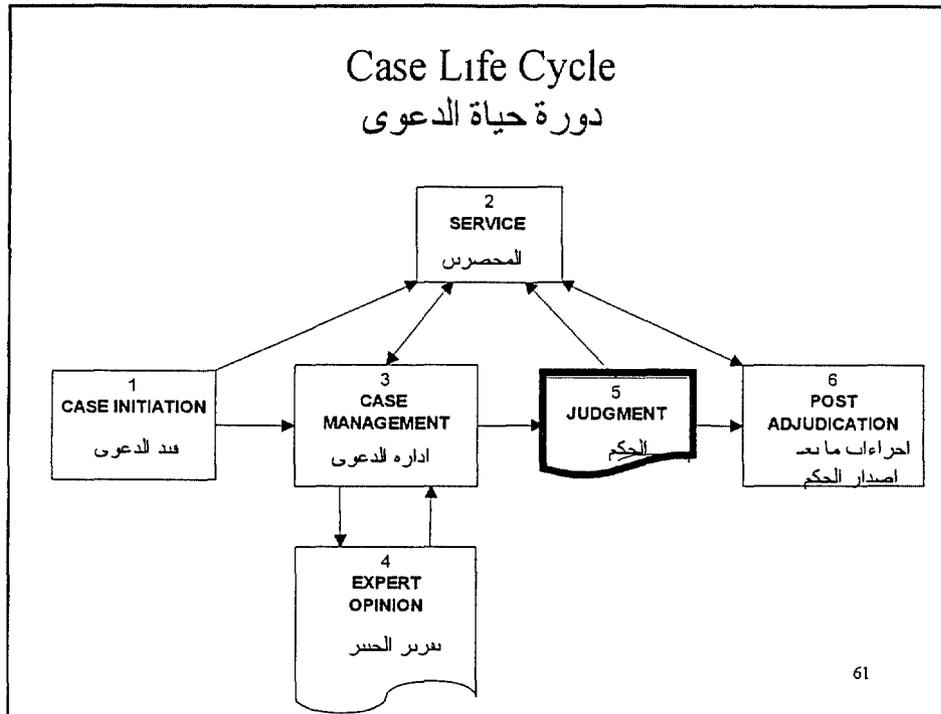
Editor

المحرر

- Use electronic word processing tools for
 - Spelling
 - Grammar
 - Standard formatting

Conceptual Design Court Computer System





Judgement Problems & Objectives

اصدار الحكم

المسائل

- 1 التأخير في اجراء صيغه مكتوبه للحكم يمكن استخدامها
- 2 يتبع عن هذا التأخير بحدود المدد المحدده لاستدعاء الحكم
- 3 استهلاك وقت طويل في عدم السجح منذ استلام المسند المطلوب كسجه وحتى تسليمه
- 4 عدم توفر اليه مناسبه لاجراء الاحكام للمدعيين والمتقاضين والجمهور
- 5 غير ملائمة أسلوب التعامل مع الجمهور خلال مراحل اعداد الحكم

PROBLEMS

- 1 Delay in producing a usable written opinion
- 2 Resulting encroachment into appeal period
- 3 Lack of appropriate turnaround in Typing Pool
- 4 Lack of appropriate mechanism of release to lawyers/litigants & public
- 5 Inappropriate public access to judgment preparation process

Judgement Problems & Objectives

الأهداف

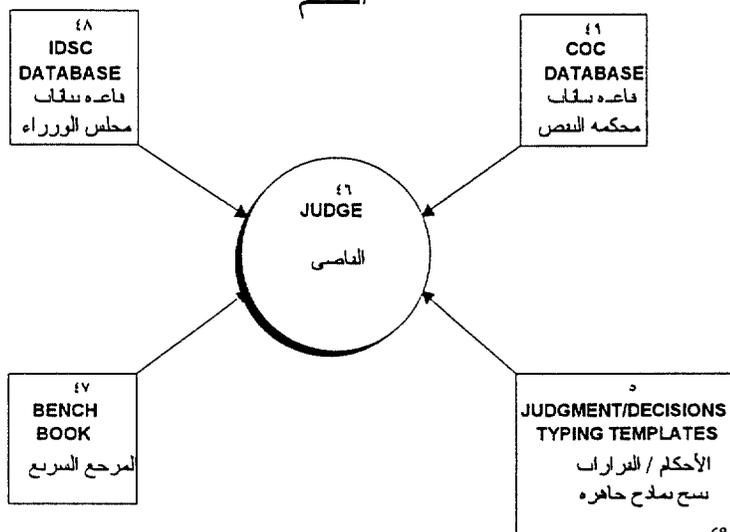
- ١ تقليل الوقت المستغرق في اجراء الأحكام
- ٢ توفير إمكانيات الكتابة والنسخ المتلائمة للتصديق
- ٣ الإصلاح من الأخطاء المتسببة في اجراء الحكم
- ٤ توفير إمكانية حصول الجمهور على الأحكام فور إصدارها
- ٥ توفير إمكانية سرعة تسليم الأحكام إلى المحامين والمتقاضين

OBJECTIVES

- 1 Reduce time necessary to produce judgements
- 2 Provide judges with necessary search and writing capabilities
- 3 Reform judgement opinion release procedure
- 4 Provide for public access to judgements immediately after signature
- 5 Provide for expedited delivery of judgements to lawyers/litigants

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Judgment الحكم



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