

Court of Appeals Strategic Plan Summer 2005

1-2 Year Plan

1. **Consolidation of Judges into One Building**
This was accomplished in January 2007.
2. **Consolidation of Administrative Support Services in a Single Building;
Redesign of Offices**
This was accomplished in October 2006.
3. **Enlargement/Improvement of Media Center**
This was accomplished in October 2006.
4. **Creation of Court Conference Room**
This was accomplished in October 2006.
5. **Development of New Orientation Manuals for Employees**
Some work has been done on improving materials for Administrative Assistants.
6. **Educate Public Through Video on Court Function and History**
The Court History Video was completed in fall 2006. Copies are available from the Clerk's Office.
7. **Institutionalize In-House Mandatory Continuing Legal Education for Staff Attorneys**
Court has held In-House CLE of 6 hours for the last several years which has been more focused on the staff attorney's jobs and less expensive for the Court compared to outside CLE.
8. **Identify and Address Critical Security Deficiencies**
U. S. Marshal's Office completed security assessment of Judicial Building. Security has been enhanced through use of video cameras. Assess to Third Floor Judicial Offices secured by keycard. FY2009 budget request made for a security officer position and 4th floor receptionist.
9. **Gather information for Business Continuity Plan**
IT staff completed consulting engagement with Novell; created needs analysis of IT disaster recovery objectives. Helped identify areas to focus on to create

a business continuity plan. All Court back ups will be at offsite data center by Summer 2008.

10. **Development of E-Filing and Electronic Documents Database**
Ongoing development with Trivir. Acceptance criteria for e-filing is complete. Development of New Docket to interface with e-filing is in process. Expect Fall 2008 completion.

4 Year Plan

1. **Enhance Security and Train Personnel on Emergency Procedures**

Ongoing effort to enhance security of building. Some personnel given Red Cross Training in First Aid, CPR, and AED. Now that facilities renovations have been completed, updated training and update of emergency contacts needs to be completed.

2. **Implement E-Filing and Document Database—Continue Expanding Ability of Filers to Electronically File and the Scanning of Paper Documents into an Electronic Document Database.**

Incorporated Pro Se e-filings and document scanning into existing eFAST project.

3. **Enhancement of Web Portal for Both In-house and Remote Access.**

4. **Development of Employee Intranet for Access to Personnel and Internal Policies and Procedures**

In winter 2007, the Internal Operations Manual was placed on the S: drive for staff use. The Intra-net portal for employees is now part of the e-filing project. Once e-filing is in production, the portal will be customized to include employee policy information and day to day court news.

5. **Development and Implementation of Business Continuity Plan**

Spring 2008 IT began creation of the off-site datacenter leased from Internap. The Business Continuity/Disaster Plan will require all court policy makers' involvement in the creation of an overall BC/DR plan outside of the IT requirements.

6. **Increased use of Online Research Libraries**
The Court has reduced the number of print copies of legal research sources because of increased use of the online research subscriptions.
7. **Enhancement of Court Web Page to Include COA Orders and Records**
COA orders will be available to registered e-filers by Winter 2009. However, general public access will require the establishment of additional security and privacy policies by the Court. IT suggests a phased approach.
8. **Educate Public by Preparation of an Instructional Video on How to Correctly Appeal a Case**
Docket conversion and e-filing, which are more vital to the Court's function, have pushed back completion of a public instructional video. Further, IT staff changes have required training of new personnel to complete the task.

Long Term Plan

1. **Design and Renovation of Judges' Offices into Self-contained Suites**
Renovations in 2007 of the Third Floor of the Judicial Building permitted three judges offices to have self-contained suites which freed up some spaces for better organized offices for other judges. There are still a number of judicial offices which do not encompass all of the judge's personal staff.
2. **Receive Electronic Records and Transcripts from Trial Courts**
The IT plan is to develop a method to receive electronic trial court records and transcripts in the FY2011-2012 time frame as the e-filing/docket re-write project progresses.
3. **Reduce Caseloads for Judge/staff**

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