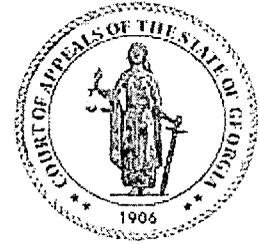




COURT OF APPEALS OF GEORGIA  
**STRATEGIC PLANNING MEETING**



BRASSTOWN VALLEY RESORT  
YOUNG HARRIS, GEORGIA

Thursday, May 8, 2008

7 p.m. - 8:30 p.m.

6:30

CEDAR KNOB ROOM

**A G E N D A**

- |   |   |
|---|---|
| I. Welcome  | Chief Judge Barnes<br>(5 minutes)         |
| II. Review of Current Mission, Vision, Core Value Factors | Holly Sparrow<br>(15 minutes)             |
| III. Overview of Tasks and Strategic Plan Framework       | Jan Kelley<br>(15 minutes)                |
| IV. E-Filing/Docket Revision Policy Decisions             | Bill Martin/Holly Sparrow<br>(20 minutes) |
| V. Review of Strategic Planning Notebook                  | Bill Martin<br>(5 minutes)                |
| VI. Closing Comments                                      | Chief Judge Barnes                        |

11:20 - 11:40 a.m.	<b>Break</b>	
11:40 a.m.	Questions and Discussion of Plans	Jan Kelley (20 minutes)
NOON	Review of Objectives and Ranking Plan Goals	Jan Kelley (15 minutes)
12:15 p.m.	Adoption of Strategic Plan	Jan Kelley (10 minutes)
12:25 p.m.	Recapitulation	Chief Judge Barnes (5 minutes)
12:30 p.m.	<b>Adjournment</b>	Chief Judge Barnes



COURT OF APPEALS OF GEORGIA

**STRATEGIC PLANNING MEETING**

BRASSTOWN VALLEY RESORT  
YOUNG HARRIS, GEORGIA

Friday, May 9, 2008  
8:30 a.m. - 12:30 p.m.

CEDAR KNOB ROOM



**A G E N D A**

- |           |  |   |
|-----------|--|---|
| 8:30 a.m. | Welcome and Introduction   | Chief Judge Barnes<br>(5 minutes)                 |
| 8:35 a.m. | Overview of Organizational Goals and Recommended Initiatives                                 | Jan Kelley<br>(5 minutes)                         |
|           | <b>1. Improve Efficiency of Court's Internal Structures</b>                                  |   |
| 8:40 a.m. | A. Enhance Security - Judicial Building  | Bill Martin<br>(10 minutes)                       |
| 8:50 a.m. | B. Improve Efficiency of Space   | Jan Kelley<br>(10 minutes)                        |
| 9 a.m.    | C. Uniform Application of Policies   | John Ruggeri and<br>Bill Martin<br>(15 minutes)   |
| 9:15 a.m. | D. Business Continuity Plan  | John Ruggeri and<br>Holly Sparrow<br>(10 minutes) |
|           | <b>2. Increase Efficiency and Effectiveness of Case Processing Through Use of Technology</b> |   |
| 9:25 a.m. | A. Better Utilization and More Cost Efficient Use of Legal Research Libraries                | Holly Sparrow<br>(5 minutes)                      |
| 9:30 a.m. | B. More Efficient Attorney Check-in Procedure  | Holly Sparrow<br>(5 minutes)                      |

- |                    |   |                              |
|--------------------|---|------------------------------|
| 9:35 a.m.          | C. E-filing System - Docket                       | John Ruggeri<br>(15 minutes) |
| 9:50 a.m.          | D. Enhance Access to Oral Arguments               | Bill Martin<br>(5 minutes)   |
| 9:55 a.m.          | E. Develop Employee Portal/Social Networking Site | John Ruggeri<br>(5 minutes)  |
| 10:00 - 10:25 a.m. | <b>Break - Check Out</b>                          |                              |

### 3. Improve Access to Public Information

- |            |   |                              |
|------------|---|------------------------------|
| 10:25 a.m. | A. Filing Fees Increased to Offset Increase of Service    | Jan Kelley<br>(5 minutes)    |
| 10:30 a.m. | B. Enhanced Pro Se Litigant Information                   | Bill Martin<br>(5 minutes)   |
| 10:35 a.m. | C. More Efficient Oral Argument                           | Bill Martin<br>(5 minutes)   |
| 10:40 a.m. | D. Enhancement of Public Information via Court Web Portal | Bill Martin<br>(5 minutes)   |
| 10:45 a.m. | E. Court TV   | John Ruggeri<br>(10 minutes) |

### 4. Improved Opinion Writing

- |            |  |                              |
|------------|--|------------------------------|
| 10:55 a.m. | A. Annual Caseload Per Judgeship                             | Holly Sparrow<br>(5 minutes) |
| 11:00 a.m. | B. Case Deadline - Complete Opinions                         | Holly Sparrow<br>(5 minutes) |
| 11:05 a.m. | C. Case Deadline - Drafted Opinions                          | Bill Martin<br>(5 minutes)   |
| 11:10 a.m. | D. New Drafting Policy to Enhance Case Processing Efficiency | Bill Martin<br>(5 minutes)   |
| 11:15 a.m. | E. Reduce Caseload for Judges and Staff                      | Bill Martin<br>(5 minutes)   |

## **B. Case Deadline – Complete Opinions**

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- Statutory Requirement that all cases must be processed within two terms.**
  - 100% compliance**

**Key Partners – COA-Judges & Staff**

**Objective – Meet statutory requirement**

**State Strategic Link/Anticipated Impact -**

**Deliver State Services Faster, Friendlier & Easier**

## A. Annual Caseload per Judgeship

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- **Process at least 100 cases per Judgeship as recommended by American Bar Association.**

**Key Partners – COA-Judges & Staff**

**Objective – Meet or exceed national standard of cases processed per judgeship.**

**State Strategic Link/Anticipated Impact -**

**Deliver State Services Faster, Friendlier & Easier**

# 4. GOAL

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IMPROVED OPINION WRITING