

Court of Appeals of Georgia



Strategic Plan
2006-2008

Vision

**Timely justice to parties and
clear and sound guidance to
Georgia trial bench and
practicing attorneys.**

Mission

1. To review decisions of trial courts and correct errors of law which have been properly brought before this Court.
2. To assist litigants to achieve final and just resolutions of their disputes and contribute to the orderly development of Georgia law through orders and opinions based on logic, reason, persuasion and precedent.

Core Business

**Process and decide cases filed
in court by parties (attorneys
and pro se litigants).**

Core Values

- Impartiality of Decision Makers
- Independence of Judicial Decision Making
- Accessibility to Process by Public
- Integrity of Judicial Process
- Well Reasoned and Articulated Decisions

External Factors

- Increasing diversity of the Georgia population and numbers of persons filing as pro se litigants.
- Changes in technology.
- Growth in Atlanta metropolitan area and transportation and environment issues relative to that growth.

Internal Factors

- Continued growth of workload.
- Trained staff attorneys relative to opinion writing.
- Remote access.
- Public information via court website.

Organizational Goal

Strategic Plan
Goals - 7 org. units, 1 source

- **Improve efficacy of internal court's structure.**
 - Enhance Security
 - Improve Facilities
 - Uniform Application of Policies and Procedures

Organizational Goal

- **Increase efficiency and effectiveness of case processing by automation through use of technology.**

– Online Legal Research

– Court Web Portal

– E-filing and Electronic Documents Database

Service-Related Goal

- **Improve access to public information.**
 - History and Purpose of Court Video
 - Public Information via Web Access
 - Pro se litigant Video

Service-Related Goal

- **Improved Opinion Writing.**
 - Development of Staff - In-house Training.
 - Reduce Caseloads for Judge/Staff.

Goal

1. Improve Efficacy of Internal Court's Structure

A. Enhance security through assessment, improved controlled access, and emergency procedures.
(4 yr. plan)

• **Identify & Address Critical Security Deficiencies**

- **Secured 3rd, 4th & 6th Floor Stairwell Entrances with Cardkey Only Access - Accomplished January 2007**
- **Security Cameras installed throughout Judicial Building.**
- Accomplished November 2007
- **Secure Access to Judges Chambers**
 - **Installed security screening (audio/video) to 3rd floor Judges area - Accomplished February 2008**
- **Emergency Procedures - Some personnel given Red Cross Training in First Aid, CPR, and AED.**

B. Improved Facilities

1. Consolidation of judges and staff.

- a. Consolidate judges into one building
(Judicial Building) (1-2 yr. plan)***

Accomplished January 2007

b. Renovation and redesign all judges' offices into self-contained suites (LT).

January 2007-
25% Accomplished
(3 out of 12 Judges now in
self-contained suites.)

2. Consolidation of administrative support services in a single building. Relocation and redesign of administrative offices. (1-2 yr. plan)

Accomplished October
2006 *except for Technical
Services

*3. Enlargement/improvement of the
Media Center. (1-2 yr. plan)*

Accomplished October 2006

*4. Creation of Court of Appeals
Conference Room. (1-2 yr. plan)*

Accomplished October 2006

C. Uniform application of internal and state policies and procedures.

1. Development of new employee orientation manuals specific to each class of employee: judge (1-2 yr. plan), staff attorney (1-2 yr. plan), administrative assistant (1-2 yr. plan), clerk's staff (1-2 yr. plan)

Some work has been done on improving materials for Administrative Assistants.

2. Development of employee intranet for access to personnel and internal policies and procedures (4 yr. plan)

Internal Operations Manual is now on S: drive available to every employee of the Court.

D. Development and implementation of Business Continuity Plan. (4 yr. plan)

- IT staff has begun to collect information on possible continuity options available to the Court.
- In 2008, a site was determined for an off-site storage system. A contract for the site is in place. Hardware being replaced in IT office will be used to set up off-site storage.

Goal

2. Increase the efficiency and effectiveness of case processing by automation through use of technology.

A. More reliance on online legal research libraries. (4 yr. plan)

The Court has reduced the number of print copies of legal research sources because of increase use of online research subscriptions.

B. Enhancement of Court Web Portal for both in-house and remote access to legal research materials, draft memorandums and opinions. (4 yr. plan)

E-Filing System will provide our employees access to research materials, drafts & opinions.

Ongoing development of e-filing and electronic documents database. (4 yr & LT plan);

Ongoing development with Trivir. Acceptance criteria for e-filing is complete. Development of New Docket to interface with e-filing is in process.

Goal

3. Improve access to public information.

*A. Further education of the public on
the history and purpose of the Court
of Appeals. (1 yr. plan)*

The Court History Video was completed in the Fall of 2006. Copies are available from the Clerk's Office.

B. Provide more information to the parties, general public, and media through web access. (4 yr-LT plan)

Current docket available via the web. Our calendars, court history, caseload statistics, judges biographical information, standards of review, etc. are on the web available to public.

*C. Educate public on how to appeal a case
in Georgia. (4 yr. plan)*

Pro Se guide available
via the web.

Goal

4. Improved Opinion Writing.

A. Development of staff through in-house training. (1-2 yr. plan)

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. The in-house training saves the Court over 50% from outside CLE training. Thus reducing our attorney CLE costs by approx. 25%.

*B. Reduce caseloads for judge/staff.
(LT plan)*

1 New Floating Staff Attorney &
1 Administrative Assistant Position
to assist Judges Offices
Authorized July 2007
Hired January 2008 & March 2008