

**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 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 process. Hardware being replaced in IT office will be used to set up off-site system.
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.

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

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

Completed????

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

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

5. Development and Implementation of Business Continuity Plan

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

E-Filing system will provide counsel access to COA Orders.

8. Educate Public by Preparation of an Instructional Video on How to Correctly Appeal a Case

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

3. Reduce Caseloads for Judge/staff