



MANAGEMENT OF COURT STATIONS AND CASE FLOW MANAGEMENT

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ABOUT THIS PRESENTATION

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1. Supervision

Supervision

1. Judiciary has several Supervisors
 - Grade Ones,
 - Chief Magistrate,
 - Deputy Registrars,
 - Registrars,
 - Judges,
 - Chief Inspector of Courts,
 - Chief Registrar

Supervision

2. The Magistrate's Courts Act (Chapter 16) Section 221 (2)

...A Chief Magistrate may call for and examine the record of any proceedings... of any court inferior court... to satisfy him/herself... as to the correctness, legality, the propriety of findings, sentence, decision, judgment or order recorded or passed... were held in a regular fashion. (Failure to submit the file to the CM may result into charges of insubordination. See Reg 23 of the JSC (Complaints & Disciplinary) Rules 2005

3. If any irregularity is established, forward

Supervision

4. In charge of magistrate's court (file allocations).
5. Custodian of the court seal (jurisdiction, sentence authorised by law).
6. Forward files for confirmation.
7. Supervise Grade II, Court Clerks & other staff (welfare funds)

2. Case Flow Management

Case Flow Management

Definitions:

- ◆ **Case Flow Management** = a process through which a case passes, from filing to completion.
- ◆ **Timeliness** = Justice must be delivered speedily, expeditiously, and cost-effectively.
- ◆ **Any undue delay breeds discontent-** One of the biggest challenges faced by the judiciaries worldwide is case backlog. Most times, improper case management breeds case backlog.
- ◆ For a case, ‘To be tried without Undue delay’ relates to the time by which a trial should commence and end.

Benefits of proper case flow management

- ❖ Ensuring that all court users are treated fairly
- ❖ Timely disposition of cases: proper case management ensures that a case file is properly organized before the file proceeds to trial. This, in turn, ensures that there are reduced chances of wasting the court's time.
- ❖ Provision of sufficient time for a case to be disposed of, all while avoiding wastage of court's time.
- ❖ Curbing corruption (both actual and Perceived)
- ❖ Enhanced public trust in the Courts of Law and accountability
- ❖ A proper case management system should facilitate non-trial settlements (Encourage Alternative dispute resolution), which in turn would reduce the cost of litigation.
- ❖ Curbing Undue delay in court proceedings
- ❖ Improved attendance of court by parties and their witnesses
- ❖ Certainty of hearing
- ❖ Monitoring of case loads and Evaluation of the case Backlog strategies

Major actors in the Flow Management

- ❖ The Trial Judicial officer (Magistrates/Registrars/Judges)
- ❖ The Officer in Charge of Allocation of files at the station and the Registry staff.
- ❖ Litigants
- ❖ Advocates/Lawyers (curtail unnecessary adjournments and ensure compliance with the timelines- summons for Directions and disposal of all interlocutory applications)
- ❖ Registry Staff- not to hide or misplace people's files
- ❖ Court Clerks

Case Flow Management

- ❑ **Adjudication**: expeditious hearing and disposal; locus visits; Use the small claims for suits within that threshold; use of ADR (promote reconciliation); Mode of completion; quality of judgment. *Read old files and consult amongst your peers.*
- ❑ **Timely** delivery of judgment (disposal of cases, 60-day rule);

Areas of Considerations in Case Flow Management

- a) Procedural planning
- b) Document and evidence management
- c) Case conferences- (Pre Trial and Post Trial)
- d) Pre-trial preparation—O12 r 2 CPR SI 71-1—All interlocutory Applications must be determined within 28 days of their filing.
- e) Case Directions- at the closure of the pleadings- issue summons for directions
- f) Timely resolution of disputes- do not delay decision-making
- g) Case Monitoring
- h) Case Stocktaking and weeding out old cases, weed out sessions for abandoned and non-starter cases

Management

- ❑ An appeal is not about you; it is a right created by statute to litigants, so ensure the Production of court records to allow appeals and executions;
- ❑ In the execution of court decisions, do not shy away from enforcing your orders.
- ❑ Ensure Timely submission of correct data to the RMDA. (Registry of Magistrates Affairs and Data Management) as I will highlight herein below)

3. Court Management

Court Management – 'Be Hands-on'

1. Registration - Registers, *updated CCAS, Manilla*
2. Establish & maintain registers *attendance, guards register (s), movement books.*
3. Effective time management (work on Mondays and Fridays)
4. Weekly causelists (share with police, DPP, Advts)
5. Registry and archives management
6. Managing funds

Court Management – 'Be Hands-on'

7. Display Court fees structure on the Notice board (take interest in collection).
8. Hold regular meetings; *staff, finance committee meetings*
9. Managing inventory of Judiciary Assets;
10. Prepare management reports to the CR:

Use of Operational Funds

- ✓ *Management of Court (staff)*
- ✓ *Management of Chambers*
- ✓ *Management of Environment -Office
Supervision*
- ✓ *Small Claims Procedure*
- ✓ *Locus in quo*
- ✓ *Guard allowances (keep register, attach force
number)*

4. Promoting Good Image of The Judiciary

Promoting Good Image of The Judiciary

NOTE:

The Courts are under **public scrutiny**.
Our success is measured by **absence** of
adverse reports.

Promoting Good Image of The Judiciary

1. Create awareness of court business (Bail process, sessions, absences etc)
2. Establish an 'open-door policy'
3. Predictable method of complaint handling..
4. Involve **stakeholders** in administering of justice (DCCs)
5. Consideration of cases for **vulnerable persons** - Access to justice by the poor and disadvantaged members of the society.
6. Organising Court 'open days'

5. Reports

Reports

1. Monthly Statistical Reports – *Individual, Court performance, Send to*
<*RMAstatistics@judiciary.go.ug*>
2. Financial returns (*NTR fees and fines*)
3. Management Reports to the CR
4. Time Management Reports to the CR
5. Quarterly Accountabilities *Guards allownnces, DCC meetings.*
6. Bail refunds (*submit claims, attach orders*)

Case Disposal Targets

S.No.	Judicial Officer Rank	Annual Disposal Target	Case	Average Monthly Disposal Target	Case
1	Chief Magistrates	450		38	
2	Magistrates Grade I	400		34	
3	Magistrates Grade II	250		21	

Data Reporting Requirements

By the 31st of every month , each Judicial Officer should submit case statistics with the following key information;

- i. Case type i.e Criminal, Land, Family ,Civil, Small Claims.
- ii. Case Category e.g Civil Suits ,Criminal Capital ,Criminal Offence, Miscellaneous Applications e.tc

Data Reporting Requirements

- iii. Cases Brought Forward
- iv. Cases Registered
- v. Cases Reallocated
- vi. Cases completed by mode of disposal e.g. Judgment written , dismissal etc.
- vii. Cases Pending by case stage e.g hearing , Judgment e.t.c
- viii. Backlog status

6. File Management

File Management

1. All documents filed on the file are..

- *Recorded on the left of the folder; Chronologically (according to the date for filing); Each document brought is recorded on the folder.*

2. If a document is tendered, it is labelled accordingly. The format is “Annexure 1—Land Title.” This makes it easy to retrieve, e.g., if an *advocate asks for the document.*

3. Exhibits are...*Tied on the right; Written with*

File Management

- 4 Any other submission to court—The clerk inserts the record after the proceedings and labels it *on the left-hand side*.
- 4 All documents are tied on the respective side of the file.
6. Each document brought to file must be punched and tied.
6. Ensure that your registry is well organized, use your OP very well, and avoid working in disorganized workspaces

**ONCE AGAIN, I WARMLY
WELCOME YOU AND
WISH YOU A FULFILLING
CAREER IN THE
JUDICIARY SERVICE!!**