



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

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Nairobi - Kenya

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Court Case Management Excellence: Efficiency, Dockets and Justice

Duration: 5 days

On-Site

01 Who Should Attend

- Court ICT and digital transformation professionals
- Legal practitioners involved in court administration
- Prosecutors and justice-sector officials
- Alternative dispute resolution professionals
- Access-to-justice and legal aid practitioners
- Justice-sector policymakers
- Court reform and institutional development specialists
- Monitoring and evaluation professionals

02 About the Course

The **Caseflow, Court Docket Management, and Access to Justice Training Course** equips judicial officers, court administrators, registrars, and justice-sector professionals with practical skills for improving the efficient, timely, and equitable management of court cases. The course examines modern approaches to caseflow management, docket control, workload management, delay reduction, and court-user service. Participants will explore strategies for managing cases from filing to disposition, identifying sources of delay, prioritizing workloads, improving scheduling, monitoring court performance, and using technology and data to support effective case administration. The course also emphasizes how efficient case management contributes to access to justice, fairness, public confidence, and the effective functioning of judicial institutions.



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03 Workshop Objectives

- Understand the fundamental concepts of caseload management and its importance for judicial efficiency.
- Learn about the principles and benefits of effective court docket management.
- Master methodologies for analyzing court processes and identifying bottlenecks in case progression.
- Develop proficiency in leveraging court automation systems and electronic case management (ECM) tools.
- Explore best practices for designing and implementing rules, policies, and procedures for optimal caseload.
- Understand the critical aspects of judicial performance measurement and workload management.
- Learn about robust strategies for enhancing access to justice for all litigants, including vulnerable populations.
- Identify the critical role of alternative dispute resolution (ADR) in managing court dockets.

04 Module Topics

Module 1: Foundations of Caseload Management

- ▶ ??? Defining caseload management: goals, principles, and historical evolution
- ▶ ??? The impact of effective caseload on judicial efficiency, costs, and access to justice
- ▶ ??? Identifying common causes of court backlogs and delays
- ▶ ??? The role of judges, court administrators, and legal professionals in caseload management
- ▶ ??? International best practices in judicial administration and case management

Module 2: Court Docket Management Principles



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- ▶ ??? Centralized vs. decentralized docket management systems
- ▶ ??? Principles of effective docketing: consistency, accuracy, timeliness
- ▶ ??? Managing different case types: civil, criminal, family, specialized dockets
- ▶ ??? Prioritization strategies for complex or urgent cases
- ▶ ??? The role of court rules and practice directions in docket control

Module 3: Analyzing Court Processes & Workflows

- ▶ ??? Mapping current court workflows and identifying pain points
- ▶ ??? Process re-engineering and optimization techniques for judicial operations
- ▶ ??? Identifying bottlenecks, redundancies, and inefficiencies in case progression
- ▶ ??? Time standards and benchmarks for case processing
- ▶ ??? Flowcharting and visual aids for understanding court processes

Module 4: Court Automation & Electronic Case Management (ECM)

- ▶ ??? Overview of Electronic Case Management (ECM) systems and their functionalities
- ▶ ??? E-filing, electronic document management, and digital records
- ▶ ??? Leveraging technology for scheduling, calendaring, and notification
- ▶ ??? Data security and privacy considerations in court automation
- ▶ ??? Challenges and benefits of transitioning to digital court systems

Module 5: Rules, Policies & Procedures for Caseflow

- ▶ ??? Designing and implementing court rules that promote efficient case management
- ▶ ??? Case progression orders, differentiated case management (DCM)
- ▶ ??? Early intervention, settlement conferences, and pre-trial procedures
- ▶ ??? Sanctions for non-compliance with caseflow orders
- ▶ ??? Continuous review and adaptation of court procedures

Module 6: Judicial Performance Measurement & Workload



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- ??? Defining judicial performance metrics: clearance rates, disposition time, backlog reduction
- ??? Collecting, analyzing, and reporting on court data for performance improvement
- ??? Workload assessment and resource allocation for judges and court staff
- ??? The role of performance dashboards and scorecards in court management
- ??? Ethical considerations in performance measurement

Module 7: Enhancing Access to Justice through Caseflow

- ??? Identifying barriers to accessing justice: cost, complexity, delays, lack of information
- ??? The role of legal aid, pro bono services, and self-help centers in access to justice
- ??? Simplified court procedures and small claims courts
- ??? Language access, disability accommodations, and cultural sensitivity in court operations
- ??? Online dispute resolution (ODR) and its potential for access to justice

Module 8: Alternative Dispute Resolution (ADR) & Future Trends

- ??? Overview of ADR mechanisms: mediation, arbitration, conciliation
- ??? Integrating ADR into court processes for docket reduction
- ??? Mandatory vs. voluntary ADR referral programs
- ??? Future trends in court management: predictive analytics, AI in justice administration
- ??? Collaborative approaches to justice sector reform and innovation