



NORTH CAROLINA
ADMINISTRATIVE OFFICE
of the COURTS

Civil Small Claims & Civil District Court

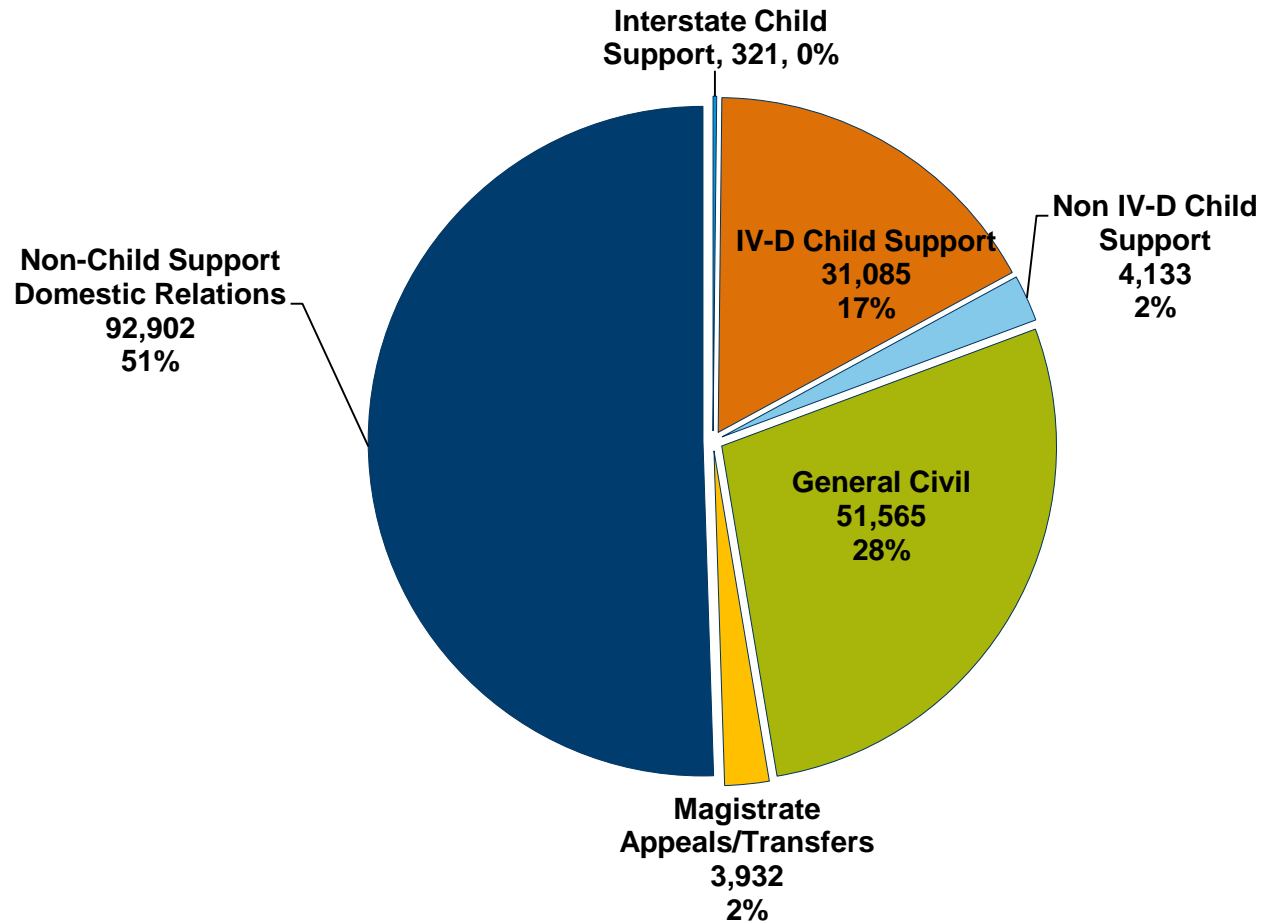
Data and Case Management

March 30, 2016

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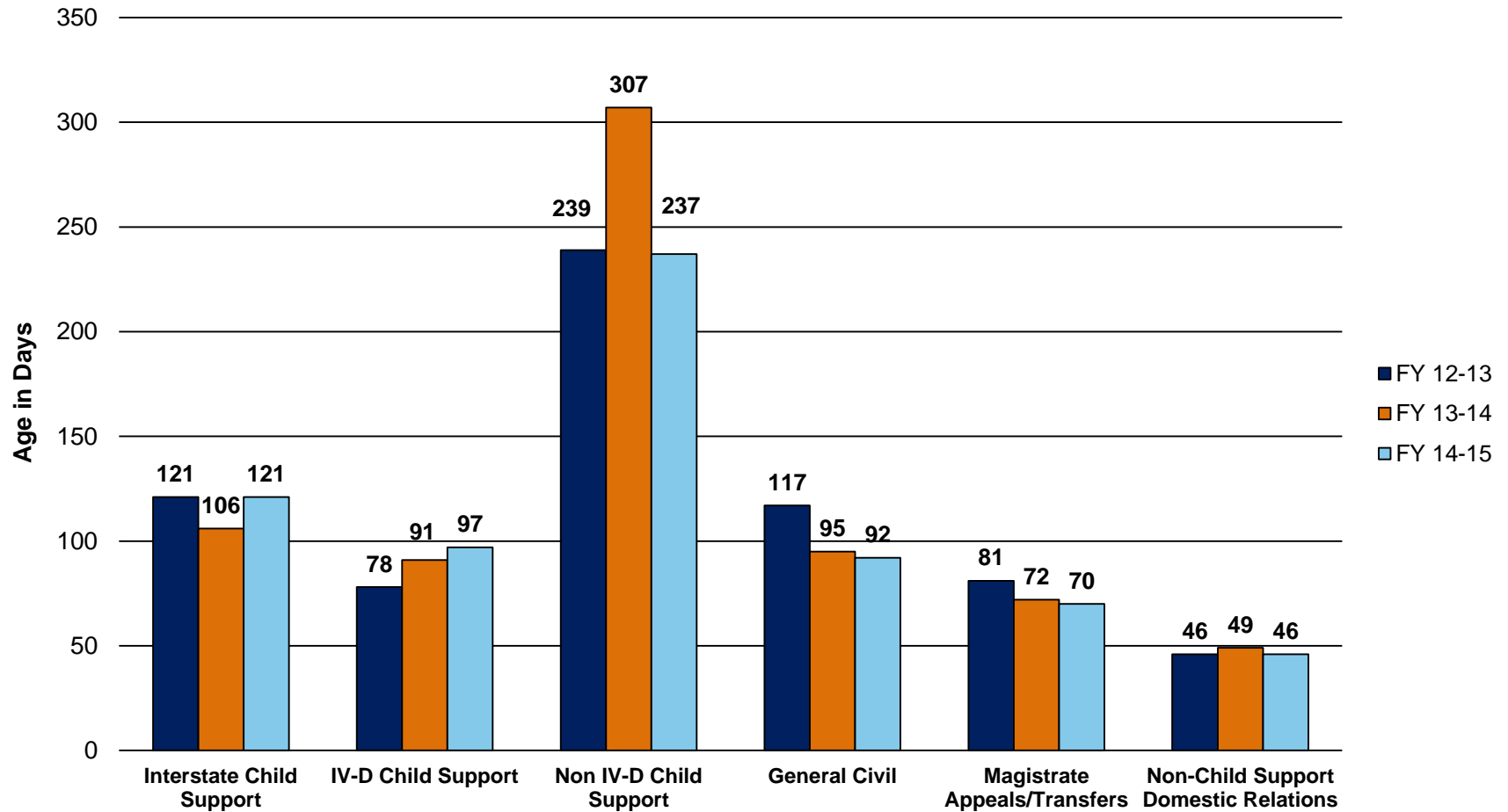
LAW AND JUSTICE

Civil District Court Case Filings Fiscal Year 2014-2015



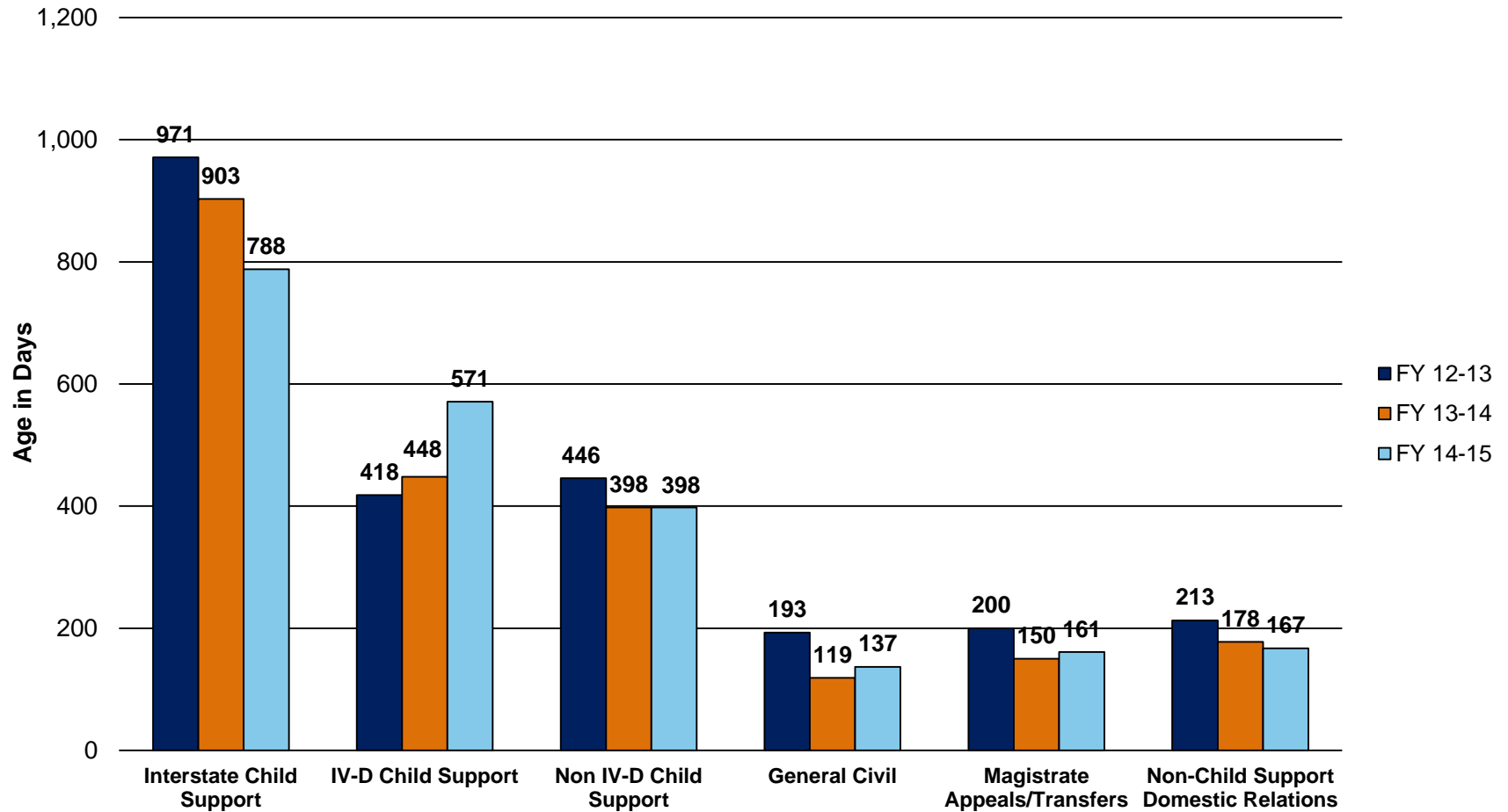
Civil District Court Cases

Age (Median Days) Disposed Cases



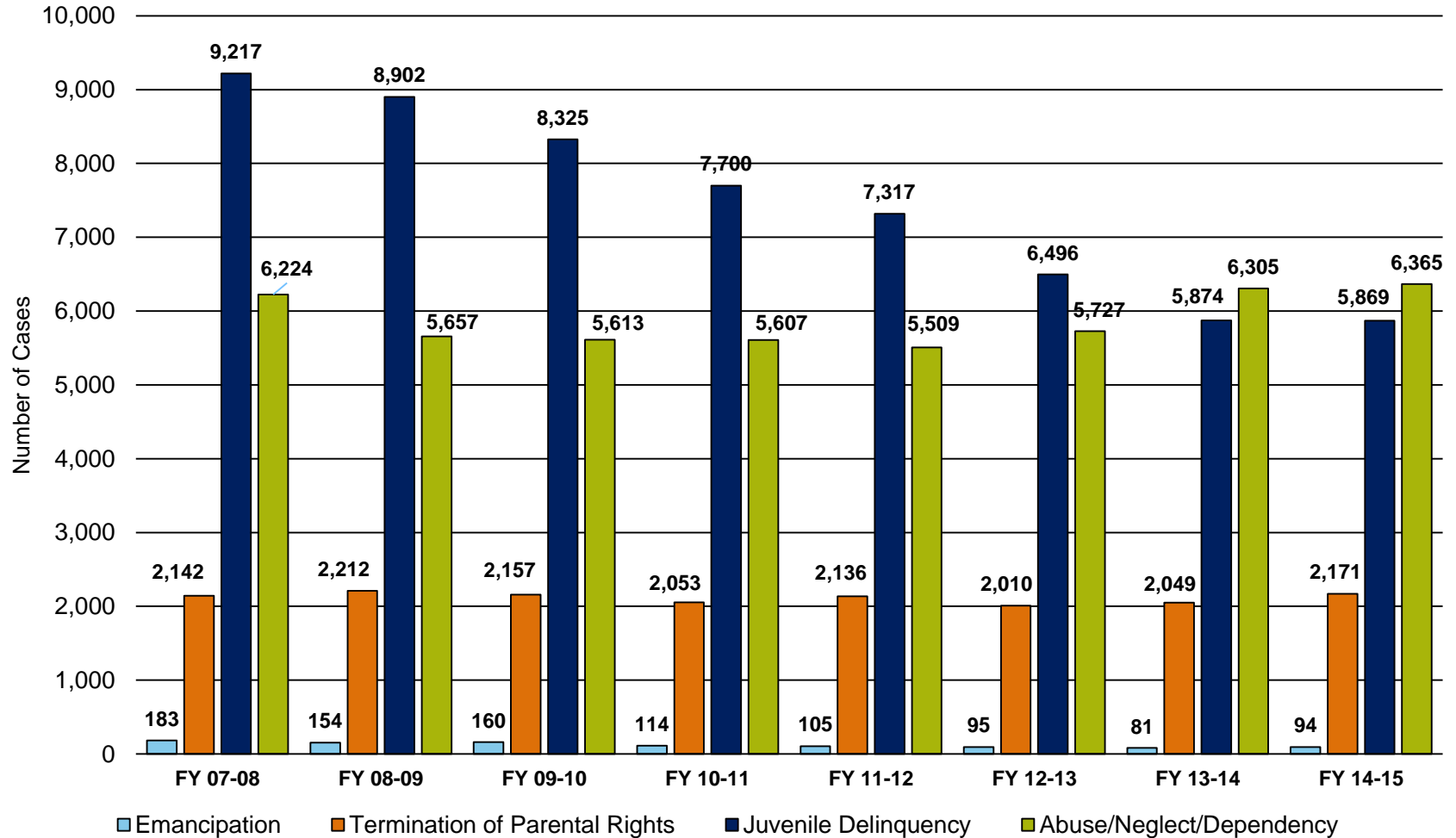
Civil District Court Cases

Age (Median Days) Pending Cases

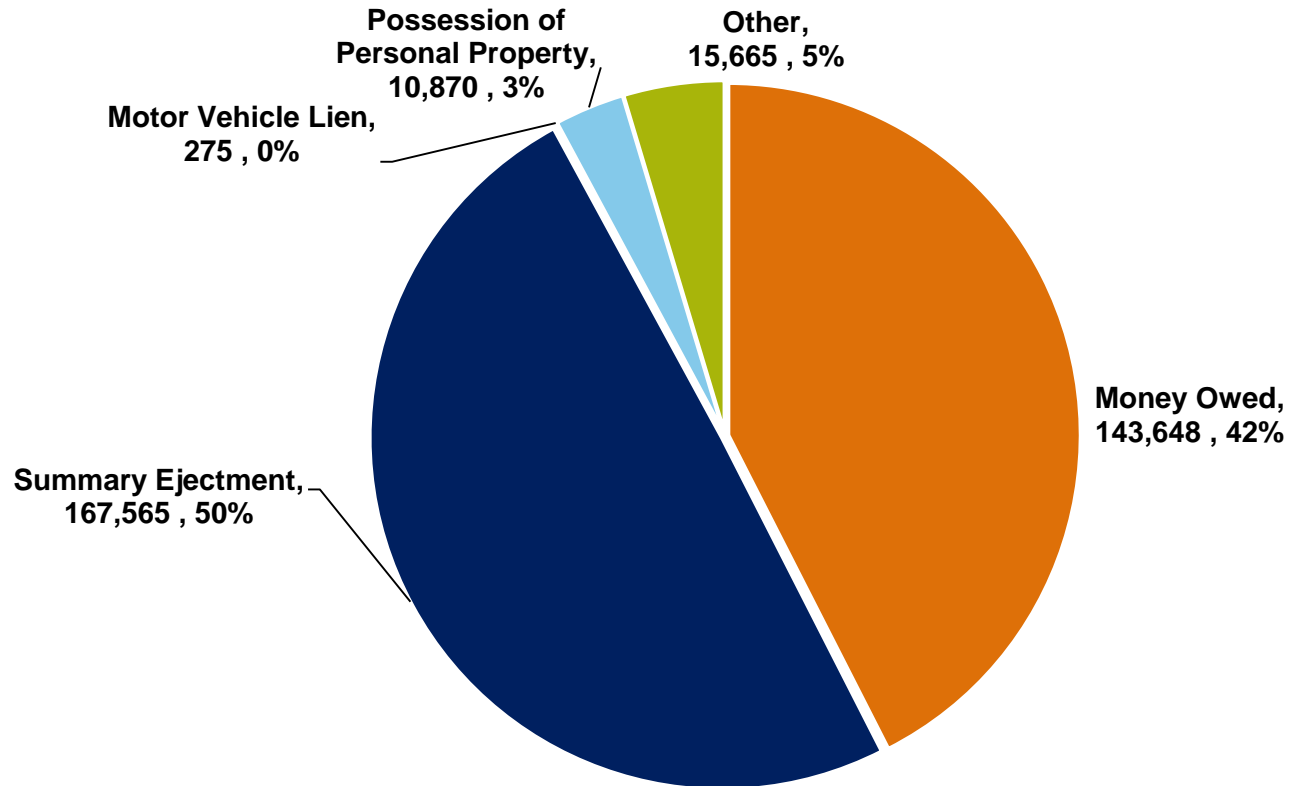


Civil District Court Cases

Juvenile Case Types



Civil Magistrate Filings by Issue Fiscal Year 2014-2015

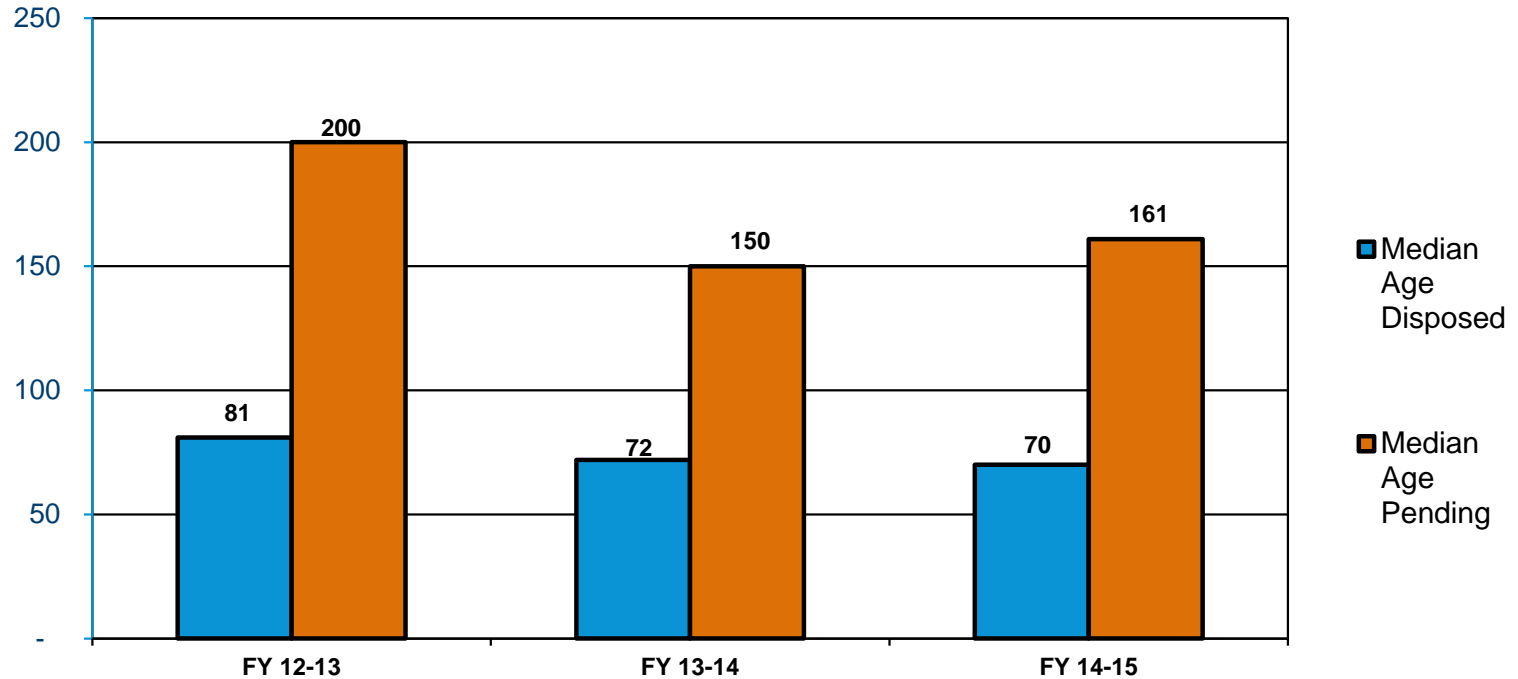


Small Claims Jurisdiction

Results of a recent survey of Chief District Court Judges:

	Up to \$5,000	Up to 10,000	Other Amount
Number of counties responding as of 3/29/2016	24	63	4

Civil Magistrate Cases Appealed to District Court Age (Median Days) Disposed and Pending



NCAOC Court Services Division

- Established in 1990
- Supports consistent statewide recordkeeping in Clerk and Magistrate Applications
- Supports Local Rules in managing Civil, Juvenile and Criminal calendaring
- Offers standard quarterly trainings and implementation trainings
- We make house calls!

The Path of a Small Claims Case

- Day 1 Case filed; Summons issued
- Day 1 Issues identified by Small Claims Complaint Form
- Day 1 Clerk sets court date per local plan
- Day 1 Clerk tracks date in VCAP, Excel and/or paper docket
- Day 7+ Clerk may extend up to 30 days
- Day 7+ Magistrate Court
- Day 7+ Magistrate may order continuance

The Path of a Small Claims Case

- Typically next available court date and next available magistrate.
- Dates range from 7-60 days based on issue type and service expectations.
- Large counties may schedule sessions dedicated to a specific issue type, such as ejectments, or dedicated to a specific plaintiff, such as a housing authority.
- Large counties may group all cases filed by certain attorneys or schedule all attorneys in separate sessions than pro se plaintiffs

The Many Paths of Civil District Cases

- NCAOC links local plans (upon request) to nccourts.org
- Court Programs Division supports best practices and statewide goals associated with some local plans
- Court Services Division supports **best technical solutions** for achieving local plans

The Many Paths of Civil District Cases

- Local plan determines which **issues** are scheduled by Clerk (CSC) or by Judicial Support Staff (JSS)
- Issues are identified by cover sheet, first page of complaint or interpreted by CSC staff. Issue codes are entered into Clerks' index (VCAP).
- Each district should have a local plan based upon issue types to avoid confusion.

VCAP: Civil Case Index

- Clerk's Index that may be viewed by public
- Single court date
- Basic Calendaring Format
- Calendars may be posted to nccourts.org and searched by NC Bar Number
- Used for Small Claims and other case types not actively managed by Judicial Support Staff such as Domestic Violence

CaseWise: Civil Case Management System

- Designed for Judicial Support Staff update
- Imports select cases from VCAP
- Not viewed by public
- Multiple court dates
- Several calendaring format options
- Calendars may be posted to nccourts.org and searched by NC Bar Number
- Canned and ad hoc reporting of caseloads and timelines
- Local options to create form letters

JWise: Juvenile Case Management System

- Designed for Clerks, Guardian ad Litem and Judicial Support Staffs to Update
- Not Viewed by Public
- Multiple court dates
- Canned and ad hoc reporting of caseloads and timelines

Key Components to Calendaring Success

Strong Judicial Leadership:

- Set clear expectations for all stakeholders including attorneys and pro se
- Define expected communication via NCAOC Forms or Local Forms
- Define the Clerk's role in setting court dates based on specific guidelines versus JSS's role in managing calendars.
- Establish clear lines of data entry and communication between CSC and JSS staffs.
- Clearly define calendar formats and task posting to nccourts.org

Key Components to Calendaring Success

Frequent Review of Local Rules by All Stakeholders:

- Annual Review
- Review when change in key stakeholders
- Review when change in redistricting
- Review when new courtrooms become available
- Review due to change in legislation

Key Components to Calendaring Success

Seek assistance from Court Services (CSD) staff to identify best technical solutions for revised plans:

- CSD will share successful practices developed for other districts
- CSD will set up new calendar formats, CaseWise reports and form letters
- CSD will train CSC and JSS staffs on calendar posting to nccourts.org

Help CSD share your good ideas with other districts!



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