

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVE AOC RESTRUCTURING AND REALIGNMENT

DATE	<input style="width: 90%;" type="text" value="10/4/2012"/>
PREPARED BY	<input style="width: 90%;" type="text" value="Maureen Dumas"/>
OFFICE NAME	<u>Executive Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	<input style="width: 90%;" type="text" value="1"/>
JUDICIAL COUNCIL DIRECTIVE	The Administrative Director of the Courts operates subject to the oversight of the Judicial Council. E&P recommends that the Judicial Council direct the Administrative Director of the Courts to report to E&P before each Judicial Council meeting on each item on this chart approved by the Judicial Council.
SEC RECOMMENDATION	The Administrative Director must operate subject to the oversight of the Judicial Council and will be charged with implementing the recommendations in this report if so directed.
RESPONSE (check applicable boxes)	
<input checked="" type="checkbox"/> This directive has been completed and implemented:	
<p>To ensure that the Administrative Director of the Courts is operating subject to the oversight of the Judicial Council and that implementation of Judicial Council approved Administrative Office of the Courts (AOC) Realignment Recommendations is progressing, a formal process has been implemented that provides information prepared by the AOC, in coordination with the Administrative Director and the Executive Team to be shared by the Administrative Director with the Executive and Planning Committee (E&P) on all Judicial Council approved recommendations. Implementation activities of the recommendations will be monitored by the Executive Office who will communicate status and forward proposals for Judicial Council action as directed by the Judicial Council in the respective recommendations. The tools for providing this information include: the use of this form (Activity Reporting and Proposal Form); an accompanying Status Report that will be provided monthly or as requested by E&P or the Judicial Council; and as needed formal Judicial Council reports for more complex proposals that will require Judicial Council action.</p>	
<input type="button" value="File Attachment"/>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration:	
<input style="width: 100%;" type="text"/>	
<input type="button" value="File Attachment"/>	
<input type="checkbox"/> Other:	
<input style="width: 100%;" type="text"/>	

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

**IMPLEMENTATION
DATE OR
PROJECTED
IMPLEMENTATION
DATE**

9/27/12

**RESOURCES
REQUIRED FOR
IMPLEMENTATION**

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

**PROCEDURES/
POLICIES UPDATED
OR DEVELOPED**

 File Attachment

**TRAINING
UPDATED OR
DEVELOPED**

 File Attachment

SAVINGS

 File Attachment

COST

 File Attachment

EFFICIENCIES

 File Attachment

**SERVICE LEVEL
IMPACT**

 File Attachment

OTHER

The utilization of a formal process that requires the AOC Administrative Director of the Courts to report on the status of implementation of Judicial Council AOC Realignment recommendations:
* Assists with holding the organization accountable for implementation of AOC Realignment recommendations in a timely fashion.
* Provides transparency in the process with regular Status Reports both to the Executive and Planning Committee and the Judicial Council on a regular basis in a structured format.
* Provides valuable information to the Judicial Council on the impact of implementing recommendations (savings, costs, efficiencies, service level impact, etc.) to assist with Judicial Council decision-making.

 File Attachment

ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL

ADOC REVIEW

Administrative Director of the Courts Review Date:

EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW

E&P REVIEW

Executive and Planning Review Date: