



Court Administration and Judicial Case Management Training Course



Court Administration and Judicial Case Management Training Course

Introduction:

Court administration and judicial case management is a five-day course for court administration, registry and judicial support teams, ending with a Caseflow Improvement and Backlog Reduction Plan for a case court. Many courts receive more cases than they resolve, list hearings that are not ready to proceed and lose sight of ageing files until delay becomes the public face of justice. Nominees already supervise registry, scheduling or court support work and learn through case studies built on caseload data, hearing lists and registry records. CoreConcept Training Center delivers this course on court administration.

Course Objectives:

- Map court governance, administrative roles and the case lifecycle to set a caseload baseline for the court
- Apply caseflow management principles and differentiated case management tracks to control case progress from filing onwards
- Calculate and interpret clearance rate, time to disposition and age of the pending caseload to detect backlog early
- Run case intake, hearing scheduling and adjournment control so that listed hearings proceed as planned
- Operate e-filing, virtual hearings and registry records with controls for file integrity, court users and budget
- Prepare a caseflow improvement and backlog reduction plan for approval by court leadership

Target Audience:

- Court administration teams responsible for the operational management of a court or court division
 - Registry and clerk's office management teams that control case intake, file numbering and court records
 - Case management and scheduling units that build hearing calendars and monitor adjournments
 - Judicial support management teams that serve judges, panels and court users
 - Court planning, statistics and performance units that report caseload data to court leadership
 - Court digital services teams that run e-filing and virtual hearing operations
-

Course Outline:

Day 1: Court Organisation, Administration Roles and the Caseflow Baseline

- Court Governance Model Separating Judicial and Administrative Functions
- Court Administrator, Chief Clerk and Registry Manager Responsibility Matrix
- Case Lifecycle Map from Filing to Final Disposition
- Caseload Inventory Count of Active, Inactive and Pending Files
- International Framework for Court Excellence Self-Assessment Baseline

Day 2: Caseflow Management Principles and Court Performance Measures

- Caseflow Management Principles of Early Control and Firm Dates
- Differentiated Case Management Tracks by Complexity and Case Type
- CourTools Clearance Rate Calculation and Backlog Trend Reading
- CourTools Time to Disposition Against Court Time Standards
- CourTools Age of Active Pending Caseload Profile

Day 3: Case Intake, Hearing Scheduling and the Court Registry

- Case Intake Screening Checklist for Completeness and Classification
- Hearing Calendar Design With Individual and Master Calendar Systems
- CourTools Trial Date Certainty and Adjournment Control Policy
- Court Registry Numbering, File Tracking and Records Retention Schedule
- CourTools Reliability and Integrity of Case Files Audit

Day 4: E-Courts, Court Users, Resources and Integrity Risks

- E-Filing Portal and Virtual Hearing Workflow with Electronic Case Files
- CEPEJ Ethical Charter on AI in Judicial Systems Safeguards
- CourTools Access and Fairness Survey for Court User Services
- Cost per Case and Court Budget Resource Allocation Model
- Court Integrity Risk Register for Registry, Fees and Exhibits

Day 5: Case Study: Caseflow Improvement and Backlog Reduction Plan

- Case Court Briefing with Caseload, Staffing and Hearing Data
 - CEPEJ Backlog Reduction Practices Applied to the Case Court Inventory
 - CEPEJ SATURN Time Management Targets for Case Court Case Types
 - Case Court Performance Dashboard with Clearance and Ageing Indicators
 - Caseflow Improvement and Backlog Reduction Plan Completion and Defence
-

Skills You Will Gain:

- Caseflow Control
- Differentiated Case Management
- Court Performance Measurement
- Hearing Calendar Management
- Court Registry Administration
- E-Court Service Operation
- Court Resource Allocation
- Pending Caseload Analysis

Why Attend This Course:

- Deliver a Caseflow Improvement and Backlog Reduction Plan to the court president or court management committee for approval
- Decide which case types need separate tracks, firmer hearing dates or earlier judicial control based on clearance and ageing data
- Prevent unready hearings, misplaced files and ageing pending inventories that lengthen time to disposition
- Share intake checklists, calendar rules and performance dashboards with registry and scheduling colleagues

Conclusion:

Back at work, the participant gives court leadership a Caseflow Improvement and Backlog Reduction Plan built on the court's own caseload data. The court management committee uses it to set time standards by case type, decide where differentiated tracks and firmer hearing dates are needed and assign registry and scheduling staff to the oldest pending cases. After the first quarter of use, the court should review clearance rate, time to disposition, the age profile of pending cases, adjournment rates and the integrity of case files against the baseline.

Frequently Asked Questions FAQ:

What should participants know before a court administration and judicial case management course?

Participants should already supervise or support registry, scheduling or court operations work and know how cases move through their court. Bringing recent caseload counts, a hearing list or registry statistics helps them apply the case work to their own court.

How does court administration and judicial case management differ from a litigation management or paralegal course?

It is written from the court's own side: caseload, hearing calendars, registry, performance measures and e-courts. Litigation management courses serve parties and their lawyers, and paralegal courses cover matter files and filings for law firms, which this course meets only at the registry desk.

Which measures show backlog in court administration and judicial case management?

Clearance rate shows whether a court resolves as many cases as it receives, time to disposition shows the share resolved within time standards, and the age of the active pending caseload shows how many files are approaching or exceeding those standards.

What do participants take back from the court administration and judicial case management course?

Participants take back a Caseload Improvement and Backlog Reduction Plan for a case court, with intake checklists, calendar rules, a pending caseload profile and a performance dashboard that can be adapted to their own court.
