



CASE FLOW MANAGEMENT

DAILY RETURN OF JUDICIAL WORK AND COURT HOURS

Criminal Court No:.....Date:.....

Judicial Officer:.....Signature:.....

Time Started	Time Adjourned	Hours	Mc15	Reasons for Delay	Reasons for Loss of Court Hours	Hours
					1. Roll finalized	
					2. Waiting for Magistrate	
					3. Waiting for Court Orderly	
					4. Waiting for Interpreter	
TOTAL HRS IN COURT:			1		5. Waiting for Prosecutor	
Reasons			2		6. Waiting for Defence /Accused	
Research			3		7. Waiting for Witnesses	
Inquest: Formal			4		8. Waiting for Prisoners	
Inquest: Informal			5		9. Waiting for Police	
A.G.: (No) MC15			7		10. Other - Specify	
Travel Time (Branch Courts)			9		TOTAL:	
Confession			48		Time Bail [W/E] MC15 no. 15[1]	
Meetings/Training			61			
Other (Specify)			62			
TOTAL:						

CASES MC15 (14)					FINALIZED CASES R F R (11) (12) (13) (15)						
Received:			Postp.	Final	W/E 112(1)b & 112(2)	112(1)a	W/D	SOR	W/A	Transfer H/C or R/C	Bail W/E
New	Old	TOTAL									

DELAY MANAGEMENT [s. 342A[3][a] TO [f] ACT 51 OF 1977		Number of cases	Case number

*CROWDED OUT-		TIME WHEN-		* [ie. At least one witness present and time runs out]		
Number of dot cases				Red	Blue	Green

Received

Finalised

Reason for remand

PART HEARD [OWN OR OTHER]

REMAND DATE & COURT.....

NAME OF MAGISTRATE.....



MONITORING FACTORS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Number of cases dealt with in terms of section 57A of the criminal procedure act 51 of 1977 [admissions of guilt]												
Number of cases dealt with in terms of section 105 of the criminal procedure act 51 of 1977 [plea bargaining].												
Cases diverted from judicial process [diversion]												
Number of cases dealt with in terms of section 62[f] of the criminal procedure act 51 of 1977. [change of bail condition on request of prosecutor for release of prisoner in care of probation or correctional supervision officer]												
Number of cases dealt with in terms of section 63[a] of the criminal procedure act 51 of 1977. [request by prison official for release of prisoner]												
Number of adult awaiting trial prisoners for more than 3 months												
Number of juveniles in custody for more than 3 months												
Total no. of awaiting trial prisoners longer than 3 months												
Number of cases on roll for more than 6 months												
TOTAL												

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TOTAL												

CASE FLOW MANAGEMENT COURT..... CRIMINAL COURT STATISTICS FOR THE MONTH.....20.....

Month						
Actual Court Sitting Hours						
No. of O/S Cases B/F Previous Month						
No. of New Cases Rec. During Month						
No. of Cases Finalised						
No. of Cases Removed From Roll						
No. of O/S Cases as at End of Month						

BREAKDOWN OF OUTSTANDING CASES

Month						
High Court						
Regional Court						
District Court						
Total						
Average Outstanding Matters Per Court [District Courts]						

CASE FLOW MANAGEMENT SUB - REGION..... CRIMINAL COURT STATISTICS FOR THE MONTH.....20.....

Month						
Actual Court Sitting Hours						
No. of O/S Cases B/F Previous Month						
No. of New Cases Rec. During Month						
No. of Cases Finalised						
No. of Cases Removed From Roll						
No. of O/S Cases as at End of Month						

BREAKDOWN OF OUTSTANDING CASES

Month						
High Court						
Regional Court						
District Court						
Total						
Average Outstanding Matters Per Court [District Courts]						

CASE FLOW MANAGEMENT REGION..... CRIMINAL COURT STATISTICS FOR THE MONTH.....20.....

Month						
Actual Court Sitting Hours						
No. of O/S Cases B/F Previous Month						
No. of New Cases Rec. During Month						
No. of Cases Finalised						
No. of Cases Removed From Roll						
No. of O/S Cases as at End of Month						

BREAKDOWN OF OUTSTANDING CASES

Month						
High Court						
Regional Court						
District Court						
Total						
Average Outstanding Matters						
Per Court [District Courts]						



PROSECUTOR'S DAILY COURT HOUR REGISTER

DATE:.....

COURT:.....

PROSECUTER'S NAME:.....

Accurate stop / start times of courts are to be recorded

(round off to the nearest 5 minutes)

Regular court hours are : 09:00 - 11:00 ; 11:20 - 13:00 ;

14:00 - 16:00

	Stop	Start	Total	Reason if not regular hours
1	:	:	:	
2	:	:	:	
3	:	:	:	
4	:	:	:	
5	:	:	:	
6	:	:	:	
7	:	:	:	
8	:	:	:	
9	:	:	:	
10	:	:	:	

Summary of court roll :

Cases on Roll	Finalised	Guilty	Not Guilty	Withdrawn	Adjourned

The above information is a correct reflection of this court's roll and court time today.



Prosecutor's Signature:.....

COURT AND CASE FLOW MANAGEMENT - WEEKLY REVIEW

DATE:.....

JUDICIARY:.....

DISTRICT:.....

REGIONAL:.....

COURT SUPPORT SERVICES:.....

NATIONAL PROSECUTING AUTHORITY.....

.....

STANDING AGENDA:

(See next pages for discussion details, if any)

- STATISTICAL REVIEW
- COURTS / CASE SCHEDULING
- JUDICIARY
- PROSECUTING AUTHORITY
- COURT SUPPORT SERVICES
- LANGUAGE SERVICES
- SOUTH AFRICAN POLICE SERVICES
- CORRECTIONAL SERVICES
- LEGAL REPRESENTATIVES
- LEGAL AID
- OTHER (STATE)



PROBLEMS REQUIRING IMMEDIATE ATTENTION :

- 1.....
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- 2.....
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- 3.....
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- 4.....
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- 5.....
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WILL BE INVESTIGATED / FOLLOWED UP BY COURT SUPPORT SERVICES AND REPORTED TO THE JUDICIAL AND NPA REPRESENTATIVES WITHIN 14 DAYS.

PROBLEMS REQUIRING IMMEDIATE ATTENTION :

- 1.....
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- 2.....
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- 3.....
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These will be investigated / followed up by court support services and reported to the Judicial and NPA representatives within 14 days.

ADDITIONAL NOTES :.....
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.....
.....

ACKNOWLEDGED:.....
JUDICIARY:.....
.....
COURT SUPP SERV:.....
NPA:.....



PRE-CRIMINAL TRIAL CONFERENCE IN THE LOWER COURTS

Presiding Officer's Questionnaire

[A copy of this questionnaire, completed as far as possible with the agreement of the prosecutor and the accused/defence, is to be handed to the court prior to the matter being scheduled for trial]

Case No.....

The State v.....

Presiding Officer.....

Prosecutor.....

Defence.....

PRELIMINARY ARRANGEMENTS

[1] Have the parties conferred with a view to determining whether:

[a] copies of docket statements and/or further particulars have been furnished? Yes No

[b] the prosecutor will accept a plea on an alternative charge? Yes No

[c] the payment of an admission of guilt fine is appropriate? Yes No

[d] a plea and sentencing agreement is appropriate? Yes No

[e] the provisions of section 112[1][a] or 112[1][b] or 112[2] of the CPA might be invoked? Yes No

[2] Have the parties conferred with a view to determining:

[a] what the issues are? Yes No

[b] whether these issues are to be established in accordance with section 115 of the CPA? Yes No

[c] whether any formal admissions are to be made by either party? Yes No

[d] whether undisputed facts might be proved in terms of section 212B of the CPA? Yes No

[e] whether any disputed facts might be proved by documentary evidence? Yes No

[3] Have the parties conferred with a view to disclosing:

[a] the number of State witnesses to be called? Yes No

Number.....

[b] the number of defence witnesses to be called? Yes No

Number.....

[c] how long the trial is likely to take? Yes No

Estimated time.....

[d] the availability of:

[i] the defence Yes No

[ii] the prosecutor Yes No

[e] whether the trial will be continuous or staggered? Yes No

Stipulate which.....

[4] Have the parties conferred with a view to disclosing:

[a] whether any application in *limine* might arise for decision?

Yes/No – Stipulate the issue/s.....
.....

[b] whether any issue relating to admissibility of evidence might arise?

Yes/No – Stipulate the issue/s.....
.....

[c] whether any special arrangements/facilities are required for the conduct of the trial?

Yes/No – Stipulate (e.g. interpreter/video equipment/expert witness/inspection in loco)
.....
.....

[d] factors affecting the availability of witnesses?

Yes/No - Stipulate (e.g. origin/impediment/approximate length of testimony).....
.....
.....

Case listing arrangements

Custody cases

Set down for trial in.....Court on.....

Placed in priority list for trial for week beginning.....

Not set down or placed because.....

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Non custody cases

Set down for trial in.....Court on.....

Set down as a backer/floater in.....Court on.....

Placed in priority/reserve list for trial for week beginning

Not set down or placed because.....

.....

.....

Other orders, directions, conditions

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Additional Magistrate/Regional Magistrate.....Date:.....





The IPT through funding from Atlantic Philanthropies are delighted to be able to contribute to the production of this Practical Guide to Case Flow Management because of its congruence and contribution to our existing broader justice initiatives. We specialise in change management in both the public and private sector and since 1999 have been involved in initiatives to strengthen the criminal justice sector in KwaZulu-Natal. Our interventions have involved the provision of management training, assistance with the management of incapacity and absenteeism, technical and IT training and the facilitation of the interpersonal relationships and collaborations which are so necessary for improved service delivery.



Glenda Caine

Glenda is the Executive Director of the IPT and one of the original founder members. Prior to starting the organisation in 1990, Glenda had extensive experience running her own businesses and consulting for the not for profit sector. As well as leading the organisation, Glenda is actively involved in advocacy and lobbying of Government Departments at both Provincial and National levels and is currently co ordinating a number of crime prevention projects, including an exchange programme with the London Metropolitan Police.



Iole Matthews

Iole is the Operations Director and joined the IPT in 1991. She is an experienced trainer and facilitator, who comes from a sales and service background. Over the last 14 years she has served as co ordinator of a number of large scale projects and is currently responsible for the Criminal Justice Strengthening Project. As well as having extensive “hands” on experience, Iole has completed a three year advanced programme for trainers through the Faculty of Education at UNISA's Unit for Training and Development.