

14th Judicial District
CourTools Measure 6: Reliability and Integrity of Case Files

Definition: The percentage of files that can be retrieved within established time standards, and that meet established standards for completeness and accuracy of contents.

Purpose: A reliable and accurate case file system is fundamental to the effectiveness of day-to-day court operations and fairness of judicial decisions. The maintenance of case records directly affects the timeliness and integrity of case processing. The measure provides information regarding (a) how long it takes to locate file, (b) whether the file's contents and case summary information match up, and (c) the organization and completeness of the file.

In the summer of 2012, a small group of volunteers assisted the court in its review of the reliability and integrity of case files. This initial review focused on retrieval and completeness of civil Superior Court files and civil District Court files. A total of 244 superior court cases and 298 district court cases, filed between 2002 and 2012, were examined. The Court's goal was to locate 90% of the files within 15 minutes.

