

Directive # 08-05

**Questions or Comments
May Be Directed to
609-292-0012**

TO: ASSIGNMENT JUDGES

FROM: PHILIP S. CARCHMAN, J.A.D.

SUBJ: POST-CONVICTION RELIEF (PCR) DATABASE

DATE: APRIL 11, 2005

SCOPE

This Directive follows up on our several recent Judicial Council discussions regarding the growing backlog of petitions for post-conviction relief. It requires the automation of records for all petitions filed in the Criminal Division for post-conviction relief (PCR), both those petitions filed subsequent to this Directive's issuance date as well as those currently filed but still pending disposition. This includes use of a standardized Excel spreadsheet for data collection; see the attached list of data elements to be collected. This data collection requirement has been endorsed by the Conference of Criminal Presiding Judges and by the Conference of Criminal Division Managers.

BACKGROUND

Over the past several years the backlog of petitions for post-conviction relief pending before the courts has steadily increased. Heightened concern regarding this increasing backlog necessitates the collection of detailed information about PCRs so that delays in the processing of these matters can be identified and resolved. Up until now, most counties have run a manual tracking system and enter some limited data into PROMIS using the motion record. The PROMIS motion record does not, however, contain the data elements necessary for detailed case processing analysis.

PROCEDURE

The Criminal Practice Division in the Administrative Office of the Courts, working in conjunction with the Criminal Division Managers, developed an Excel spreadsheet to assist the

courts in their data collection in these matters. Each Criminal Division Manager will be provided with a copy of that program.

Thus, (1) effective immediately, the Criminal Division in each Vicinage will enter the required data elements into the Excel spreadsheet for all PCRs currently filed but still pending disposition, with this backloading to be completed by May 15, 2005; (2) effective immediately, the Criminal Division in each Vicinage will enter the required data element information into the Excel spreadsheet for all new PCRs filed with the Division; and (3) effective June 2005, the Criminal Division in each Vicinage by e-mail (Lotus Notes) will each month forward to the AOC's Criminal Practice Division a copy of their PCR worksheet in accordance with the established timeframe for submission of monthly statistics.

Should you have any questions regarding the PCR database automation required by this Directive, please feel free to contact John Wieck of the AOC's Criminal Practice Division at 609-292-0012.

P.S.C.

Attachment

cc: Chief Justice Deborah T. Poritz
Criminal Presiding Judges
Theodore J. Fetter, Deputy Administrative Director
AOC Directors and Assistant Directors
Trial Court Administrators
Criminal Division Managers
IT Division Managers
Marie Repko, Information Technology Office
Harvey Bailey, Criminal Practice Division
John J. Wieck, Criminal Practice Division
Mary Ann Byrne, Automated Trial Court Services
Steven D. Bonville, Special Assistant
Francis W. Hoeber, Special Assistant

PCR Requested Fields

Obs

Cty

Filed Date

PCR Case Num

Last

First

MI

Alias

Indictment Number

Promis Number

Plea or Trial

PCR Judge

Date Assigned Judge

Date Request for Atty Sent to PCR Unit

Date PCR Mgmt Conf Scheduled

Date Received at PCR Unit

Notice to Change Mgmt Conf Date Received

Date PD Assigned

Attorney Name

Attorney Type

First Status Conf. Held

Next Sched. Date

First Hearing Date

Disposition Date

Result of Hearing

Comment Filed/Case Notes