



Process: Steps and Timelines

# DATA COLLECTION AND ANALYSIS





# Research Project Tasks

- Identify Judges for evaluation
- Notify Judges
- Notify nominees
- Analyze data and develop reports



# Selection of Judges

## Judges are randomly selected

- 150-175 judges identified per year
- Random selection takes into account circuit & recent evaluation; Chief Judge *can* request including a specific judge on the list
- Judges are only required to participate in the evaluation process one time; judges can request additional evaluations



# Notification to Judges

## Judges are notified in *waves*

- List of Judges is split into four groups (waves)
- All judges are notified of their wave assignment at the beginning of the process, and can request assignment to earlier/later wave
- Facilitator & Judge are notified of their assignment one week after the survey closes (can decline, if necessary)
- Facilitator is asked to set up a facilitation meeting at that time





# Judicial Notification & Nominee Request Process

NCSC sends pre-notice to all judges to be evaluated as soon as list is obtained

- NCSC sends correspondence to first wave of judges requesting 125\* nominees
  - Attorney nominees have appeared before the judge in the past 2 years
  - Court staff nominees have worked with the judge in the past 2 years
  - Lists from judges include names and email addresses
- Six weeks later, non-responding Judges are contacted by telephone and lists are requested





# Identify Judges for Evaluation

## Notification of Nomination to Evaluate

- Nominees cannot be selected more than 8 times in one year (no more than 4 in practice)
- Attorneys and court personnel are sent pre-notice emails upon selection
- After 1 week, link to online survey is sent to nominees
- Survey link is judge specific
- Nominees have 3 weeks to complete survey
  - Non-completers receive weekly reminders



# Data Analysis & Report Production

## Individual Reports are Produced by Wave

- Wave “x” reports will be completed 4-6 weeks after evaluation data have been received
- Reports will compare each Wave with the previous year’s data
- Reports will be Fed Ex’d to the facilitator and judge two weeks prior to the facilitation meeting
- Content of individual reports are confidential (facilitator and judge only), then disregarded by facilitator

Annual Report of Aggregate Data is Submitted to  
AOIC





# Facilitation Packet Contents

Judicial Evaluation Packets Include the Following”:

- Confidentiality form (for judge & facilitator)
- Instruction sheet
- Himmel memo (regarding confidentiality & Rule 58)
- Individual judge’s evaluation report





# Facilitator Assignment Considerations

- Facilitators are matched manually and randomly
- Match considers circuit and judicial position (Appellate Judge, Circuit Judge, Associate Circuit)
- Match considers distance to travel