



*Established to publicly recognize courts
and related organizations for meritorious projects
and exemplary accomplishments that enhance the
administration of justice.*

Nominations may be submitted by any person, court, related agency, or organization. All nominations are given equal consideration, regardless of jurisdiction, size of court or geographic location.

DEADLINE: April 4, 2003

Please read attached sheets for detailed instructions regarding format and submission.

NATIONAL ASSOCIATION FOR COURT MANAGEMENT
JUSTICE ACHIEVEMENT AWARD
2003 Program Description

NACM's Justice Achievement Award program was established to publicly recognize courts and related organizations for meritorious projects and exemplary accomplishments that enhance the administration of justice.

Applications can be for either large or small courts and project narrative need not be voluminous nor professionally printed and bound.

Deadline

All nominations must be received by NACM's Association Services at the National Center for State Courts by April 4, 2003.

Submission Procedure

Interested parties must submit the information described in the Nomination Instructions. Written materials should be typed on 8.5"x11" paper and not exceed 20 pages. Along with the materials, please submit the information on a 3.5" diskette **formatted in Word or Word Perfect** (please do not include embedded information as it creates printing issues on our end). Materials must be mailed to NACM, c/o National Center for State Courts, 300 Newport Avenue, Williamsburg, VA 23185 or Post Office Box 8798, Williamsburg, VA 23187-8798.

(NOTE: supplemental materials included with the nomination will not be forwarded to the committee for consideration.)

Criteria

Projects must be operational, have produced results, and cannot be in the planning stages. The following criteria will be included in the reviewing process: the degree to which the nominator (a) identified a specific problem or problems; (b) identified target groups, their needs, and how successful the project was in addressing those needs; (c) considered alternatives and demonstrated that the project was a more efficient and more effective way of solving the identified problems; (d) described the details of project implementation; (e) measured project effectiveness and evaluated its success, stating how the program saved money, time and human resources, or how the program is meeting identified needs or improving the delivery of services; and (f) demonstrated that the project could be replicated by other jurisdictions.

Recognition

The one-paragraph description on the nomination cover page will appear in the Justice Achievement Award section of the conference notebook at the annual conference and in NACM's quarterly publication, *The Court Manager*.

The winner(s) of the Justice Achievement Award will be honored at the annual conference, will be presented with a specially designed award, and will be given the opportunity to describe the project during the award ceremony. Winners must arrange to have a representative at the conference to receive the award and to present the project at the Knowledge Fair during the conference. Other nominees may also be asked to showcase their projects at the Knowledge Fair.

NACM retains discretion to determine if there are to be multiple winners or no suitable projects for the Award.

Nomination Instructions

General Instructions

The cover page will be used by Association Services to prepare materials on your project for the annual conference notebook and *The Court Manager*. The judges also appreciate materials that consistently address the established criteria and project narrative.

Cover Page

The cover page should have the following information only:

TOP:

- Title of project or program centered at the top of the page.
- Name of the court agency or organization submitting the nomination, the person submitting the award, the mailing address, and telephone and fax numbers.
- Name of the project director, if different, and address and phone information.

BOTTOM:

- Program summary, which is a one-paragraph description of the project that will appear in the Justice Achievement Award section of the NACM annual conference notebook. Please limit your description of the project to the bottom half of the cover page.

Project Narrative

Including the cover page, the submission should not exceed twenty 8.5" x 11" pages. The narrative should include each of the criteria briefly described below:

The Existing Process and Specific Problem

Describe how the existing process operates. This section provides the basis and background for consideration of the application. Also describe what is wrong with the existing process.

Target Group

Describe the different groups who receive services from, or are affected by, the process.

Work Team

Describe who was involved in the project planning and design.

Alternatives and Selected Solution

Describe any alternative solutions that were considered and the benefits and drawbacks of each. Also describe the selected solution and why it is was considered superior to the alternatives.

Project Details

Describe how the project was put together, who was involved in the implementation, what was done, the length of planning and implementation, how much it cost to implement, and the cost to operate the project each year.

Evaluation

Describe how the project was evaluated and identify performance measure used in the evaluation. Describe the extent to which the changes have been accepted and institutionalized.

Transfer or Replication Characteristics

Discuss the degree to which the project could be replicated in another jurisdiction.

Additional Process Analysis

Describe any unintended problems created or identified as a result of the project. You may describe the project in terms of creativity, originality, effect on the community, and customer satisfaction.