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WASHINGTON, D.C. 20544

October 25, 1991

MEMORANDUM TO ALL: JUDGES, UNITED STATES DISTRICT COURTS
UNITED STATES MAGISTRATE JUDGES
CIRCUIT EXECUTIVES
DISTRICT COURT EXECUTIVES
CLERKS, UNITED STATES DISTRICT COURTS

SUBJECT: Release of Reports Required by the Civil Justice Reform
Act

In August and September of this year, I provided you with information on the reporting requirements under the Civil Justice Reform Act (CJRA). The Act requires that the Director of the Administrative Office prepare a report semiannually listing motions and bench trials pending for more than six months and civil cases pending for more than three years. The earlier memoranda and instructions have covered the reporting requirements related to motions and bench trials. The reports of cases pending for more than three years are being developed separately, in cooperation with the clerks' offices. We have sent preliminary lists of three-year-old cases to the clerks for their review and verification. After this review, lists of three-year-old cases will be distributed to each judge for final verification in early November.

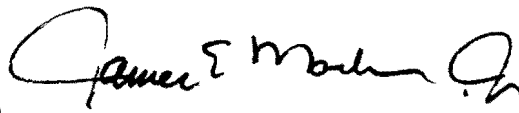
The CJRA requires that the reports of the Director be made available to the public. The national report, containing information from all district courts will be made available in early December. A number of courts have requested guidance on the release of information locally on motions and bench trials and the timing of any such release. After consulting with the Committee on Court Administration and Case Management, we recommend that courts make reports available locally and that they adopt the following procedures for releasing information to the public:

1. Each judge should provide a copy of the JS-56 Report to the clerk's office in addition to the copies provided to the office of the circuit executive.

2. Clerks should maintain a central file of the reports to be made available upon request.
3. The reports should be made available locally on the date that circuit executives are due to mail the report to the Administrative Office. For the September 30 report, the circuit executives are scheduled to mail the consolidated report to the AO on October 30. March reports will be due from the circuit executives on April 30.
4. Circuit executives also should make the reports available on the date the consolidated report is due to be mailed to the AO.
5. Clerks should provide a copy of the JS-56 reports and the three-year-old status report to local advisory groups.

After the judges have verified the lists, we will send a copy of the final national report on three-year-old cases to each of the circuit executive's offices and to each clerk's office. These reports should be made available locally as soon as they are received from the AO.

If you should have any questions concerning the release of information from the CJRA reports, please contact Mr. Maurice Galloway in the Statistics Division at FTS/202-786-6502.


L. Ralph Mecham