

# Mission Essential Functions Template

(For Use in section II-7 of the COOP)

Instructions: Mission essential functions for your district/circuit must be determined and prioritized. The performance of highest priority items will need to be resumed as quickly as possible and should be grouped under item 1., below. The template allows for both a second tier of items grouped under item 2. and a third tier under item 3. If you need more than three groupings, additional groupings can be added. Regardless of the number of groupings, all court functions must be resumed within one month of the disruption.

1. Mission essential functions that must be performed given a **One Day** disruption.  
(From highest priority to lowest)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

(Use as many additional bullets as necessary.)

Note: After one day of emergency operations either normal operations must be reinstated or emergency operations must ensure the functions listed in 2., below are performed.

2. Mission essential functions that must be performed given a disruption of greater than **One Day** but less than **One Week**.  
(From highest priority to lowest)

- a. All Functions listed in 1., above
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

(Use as many additional bullets as necessary.)

Note: After one week of emergency operations either normal operations must be reinstated or emergency operations must ensure the functions listed in 3., below are performed.

3. Mission essential functions that must be performed given a disruption of greater than **One Week** but less than **One Month**.  
(From highest priority to lowest)

- a. All Functions listed in 1. and 2., above
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

e. (Use as many additional bullets as necessary.)

Note: After one month of emergency operations all court functions must be resumed at some level.