

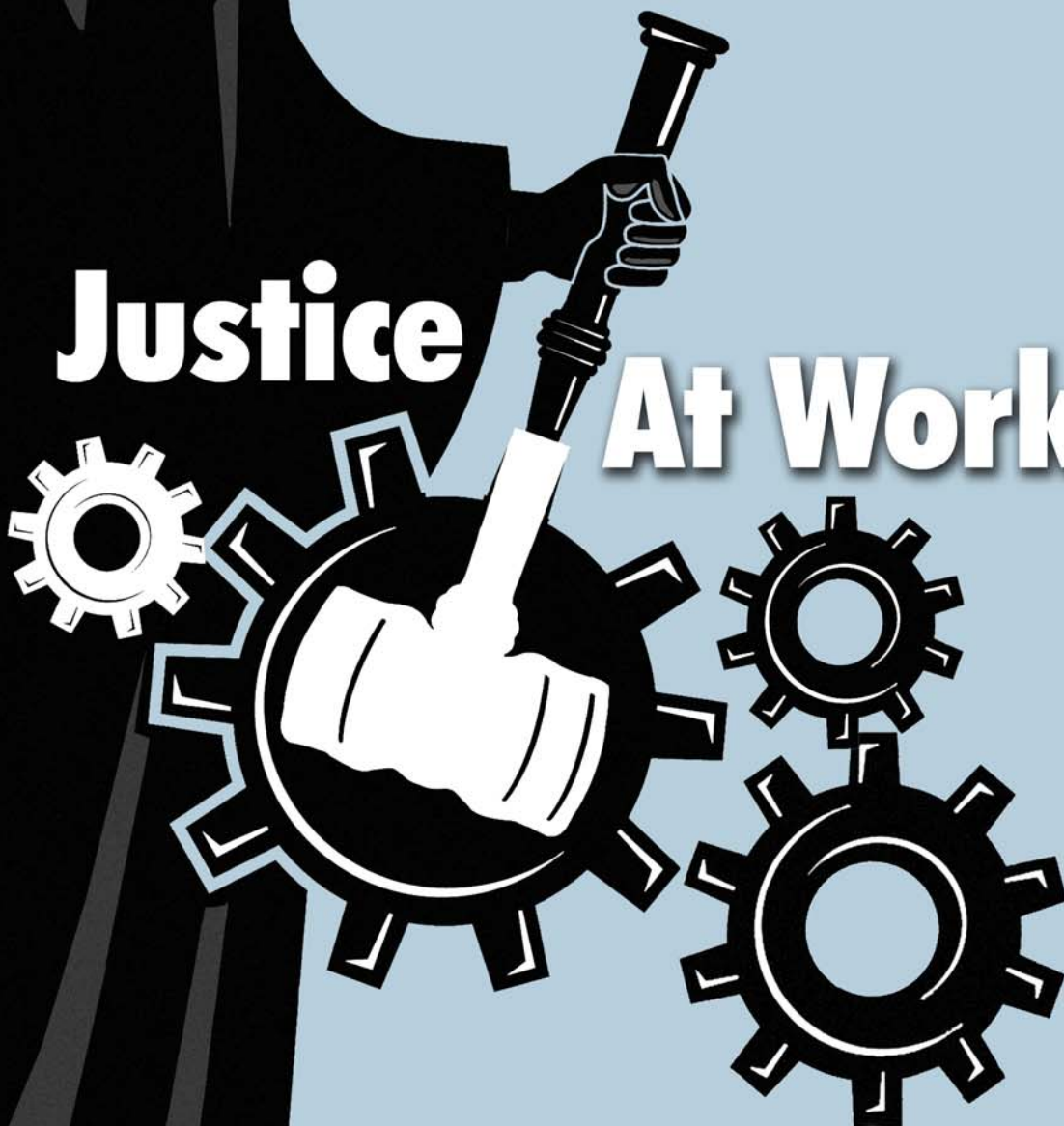
THE SUPREME COURT OF LOUISIANA

2007  
2008

**The State of  
Judicial Performance  
in Louisiana**

**Justice**

**At Work**



FY 2007 – 2008  
**The State of Judicial Performance In Louisiana**

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# The State Of Judicial Performance In Louisiana

This ninth annual report on “The State of Judicial Performance in Louisiana” has been prepared pursuant to the provisions of the Judicial Budget and Performance Accountability Act of 1999 (R.S. 13:81 through 13:85). Under the Act, the Judicial Administrator of the Supreme Court is responsible for developing a performance accountability program and for reporting on court performance to the Supreme Court and the people of Louisiana on an annual basis. In each annual report, the Judicial Administrator is required to present the following information:

- A brief description of the strategies being pursued by courts to improve their performance based on their respective strategic plans;
- A detailed analysis of the Supreme Court’s progress in creating a data gathering system that will provide additional measures of performance;
- A description of the uniform reporting standards that will be used to guide the development of the data gathering system; and,
- An analysis of the barriers confronted by the courts in establishing the data gathering system.

This ninth annual report on “The State of Judicial Performance in Louisiana” provides information on the implementation of strategic planning by the Supreme Court, the Courts of Appeal, the District Courts, and the City and Parish Courts for the period generally from July 1, 2007 to June 30, 2008.

As this Report shows, the strategic planning process, as well as the entire process prescribed under the Budget and Performance Accountability Act, is providing direction, continuity, and motivation all in furtherance of the judiciary’s long-standing interest and efforts to improve itself.

Respectfully submitted,



Hugh M. Collins, Ph.D.  
Judicial Administrator





**PERFORMANCE REPORTS:**

**PERFORMANCE OF THE  
SUPREME COURT**

# PERFORMANCE OF THE SUPREME COURT

## INTRODUCTION

The Supreme Court of Louisiana adopted its Strategic Plan in 1999. The plan was updated in 2005.

The Court assigned the lead responsibility for implementing the Strategic Plan to its Judicial Administrator. As part of this responsibility, the Judicial Administrator assigned tasks to various persons on his staff and to other staff members of the Court. He also created a working group of Deputy Judicial Administrators to monitor the implementation of the plan and to report any problems affecting progress.

The information comprising the “Intent of Objectives” sections of this Report was derived primarily from the Supreme Court Performance Standards and Measures, 1999. The goals and objectives of the Strategic Plan of the Supreme Court were based on the Supreme Court’s Adopted Performance Standards (Cf. Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10). The information presented in the “Responses to Objective” section of the Report was derived from the responses of various divisions of the Supreme Court to a request for information.

## SUPREME COURT OBJECTIVES

- 1.1 To provide a reasonable opportunity for litigants to seek review in the Supreme Court of decisions made by lower tribunals.
- 1.2 To clarify, harmonize, and develop the law and to strive to maintain uniformity in the jurisprudence.
- 1.3 To provide a method for disposing of matters requiring expedited treatment.
- 1.4 To encourage courts of appeal to provide sufficient review to correct prejudicial errors made by lower tribunals.
- 2.1 To ensure that adequate consideration is given to each case and that decisions are based on legally relevant factors, thereby affording every litigant the full benefit of the judicial process.
- 2.2 To ensure that decisions of the Supreme Court are clear and that full opinions address the dispositive issues, state holdings, and articulate the reasons for the decision in each case.
- 2.3 To resolve cases in a timely manner.
- 3.1 To ensure that the Supreme Court is procedurally, economically, and physically accessible to the public and to attorneys.
- 3.2 To facilitate public access to its decisions.
- 3.3 To inform the public of its operations and activities.
- 4.1 To ensure the highest professional conduct, integrity, and competence of the bench.



- 4.2 To ensure the highest professional conduct, integrity, and competence of the bar.
- 5.1 To seek and obtain sufficient resources from the executive and legislative branches to fulfill all duties and responsibilities of the judiciary.
- 5.2 To manage the Court's caseload effectively and to use available resources efficiently and productively.
- 5.3 To develop and promulgate methods for improving aspects of trial and appellate court performance.
- 5.4 To use fair employment practices.
- 6.1 To promote and maintain judicial independence.
- 6.2 To cooperate with the other branches of state government.



## Objective 1.1

To provide a reasonable opportunity for litigants to seek review in the Supreme Court of decisions made by lower tribunals.

### Intent of Objective

Our judicial system recognizes that decisions made by lower tribunals may require modification. American jurisprudence generally requires litigants to be afforded a reasonable opportunity to have such decisions reviewed by an appellate court. The Supreme Court of Louisiana is a court of last resort that provides opportunities for review beyond that provided by a single trial judge or a panel of appellate judges. Full-panel review allows “a degree of detachment, perspective and opportunity for reflection by all justices”. Full-panel review, therefore, provides a better opportunity for developing, clarifying, and unifying the law in a sound and coherent manner and for furnishing guidance to judges, attorneys, and the public in the application of constitutional and statutory provisions, thus reducing errors and litigation costs.

### Responses to Objective

- **Appellate/Supervisory Review.**

Appellate/supervisory review – the process of receiving, hearing, and deciding cases based upon the decisions of lower tribunals – is one of the Court’s most important regular, ongoing activities. The Supreme Court has three types of jurisdiction: original, appellate, and supervisory. Having original jurisdiction means that the Supreme Court is the only court to hear certain matters, such as attorney discipline or disbarment proceedings, petitions for the discipline and removal of judges, and issues affecting its own appellate jurisdiction. The Supreme Court has appellate jurisdiction only in certain cases. For example, a case is directly appealed to the Supreme Court if an ordinance or statute has been declared unconstitutional or when the death penalty has been imposed. The Supreme Court has supervisory jurisdiction in all other cases. Cases falling under the Court’s original or appellate jurisdiction are initiated by the filing of an appeal.

Cases under the Court’s supervisory jurisdiction are initiated through a writ application requesting the Court to exercise, in its discretion, its supervisory jurisdiction by deciding whether or not to hear the case.

Writ applications must be filed within 30 days of the mailing of the notice of judgment and opinion of the court of appeal or within 10 days of the mailing by the Clerk of Court of the notice of first application for *certiorari* in the case, whichever is later. No extensions are given. Writ applications are usually scheduled for review by the Court within 6 weeks of filing, except in the fall, when the time is slightly longer. When the Court grants a writ application for oral argument, the attorneys for the applicant are given 25 days from the date of the grant to file their briefs. The respondents’ attorneys are given 45 days from the grant to file their briefs. Extensions are granted if they will not impact the date of the oral arguments.

In civil and non-capital criminal cases, appeals are initiated when the record from the lower court is lodged in the Supreme Court. Attorneys for the appellant are given 30 days from the lodging of the record by the lower court to file their briefs. The attorneys for the appellee have 60 days from the date of the lodging of the record to file their briefs. Civil cases are generally scheduled so that the last brief is received at least within the week prior to argument. The period for filing briefs may be shortened if an issue warrants quicker attention.

In capital appeals, the record is given to the Court’s central staff to make sure that it is complete. Upon completion, the record is lodged and the attorneys are given, as in civil appeals, 30 to 60 days to file their briefs. The Court hears approximately two capital cases per argument cycle, thus allowing the Court to handle up to 14 capital cases per year.

The Court, sitting with all seven members, addresses cases in five or seven week cycles. During the first week of the cycle, the Court hears oral arguments, usually hearing a maximum of 24 cases per week. Each justice is assigned to write two to



three opinions per cycle. During the next four weeks, the issues are researched and opinions are drafted. Also during these four weeks, the Court, as a whole, meets to consider approximately 75 new writ applications per week. In the fifth week of the cycle, draft opinions are circulated and reviewed. At the last conference in the cycle, the opinions are voted upon. If an opinion receives four or more votes, it passes. If it does not receive adequate votes, it is usually reassigned to another justice to author. Opinions are usually handed down from the bench on the second day of oral arguments following the opinion-signing conference.

In the performance of its adjudicative function, the Court is assisted by several staffs, including that of the Clerk of Court, the Administrative Counsel, the Civil Staff, the Central Staff, the personal staff of each justice, and the Law Library of Louisiana. The functions of each of these staffs are briefly described below.

- **The Clerk of Court.** In 2008, the Court rebounded from the lowest number of filings in 20 years (2,497) with 3,014 cases being filed. The Court disposed of 2,834 cases in 2008, an increase of 189 over 2007. Due to the increased number of filings, however, the net clearance rate for the year was 94%.

Issuance of Attorney Certificates of Good Standing dropped to 4,909 in 2008 from 5,920 in 2007.

Both Minute Book entries and Orders experienced major increases in 2008. Minute Book entries went from 2,193 to 2,654 and Orders went from 1,965 to 2,378. These orders are primarily orders of appointment and do not include orders relating to cases before the Court.

In 2008, the Court continued to receive requests from out-of-state attorneys to be admitted under its Emergency Civil Pro Bono Rule. An additional 86 applications were approved in 2008 bringing the total Civil approved applications to 198 since adoption of the rule. These attorneys have signed up to donate their time in assisting hurricane victims in

civil matters throughout the affected regions. Their generosity has been much appreciated.

Implementation of the consolidated case management system and virtual court is proceeding. In 2008, the Administrative Counsel's office module was completed as well as modules for News Release and Docket generation, and Bar Roll updating. The next phase will include document scanning-indexing which will be completed in 2009.

The Court continues to grow in regard to its Internet presence and sees a future of better and more readily available data to attorneys and the general public. The Court's audio/video web streaming system cameras were upgraded in 2008 providing greater resolution. The bandwidth was likewise increased to handle the improved resolution. In 2008, the Court completed the installation of a video presentation system which includes a large screen TV which rises from behind the bench to allow the public to see what counsel is presenting. This same signal is also sent to the Justices' bench tablet PCs for their viewing. Our IT Department controls the signal which is streamed to the Internet and incorporates the presentation feed into the web stream.

The Court hosted 272 events in 2008 which included Court conferences, Oral Argument days, Judicial Council, Judiciary Commission, Committee meetings, Task Force meetings, and other events.

- **The Administrative Counsel.** The Administrative Counsel's Office, upon receipt of copies of the filings from the clerk's office, checks each filing for timeliness, recusals, and anything that appears unusual, such as the need for expediting the case. The Administrative Counsel makes a random assignment of the case to an original and duplicate justice and schedules the case on the conference list. If the case involves a writ application, the Court first decides whether to hear the case. Upon granting of the writ by the Court, the Administrative Counsel then schedules the case for oral argument and prepares a brief abstract of facts and other factors relating to the case for the justices. After





conference consideration, the office prepares the action of the Court for release to the public. While matters are under consideration, the Administrative Council is the primary liaison between the Court and Counsel as well as the lower courts.

- **The Civil Staff.** The Civil Staff was created by the Supreme Court in 1997 to prepare reports in specialized cases involving interlocutory or pre-trial civil writs, bar discipline matters, judicial disciplinary matters, and civil summary dockets. The Civil Staff also prepares bench memoranda on cases on direct appeal in matters where a lower court has declared a law to be unconstitutional.
- **The Central Staff.** The Central Staff was created by the Supreme Court in 1978 to prepare reports on criminal appeals screened for the summary docket and to prepare extensive bench memoranda for all cases set on the regular docket, including capital appeals in which the penalty of death was recommended by a jury. At that time, the Supreme Court had exclusive appellate jurisdiction in criminal cases and the Central Staff was the Court's response to the large volume of criminal appeals. In 1982, following amendment of the Louisiana constitution to vest criminal appellate jurisdiction in non-capital felony cases to the courts of appeal, the Central Staff became primarily a writ-screening unit preparing reports on applications for review of decisions on direct appeal in the courts of appeal. However, the Central Staff continues to prepare extensive bench memoranda for all criminal cases set on the regular docket, including those which come directly to the Supreme Court, such as capital appeals and those cases in which a statute or ordinance has been declared unconstitutional. In addition, the duties of the Central Staff expanded to include reviewing and reporting on counseled and inmate *pro se* applications for post-conviction relief, including those cases in which a sentence of death had been returned and in which the conviction and sentence were affirmed on direct appeal by the Supreme Court. The Central Staff also assists the justices and their personal staffs on other criminal matters when requested. During the period of this Report, the Court expanded its Central Staff to

provide greater opportunities for the consideration of prisoner writs and to meet the Court's time standards.

- **Personal Staff of the Justices.** Each justice is assisted by clerical support and by three (3) law clerks or research attorneys (at least one of whom is an experienced or permanent law clerk, the others being term-limited and generally just out of law school), except for the Chief Justice who has law clerks and an executive counsel. The personal staffs of the justices handle all appeals and writ applications not addressed by the Civil Staff or the Central Staff and assist the justices in writing opinions. Competent law clerks and research attorneys greatly aid the Court in its adjudicative functions. The Court's law clerks and research attorneys receive a thorough orientation upon commencement of their term of service. Throughout their tenure, law clerks and research attorneys are regularly offered continuing legal education (CLE), training and refresher courses in computer-aided and other legal research.
- **Law Library of Louisiana.** The nine full-time staff members of the Law Library of Louisiana provide research assistance to the justices, their law clerks, other court staff, and outside users in several ways that enhance the opportunities for litigants to seek review of lower court decisions in the Louisiana Supreme Court. The library's collection development policy is based on the needs of all users, with a heavy emphasis on Louisiana practice materials in civil and criminal law. There is also an excellent historical collection, featuring for example, all versions of the *Louisiana Civil Code* and all superseded *Louisiana Statutes Annotated (LSA)* volumes and pocket part updates.

The Technical Services staff members order, catalog, and process materials for the library's collection, and also maintain the online catalog so that users can search the library's holdings by title, author, subject, or keyword. During the past year, they added 639 titles to the collection, and they also worked with the EOS company to upgrade the library's online catalog and make it more accessible to users. As part of their regular duties, they



handle the ordering of statutes and other books for the Justices' chambers and make sure that these sets are kept up-to-date with pocket parts and other supplements when required. During the 2007-2008 year, they created a new location entitled "Legal Self-Help," which pulls together do-it-yourself legal guides, and shelves them in a separate section of the Reference area in the library.

The Public Services staff members who work at the Reference and Information Desks help justices, their law clerks, and other court users search for legal information in books or periodicals in our collection, as well as through various electronic resources to which the library subscribes. If a question goes beyond the scope of the library's print and online collections, then items will be borrowed from other libraries as necessary through interlibrary loan. In 2007, the library hired a new Reference Librarian, whose duties include handling interlibrary loan requests by court and public users. The library tries to anticipate the needs of its users when making collection decisions, but having access to this type of outside borrowing enables court staff to get what they need even if the library does not own the specific book or journal, particularly in specialized fields like medicine and criminology. In addition, the Reference Librarians provide one-on-one legal research guidance to all users, and also offer regular legal research training sessions, often with free CLE credits, to law clerks and other research attorneys in the building. Since the library is the public law library for the state of Louisiana, the Public Services staff members also serve a large number of outside attorneys and non-attorneys, including pro se litigants doing their own legal research. Towards that end, the library is one of the stakeholders in a group facilitated by LawHelp.org. that works to improve services to individuals trying to represent themselves before the courts. When all these users have the opportunity to do such research in the best and most recent resources and with adequate assistance from experienced law librarians, their access to this court and the content of their filings should be of better quality than they would be without such access.

- **Recusal.** In accordance with the Legislature's intent in promulgating 2001 LA Acts 932 (CCP art. 152(d)), the following procedure was adopted for circumstances in which a justice recuses himself or herself in a case: The recusing justice prepares a notice, stating the reasons for the recusal. The notice is then filed in the case record. If the recusal results in the appointment of a justice *ad hoc*, the recused justice does not participate in any way in the appointment. In addition, the recused justice is not allowed to participate in any way in the discussion or resolution of the case or matter from which he or she is recused.

## Objective 1.2

**To clarify, harmonize, and develop the law and to strive to maintain uniformity in the jurisprudence.**

### Intent of Objective

The Supreme Court of Louisiana contributes to the development and unification of the law by resolving conflicts between various bodies of law and by addressing apparent ambiguities in the law. Our complex society turns with increasing frequency to the law to resolve disputes left unaddressed by the authors of our previously established legal precepts. Interpretation of legal principles contained in state and federal constitutions and statutory enactments is at the heart of the appellate adjudicative process.

### Responses to Objective

- **Clarification and Harmonization of the Law.** The Court's efforts to clarify, harmonize, and develop the law are regular, ongoing activities of the Court. See the Responses to Objective 1.1.
- **Judicial Legal Resources.** The Law Library of Louisiana's collection provides access to a wide array of legal resources intended to assist in the clarification and harmonization of the law for the justices, their clerks and staff members, other court users, and the general public, including:



- Approximately 200,000 print volumes – 130,000 in paper format and 70,000 in microform;
- A comprehensive collection of Louisiana practice treatises on such topics as divorce, family law, civil procedure, criminal law, and worker’s compensation;
- All published Louisiana opinions, legislative acts, codes, statutes and digests, including superseded volumes of the codes, statutes, and any pocket part supplements for historical research;
- An extensive collection of Louisiana depository documents, including the Louisiana Legislature’s calendars and journals, used in tracing the history of acts as they move through the legislative process, and other publications from the Legislature as well as from the executive agencies and the courts;
- A full run of Louisiana and federal court rules, retaining superseded volumes for historical research;
- Form books containing examples of Louisiana and federal forms for court filings;
- Current and classic American legal treatises and reference books in many subject areas;
- Numerous loose leaf services that are updated regularly, usually weekly, covering legal developments in such areas as copyright, employment law, family law, federal securities, oil and gas law, pension plans, and zoning and land use;
- Over 900 serial titles such as academic law reviews, state bar journals, and other legal periodicals;
- A collection of current local newspapers, and a recently purchased microfilm copy of the *Times-Picayune* from 1837 to the present;

- A complete collection of federal statutes and case law as well as the statutes and case law of all fifty states;
- Digests, reporters, and legal encyclopedia such as the *Federal Practice Digest*, *American Law Reports (ALR)*, and *Corpus Juris Secundum*, covering all American jurisdictions;
- The complete legislative acts of all fifty states from their beginnings (in paper) to the present (online);
- Complete federal legislative materials and an extensive federal documents depository collection that features publications from Congress, the executive agencies, and the courts, and;
- Extensive holdings on the topic of judicial administration, including State Justice Institute depository materials.

Over the past several decades, the increased popularity of the Internet and other electronic sources of information have changed the way lawyers and non-lawyers research legal information. In order to stay abreast of these new trends and to provide the most efficient and up-to-date methods for its users to access the legal information they need, the Law Library of Louisiana, with the support of the Louisiana Supreme Court, has committed extensive resources to the purchase of subscriptions to electronic databases. A sampling of what the library offers includes:

- **Westlaw and Lexis** - free access for public users and cost-efficient flat-rate contracts for court users to the two major legal research databases, with a smaller slice for the public version;
- **Loislaw** - free access for all users through a flat-rate contract to this competing research database;
- **Premise** - a West CD-ROM product that offers access to Louisiana statutes and cases as well as other sets such as the *American Law Reports*



(ALR) and the *Code of Federal Regulations (CFR)*;

- **PACER** - a product of the federal judiciary that is run on a cost-recovery basis and provides access to federal court docket items such as complaints, motions, answers, and briefs;
- **LexisNexis Congressional** - an electronic index of historical U.S. House and Senate documents and reports, based on the Congressional Information Service's paper indexes, with links to pdf copies of each item;
- **Marcive** - a database that contains bibliographic records, and links to full text pdf copies where available, of all U.S. government publications from 1976 to the present;
- **HeinOnline, InfoTrac, and WilsonWeb** - three electronic periodical indexes which provide subject, author, title, and keyword access to major academic law reviews and other legal periodicals, with links to full text in some cases;
- **Gale Legal Forms** - a recently purchased component of InfoTrac that provides a wide selection of Louisiana-specific and some multi-state legal forms;
- **Gale Nineteenth Century Newspapers** - another recently purchased component of InfoTrac that provides access to nineteenth century newspapers from all fifty states, including five from Louisiana, and;
- Some smaller databases, such as: the Bureau of National Affairs' (BNA) *Labor and Employment Law Library* and *Tax Management U.S. Income Portfolios Library*; the *Bluebook Online*; and the National Fire Protection Association (NFPA) codes and standards.

The Library Director and her staff constantly monitor all these paper and electronic resources to ensure that the library funds are spent in the most efficient and productive manner possible. They solicit feedback from their users, especially the Court

users, to determine that they are providing them with the information and research support and assistance needed.

- **Opinion/Writ Application Databases.** The Administrative Counsel, the Central Staff, and the Civil Staff have each developed and continue to maintain and expand their own in-house databases. The Administrative Counsel maintains and continuously improves a subject index database to locate writ applications by subject or category. The Civil and Central Staffs maintain and continuously improve their databases for organizing and retrieving reports and opinions on writ applications and other legal filings that pertain to their respective responsibilities.

### Objective 1.3

**To provide a method for disposing of matters requiring expedited treatment.**

### Intent of Objective

The Supreme Court of Louisiana, pursuant to state constitutional provisions or legislative enactments, is often the designated forum for the determination of appeals, writs, and original proceedings, such as election disputes, capital appeals, post-conviction applications, and other issues. These proceedings often pertain to constitutional rights, sometimes affect large segments of the population within the Court's jurisdiction, or require prompt and authoritative judicial action to avoid irreparable harm. In addition, the Court has recognized that it has a special responsibility to ensure that cases involving children are heard and decided expeditiously to prevent further harm resulting from delays in the court process.

### Responses to Objective

- **Expeditious Determination of Certain Case Types and Certain Interlocutory Matters.** Currently, election cases are expedited pursuant to R.S. 18:1409 and Supreme Court Rule X, 5(c). In addition, the Court developed, adopted,



and made effective on February 1, 1999 Rule XXXIV providing for the expeditious handling of all writs and appeals arising from Child in Need of Care (CINC) cases brought pursuant to Title VI of the Louisiana Children’s Code, Judicial Certification for Adoption (termination of parental rights) cases brought pursuant to Title X of the Louisiana Children’s Code, Surrender of Parental Rights cases brought pursuant to Title XI of the Louisiana Children’s Code, Adoption cases brought pursuant to Title XII of the Louisiana Children’s Code, and all child custody cases. In addition to the expedition of these case types, the Court expedites filings involving interlocutory matters where trial is in progress or where there is an immediate need for a decision to avoid delay of trial.

- **Priority Treatment.** Priority treatment is given to individual matters on a case-by-case basis. If priority treatment of a writ application is desired, the attorney for the applicant must complete a civil or criminal priority filing sheet, outlining why priority treatment is warranted. Upon circulation of the writ application to the justices, the justice assigned as the original justice may refer the matter to staff for preparation of a memorandum, or may handle the matter in chambers. If the original justice agrees that the writ application warrants priority treatment or emergency attention, he or she will recommend a proposed disposition and will decide either to call a conference immediately, to take the votes of the other justices by phone, or to discuss the matter at the next regularly scheduled writ conference. In all cases, all seven justices are given the opportunity to review and vote on the “emergency” writ application. Only in rare instances will action on a writ application be taken when more than four but less than seven justices have voted.
- **Availability of Justices.** The Court has developed internal procedures for ensuring that justices are available at all times to fulfill the court’s duties and responsibilities. The internal procedures provide for a schedule of duty justices during the summer months when the Court is not in session (July and part of August). In the spring of each year, the justices prepare the summer duty schedule. Each

justice, other than the Chief Justice, selects a 10-day period in the summer to manage emergency filings (although all members of the Court still participate in all court actions) and other court functions that may arise; for example, the signing of motions and orders and supervising staff. Throughout the year, the weekend schedule is maintained by the Clerk of Court, who determines, according to regular rotation lists, which justice shall be assigned to handle emergencies on a particular weekend.

#### Objective 1.4

**To encourage courts of appeal to provide sufficient review to correct prejudicial errors made by lower tribunals.**

#### Intent of Objective

A key function of appellate courts is the correction of prejudicial errors in fact or law made by lower tribunals. Appellate court systems should have sufficient capacity to provide review to correct these errors. The error-correcting function of a court of last resort is fundamentally different from the error-correcting function of an intermediate appellate court. A court of last resort is a court of precedent whose primary function is to interpret and to develop the law, rather than to correct errors in individual cases. On the other hand, an intermediate appellate court serves primarily as a court of error correction, applying the law and precedent created by the court of last resort. Of course, in the absence of precedent, an intermediate appellate court must also interpret and develop the law. Because review is normally discretionary in courts of last resort, these intermediate appellate court decisions serve an important function in the development of law. The Supreme Court of Louisiana recognizes its dual responsibility to interpret and develop case law and to encourage improved error correction in individual cases by the courts of appeal.

#### Responses to Objective

- **Encouraging Error Correction by the Courts of Appeal.** The effort to encourage courts of appeal to provide sufficient review for correcting the prejudicial errors of lower tribunals is an



ongoing, regular activity of the Supreme Court.

## Objective 2.1

**To ensure that adequate consideration is given to each case and that decisions are based on legally relevant factors, thereby affording every litigant the full benefit of the judicial process.**

### Intent of Objective

The Supreme Court should provide the ultimate assurance that the judicial branch fulfills its role in our constitutional system of government by ensuring that due process and equal protection of the law, as guaranteed by the federal and state constitutions, have been fully and fairly applied throughout the judicial process. The rendering of justice demands that these fundamental principles be observed, protected, and applied by giving every case sufficient attention and deciding cases solely on legally relevant factors fairly applied and devoid of extraneous considerations or influences. The integrity of the Supreme Court rests on its ability to fashion procedures and make decisions that afford each litigant access to justice. Constitutional principles of equal protection and due process are, therefore, the guideposts for the Court's procedures and decisions. Accordingly, the Court recognizes that each case should be given the necessary time, based on its particular facts and legal complexities, for a just decision to be rendered. However, the Court does not believe that each case needs to be allotted a standard amount of time for review, but rather that each case should be managed – from beginning to end – in a manner consistent with the principles of fairness and justice.

### Responses to Objective

- **Due Consideration of Cases.** The Court's efforts to meet this objective are part of its regular, ongoing activities. See the Response to Objective 1.1 above.
- **Writ Guidelines.** In 1992, the Supreme Court promulgated five writ grant considerations, one or more of which should be met before an applicant's

discretionary writ application will be granted by the Court. Prior to this court action, writ applicants were offered little guidance as to what types of cases and controversies would prompt discretionary review by the Court. The Court continues to maintain and monitor the writ considerations set forth in Supreme Court Rule X, Section 1, and may, from time to time, make such adjustments to these guidelines as it shall deem necessary in the interest of justice. Application of the writ grant considerations helps ensure that the Court's discretionary jurisdiction is exercised in cases and controversies where the Court's review is most urgently needed.

## Objective 2.2

**To ensure that decisions of the Supreme Court are clear and that full opinions address the dispositive issues, state the holdings, and articulate the reasons for the decision in each case.**

### Intent of Objective

Clarity is essential in rendering all Supreme Court decisions. The Court believes that its written opinions should set forth the dispositive issues, the holding, and the reasoning that supports the holding. It recognizes that, at a minimum, the parties to the case and others interested in the area of law in question expect, and are due, an explicit rationale for the court's decision. In some instances, however, the Court believes that a limited explanation of the rationale for its disposition may satisfy the need for clarity. Clear judicial reasoning facilitates the resolution of unsettled issues, the reconciliation of conflicting determinations by lower tribunals, and the interpretation of new laws. Clarity is not necessarily determined by the length of exposition, but rather by whether the Court has conveyed its decision in an understandable and useful fashion and whether its directions to the lower tribunal are also clear when it remands a case for further proceedings.

### Response to Objective

- **Clarity and Scope of Opinions.** The Court's



efforts to meet this objective are part of its regular, ongoing activities (see the Response to Objective 1.1). The justices also address this objective by participating in and teaching workshops for judges attending judicial education sessions. Important Supreme Court decisions are routinely presented and discussed at these sessions. In addition, sometimes the judges from lower court tribunals will call either the Clerk of Court or the Administrative Counsel to solicit such clarifications. On those occasions, the Clerk or the Administrative Counsel will bring these matters to the attention of the Chief Justice or another justice for response. In addition, trial judges in criminal matters will often file per curiam opinions to explain their decisions and actions – sometimes at the request of the Supreme Court and sometimes on their own initiative. In many cases, these per curiam opinions assist the Supreme Court in better addressing the dispositive issues, stating the holdings, and articulating more clearly its reasons for the decision.

### Objective 2.3

#### To resolve cases in a timely manner.

#### Intent of Objective

Once the Supreme Court acquires jurisdiction of a matter, the validity of a lower tribunal's decision remains in doubt until the Supreme Court rules. Delay adversely affects the process. Therefore, the Supreme Court recognizes that it should assume responsibility for a petition, motion, writ application, or appeal from the moment it is filed. The Court also believes it should adopt a comprehensive delay reduction program designed to eliminate delay in each of the three stages of the review process: record preparation, briefing, and decision-making. The Court believes that a necessary component of the comprehensive delay reduction program is the use of adopted time standards to monitor and promote the progress of an appeal or writ through each of the three stages.

#### Responses to Objective

- **Consistently Current Docket.** Each year, the

Court holds 31 to 35 weekly conferences (meeting two days each week) to discuss and cast votes on filings, often voting on more than 100 writ applications per conference. The Court also holds at least six oral argument sittings annually with approximately 20 to 24 cases argued each cycle. For almost 30 years, the Court has maintained a consistently current docket in the sense that, when writ applications are granted, they are scheduled for oral argument on the next available docket and the opinions are almost always handed down within 12 weeks of the oral argument. The number and type of matters considered by the Court each year and the disposition of these matters are reported each year in the Court's annual report.

- **Time Standards and Their Use.** The aspirational time standards used by the Court for the timely resolution of its cases became effective in October of 1993. The Court measures its actual case processing against these time standards and publishes the results as key performance indicators in the annual judicial appropriations bill. The Court took steps to improve its performance relative to the high volume of criminal case applications and *pro se* post conviction applications first by retaining three contract attorneys to assist in these cases and more recently by bringing in court consultants to evaluate the processing of cases. The Court continues to develop and use strategies to bring its case processing in line with its standards
- **Cases Under Advisement** (*i.e. Cases Argued and Assigned for Opinion Writing*). The Court has developed internal procedures for ensuring that all cases argued and assigned for opinion writing are disposed of in a timely manner. Lists of all pending cases are circulated each cycle to all justices as a means of reducing delays in opinion writing.

### Objective 3.1

#### To ensure that the Supreme Court is procedurally, economically, and physically accessible to the public and to attorneys.



## Intent of Objective

Making the Supreme Court accessible to the public and to attorneys protects and promotes the rule of law. Confidence in the review of the decisions of lower tribunals occurs when the Court's process is open, to the extent reasonable, to those who seek or are affected by this review or wish to observe it. The Supreme Court believes that it should identify and remedy court procedures, costs, courthouse characteristics, and other barriers that may limit participation in the appellate process. The escalating cost of litigation, particularly at the appellate level, can limit access to the judicial process. When a party lacks sufficient financial resources to pursue a good-faith claim, Louisiana law requires that ways be found to minimize or defray the costs associated with the presentation of the case. Physical features of the courthouse can constitute formidable barriers to persons with disabilities who want to observe or avail themselves of the appellate process. The Court believes that accommodations should be made so that individuals with speech, hearing, vision, or cognitive impairments and limited English language proficiency can participate in the Court's process.

## Responses to Objective

- **Programmatic Accessibility.** The Court, through its Human Resource Coordinator, has taken all necessary steps to ensure programmatic accessibility, especially with respect to the Americans with Disabilities Act (ADA). The Court completed its initial assessment of accessibility in 1993 and continues to monitor programmatic accessibility. The Court has an adopted ADA policy that provides specifically for ADA accommodation in Supreme Court Rule 17, Section 4E. It has designated Georgia Chadwick, the Director of the Law Library, as an ADA ombudsman, whose role is to answer the public's access questions, receive suggestions and complaints, and refer people to the appropriate places for additional information on ADA issues. All court staff, including those in the library, provides reasonable accommodation to anyone with a handicap or disability.
- **Procedural Accessibility.** The Deputy Clerks of Court are given continuous training to answer the public's questions about the various legal procedures of the Supreme Court. In addition, the Law Library's Reference staff members have the training, experience, and resources to answer general questions about court procedures. The Court's rules are also provided on the Court's website.
- **Economic Accessibility: Fees and Charges.** The Court periodically reviews its fees and other user charges to assure that such assessments are reasonable. In addition, the Court also makes the Law Library of Louisiana open to the public and the bar free of charge, including access to the library's online catalog, which is available through a link on the court's main page. There are six computers in the main section of the library, two of which provide access to WestPac, which is the public Westlaw database, and all of which provide access to the Internet for legal research, and to other subscription electronic resources. The Court supports wireless access so outside users can get to the Internet on their laptops or on one of the four computers in the library wings. Photocopying, either self-serve or by staff, faxing, or e-mailing pdfs of pages, are all available at reasonable charges that are also reviewed periodically. To facilitate access to those Louisiana residents outside of the greater New Orleans area, the library offers a toll-free number that can be dialed from anywhere in the state. The library also answers questions by e-mail through a link on the court's website.
- **Economic Accessibility: Criminal and Juvenile Matters.** The Court provided significant improvements to indigent defense in its establishment of the Louisiana Indigent Defender Board (LIDB) in 1997 and in its support of the transition of the functions of the LIDB to an executive branch agency created in 1999 as the Louisiana Indigent Defense Assistance Board (LIDAB). When the LIDB was created, the Court also adopted standards relating to the effectiveness of indigent defense counsel in appellate matters. These standards continue to be effective. In 1999, the Court





created an inter-branch initiative to address the problem of capital post-convictions in Louisiana. Also, the Court assisted the LSBA in establishing a program for recruiting and training *pro bono* attorneys to counsel prisoners in capital post-conviction applications. It also assisted the LSBA's Access to Justice Committee in its efforts to provide civil legal services to the poor. Through its Court Improvement Program, the Court initiated a pilot program for encouraging and facilitating the use of mediation in juvenile proceedings. The Court has continued these initiatives throughout the period of this Report.

- **Communications Accessibility.** During the period of this Report, the Court continued to obtain and maintain state-of-the-art telecommunications equipment, software, and processes to facilitate communication between the Court and the public.
- **Physical Accessibility.** During the period of this Report, the Court continued to comply with all Americans with Disabilities Act (ADA) standards.
- **Informational Accessibility.** The Court makes the Law Library of Louisiana's print and electronic holdings and the research expertise of its law librarians available to the bench, bar, and public. Throughout the period covered by this report, the library was open Monday through Thursday from 9 a.m. to 9 p.m. and Friday and Saturday from 9 a.m. to 5 p.m., except holidays. The library responds to questions from residents of Louisiana, other states, and sometimes other countries by telephone, fax, e-mail or mail. When charges are involved, they are reasonable. Beginning in October 2007, the Reference staff started recording the numbers, types, methods, and sources of questions received in the library. For the latest complete year, the Reference staff answered a total of 9,710 questions. According to the type-of-question data, that breaks down to 1,028 directional questions (10.6%), 4,303 ready-reference questions (44.3%), and 4,379 reference questions (45.1%). Regarding the methods by which the questions were posed, the library answered 3,510 telephone questions (36.1%), 4,010 in-person

questions (41.3%), and 2,190 e-mail/mail questions (22.6%). As for the type of patron, the library received 1,562 questions from court patrons (16%), and 8,148 from outside users (84%). The Library Director and her staff will use these data and future statistics to analyze patterns and ensure that the library is providing the best possible service to all users. The library also responds to mail requests from Louisiana prisoners, sending them up to fifty pages of statutes, cases, or other legal information at a time for no charge. During the last complete year, the library responded to 1,254 letters from prisoners. The librarians attend professional meetings, conferences, and other continuing education programs. They also attend meetings of other groups, such as a state judges' conference, a local bar section meeting, or a lawyer computer users group, and promote the library's resources to potential users there. They also write articles in the library's newsletter, *De Novo*, publicizing various aspects of the library's collection and services. The newsletter has a mailing list of nearly 1,000 names, including attorneys, judges, and members of the general public who have expressed interest in the library. Copies of current and past issues are also posted on the court's website. In addition, the librarians maintain relationships with other court libraries, academic and public libraries, legal aid agencies, and public law centers in order to ensure that questions get referred to the law library when appropriate, and also that the law library staff members refer questions to other such agencies when appropriate. The microfilming of court records continued throughout the period. The Court was also involved in an electronic filing project with the 24th Judicial District Court and the 5th Circuit Court of Appeal. The results are currently helping to direct plans for electronic filing and data storage and retrieval. During the period, the Library Catalog was also placed on the internet.

- **Website.** During the period of this Report, the Court continued to make substantial improvements to its website. The web site continues to have a user-friendly system for facilitating and expanding the public's ability to access the court's opinions, orders, rules, and other decisions in a timely and



effective manner. Members of the Court's web team update the web site with new information as it is received from the Court and work to ensure all links are functional. New pages were created on the site for the placement of court orders as they related to Hurricanes Gustav and Ike. The pages were updated as orders were received. The Court's home page also contained a link to the state's hurricane emergency site which contained updated information for residents of the state.

- **Filing Accessibility.** During the period of this Report, the Office of the Clerk of Court was open for business from 9:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays. After-hour contact numbers are provided on the court's voice mail.
- **Court Security.** During the period of this Report, the Court maintained a staff of highly qualified security officers who were properly equipped with appropriate security technology and other resources to control, direct, and facilitate public and employee accessibility. All points of access to the Court were controlled by security. All court officials and staff were issued ID/access badges. The Court also used electronic security cameras, sound and metal detectors, and other equipment to ensure security and proper access.

### Objective 3.2 To facilitate public access to its decisions.

#### Intent of Objective

The decisions of the Supreme Court are a matter of public record. Making Supreme Court decisions available to all is a logical extension of the Courts' responsibilities to review, develop, clarify, and unify the law. The Court recognizes its responsibility to ensure that its decisions are made available promptly in printed and electronic form to litigants, judges, attorneys, and the public. The Court believes that prompt and easy access to its decisions reduces errors in other courts due to misconceptions regarding the position of the Court.

#### Responses to Objective

- **Notice of Opinions.** The Clerk of Court provides copies of the Court's decisions to all parties and courts and issues timely news releases on the court's opinions to all major media in the state.
- **Law Library of Louisiana.** The Law Library of Louisiana receives hard copies of the Court's opinions as soon as they are handed down, and the Public Services staff maintains a file of them and retains the copies for a period of one year. Any library user can make copies of these paper opinions for the usual reasonable photocopy charge, or he or she can print copies of the opinions from the court's website on the library's computers for the same charge.
- **Website Improvements.** As previously indicated in the Response to Objective 3.1, the Supreme Court has made and continues to make significant improvements to its website. The site has a user-friendly system for facilitating and expanding the public's use of the Court's website to access the Court's opinions, orders, rules and other decisions in a timely and effective manner.
- **Record Room.** The Court maintains a highly qualified staff to ensure proper management and access to all filings, exhibits, and other materials needed by litigants, attorneys, Court personnel and the public for use in cases or for historical purposes.
- **File Room Technology.** The Clerk of Court continuously monitors, assesses, and utilizes new and more effective technological ways of storing, archiving, and retrieving the Court's files and records.

### Objective 3.3 To inform the public of its operations and activities.

#### Intent of Objective

Most citizens do not have direct contact with courts.



Information about courts is filtered through sources such as the media, lawyers, litigants, jurors, political leaders, and the employees of other components of the justice system. Public opinion polls indicate that the public knows very little about the courts, and what is known is often at odds with reality. This objective states that courts have a direct responsibility to inform the community of their structure, functions and programs. The disclosure of such information through a variety of outreach programs increases the influence of the courts on the development of the law, which, in turn, affects public policy and the activities of other governmental institutions. At the same time, such disclosure increases public awareness of and confidence in the operations of the courts. The Supreme Court recognizes the need to increase the public's awareness of and confidence in its operations by engaging in a variety of outreach efforts describing the purpose, procedures, and activities of the Court.

## Responses to Objective

- **Department of Community Relations.** The Supreme Court maintains a highly qualified staff in the Judicial Administrator's Department of Community Relations as a means of informing the public of the Court's operations and activities.
- **Public Information Program.** During the period of this Report, the Department of Community Relations conducted or implemented the following programs:
  - **Media Releases.** (total 24) Court-generated news releases to local, state and occasionally national press.
  - **Number of Recipients of Releases.** The number of recipients of releases was approximately 3,048.
  - **Courthouse Tours.** International visitors, school groups, civic groups, and government officials.
  - **Law Day Events.** Courthouse tours, mock trials,

award ceremonies, and collateral materials.

- **Cameras In The Courtroom Requests.** An exception to the Code of Judicial Conduct Canon 3(A) (9) prohibition of broadcasting, televising, recording, or taking photographs in the courtroom subject to approval of the Chief Justice of the Supreme Court. Media requests of this nature were handled by the Community Relations Department together with the Clerk of Court's Office.
- **Television/Radio/Print News Feature Stories Placed.** Court-generated news stories which included judge interviews accompanied by photos or video. The Community Relations Department coordinated a Bench/Journalists media training to improve communication and understanding between the groups.
- **Events Planned.** Planning and coordination of Court-hosted functions for numerous people including committee, governmental and judicial organization meetings; conferences; Court open-houses; and ceremonial events.
- **Publications.** Individual publications written, designed and produced in-house specifically included the following: Annual Report of the Judicial Council of the Supreme Court; Louisiana Bar Journal Judicial Notes; Just the Fax; Court Column Online Newsletter; and daily news updates.
- **Court Department Community Outreach Assists.** Departmental assistance to other Supreme Court departments with media or community outreach efforts, including: web site page writing, brochure design production, and event planning. Also assisted the Louisiana District Court Judges Association in the development of the Best Practices initiative for judges.
- **Speakers Bureau.** Community Relations Department speaking engagements representing the Supreme Court before civic groups, law-related organizations, schools, government agencies and legislative committees.



- **Website Development & Website Coordination (ongoing).** During the period of this Report, the Court maintained a project coordinator who continued to re-design, develop, and improve the award-winning Supreme Court web site. The Community Relations Department was responsible for providing home site education pages for children, schools and jurors.
- **Public Trust and Confidence.** Began preliminary research of various programs and initiatives developed by courts around the country which have been successful in improving public trust and confidence in the judiciary with an eye toward doing the same.
- **Public Information Program of the Law Library of Louisiana and the Clerk.** The Law Library of Louisiana, in association with the Department of Community Relations and the Clerk's Office, works to develop and implement supplemental programs of public information. During the period covered by this report, the Community Relations staff and the Library staff hosted numerous groups who toured the library, including middle and high school students, summer clerks from law firms, local tour guides, and visiting state judges, all of whom learned about the Court and the library and will perhaps spread the word to others. All visitors to the library receive a brochure describing the library's hours and the services offered, and also a copy of a booklet on the history of the court building, written and designed by library staff members. The library staff members also create exhibits and displays aimed at informing and educating court users and the public about various legal topics. The topics of displays from the period covered by this report include: noted local African-American attorney Alexander Pierre (A.P.) Tureaud (1899-1972), who worked with the New Orleans chapter of the N.A.A.C.P. during the early years of the civil rights movement; Ernest Nathan (Dutch) Morial (1929-1989), the city's first African-American mayor, on the occasion of the unveiling of his official portrait; Edward Douglass White (1845-1921), who served

as a Louisiana Supreme Court Justice from 1891-1894 and as a U.S. Supreme Court Associate Justice from 1894 until 1910, and as the Chief Justice from 1894 until his death in 1921, and whose statue looks out on Royal Street at the entrance to the building; the 200th anniversary of the Digest of 1808, which was the first codification of Louisiana civil law; and diversity in the judiciary, featuring photographs and biographies of African-American and female Louisiana judges from the 1940s to the present.

- **Oral Arguments.** As part of the overall program of public information described above, the Supreme Court developed and implemented a plan for conducting oral arguments at various locations in the state.

#### Objective 4.1

**To ensure the highest professional conduct, integrity, and competence of the bench.**

#### Intent of Objective

By virtue of the public trust placed in the bench and bar, those engaged in the practice of law should adhere to the highest standards of ethical conduct. Ethical conduct by attorneys and judges heightens confidence in the legal and judicial systems. Standards of conduct for attorneys and judges serve the dual purpose of protecting the public and enhancing professionalism. The Supreme Court has the lead responsibility for ensuring the development and enforcement of these standards. Regulation of the bench and bar fosters public confidence, particularly when it is open to public scrutiny. A disciplinary process that expeditiously, diligently and fairly evaluates the merits of each complaint to determine whether standards of conduct have been breached is an essential component of the regulation infrastructure.

#### Responses to Objective

- **Louisiana Judicial College.** During the period of this Report, the Supreme Court continued to fund, assist, and facilitate the activities of the Loui-



siana Judicial College. A justice chairs the College's Board of Governors. Through the judicial budgetary and appropriations process, the Court provides for the director and staff of the College and for a portion of its operations. In addition, the Court provides the services of the court's Judicial Administrator and staff to assist the College in various ways.

- **Programs of the Judicial College.** The Louisiana Judicial College maintained and strove continuously to improve the quality and accessibility of its continuing legal education programs for the judiciary throughout the period. During the period of this Report, the College offered eight or more CLE programs for judges. It also provided bench books, newsletters, and videos relating to judicial practice. In CY 2002, the Supreme Court commissioned Dr. Maureen E. Conner of Michigan State University and Mr. Thomas Langhorne of The Langhorne Group to assess the performance of the Judicial College in terms of its relevance and interest to the judges of the state. The audit began in the fall of 2002 and was completed in August of 2003. The recommendations of the Audit continue to be reviewed and implemented.
- **Judiciary Commission.** The Judiciary Commission of Louisiana is a constitutionally created body, pursuant to Article V, Section 25 of the Louisiana Constitution. The Judiciary Commission evaluates and, where appropriate, prosecutes complaints of ethical misconduct against judges and other judicial officers who are subject to the Code of Judicial Conduct. In accordance with the authority granted by the state constitution, the Supreme Court continued to fund, assist, and facilitate the activities of the Judiciary Commission to ensure the proper handling of such complaints. The activities of the Commission are reported annually in the Supreme Court's Annual Report. The workload of the Commission is also reported as a key performance indicator in the annual judicial appropriations bill. In calendar years 2004-2008, the Commission received and processed complaints as shown in Exhibit 1 at the end of this section.

- **Judicial Professionalism.** During the period of this Report, the Supreme Court continued to encourage judicial and attorney professionalism in two ways – through its CLE requirements and through its adopted Code of Professionalism. The Supreme Court re-enacted its rules for continuing legal education for lawyers and judges in November of 1992 by establishing a Continuing Legal Education (CLE) Committee to manage the CLE process (Supreme Court Rule XXX). Under these rules, lawyers and judges are required to complete a minimum of twelve and a half hours of approved CLE each calendar year. The rules also require that one of these required hours concern legal ethics and another hour concern professionalism. In 1997, the Supreme Court adopted its Code of Professionalism in the courts providing aspirational standards for both judges and attorneys. The Code is provided in Section 11 of Part G of the Rules of the Supreme Court. That portion of the Code pertaining to judges was printed by the Court as a poster and distributed to all judges of the state. The Court displayed the poster prominently in several of its offices and encouraged all judges to do the same in their courtroom halls and offices.
- **Judicial Mentoring Program.** The Supreme Court, primarily through its Judicial Administrator and his staff and in association with the Louisiana District Judges Association and the Louisiana Judicial College, facilitated the continuation and expansion of the judicial mentoring program. As part of the program, each new judge was assigned a senior judge who served as a mentor. The program is intended to assist new judges in understanding and managing their caseloads, avoiding ethical conflicts, and accessing information and resources.
- **Judicial Ethics.** The Supreme Court, through its Committee on Judicial Ethics, continued to provide a resource to receive inquiries from judges and to issue advisory opinions regarding the interpretation of the Canons of the Code of Judicial Conduct. The court's Judicial Administrator and lawyers employed in the Judicial Administrator's Office staff the work of the Committee. The Judicial Administrator's Office also provided informal assistance to



judges who seek help in interpreting the Code of Judicial Conduct.

- **Cooperation with Judges.** The Supreme Court maintained and strove to continuously improve its communication and cooperation with judges and judicial associations at all levels. Its Judicial Council consists of representatives from all major judicial associations. All appellate courts are involved in the court's Human Resource Committee and the Judicial Budgetary Control Board. The Court's Judicial Administrator provides staffing assistance to all major judicial associations and includes information on all levels of court in its newsletters. During the period, the justices of the Supreme Court took additional steps to improve their communication with the Louisiana District Judges Association by setting up formal meetings with the Association's leadership.
- **Judicial Campaign Conduct.** In April of 2000, the Court established an *Ad Hoc* committee to study the benefits and feasibility of creating a permanent Judicial Campaign Oversight Committee to help facilitate ethical campaign conduct in Louisiana judicial elections. After studying the matter for approximately one year, the Ad Hoc committee issued a Final Report recommending the establishment of a permanent Judicial Campaign Oversight Committee. In March of 2002, the Court established a permanent Judicial Campaign Oversight Committee, consisting of 15 members, including retired judges, lawyers, and citizens who are neither lawyers nor judges. The purposes of the Committee are to educate candidates about the requirements of the Code of Judicial Conduct, to answer questions about proper campaign conduct, and to receive and respond to public complaints. During the Fall 2007 judgeship elections, the Committee distributed a Campaign Conduct Acknowledgement Form that asked candidates to acknowledge that they had read, understood, and were bound by the provisions of the Louisiana Code of Judicial Conduct. During the Fall 2007 election cycle, there were six contested judicial races that fell within the Committee's oversight jurisdiction. Participating in these contested races were approximately 24 candidates.

The Committee received six complaints regarding the Fall 2007 judicial elections.

- **Costs of Judiciary Commission Matters.** The Court previously amended its Rules to provide for assessing judges disciplined by the Court on recommendation of the Judiciary Commission for all or any portion of the costs incurred by the Judiciary Commission in the investigation and prosecution of the matter. This rule continues to be in effect.
- **Use of Hearing Officers in Judiciary Commission Proceedings.** In order to expedite proceedings before the Judiciary Commission, the Court amended its Rules in 2007 to implement a pilot program for the use of hearing officers to conduct hearings and submit proposed findings of fact and conclusions of law to the Commission. During the first year of the program, formal charges regarding ten judicial officers were referred to the hearing officers. In three cases, the judge or justice of the peace resigned or retired rather than proceeding to a hearing. Hearing dates were promptly set in the remaining seven cases.

## Objective 4.2

**To ensure the highest professional conduct, integrity, and competence of the bar.**

### Intent of Objective

See the language relating to the Intent of Objective 4.1.

### Responses to Objective

- **Cooperation with the LSBA.** The Louisiana State Bar Association (LSBA) is a non-profit corporation, established pursuant to Articles of Incorporation that were first authorized by the Supreme Court on March 12, 1941. According to the Articles of Incorporation, the purpose of the Association is to: regulate the practice of law, advance the science of jurisprudence, promote the administration of justice, uphold the honor of the courts and of the profession of law, encourage cordial interpersonal



relations among its members, and generally promote the welfare of the profession in the state. The Association from time to time recommends changes to its Rules of Professional Conduct for Attorneys to the Supreme Court for adoption. The Supreme Court maintains and strives to continuously improve its communication and cooperation with the Louisiana State Bar Association. The leaders and members of the LSBA were involved in virtually every committee of the Court. Similarly, several justices and staff members of the Court were also involved in LSBA activities.

- **Attorney Continuing Legal Education**

**(CLE).** The Court exercises supervision over all continuing legal education through the Mandatory Continuing Legal Education (MCLE) Committee. The Committee was established by Supreme Court Rule XXX on December 18, 1986 and became effective January 1, 1988. Its purpose was to exercise general supervisory authority over the administration of the Court's mandatory continuing legal education requirements affecting lawyers and judges and to perform such other acts and duties as are necessary and proper to improve CLE programs within the state. In addition to its supervisory role, the Court continues to work with the LSBA to maintain and improve the quality of continuing legal education programs.

- **Attorney Professionalism.** The Court continues to work with the LSBA to encourage and support professionalism among attorneys. As previously mentioned, the Court, through its Continuing Legal Education Committee, requires all attorneys and judges to complete at least one hour of CLE per year on professionalism. The Court has also promulgated, as an aspirational standard, its Code of Professionalism in the courts. Furthermore, as a means of instilling professionalism in attorneys at an early stage of their careers, the justices regularly participate in the professionalism orientation sessions held at the state's four law schools in the fall of each year.

- **Louisiana Attorney Disciplinary Board.**

The Louisiana Attorney Disciplinary Board was created by Supreme Court Rule XIX on April 1, 1990 to provide a structure and set of procedures for receiving, investigating, prosecuting, and adjudicating complaints made against lawyers with respect to the Rules of Professional Conduct for attorneys. The Board consists of:

- One permanent statewide agency that administers and manages the lawyer disciplinary system as a whole, performs appellate review functions, issues admonitions, imposes probation and rules on procedural matters.
- Several hearing committees which review the recommendations of the Board's Disciplinary Counsel, conduct pre-hearing conferences, consider and decide pre-hearing motions and review the admonitions proposed by the Disciplinary Counsel.
- The Office of the Disciplinary Counsel, which performs prosecutorial functions for the Board. Since 1998, the Court has taken several steps to improve the Attorney Disciplinary Board and its process. In 1999, the court, based on a recommendation of the American Bar Association, imposed a significantly higher assessment on all attorneys in support of the Attorney Disciplinary Board's efforts to ensure the proper reception, investigation, and prosecution of complaints against lawyers accused of violating the Rules of Professional Conduct. The Court contracted with the American Bar Association to conduct a performance audit of the Attorney Disciplinary Board's activities. The audit began with a site visit by the ABA during the week of November 12, 2001 and was completed in March of 2002. The Court and Board have implemented many of the audit's recommendations. The number of complaints received and processed during the period of this Report is presented in Exhibit 2 at the end of this section.

- **Supervision of the Practice of Law.** The Court continues to maintain and improve its super-



vision of the practice of law by ensuring the quality, competency, and integrity of the bar admissions process, imposing sanctions in disciplinary matters, and requiring continuing legal education. As part of its supervision of the practice of law, the Court, upon recommendation of the Committee on Bar Admissions, developed and promulgated in 2000 an interim procedure for allowing bar applicants who fail or conditionally fail Part I of the Louisiana State Bar examination to review and compare their erroneous answers with representative good answers. The Court also increased the passing score on the Multi-State Professional Responsibility Exam (MPRE) from seventy-five (75) to eighty (80).

Finally, through comprehensive amendments to the Bar Admissions rules, the Court moved to ensure that the character and fitness of bar applicants would be carefully evaluated prior to their admission to the practice of law. Chief among these improvements is the required participation, by Louisiana law students who intend to practice in Louisiana, in the Law Student Legislation Program sponsored by the National Conference of Bar Examiners. This program involves a comprehensive assessment of law students' character and fitness during their second year of law school, followed by a supplemental character review near the end of their law school courses. The Committee also created a subcommittee to recommend improvements to the Bar Examination. The "Testing Subcommittee" looked at the substance of the exam, its structure, and its procedural aspects. The Committee continued to permit failing applicants to review their own exam papers as well as representative good answers. It also reorganized its Equivalency Panel and has eliminated its backlog of applications for equivalency determinations by graduates from non-U.S. law schools.

- **Encouragement of Pro Bono Activities.**

The Court continues to encourage members of the bar to participate in *pro bono* activities. The Court assisted the LSBA in establishing a program for recruiting and training *pro bono* attorneys to counsel prisoners in capital post-conviction applications. The Court also assisted the LSBA in its general

efforts to recruit and train *pro bono* attorneys. The Court continues these activities.

- **Rule on the Transfer to Disability Inactive Status.** The Supreme Court clarified its Rules for Lawyer Disciplinary Enforcement relating to the transfer of attorneys to disability inactive status. The disability procedures attempt to balance the due process rights of lawyers with the need to protect the public from incapacitated lawyers.
- **Permanent Disbarment.** Through amendments to the Rules for Lawyer Disciplinary Enforcement, which became effective on August 1, 2001, the Court codified permanent disbarment as an available sanction for lawyers who commit particularly egregious acts of misconduct. These changes serve to protect the public from lawyers whose violations of the public trust are so serious as to warrant the permanent revoking of the privilege bestowed upon them of practicing law in Louisiana.
- **Attorney Fee Review Board.** The Legislature created the Attorney Fee Review Board (R.S. 13:5108.3 – 13:5108.4) to provide for the payment or reimbursement of legal fees and expenses incurred in the successful defense of state officials, officers, and employees, who are charged with criminal conduct arising from acts undertaken in the performance of their duties. After its creation, the Board decided that requests for payment or reimbursement of legal fees and expenses should be evaluated on a case-by-case basis in accordance with the factors set forth in Rule 1.5 of the Louisiana Rules of Professional Conduct. As directed by law, the Board has set a minimum hourly rate for legal fees of \$100 and a maximum hourly rate of \$350. Since its creation, the Board has reviewed five requests for payment from exonerated state officials and employees, and has made written recommendations to the Legislature concerning these requests. Two additional requests are presently being considered.





## Objective 5.1

To seek and obtain sufficient resources from the executive and legislative branches to fulfill all duties and responsibilities of the judiciary.

### Intent of Objective

As an equal and essential branch of our constitutional government, the judiciary requires sufficient financial resources to fulfill its responsibilities. Just as court systems should be held accountable for their performance, it is the obligation of the legislative and executive branches of our constitutional government to provide sufficient financial resources to the judiciary for it to meet its responsibility as a co-equal, independent third branch of government. Even with the soundest management, court systems will not be able to promote or protect the rule of law, or to preserve the public trust, without adequate resources.

### Responses to Objective

- **Judicial Budgetary Control Board.** The Court, through its Judicial Administrator, continues to staff and support the Judicial Budgetary Control Board in its efforts to obtain and manage the resources needed by the judiciary to fulfill its duties and responsibilities.
- **Legislative/Executive Branch Coordination.** The Court continues to communicate, coordinate, and cooperate with the legislative and executive branches of state government on all matters relating to the needs of the judiciary. As a result of these efforts, the Court is now working collaboratively with the other branches of state government on several programs, including the Families in Need of Services (FINS) program, Drug Treatment Courts, Truancy Centers, the Court-Appointed Special Advocate (CASA) program, the Integrated Criminal Justice Information System (ICJIS), the Louisiana Protective Orders Registry (LPOR), the Judicial Disposition Data Base, the Integrated Juvenile Justice Information System (IJJIS), the Juvenile Justice Commission, and the Comprehensive Train-

ing Program.

- **Judicial Budget and Performance Accountability Program.** The Supreme Court continues to engage in strategic planning, oversee performance monitoring and reporting, and promote judicial branch performance improvements pursuant to the Judicial Budget and Performance Accountability Program (R.S.13:81-13:85).
- **Strategic Plans.** The Court continues to pursue implementation of its strategic plan, which was most recently updated in 2005. In addition, through its Judicial Administrator, the Court monitors the implementation of the strategic plans of the courts of appeal, the trial courts, and the city and parish courts, and renders assistance to judges and administrators in these courts upon request.
- **Operational Plans and Performance Indicators.** The Court continues to develop annual operational plans, which contain key objectives, performance indicators, and mission statements as required by statute.
- **Performance Audits.** During the period FY 1999 through FY 2008, the Court sponsored eight audits of judicial programs. These audits have focused on district court compliance with the Americans with Disabilities Act, district court compliance with the Adoption and Safe Families Act, the performance of the Louisiana Attorney Disciplinary Board, the performance of the Louisiana Judicial College, the functioning of the jury process, the performance and processes of the Mandatory Continuing Legal Education Committee, and the performance of district courts with regard to key Limited English Proficiency practices. An overview of the role and function of diversion programs in district courts has also been conducted.
- **Judicial Compensation Commission.** The Supreme Court actively supported and assisted the work of the Judicial Compensation Commission created pursuant to Act 1077 of 1995. The Commission has been successful in convincing the



legislature to provide needed salary increases to all judges.

- **Compensation Plan and Human Resource Policies of the Supreme Court and the Courts of Appeal.** The Supreme Court, through its Judicial Administrator, continues to staff, maintain, and develop the compensation plan and human resource policies for employees of the Supreme Court and the courts of appeal.
- **Judicial Employee Compensation.** The Court continues its efforts to secure adequate salaries, benefits, other compensation and emoluments appropriate to each type of employee as a means of retaining and attracting highly qualified staff.
- **Employee Retirement and Group Benefits.** The Supreme Court, through its Judicial Administrator and Clerk of Court, continues to ensure that all courts and all judicial employees are aware of how to access the benefits of their respective retirement and group benefit programs and are in compliance with the rules and regulations of such programs.
- **Judicial Financial Reform.** The Supreme Court continues to encourage its Judicial Administrator to study and make recommendations to the Court on ways to improve the financing of the judiciary.
- **Supreme Court Facilities.** In May of 2004, the renovation of the 400 Royal Street building was completed, thus enabling the Supreme Court and the 4th Circuit Court of Appeal with their various staffs, along with a small office of the Attorney General, to move into the new facilities. On October 2, 2004, the new building was officially dedicated in a ceremony featuring U.S. Supreme Court Justice Sandra Day O'Connor, Governor Kathleen Blanco, and other dignitaries.

## Objective 5.2

To manage the Court's caseload effectively

and to use available resources efficiently and productively.

### Intent of Objective

The Supreme Court acknowledges that it should manage its caseload in a cost-effective, efficient, and productive manner that does not sacrifice the rights or interests of litigants. As an institution consuming public resources, the Supreme Court recognizes its responsibility to ensure that resources are used prudently.

### Responses to Objective

- **Case Management.** The Supreme Court, through its Clerk of Court, continues to maintain and expand effective case management techniques, including the development and operation of a state-of-the-art case management information system.
- **Fiscal Management.** The Supreme Court continues to require the Fiscal Office of the Judicial Administrator and the Clerk of Court to manage the court's fiscal resources efficiently and productively. A chart of fiscal indicators is provided in Exhibit 3 at the end of this section.
- **Judicial Internal Auditor.** The Internal Auditor is an independent audit function established within the Supreme Court to examine and evaluate the programs, policies, services and activities of the Court and its many divisions with the objective of adding value by promoting effective controls at a reasonable cost, resulting in improved operations.
- **Internal Audit Committee.** The Supreme Court created an Internal Audit Committee consisting of three (3) justices who meet quarterly with the Internal Auditor to provide oversight responsibilities as they relate to internal and external auditors. Such oversight responsibilities include: ensuring financial and programmatic reporting, instituting a process of internal controls process, and bringing independence and objectivity to the internal audit function. Annually, a work schedule is proposed by



the Internal Auditor to the Internal Audit Committee for its review and approval. The work schedule consists of audit areas based on a prioritization of the audit universe, using relevant risk factors. For the five fiscal years ending June 30, 2004 the Supreme Court Internal Audit Committee approved 62 audit areas, all of which have been completed. The Internal Audit Committee continued through 2006-2007.

- **Judicial Restructuring.** The Supreme Court continues to encourage its Judicial Administrator to study and make recommendations on ways to restructure the judiciary for greater efficiency and effectiveness.

### Objective 5.3

**To develop and promulgate methods for improving aspects of trial and appellate court performance.**

#### Intent of Objective

Under Section 6 of Article V of the Constitution of Louisiana, the Chief Justice of the Supreme Court is the chief administrative officer of the judicial system of the state, subject to rules adopted by the Court. The Chief Justice also has the authority, under the Constitution (Louisiana Constitution of 1974, Article V, Section 7), to select a Judicial Administrator, clerks, and other personnel to assist him or her in the exercise of this administrative responsibility. The Court, therefore, through the Chief Justice, the Judicial Administrator, the Clerk of Court, and other personnel, has a constitutional responsibility to improve trial and appellate court performance. Furthermore, under the provisions of the Judicial Budget and Performance Accountability Act of 1999 (R.S. 13:81-85), the Court has an additional responsibility to ensure not only that strategic plans are developed but that they are implemented to improve judicial performance.

#### Responses to Objective

- **Office of the Judicial Administrator.** The

Supreme Court continues to maintain sufficient numbers of highly qualified professional and support staff in the Judicial Administrator's Office to develop and effectively promulgate methods for improving all aspects of trial and court performance.

- **Judicial Budget and Performance Accountability Program.** The Supreme Court, through its Judicial Administrator, has provided assistance to the Strategic Planning Committee of the Louisiana District Judges Association and to the Louisiana Court Administrators Association in their efforts to comply with the provisions of the Judicial Budget and Performance Accountability Program.

- **Judicial Council.** The Supreme Court, through its Judicial Administrator, continues to staff and support the Judicial Council as a means of promoting improvements in court performance. The Administrator continues to staff and support the work of the Council's Appellate Court New Judgeship Committee and the Trial Court New Judgeship Committee and the various subcommittees that may be established under these committees. Pursuant to R.S.13:61, and in an effort to assist the Legislature in its consideration and deliberations regarding the sufficiency of judicial resources around the state, the Judicial Council has developed general guidelines and criteria for new judgeships as well as for hearing officers, traffic referees, and other non-elected judicial officers.

The Administrator also continues to staff and support the work of the Committee to Evaluate the Need for Court Costs and Fees which assists the Judicial Council in evaluating and recommending whether proposals for new or increased court costs or fees should be enacted by the Legislature, a process required by R.S. 13:62.

- **CMIS.** The Supreme Court, through its Judicial Administrator, continues to develop, maintain and expand the Case Management Information System (CMIS) Project as a means of improving aspects of trial and appellate court performance that affect the judicial process. Included as part of CMIS' activities



are the following programs:

- **The Louisiana Court Connection (LCC).** The Louisiana Court Connection (LCC), a LASC JAO web-based, centrally hosted, city court case management system, went to RFP during this past year. CyberBest Technologies was selected as the winning vendor. Development of the system will begin in 2008 with four pilot city courts implemented within the first year. Once completed, the LCC will be offered to the remaining city, district, and mayor's courts that wish to use the case management system. The Louisiana Court Connection is designed to benefit the city courts of Louisiana by providing automated assistance at every stage of court case processing. This includes criminal, traffic, civil, and juvenile court proceedings. The Louisiana Court Connection will also manage special sentencing conditions (probation), appeals, and individual court appointed service activities.

Currently, there are 44 District, 12 City, 4 Mayor's, and 1 Juvenile Court(s) reporting traffic convictions electronically to CMIS. During 2007, OMV successfully retrieved 208,500 records from the CMIS file server and attached them to their driver history record database.

- **The Criminal Records Project.** The Criminal Records Project has been successful in sending final disposition records to the Department of Public Safety (DPS) for inclusion in their Computerized Criminal History (CCH) database.

Overall, CMIS has experienced a dramatic increase in records from 2006 to 2007. CMIS now houses more than 2,893,403 records in the criminal records repository.

- **Louisiana Protective Order Registry (LPOR).** The Louisiana Protective Order Registry (LPOR), a statewide repository of court orders issued to prohibit domestic abuse and dating violence, and to aid law enforcement, prosecutors and the courts in handling such matters, was established by legislative act (La. R.S. 46:2136.2) in 1997. The

Judicial Administrator's Office of the Louisiana Supreme Court was charged with developing standardized forms titled, "Uniform Abuse Prevention Order" forms, and with collecting the data from all courts and entering it into the registry.

In 2008, the registry received and entered 20,983 orders from courts across the state. Of these, 16,748 (80%) were civil orders and 4,235 (20%) were criminal orders. From the pilot phase of the project through the close of 2008, the registry received and entered a total of 189,983 orders. Of these, 144,394 (76%) were civil orders and 45,589 (24%) were criminal orders.

Records contained in the registry are available to state and local law enforcement agencies, district attorney offices, the Department of Social Services, Office of Family Support, Support Enforcement Services, Office of Community Services, the Department of Health and Hospitals, Bureau of Protective Services, the Governor's Office of Elderly Affairs, Elderly Protective Services, the Office of the Attorney General and the courts.

In addition, certain qualifying records from the registry are transmitted to the FBI's National Crime Information Center (NCIC) and their National Instant Criminal Background Check System (NICS). As of the close of 2008, 100,586 Louisiana orders had been transmitted to NCIC since the start up of the program.

During 2008, registry staff responded to 241 requests for order verification submitted by examiners with the FBI's National Instant Criminal Background Check System (NICS), which is designed to prevent the sale of firearms and ammunition to those who are prohibited, such as individuals who are the subject of a qualifying domestic violence restraining order. Registry staff also responded to 256 requests for order verification submitted by local, state and out-of-state law enforcement officials conducting investigations involving the subject of a Louisiana protection order.

- **LPOR Training Programs.** During 2008, the



LPOR training team hosted six Round Table Discussion programs in different cities across the state for judges, magistrates, commissioners, and hearing officers. Twenty-nine members of the judiciary participated. In addition, the training team conducted six multi-disciplinary Regional Seminars which were attended by a total of 420 participants.

- **Disposition Data.** The Judicial Administrator continues to work with the courts to get electronic criminal and traffic disposition data to CMIS. CMIS is currently receiving electronic criminal data from sixty-one parishes in Louisiana. Auditing of data from the district courts to CMIS is an ongoing task. CMIS works with each clerk and their software provider to ensure a quick resolution to any problems that may be discovered during the data audit. Regular visits to the district courts assists in resolving hardware, software, and data input and transmission issues. The CMIS team looks forward to working with the courts to collect disposition data on civil and juvenile dispositions in the future. The CMIS team also works closely with the Louisiana District Attorneys Association and the clerks currently reporting criminal data on implementation of electronic transfer of criminal information residing in the District Attorney's database to the Clerk of Court criminal case management system. Additionally, the CMIS team works to assist judges with procurement and installation of necessary technologies that provide the judges with access to the Computerized Criminal History Index, Louisiana Protective Order Registry and Department of Motor Vehicles records. Installations also enable the judges to access local criminal disposition information from the courtroom. Access to criminal history records is provided using digital connections established by CMIS.
- **Uniform Commitment Document.** The Judicial Administrator continues to work with the Louisiana District Judges Association and the Uniform Commitment Document Committee to develop and deploy a statewide-standardized commitment form for defendants sentenced to custody in the Department of Corrections (DOC). The committee has completed a sample version of the

proposed document and is working to begin testing in judicial districts throughout Louisiana.

- **Standardization of Data Collection.** The Judicial Administrator has standardized the data collection and reporting on filings and other information from appellate and trial courts to CMIS.
- **Wide Area Network.** The Judicial Administrator has deployed and maintains a statewide Wide Area Network for connecting all district and city courts to CMIS.
- **Court Technology Studies.** The Administrator continues to conduct studies to determine the feasibility of implementing new technologies in Louisiana courts such as electronic filing and the development of high-tech courtrooms.
- **Other Programs.** In association with the Louisiana Conference of Appellate Court Judges, the Louisiana District Judges Association, the Louisiana Council of Juvenile and Family Court Judges and the Louisiana Association of Parish and City Court Judges, the Administrator continues to develop, maintain and implement other technology programs for improving those aspects of the administration of justice identified in the Appellate Court Strategic Plan, the Trial Court Strategic Plan, and the Strategic Plan of the Supreme Court.
- **Appellate Court Assistance Program.** The Supreme Court, through its Judicial Administrator, continues to develop, maintain and implement, in association with the Conference of Appellate Court Judges and the respective chief judges and key staffs of each appellate court, an Appellate Court Performance Improvement Program for improving those aspects of the administration of justice identified in the Appellate Court Strategic Plan or the Strategic Plan of the Supreme Court. During FY 2002-2003, the Supreme Court approved and funded an Appellate Pilot Mediation Program for the 1st Circuit Court of Appeal. The purpose of the program is to assist the Court in resolving cases in a timely manner that will benefit attorneys, litigants and the



judicial system as a whole. Some of the courts of appeal have adopted the mediation program as part of their adjudication activities.

- **Trial Court Assistance Program.** The Supreme Court, through its Judicial Administrator, and in association with the Louisiana District Judges Association, continues to develop, implement, and maintain a Trial Court Assistance Program for improving those aspects of the administration of justice identified in the Trial Court Strategic Plan or the Strategic Plan of the Supreme Court.
- **District Court Rules.** In October 2001, after several years of diligent effort by the bench and bar, the Judicial Council of the Supreme Court created a committee to review local court rules in an attempt to achieve uniformity and predictability in the rules. The committee presented to the Court the final draft of the Court Rules and Appendices and requested their adoption and implementation. In November 2001, the Court adopted the Rules for Louisiana District Courts, including appendices and numbering systems for Louisiana family and domestic relations courts and juvenile courts. The Court also established a Court Rules Committee charged with receiving related comments and with making recommendations for proposed additional rules or amendments to these Rules. During FY 2002-2003, the Judicial Council created the Family and Juvenile Rules Committee to develop and complete rules for juvenile and domestic courts. The Committee completed its juvenile rules work in 2007 and a new committee was created to address the family rules section.
- **Trial Court Facilitator.** The Judicial Administrator continues to assign a Deputy Judicial Administrator to meet the needs of district judges and facilitate communication and coordination between the district judges, the Supreme Court and other bodies.
- **Supreme Court Drug Court Office (SCDCO).** In 1997, the Legislature enacted legislation to allow courts to establish “drug divisions” to

reduce the incidence of alcohol and drug addiction and the costs of crime associated with such addiction. In the summer of 2001, the Court accepted the responsibilities of administering drug court funds appropriated by the legislature and of monitoring drug court programs. That same year, the Supreme Court Drug Court Office (SCDCO) was established to administer drug court funds and oversee related drug court activities. The SCDCO serves as a financial intermediary between the Supreme Court and local drug court programs and provides fiscal and programmatic oversight to ensure compliance with local, state and federal laws and regulations. The SCDCO has worked toward the institutionalization of drug courts within the State through the provision of consultation, technical assistance and training to improve services and enhance professionalism. Information on the performance of drug court programs throughout the state is provided in Exhibit 4 at the end of this section. Information on the SCDCO’s Drug Court Information System is provided in the section of this Report entitled “Supreme Court Data Gathering Systems”.

- **ADA Assistance.** The Judicial Administrator’s Human Resources Division developed in 1999 a comprehensive guide to the ADA for use by all courts, with special attention to the district courts. The Division also created a Pilot Compliance Review program in 1999 and assisted the Court’s consultants in their conduct of the ADA Performance Audit. Following the audit, the division also assisted district courts with continuing technical assistance relating to compliance.
- **Delay Reduction and Case Management.** In 2004, the Judicial Council’s Task Force on Delay Reduction and Case Management completed its “Guidelines for Best Practices in Delay Reduction and Case Management”, a manual of materials indicating ways in which district courts may further reduce delays and improve case management. The Guidelines are available for reading and downloading on the Supreme Court’s website: [www.lasc.org](http://www.lasc.org).
- **Task Force on Pro Se Litigation.** In 2004, the



Judicial Council’s Task Force on *Pro Se* Litigation completed its “Guidelines for Best Practices in Pro Se Assistance”, a manual of materials indicating ways for district courts to plan, organize, and aid in the delivery of assistance to self-represented litigants. The Guidelines contain background information on the extent of *pro se* litigation in the nation, the legal authority for self-represented litigation, ethical guidelines for providing assistance, planning information, and information on available technologies. The Guidelines are available for reading and downloading on the Supreme Court’s website: [www.lasc.org](http://www.lasc.org).

- **Juvenile Court Assistance Program.** In association with the Louisiana Council of Juvenile and Family Court Judges, the Louisiana District Court Judges Association, and the Louisiana Parish and City Court Judges Association, the Supreme Court, through its Judicial Administrator, maintained, developed and implemented a juvenile court assistance program. The specific strategies included as part of the juvenile court assistance program were:
- **Court Appointed Special Advocate (CASA) Assistance Program.** The Judicial Administrator assumed programmatic and fiscal responsibility for support of CASA programs statewide in 2001. The purpose of the CASA Assistance Program is to promote timely placement of foster children in permanent, safe and stable homes by assisting local courts in determining the best interests of the children. Local CASA programs recruit, screen, train and supervise community volunteers to advocate for children in accordance with National CASA standards. The CASA Assistance Program administers TANF funds and state general funds as appropriated annually by the legislature to support local CASA services. The Supreme Court provides fiscal and program accountability through detailed monthly financial and activity reports and program site visits, as well as independent audits at both the local program and state level. A statewide campaign was conducted during 2008 to increase community awareness of child abuse, foster care and CASA. In FY 2008, 16 local CASA programs served over 3700 abused and neglected children, appointed

from courts in 54 parishes across Louisiana, and more than 1400 CASA children were permanently placed.

- **Families in Need of Services (FINS) Assistance Program.** The FINS Assistance Program (FINS-AP) works with individual judicial district courts and other agencies to help coordinate community resources to assist and reinforce families in an effort to prevent delinquency and family disintegration. FINS programs operate in 42 judicial districts and serve more than 12,000 families annually. In 2005, the FINS Assistance Program began collaborative efforts with the MacArthur Foundation, the Louisiana FINS Association, and other relevant stakeholders to further define and develop best practice standards and processes that improve program outcome evaluation and funding allocation and distribution. In addition, the program continues to engage in a collaborative effort to complete the development of a comprehensive, secure, juvenile software and case management system that allows access to critical data in order to provide continuity of services for children and families involved in the FINS informal process.
- **Integrated Juvenile Justice Information System (IJJIS).** The Administrator has completed development of an Integrated Juvenile Justice Information System (IJJIS). The IJJIS is designed to provide courts exercising juvenile jurisdiction with enhanced case management and data collection capabilities. The IJJIS is fully operational in Caddo Parish Juvenile Court. Testing and deployment into other jurisdictions is planned.
- **Juvenile Justice Implementation Commission.** The staff of the Judicial Administrator’s Office continues judicial reform efforts outlined in the juvenile justice reform provisions of Act 1225 and HCR 56 of 2003. Staff also provides assistance to the Juvenile Justice Implementation Commission, one of whose members is Chief Justice Catherine Kimball.
- **Task Force on Legal Representation in**



**Child Protection Proceedings.** The Task Force on Legal Representation in Child Protection Proceedings has created and is gradually implementing an effective and efficient statewide system for providing qualified legal representation to abused and neglected children and their indigent parents in child protection cases. In accordance with newly enacted provisions of the Children’s Code, a Child Advocacy Program has been established within the Mental Health Advocacy Service, and an Indigent Parents’ Representation Program has been established within the Louisiana Indigent Assistance Board.

- **Court Improvement Program (CIP).** The Court Improvement Program (CIP) is now administering three federal grants: a main grant, a technology grant and a training grant. Work in 2008 funded under the main grant included improving permanency outcomes for older youth in foster care, studying disproportionate representation of minorities in the child welfare system, enhancing the children’s law website ([www.clarola.org](http://www.clarola.org)), supporting the systemic improvement in representation of parents and children in CINC cases, and establishing a “CIP Judicial Fellow” position as a judicial liaison to local courts. In addition, the Essential Judicial Functions bench book for judges was revised and updated to improve court performance in Child in Need of Care cases. Under the training grant, interdisciplinary trainings were conducted across the state, facilitated by the Louisiana CASA Association. In addition, CIP co-sponsored the annual multi-disciplinary statewide “Together We Can” conference, which was integrated with the annual statewide CASA conference. The technology grant supports the continued enhancement and implementation of the IJJIS-CINC case management/data system to local courts.
- **Other Programs.** In association with the Louisiana Council of Juvenile and Family Court Judges, the Louisiana District Court Judges Association, and the Louisiana City Court Judges Association, the Administrator continues to develop, maintain, and implement new programs for improving the adjudication of juvenile and family court cases. Uni-

form Rules for Louisiana District Courts have been developed to include Title V Rules for Juvenile Proceedings, which are currently published with local court appendices. The Administrator continues also to develop, implement and maintain other programs for improving those aspects of the administration of juvenile justice as may be identified in the Appellate Court Strategic Plan, the Trial Court Strategic Plan, the Courts of Limited Jurisdiction Strategic Plan, or the Strategic Plan of the Supreme Court. Judicial training included the annual juvenile law update, and numerous multi-disciplinary trainings were conducted, both statewide and regionally, on a variety of children and family issues.

- **Cases Under Advisement.** The Supreme Court, through the Judicial Administrator, continues to manage reports on and enforce court rules, orders and policies relating to cases under advisement as a means of improving district court performance.
- **Judicial Assignments.** The Office of the Judicial Administrator continues to assist the Court in the exercise of its constitutionally conferred assignment authority. Through the promulgation of hundreds of court orders, which assign sitting and retired judges to over-burdened courts and time-consuming and difficult cases throughout the state, the administration of justice is advanced and litigants’ access to justice ensured. During the period of this Report, the office has processed the following orders per year:
  - 2006 - 1,685 orders
  - 2007 - 1,900 orders
  - 2008 - 2,122 orders
- **General Counsel.** The Supreme Court’s General Counsel’s Office consists of the General Counsel and two staff attorneys who research legal issues involving the administration of justice and the performance of the courts. Additional staff of the General Counsel’s Office assisted the Court in preparing and promulgating more than 170 appointment orders appointing judges, attorneys and citizens to various court and court-related commit-





tees and boards.

## Objective 5.4

### To use fair employment practices.

#### Intent of Objective

The judiciary is an important and visible symbol of government. Equal treatment of all persons before the law is essential to the concept of justice. Accordingly, the Supreme Court of Louisiana recognizes that it should operate free of bias in its personnel practices and decisions.

#### Responses to Objective

In addition to the activities listed in Exhibits 5, 6 and 7 at the end of this section, the Human Resources Division of the Judicial Administrator's Office also completed the following strategies and activities during the period of 2007-2008:

- Completed the following additional special projects and studies:
  - Provided consultative assistance to lower courts upon request with regard to matters such as recruitment, policy development and administration, disciplinary matters, and employee training (ongoing).
  - Coordinated Employee Recognition Program Ceremony 2007/2008 (ongoing).
  - Conducted three comprehensive investigations of complaints of policy violations and other employee misconduct in the judiciary.
  - Provided consultation to managers and prepared documentation for disciplinary actions as necessary (ongoing).
  - Developed specialized job related advertisements and/or selection procedures in order to fill 31 positions at the Court and one in the appellate judiciary. Participated in the selection process for most, including reviewing resumes, selecting interview candidates, interviewing, conducting reference checks and writing recommendation memorandum (ongoing).

- Reviewed resumes to determine appropriate hire rates for numerous positions at the Supreme Court and Courts of Appeal (ongoing).
- Maintained human resource database for appellate courts (ongoing).
- Coordinated new hires, pay changes, etc., with payroll department (ongoing).
- Reviewed time sheets of employees monthly, calculated their leave usage, and earnings of annual, sick and compensatory leave, as well as running and providing reports to employees and their managers (ongoing).
- Developed agendas, reports and coordinated meetings of the Human Resource Committee of the appellate judiciary (see Pay Plan Maintenance Chart).

## Objective 6.1

### To promote and maintain judicial independence.

#### Intent of Objective

For the judiciary to be fair and impartial, it should develop and maintain its distinctive and independent status as a separate, co-equal branch of state government. It must also be conscious of its legal and administrative boundaries and vigilant in protecting them. As the court of last resort and the chief administrator of the Louisiana court system, the Supreme Court believes that it has an obligation to promote and maintain the independence of the entire judiciary.

#### Responses to Objective

- **Supreme Court Leadership.** The Supreme Court continues to assert separation of powers and the need for judicial independence in its communications with the other branches of state government and in its releases to the media.

## Objective 6.2

### To cooperate with the other branches of state government.



## Intent of Objective

While insisting on the need for judicial independence, the Supreme Court of Louisiana recognizes that it must clarify, promote and institutionalize effective working relationships with the other two branches of state government, as well as with other components of the state's justice system. Such cooperation and collaboration is vital for maintaining a fair, efficient, impartial and independent judiciary, and for improving the law and the proper administration of justice.

## Responses to Objective

- **Inter-governmental Liaison.** The Court has appointed a justice to be the primary liaison between the Court and various intergovernmental agencies. The justice is assisted by a deputy judicial administrator, who has responsibility for monitoring legislation and communicating with both legislative and executive branch officials and staff. In addition, the Chief Justice and other justices, together with the court's Judicial Administrator, Clerk of Court and their respective staffs, have responsibilities for coordinating, collaborating and communicating with executive and legislative branch officials on specific projects and areas of responsibility.
- **Cooperation with the Executive Branch.** The Court continues to cooperate and collaborate with the Governor's office and other departments of the executive branch on numerous committees and projects, including: the renovation of the 400 Royal Street Building; the Louisiana Court Improvement Program Committee (LCIP); the ASFA Act (i.e. the Adoption and Safe Families Act) Committee of the Office of Community Services; the Families in the Balance Conference; the Justice for Children Conference; the Governor's Children's Cabinet; the Governor's Advisory and Review Commission on Additional Assistant District Attorneys; the Louisiana Commission on Law Enforcement (LCLE); the Integrated Criminal Justice Information System Policy Board; the Louisiana Indigent Defense Assistance Board; Info Louisiana; the Louisiana Children's Trust Fund; the Louisiana

State Police; the Governor's Justice Funding Commission; the Governor's Office of Women's Affairs; the Louisiana Data Base Commission; and the Attorney General's Task Force Relating to Workplace Violence. The Supreme Court continues to cooperate with the executive branch by serving on several committees and task forces and by regular communication with executive branches and officials.

- **Cooperation with the Legislative Branch.** The Court continues to cooperate and collaborate with the Legislature and legislative agencies on numerous committees and projects, including: the Integrated Criminal Justice Information System Policy Board; the Judicial Compensation Commission; the State of the Judiciary Messages of the Chief Justice; the Judicial Ride-Along Program, the Judicial Council, especially its new judgeship evaluation process, its court cost and fee evaluation process and its *ad hoc* studies for the legislature; the Judicial Budget and Performance Accountability Act (R.S. 13:81-85); the Judicial Appropriations Bill; judicial reapportionment; annual report on special motions affecting First Amendment rights; the Attorney Fee Review Board; the Judicial Campaign Oversight Study Committee; the Task Force to Review the Disproportionate Caseload in the First Circuit Court of Appeals (SCR 61, Regular Session, 2001); the Juvenile Justice Commission (HCR 94, Regular Session, 2001); the Juvenile Justice Implementation Commission, 2004; and the Task Force on Legal Representation in Child Support Cases.
- **Cooperation with Other Justice Agencies.** The Court continues to cooperate and collaborate with numerous local or district justice associations, agencies, and programs, including: the Louisiana District Attorneys Association; the Louisiana Clerks of Court Association; the Louisiana City Court Clerks of Court Association; the Louisiana FINS Association; the Louisiana CASA Association; the Louisiana Sheriffs Association; the Louisiana Public Defenders Association; the New Orleans Integrated Coordinating Committee; the Louisiana Association of Drug Court Professionals; the Conference of Court of Appeal Judges; the Louisiana District Judges Association; the Louisiana Council of Juve-



nile and Family Court Judges; the Louisiana City Court Judges Association; and the Board and Curriculum Committee of the Comprehensive Training Program. The Court continues to cooperate with other justice agencies through regular communication and through service on their respective committees and agencies.



**ACTIONS, COMPLAINTS AND DISPOSITIONS OF THE JUDICIARY COMMISSION  
CY 2004-2008--Exhibit 1**

	2004	2005	2006	2007	2008
Requests for Information	806	585	N/A	N/A	378
Number of Complaints Received and Docketed	579	486	519	531	609
Number Screened Out	454	387	370	384	354
Remaining Cases Reviewed	125	99	149	147	255
Number Requiring In-Depth Investigation	54	36	93	54	92
Number of Formal Charges	18	16	N/A	10	8
Number of Judges with Formal Charges	14	35	N/A	N/A	N/A
Cases Disposed of	649	493	471	579	563
Cases Pending	186	181	239	206	255

**COMPLAINTS FILED AGAINST LAWYERS AND DISPOSITIONS OF  
ATTORNEY DISCIPLINARY BOARD BY CALENDAR YEAR, 2004-2008--Exhibit 2**

	2004	2005	2006	2007	2008
Number of Complaints Filed Against Lawyers	2,654	2,772	2,581	2,736	3,096
Number of Complaints Filed Against Lawyers Resolved or Disposed of in That Calendar Year	2,879	2,993	2,383	2,677	1,726

**INDICATORS OF FISCAL WORKLOAD, 2004-2008--Exhibit 3**

INDICATOR	YEAR			TOTAL
	2004-2005	2006-2007	2007-2008	
Number of Vendors	3,283	3,558	3,804	10,645
Accounts Payable Dollar Amt	\$77,831,995	\$72,458,581	\$66,365,640	\$216,656,216
Number of Checks Processed for Accounts Payable	8,991	8,849	8,714	26,554
Payroll Dollar Amount	\$48,835,336	\$52,312,103	\$56,778,003	\$157,925,442
Number of Checks Processed for Payroll	10,026	10,051	10,672	30,749



## LOUISIANA SUPREME COURT DRUG COURT PROGRAM STATISTICS 2003 through 2008--Exhibit 4

STATISTICS	FY 2003 - 2004	FY 2004 - 2005	FY 2005 - 2006	FY 2006 - 2007	FY 2007 - 2008
Cumulative Number of Courts <sup>1</sup>	39	42	42	45	47
Number of Judicial Districts Served	24	24	25	25	26
Average Number of Clients Served Per Month <sup>2</sup>	2,671	2,891	2,309	2,741	3,109
Drug-Free Babies Born <sup>3</sup>	46	43	60	62	63
Graduates <sup>4</sup>	624	706	851	719	795
<b>Sources/Notes:</b>					
1. SCDCO Calendar Year Survey, OAD					
2. SCDCO End of Fiscal Year Count					
3. SCDCO Calendar Year Survey/NDCI Survey					
4. SCDCO Calendar Year Survey, OAD					



## HUMAN RESOURCE TRAINING, 2007-2008 --Exhibit 5

YEAR	TRAINING TITLE/TOPIC	LOCATION	# TRAINED	DATES
2007	Respect in the Workplace	Jefferson Juvenile Court	63	8/3/2007
	New Judge Orientation	New Orleans	12	12/4/2007
2008	Conflict Management	LCAA	55	10/6/2008
	Employee Orientation	New Orleans	Ongoing	
	Mandatory Training on Harassment Prevention, Disability Awareness, and Blood Borne Pathogens	New Orleans	Ongoing	

## HUMAN RESOURCE POLICIES, 2007-2008 --Exhibit 6

YEAR	POLICY		ADOPTED
2007	"Retirement Benefits" - added legal cites for authority for retirement contributions	New	11/28/2007
	Pay Upon Demotion	Amended	11/28/2007
	Policy on Assisting Persons w/Limited English Proficiency	Proposed	2/19/2008
2008	Supreme Court Leave and Benefits Policy - Major Revisions to Policies Below	Amended	6/28/2008
	<i>Family Medical Leave</i>		
	<i>Military Leave</i>		
	<i>Discretionary Leave</i>		
	<i>Pregnancy Leave</i>		
	<i>Compensatory Leave</i>		
	Emergency Closure Rule	Amended	6/28/2008



## JUDICIAL EMPLOYEES PAY PLAN MAINTENANCE – Exhibit 7

ACTIVITIES	NUMBER
<b>Pay Surveys</b>	2
IT Survey	
N.O. Student Pay Survey	
<b>Special Surveys/Studies</b>	5
Pay Increases Due to Hurricane Katrina in New Orleans Metro Area	
Security Officer 2 and Security Supervisor Job Study	
Pay Study Data Input Clerk and Data Coordinator	
Study to Revise Information Technology Jobs	
Equity and Market Study of Legal Secretaries	
<b>New Jobs</b>	4
Assistant Clerk 1	
CMIS Information Technology Manager	
CMIS Information Technology Architect/Project Manager	
Information Technology Specialist 4	
<b>Miscellaneous</b>	38
Annual Pay Plan Review & Recommendation 2007-2008	1
Individual Pay Studies	2
Reclassifications	28
Job Specification Revisions	7





**PERFORMANCE REPORTS:**

**PERFORMANCE OF THE  
COURTS OF APPEAL**



# PERFORMANCE OF THE COURTS OF APPEAL

## INTRODUCTION

The chief judges of the five courts of appeal adopted the Strategic Plan of the Courts of Appeal in 1999. The Supreme Court approved the plan the same year. The plan was updated in 2005.

The information comprising the “Intent of Objective” sections of this Report was derived primarily from the Appellate Court Performance Standards and Measures, June 1999. The goals and objectives of the Strategic Plan of the Courts of Appeal were based on the Courts of Appeal Adopted Performance Standards (Cf. Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10.) The information presented in the “Responses to Objective” and “Major Strategies Initiated or Completed” sections of the Report was derived from the responses of each court of appeal to a Survey of the Chief Judges, which was prepared by the Office of the Judicial Administrator of the Supreme Court and disseminated to each court of appeal during the fall of 2008.

## COURTS OF APPEAL OBJECTIVES

- 1.1 To provide a reasonable opportunity for multi-judge review of decisions made by lower tribunals.
- 1.2 To develop, clarify, and unify the law.
- 1.3 To determine expeditiously those petitions and/or applications for which no other adequate or speedy remedy exists, including mandamus, habeas corpus, election proceedings, termination of parental rights and other matters affecting children’s rights, and to consider expeditiously those writ applications filed under the court’s supervisory jurisdiction in which expedited consideration, or a stay, is requested.
- 2.1 To ensure that adequate consideration is given to each case and that decisions are based on legally relevant factors, thereby affording every litigant the full benefit of the judicial process.
- 2.2 To ensure that decisions of the courts of appeal are clear and the form of the opinion is controlled by Rule 2-16, Uniform Rules, Courts of Appeal.
- 2.3 To publish those written decisions that develop, clarify, or unify the law.
- 2.4 To resolve cases expeditiously.
- 3.1 To ensure that the courts of appeal are procedurally, economically, and physically accessible to the public and to attorneys.
- 3.2 To facilitate public access to their decisions.
- 3.3 To inform the public of their operations and activities.
- 3.4 To ensure the highest professional conduct of both the bench and the bar.

- 4.1 To seek and obtain sufficient resources from the legislative and executive branches to fulfill their responsibilities, and to institute and maintain a system of accountability for the efficient use of these resources.
- 4.2 To manage their caseloads effectively and use available resources efficiently and productively.
- 4.3 To develop methods for improving aspects of trial court performance that affects the appellate judicial process.
- 4.4 To use fair employment practices.
- 5.1 To vigilantly guard judicial independence while respecting the other coequal branches of government.
- 6.1 To conduct operational planning by the Operational Planning Team.



## Objective 1.1

To provide a reasonable opportunity for multi-judge review of decisions made by lower tribunals.

### Intent of Objective

Our judicial system recognizes that decisions made by lower tribunals may require modification. American jurisprudence generally requires litigants to be afforded a reasonable opportunity to have such decisions reviewed by an intermediate appellate court and then by a court of last resort. The Courts of Appeal of Louisiana, as intermediate appellate courts, provide such opportunities through a system of multi-judge review, i.e. review by a panel of judges. Multi-judge review allows a “degree of detachment, perspective, and opportunity for reflection by all judges, beyond that which a single trial judge can provide...”<sup>1</sup> Multi-judge review, therefore, provides a better opportunity for developing, clarifying, and unifying the law in a sound and coherent manner and for furnishing guidance to judges, attorneys, and the public as to the application of constitutional and statutory provisions, thus reducing errors and litigation costs. For multi-judge review to be fair and effective, however, appellate courts should not only comply with existing legal provisions regarding recusals and random allotment of cases, but should also develop internal procedures for ensuring that recusals and random allotment of cases are properly accomplished.<sup>1</sup>

### Responses to Objective

In addition to the responses provided in Exhibit 1, the intermediate courts of appeal also reported the following:

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reported that to provide a reasonable opportunity for multi-judge review of decisions made by lower tribunals, the court staffed positions for a supplemental docket for civil appeals in FY 2007-2008. The court also adopted an inter-

nal rule that provided for increasing the number of panel members when a majority of the assigned panel did not agree on a result (i.e. three-judge panel went to five-judge panel; five-judge panel went to a seven-judge panel; and seven-judge panel went to an en banc panel).

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that it added two judges to each rehearing application to afford multi-judge review of the court’s own work and were guided by an en banc policy when panel conflict was apparent.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit Court of Appeal reported that it expedited priority matters by assigning them to five-judge panels from the outset, thereby avoiding the time delays inherent when a matter had to be set for re-argument.

## Objective 1.2

To develop, clarify, and unify the law.

### Intent of Objective

The Courts of Appeal of Louisiana contribute to the development and unification of the law by resolving conflicts between various bodies and by addressing apparent ambiguities in the law. Our complex society turns with increasing frequency to the law to resolve disputes left unaddressed by the authors of previously established legal precepts. Interpretation of legal principles contained in state and federal constitutions and statutory enactments is at the heart of the appellate adjudicative process.

### Responses to Objective

In addition to the responses provided in Exhibit 2, the intermediate courts of appeal also reported the following:

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reported that to develop, clarify, and unify the law, its document manage-

<sup>1</sup> Daniel J. Meador, *Appellate Courts: Staff and Process in the Crisis of Volume*. St. Paul: West Publishing Co., 1974



ment system allowed judges and staff to electronically search and review prior decisions, both published and unpublished, and internal reports to ensure uniformity in First Circuit decisions. The court convened en banc during this time period in order to clarify and unify prior court decisions.

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that the court reviews procedures annually and reviewed rules to ensure they were clear and reflected the practices of the court. Rules were published on the court's web page.
- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reported that it continued its seminar for district and city judges within the circuit at the annual Third Circuit Judges Association meeting and its annual August seminar for judges and their law clerks.

Judges of the Third Circuit also participated in recent development seminars for the local bar associations of Lafayette, Marksville, Leesville, Alexandria, and the Southwest Louisiana Bar Association.

### Objective 1.3

**To determine expeditiously those petitions and/or applications for which no other adequate or speedy remedy exists, including mandamus, habeas corpus, election proceedings, termination of parental rights and other matters affecting children's rights, and to consider expeditiously those writ applications filed under the court's supervisory jurisdiction in which expedited consideration, or a stay, is requested.**

#### Intent of Objective

The Courts of Appeal of Louisiana, pursuant to state constitutional provisions and legislative acts, are often the designated forums for the determination of appeals, writs, and original proceedings. These proceedings sometimes affect large segments of the population

within the courts' jurisdiction, or require prompt and authoritative judicial action to avoid irreparable harm. In addition, the courts of appeal have recognized that they have a special responsibility to ensure that cases involving children are heard and decided expeditiously to prevent further harm resulting from delays in the court process.

#### Responses to Objective

In addition to the responses provided in Exhibit 3, the intermediate courts of appeal also reported the following:

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that it continued to participate at seminars and other educational forums to clearly explain the administrative functions of the court and case processing procedures.
- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reported that in 2007, it adopted Internal Rule 22, which provided a process for expedited consideration of cases relating to a disaster such as Hurricanes Rita and Katrina.

The Third Circuit Court of Appeal also reported that it had previously adopted internal rules to ensure that certain expedited children's cases were placed on the next available docket after briefing was completed. Civil appeals were checked by central staff attorneys for jurisdictional flaws and any factors which would require the appeal to be handled expeditiously prior to lodging. The clerk or deputy clerk examined all incoming civil writs to determine if there was a need for the writ to be handled expeditiously. The criminal director, with the assistance of a paralegal, examined all incoming criminal appeals and writs to determine whether they needed to be handled expeditiously. Special reports were utilized to track expedited criminal writ applications as well as civil writ applications.

### Objective 2.1

**To ensure that adequate consideration is given**



to each case and that decisions are based on legally relevant factors, thereby affording every litigant the full benefit of the judicial process.

### Intent of Objective

The courts play a major role in our constitutional framework of government by ensuring that due process and equal protection of the law, as guaranteed by the federal and state constitutions, have been fully and fairly applied throughout the judicial process. The rendering of justice demands that these fundamental principles be observed, protected, and applied by giving every case sufficient attention and deciding cases solely on legally relevant factors fairly applied and devoid of extraneous considerations or influences. The integrity of the entire court system rests on its ability to fashion procedures and make decisions that afford each litigant access to justice. The constitutional principles of equal protection and due process are, therefore, the guideposts for the procedures and decisions of the courts of appeal. Each case should be given the necessary time based on its particular facts and legal complexities for a just decision to be rendered. However, each case does not need to be allotted a standard amount of time for review. Rather, each case should be managed, from beginning to end, in a manner consistent with the principles of fairness and justice.

### Responses to Objective

In addition to the responses provided in Exhibit 4, the intermediate courts of appeal also reported the following:

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that it stressed the importance of the exchange of written memoranda and circulated draft opinions to promote adequate consideration and discussion of each case. The court also emphasized the importance of continuing CLE for all professional legal support staff and enhanced the court's electronic research capabilities to facilitate effective and efficient legal research for all judges and legal support staff.

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reported that it produced a manual "Handbook of Louisiana Court of Appeal, Third Circuit Procedure," in published form and provided the manual on the internet. The manual was produced to aid attorneys with their appellate work.

Its court also contracted with West to provide two patron access terminals which allow attorneys to do research. The Third Circuit continued to update its internet site to provide the internal rules of the court to help keep the public and attorneys apprised of any internal rule changes. The internet site also provided all current and upcoming dockets as well as published opinions from the Court.

The court produced a *pro se* manual to help litigants in filing writ applications and appeals. The *pro se* manual was also provided on the website. The manual greatly improved the ability of *pro se* litigants to provide the court with the necessary documentation and aided the litigants in conforming to the Uniform Rules and was updated in 2008.

### Objective 2.2

**To ensure that decisions of the Courts of Appeal are clear and the form of the opinion is controlled by Rule 2-16, Uniform Rules, Courts of Appeal.**

### Intent of Objective

Clarity is essential in rendering all appellate decisions. An appellate court should issue a written opinion when it completely adjudicates the controversy before it. Ending the controversy necessarily requires that the dispositive issues of the case be addressed and resolved. A fuller understanding of the resolution of the dispositive issues occurs when the court explains the reasoning that supports its decision. Written opinions should set forth the dispositive issues, the holding, and the reasoning that supports the holding. At a minimum, the parties to the case and others interested in the area of law in question expect, and are due, an explicit rationale for the court's decision. In some instances, however, a



limited explanation of the rationale for its disposition may satisfy the need for clarity. Clear judicial reasoning facilitates the resolution of unsettled issues, the reconciliation of conflicting determinations by lower tribunals, and the interpretation of new laws. The length of exposition does not necessarily determine clarity. Clarity is manifested when the Court has conveyed its decision in an understandable and useful fashion and when its directions to the lower tribunal are also clear whenever it remands a case for further proceedings.

## Response to Objective

In addition to the responses provided in Exhibit 5, the intermediate courts of appeal also reported the following:

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reported that it continued to update its Citation Manual to ensure that the citations and form of opinions were uniform. The court continued to follow the publication guidelines established by Rule 2-16, Uniform Rules Court of Appeal. Its court thoroughly discussed Rule 2-16, 2-16.1, 2-16.2, and 2-16.3 at en banc conference and adopted these rules as internal rules of its court on May 5, 2004.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reported that to ensure the decisions of courts of appeal were clear, it standardized the form of opinions.

## Objective 2.3

**To publish those written decisions that develop, clarify, or unify the law.**

### Intent of the Objective

The designation of judicial opinions as precedential authority is essential to achieving clarity and uniformity in the development of the law. The publication of these opinions as binding authority provides an easily accessible means for interested parties to ascertain the holdings of the court and the rationale for its findings, thereby promoting understanding of the law and reduc-

ing confusion regarding the law. Decisions should be published or otherwise designated as authority when they: (1) establish a new rule of law, alter or modify an existing rule, or apply an established rule to a novel fact situation; (2) decide a legal issue of public interest; (3) criticize existing laws; (4) resolve an apparent conflict of authority; or (5) will serve as a useful reference, such as one reviewing case law or legislative history. See Uniform Rule 2-16.2.

## Responses to Objective

In addition to the responses provided in Exhibit 6, the intermediate courts of appeal also reported the following:

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that it improved its web page to allow attorney registration so that they receive electronic notice of all opinions and/or published orders rendered by the court.

## Objective 2.4

**To resolve cases expeditiously.**

### Intent of Objective

Once an appellate court acquires jurisdiction of a matter, the validity of a lower tribunal's decision remains in doubt until the appellate court rules. Delay adversely affects litigants. Therefore, appellate courts should assume responsibility for a petition, motion, writ, application, or appeal from the moment it is filed. Appellate courts should adopt a comprehensive delay reduction program designed to eliminate delay in each of the three stages of the appellate/supervisory process: record preparation, briefing, and decision-making. A necessary component of the comprehensive delay reduction program is the use of adopted time standards to monitor and promote the progress of an appeal or writ through each of the three stages.

## Responses to Objective

In addition to the responses provided in Exhibit 7, the intermediate courts of appeal also reported the follow-



ing:

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reported that it resolved cases expeditiously and shortened extended briefing deadline periods in order to docket appeals more quickly.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that its clerk's office monitored caseload to identify and reduce backlog and ensured all cases were processed within the published time standards.
- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reported that it was hearing and rendering decisions timely on appeal and writ applications. There was little or no backlog in the court. The Chief Judge received timely and accurate monthly reports on the status of any holdover cases, including appeals and writ applications, and monitored them closely through communication with the individual judges. The court continued to utilize its "Judges' Bulletin Board," a computerized case and opinion tracking program, which reflects if a case was held over and acted as a constant reminder to each judge as to the status of their cases.

The court continued to have a full-time paralegal on its criminal staff who worked as a liaison with district courts and court reporters to ensure the timely and proper filing of records and tracked supplementation of the records if necessary.

The court revised and updated its Manual for the Production of Appellate Court Records. The court planned to conduct a seminar in 2009 for all district courts, city courts, and worker's compensation clerks who prepare appellate records. Its court will distribute the updated manual to each of these clerks.

### Objective 3.1

To ensure that the Courts of Appeal are procedurally, economically, and physically acces-

sible to the public and to attorneys.

### Intent of Objective

Making courts accessible to attorneys and to the public protects and promotes the rule of law. Confidence in the review of the decisions of lower tribunals occurs when the appellate court process is open, to the fullest extent reasonable, to those who seek or are affected by its review or wish to observe it. Appellate courts should identify and remedy problems relating to court procedures, court costs, courthouse characteristics, and other barriers that may limit participation in the appellate process. The cost of litigation, particularly at the appellate level, can limit access to the judicial process. When a party lacks sufficient financial resources to pursue a good-faith claim, provision should be made to minimize or defray the costs associated with the presentation of the case. Physical features of the courthouse can constitute formidable barriers to persons with disabilities who want to observe or participate in the appellate process. Accommodations should be made so that individuals with speech, hearing, vision, cognitive or physical impairments can participate in the court's process.

### Responses to Objective

In addition to the responses provided in Exhibit 8, 9, 10, 11 and 12, the intermediate courts of appeal also reported the following:

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reported that to assist *pro se* litigants, its clerk's office assisted them as much as possible with answering procedural questions without giving legal advice and in issuing court orders involving *pro se* litigants. The court generally provided a basic outline of the steps a *pro se* litigant might take when technical problems associated with submissions of applications or pleadings cause the filing to be rejected prior to review on the merits.

The First Circuit Court of Appeal reported that to ensure the public was aware of the openness and accessibility of court proceedings, it issued press releases for the riding circuit, informing the public



of the date, time, and location of hearings.

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that it continued to promote the Court's Ride the Circuit program whereby the court traveled to different areas within the jurisdiction of the Second Circuit to conduct oral arguments, utilizing educational forums such as high schools and colleges.

Its judges worked with schools, bar associations and civic clubs promoting accessibility of court proceedings, and invited students to the courthouse to attend oral arguments and discuss the process.

The court maintained a list of employees of the court that were multi-lingual and identified other resources the court could utilize when the need arose.

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reported that it utilized the district court's list of interpreters when needed. Its court also adopted an ADA policy and posted the policy on its website and posted signs within the courthouse building. The court posted its *Pro Se* Manual and Handbook of Louisiana Court of Appeal, Third Circuit Procedure on its website as well as appellate brief and supervisory writ checklists to aid litigants in appellate procedure.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit Court of Appeal reported that it had a native Spanish-speaking employee available in the clerk's office to assist patrons who could not speak English.

To enhance safety and security, the court has a secured, controlled access building in conjunction with the Supreme Court.

- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reported that if an interpreter was requested, the court would assist in obtaining one for the patrons who could not speak English.

The court also conducted emergency evacuation drills at the court to implement safety and security measures.

## Objective 3.2

### To facilitate public access to their decisions.

#### Intent of Objective

The decisions of the courts of appeal are a matter of public record. Making the decisions of the courts of appeal available to all is a logical extension of the courts' responsibilities to review, develop, clarify, and unify the law. The courts of appeal should ensure that their decisions are made available promptly to litigants, judges, attorneys, and the public, whether in printed or electronic form. Prompt and easy access to decisions reduces errors in other courts due to misconceptions regarding the position of the courts.

#### Responses to Objective

In addition to the responses provided in Exhibit 13, the intermediate courts of appeal also reported the following:

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reported that to facilitate public access to decisions, the court, for high profile cases, proactively called attorneys of record simultaneously upon release of decisions and immediately posted them to the Announcement section of the court's website. Immediately thereafter the court would proactively contact the media to ensure simultaneous access to these decisions. The court adopted an internal rule for cases not released on scheduled decision days to be released two business days after receipt in the clerk's office, or alternatively, immediately if 90 days had elapsed from the submission date for the case.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that it included a discussion of rights of privacy versus public access at the Second Circuit Judges Association CLE relative to sealing records instead of seal-





ing portions of the record as per the discussion of Copeland v. Copeland.

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reported that it published decisions on its internet site. The court created a retention schedule for writ applications and appeal files.

### Objective 3.3

**To inform the public of their operations and activities.**

#### Intent of Objective

Most citizens do not have direct contact with the courts. Information about courts is filtered through sources such as the media, lawyers, litigants, jurors, political leaders, and the employees of other components of the justice system. Public opinion polls indicate that the public knows very little about the courts, and what is known is often at odds with reality. This objective implies that courts have a direct responsibility to inform the community of their structure, functions and programs. The disclosure of such information through a variety of outreach programs increases the influence of the courts on the development of the law, which, in turn, affects public policy and the activities of other governmental institutions. At the same time, such disclosure increases public awareness of, and confidence in, the operations of the courts.

#### Responses to Objective

In addition to the responses provided in Exhibit 14, the intermediate courts of appeal also reported the following:

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reported that it published news releases on its website and sent notices to the local papers and television stations providing coverage in their circuit.

### Objective 3.4

**To ensure the highest professional conduct of both the bench and the bar.**

#### Intent of Objective

By virtue of the public trust placed in the bench and bar, those engaged in the practice of law should adhere to the highest standards of ethical conduct. Ethical conduct by attorneys and judges heightens confidence in the legal and judicial systems. Standards of conduct for attorneys and judges serve the dual purpose of protecting the public and enhancing professionalism.

#### Responses to Objective

In addition to the responses provided in Exhibit 15, the intermediate courts of appeal also reported the following:

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that its judges regularly conducted and/or participated in seminars regarding professionalism and ethics through the Second Circuit Judges Association, Louisiana Judicial College and local bar CLE seminars. Its judges regularly taught pro bono classes for trial judge associations and legal support groups such as law enforcement officers, clerks of court, legal secretaries and paralegal associations.

### Objective 4.1

**To seek and obtain sufficient resources from the legislative and executive branches to fulfill their responsibilities, and to institute and maintain a system of accountability for the efficient use of these resources.**

#### Intent of Objective

As an equal and essential branch of our constitutional government, the judiciary requires sufficient financial resources to fulfill its responsibilities. Just as court systems should be held accountable for their performance,



it is the obligation of the legislative and executive branches of our constitutional government to provide sufficient financial resources to the judiciary for it to meet its responsibility as a co-equal, independent third branch of government. Despite the soundest management practices, court systems will not be able either to promote or protect the rule of law or to preserve the public trust without adequate resources.

## Responses to Objective

In addition to the responses provided in Exhibit 16, the intermediate courts of appeal also reported the following:

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reported that to seek and obtain sufficient resources from the Legislative and Executive branches to fulfill the court's responsibilities, and to institute and maintain a system of accountability, it sought and justified funding for a new position in the business services office with the primary responsibilities of human resources, payroll, and benefits. The court justified funding for a supplemental docket and carried forward monies for the mediation program to address longstanding civil appeal caseload issues.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that it participated with the legislative auditors to ensure the court's fiscal systems and internal controls were in compliance with all applicable law and generally accepted accounting standards.
- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reported that a committee of judges met regularly with members of the Southwest Louisiana Legislative Delegation to discuss the construction of a new courthouse.

## Objective 4.2

**To manage their caseloads effectively and use available resources efficiently and productively.**

## Intent of Objective

The courts of appeal should manage their caseloads in a cost-effective, efficient, and productive manner and in a way that does not sacrifice the rights or interests of litigants. As an institution consuming public resources, the courts of appeal recognize their responsibility to ensure that resources are used prudently and that cases are processed and resolved in an efficient and productive manner.

## Responses to Objective

In addition to the responses provided in Exhibits 17, 18 and 19, the intermediate courts of appeal also reported the following:

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reported that to promptly implement changes in law and procedure, its administrative general counsel reviewed all Acts of the 2008 Legislative Session, compiled the most significant and circulated the information appropriately.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that its judges and law clerks regularly attended development seminars conducted by local bar associations and/or universities. The court's judges met once a month in administrative conference to discuss changes in court procedures and rules and to direct changes in procedures if warranted. A member of the court and the court's clerk served on the Uniform Rules Committee.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit Court of Appeal reported that to manage caseloads effectively, it used document management and document imaging.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reported that it updated its offsite computer retention system to ensure that all court records of relevant court decisions and actions were accurate and preserved properly.



### Objective 4.3

To develop methods for improving aspects of trial court performance that affects the appellate judicial process.

#### Intent of Objective

The efficiency and workload of appellate court systems are, to some extent, contingent upon trial court performance. If appellate courts do not properly advise the trial courts of the decisional and administrative errors they are making, appellate court systems waste valuable resources by repeatedly correcting or modifying the same or similar trial court errors. Appellate courts can contribute to a reduction in trial court error by identifying patterns of error, and by collecting and communicating information concerning the nature of errors and the conditions under which they occur. Appellate courts, working in conjunction with state judicial education functions, might further this work by periodically conducting educational programs, seminars and workshops for appellate and trial court judges.

#### Responses to Objective

In addition to the responses provided in Exhibit 20, the intermediate courts of appeal also reported the following:

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reported that to develop methods for improving all aspects of trial court performance that affected the appellate judicial process, meetings were held among judges, court clerks and administrators to discuss processing challenges in regard to the unique law dealing with appeals from the Baton Rouge City Court.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that it developed statistical reports allowing the court to analyze data relative to court reporter delays and extensions. The court worked with district courts to address individual and/or systemic court reporter delay issues.

### Objective 4.4

To use fair employment practices and to improve employee training and development.

#### Intent of Objective

The judiciary stands as an important and visible symbol of government. Equal treatment of all persons before the law is essential to the concept of justice. Accordingly, courts should operate free of bias in their personnel practices and decisions. Fairness in the recruitment, compensation, supervision, and development of court personnel helps to ensure judicial independence, accountability, and organizational competence. Fairness in employment, as manifested in the court's human resource policies and practices, will help to establish the highest standards of personal integrity and competence among its employees.

#### Responses to Objective

In addition to the responses provided in Exhibits 21, 22 and 23, the intermediate courts of appeal also reported the following:

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reported that to adopt, implement, or update personnel policies, it hired an Administrative Services Coordinator who had human resources management as a primary job responsibility.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that it developed a safety plan and conducted quarterly safety meetings and internet/computer access policies to protect the integrity of the court's data. It conducted periodic annual training related to workplace issues. The court also developed a continuing operations plan, collaborated with other courts, and established a location for storage of critical data.

### Objective 5.1

To vigilantly guard judicial independence while respecting the other coequal branches of



government.

## Intent of Objective

For the judiciary to be fair and impartial, it should develop and maintain its distinctive and independent status as a separate, co-equal branch of state government. It also must be conscious of its legal and administrative boundaries and be vigilant in protecting them.

The judiciary has an obligation to promote and maintain its independence. While insisting on the need for judicial independence, the judiciary should clarify, promote and institutionalize effective working relationships with the other branches of state government and with all other components of the state's justice system. Such cooperation and collaboration is vitally important for the maintenance of a fair, efficient, impartial and independent judiciary as well as for the improvement of the law and the proper administration of justice.

## Responses to Objective

The Courts of Appeal were not surveyed regarding this objective in 2007-2008.

### Objective 6.1

#### To conduct operational planning by the Operational Planning Team.

## Intent of Objective

The intent of the objective is to establish an ongoing mechanism, under the supervision of the Conference of Chief Judges, Courts of Appeal, for ensuring the continued development and implementation of the Strategic Plan of the Courts of Appeal.

## Responses to Objective

The Courts of Appeal were not surveyed regarding this objective in 2007-2008.

## Major Strategies Initiated or Completed in FY 2007-2008.

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal continued to make great strides in reducing the median time from filing to disposition of appeals.

At the end of calendar year 2006, the median time from filing to disposition of civil appeals was reported as 360 days and the median time from filing to disposition of criminal appeals was reported as 240 days. By the end of calendar year 2007, the numbers dropped to 284 days for civil appeals and 189 days for criminal appeals.

For six months from January through June, 2008, the numbers improved again. For civil appeals, the median time from filing to disposition was reported as 225 days and the median time from filing to disposition of criminal appeals was reported as 182 days.

The aspirational time standards set forth in the Rules of the Supreme Court suggested that the time should be no more than 245 days from filing to disposition. The Court was well within these time standards for both civil and criminal appeals.

The progressive improvement shown over the past couple of years meant that the court was staying current with its dockets.

The court attributed the elimination of the civil appeals backlog and reaching the time standards performance goal to the following: a) assistance from other circuits' appellate judges; b) a drop in the level of new civil appeal filings; and c) productivity by the judges of the court.

In addition, two critical court programs operated in FY 2007-2008 to support the productivity of the court's judges and to contribute toward a drop in new civil appeal filings.

In FY 2007-2008, the supplemental docket positions consisting of three attorneys and one secretary



were responsible for staff work associated with seven civil appeals per judge per fiscal year, or a total of eighty-four civil appeals. Each of the supplemental docket attorneys was required to produce a draft opinion for a civil case every one and one-half weeks, on average.

Through the Mediation Program, civil appeals were settled both prior to the lodging of the record on appeal and after lodging. In both instances, appeals were dismissed, reducing the number of appeals that would have otherwise been in line to be assigned to the judges of the court for disposition on the merits.

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reported that it continued to participate with the Louisiana Appellate Clerks of Court, the National Conference of Appellate Court Clerks and the National Center for State Courts in developing an Appellate Court Caseload and Manner of Disposition Reporting standards which the National Center for State Courts hoped to finalize by the end of 2008.

The court was in the study phase of developing a web based case management system and will work with all state appellate courts toward developing an e-filing system that will provide easy access to all appellate courts for members of the bar and public.

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reported that in 2008, its IT Department installed several new programs to better service the Court. Included were the following upgrades and new programs incorporated:
  - **Installed New Spam Appliance.** The Court purchased a spam appliance from Sendio. Sendio is not a filter; instead, it focused on the sender of a message and used a series of techniques, including sender reputation, sender authentication and sender verification, which did not have the flaws that “probabilistic” filters suffer. With the court’s previous filter solution, GWAVA, the court had several problems – spam getting through as well as legitimate mail

being blocked.

- **Laserfiche Document Management System.** A Document Management System, which included a new server, software, and several scanners, had been installed and was in use. The clerk’s office was scanning all documents received by them, with the exception of exhibits. Law clerks in Lake Charles began using Laserfiche to retrieve information pertaining to their cases. The court began testing with the satellite offices to see how best to provide this service.
- **New Phone System for Lake Charles Office.** The Lake Charles office had a new Avaya Phone System installed. The phone system and associated wiring were moved from the maintenance room to the server room due to improper ventilation in maintenance room. New phones were installed for all Lake Charles users.
- **Disaster Recovery Site.** The Court purchased a pair of Data Domain backup appliances. The primary device was being used to backup the four main servers in Lake Charles. Data from the primary device was replicated to a secondary device, which was located in Opelousas. In 2009, the Court planned to position backup servers in Shreveport.
- **Upgraded Network to Satellite Offices.** All satellite office connections had been upgraded to 3MB DSL.
- **Upgraded Internet Connection in Lake Charles.** The internet connection in Lake Charles was upgraded from T1 to T3, tripling the bandwidth.
- **Upgraded Network Backbone in Lake Charles.** New switches were purchased and installed to replace the existing switches which were seven years old.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reported that it continued to work with district courts and court reporters so



that transcripts and appeal records could be timely filed in an ongoing attempt to eliminate delinquent lodgings.

The court's IT Department embarked on two major projects to enhance its work productivity and information and information systems.

The first of its projects was to enhance its current case management system by adding more functionality. The court built an internal document management system which allowed opinions, writs, motions, briefs, etc. to be scanned into its system and linked to the case event. This allowed the clerk's office members or law clerks to view the documents electronically at the push of a button. The next major improvement to case management was the design and implementation of an internal search engine to search its electronic documents. With all of the improvements made to its case management, the court kept in mind the future of e-filing and would be able to integrate the e-filing technology into its current case management system.

The second project was to evaluate and determine the best strategy for upgrading its data center. The main objective to this project was to consolidate servers and storage to get the maximum use out of its investment in technology equipment and also to ease the process of recovering from a natural disaster. The court explored, investigated and decided to use virtualization technology to consolidate its

servers. This technology had many benefits. It would reduce the amount of physical servers by running multiple servers on a single server. This made more efficient use of server resources. It would also reduce the amount of power consumed within the data center. Virtualization would also ease the pains of recovering from a natural disaster. The court also realized the wastefulness of hard drive space by having multiple physical servers. In order to solve this problem, the IT Department decided to implement a storage area network to consolidate the storage and share it among the servers. The court also addressed its data backup system. Upon analysis of current systems, its court realized a need for data de-duplication. With the emergence of document imaging, data was growing at a fast pace. For the most part, these documents were static and did not change. It did not make sense to keep backing up the same unchanged file time after time. Its court decided on a product called "Avamar". This product made very efficient use of data de-duplication technology and drastically streamlined the backup process.

All equipment was approved and purchased by the court in the fiscal year 2007-2008 and the court was in the process of installing and migrating data and servers to its new data center classified as delinquent in being lodged in the court. The court also implemented a procedure to have court reporters keep their cases in a current posture.



**ACTIONS TAKEN IN FY 2007-2008 TO PROVIDE A REASONABLE OPPORTUNITY FOR MULTI-JUDGE REVIEW OF DECISIONS MADE BY LOWER TRIBUNALS-Exhibit 1**

Objective 1.1	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Controlled absences of judges from docketed hearings	Maintained sufficient staff to support greater opportunities for multi-judge review	Scheduled five-judge hearing days to provide greater multi-judge review	Improved random allotment through better manual procedures	Improved random allotment through programmed electronic devices	Controlled recusation	Maintained or initiated systems for tracking appeals and writs by type and comparing the numbers year-by-year	Other
APPELLATE COURT										
1		✓		✓	✓	✓		✓	✓	✓
2		✓	✓	✓		✓	✓	✓		✓
3		✓		✓	✓		✓	✓	✓	
4		✓	✓	✓	✓		✓	✓	✓	✓
5		✓		✓		✓		✓		
TOTALS	0	5	2	5	3	3	3	5	3	3

**ACTIONS TAKEN IN FY 2007-2008 TO DEVELOP, CLARIFY, AND UNIFY THE LAW-Exhibit 2**

Objective 1.2	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Obtained and maintained sufficient legal resources to facilitate the clarification, harmonization, and development of the law	Developed and maintained specific strategies for encouraging and promoting effective collegiality among judges	Created or maintained a docket management system for electronically searching prior decisions	Used pre-and post-argument conferences	Conducted discussions between trial court judges and appellate court judges regarding issues of law	Developed or updated a standardized form of opinions	Other
APPELLATE COURT										
1		✓		✓						✓
2		✓		✓	✓	✓	✓	✓		✓
3		✓		✓	✓	✓	✓	✓		✓
4		✓	✓	✓	✓	✓	✓		✓	
5		✓		✓	✓	✓			✓	
TOTALS	0	5	1	5	4	4	3	2	2	3



**ACTIONS TAKEN IN FY 2007-2008 TO DETERMINE EXPEDITIOUSLY THOSE  
PETITIONS AND/OR APPLICATIONS FOR WHICH NO OTHER ADEQUATE OR  
SPEEDY REMEDY EXISTS-Exhibit 3**

Objective 1.3	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Established a committee of the clerk's office and/or central staff to address the routing, communication, and disposition of issues associated with emergency or expedited writ applications	Created or continued a special screening process at the time of lodging to identify petitions/applications warranting expeditious processing	Adopted rules and procedures for expediting children's cases	Created or maintained summary docketing procedures	Created or maintained a special panel of judges to hear expedited cases	Created or maintained a system of duty judges	Developed or maintained a request form for ensuring that applications requesting expeditious treatment meet all rule requirements	Other
APPELLATE COURT											
1		✓		✓	✓	✓	✓	✓	✓		
2		✓		✓	✓	✓	✓		✓	✓	✓
3		✓		✓	✓	✓		✓			✓
4		✓	✓	✓	✓	✓	✓	✓	✓		
5		✓			✓				✓	✓	
TOTALS	0	5	1	4	5	4	3	3	4	2	2





**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THAT ADEQUATE CONSIDERATION IS GIVEN TO EACH CASE AND THAT DECISIONS ARE BASED ON LEGALLY RELEVANT FACTORS -Exhibit 4**

Objective 2.1	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Obtained or maintained sufficient staff to ensure that adequate consideration is given to each case	Improved docketing and scheduling of cases	Exchanged written memoranda	Developed and maintained appellate guidelines to promote efficiency and effectiveness in the court's consideration of appeals and writs	Sponsored a "records preparation seminar" to assist district courts in properly processing appeals, meeting deadlines, and reducing errors that might delay the lodging of the record	Had weekly writ conferences	Had pre- and post-argument conferences	Other
APPELLATE COURT											
1		✓		✓	✓	✓	✓	✓	✓		
2		✓		✓	✓	✓	✓	✓	✓	✓	✓
3		✓		✓	✓	✓	✓			✓	✓
4			✓		✓		✓			✓	
5		✓		✓			✓	✓			
TOTALS	0	4	1	4	4		5	3	2	3	2

**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THAT THE DECISIONS OF COURTS OF APPEAL ARE CLEAR AND THE FORM OF THE OPINION WAS CONTROLLED BY RULE 2-16 OF THE UNIFORM RULES, COURTS OF APPEAL-Exhibit 5**

Objective 2.2	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Developed or implemented a new rule outlining the appropriate use of full opinions, memorandum opinions, and per curiam opinions	Instituted or maintained special procedures to verify the accuracy of opinions in terms of substance, grammar, and citations	Encouraged and sponsored programs enabling judges and attorneys to approve their legal writing skills	Established standard terminology for reporting summary and dispositive language used in the court	Other
APPELLATE COURT								
1		✓		✓	✓	✓		
2		✓		✓	✓	✓	✓	
3		✓			✓	✓	✓	✓
4		✓	✓		✓	✓		
5		✓			✓	✓		✓
TOTALS	0	5	1	2	5	5	2	2



## ACTIONS TAKEN IN FY 2007-2008 TO PUBLISH THOSE OPINIONS THAT DEVELOP, CLARIFY, OR UNIFY THE LAW-Exhibit 6

Objective 2.3	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Developed or maintained standards for publication	Met with district judges to address their concerns regarding the publication of opinions	Posted unpublished opinions to the court's website	Distributed unpublished opinions to subscribers	Other
APPELLATE COURT								
1		✓		✓		✓	✓	
2		✓		✓	✓	✓	✓	✓
3		✓			✓	✓	✓	
4		✓	✓	✓		✓		
5		✓		✓		✓		
TOTALS	0	5	1	4	2	5	3	1

## ACTIONS TAKEN IN FY 2007-2008 TO RESOLVE CASES EXPEDITIOUSLY-Exhibit 7

Objective 2.4	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Improved docketing and scheduling	Installed an automated case management information system	Employed case managers to expedite court processes	Planned the development of an automated case management system	Improved the manual system of case processing	Took steps to reduce cases under advisement	Initiated/maintained summary dockets	Initiated/maintained a mediation program(s)	Added more panels per cycle	Improved process of opinion writing and review	Other
APPELLATE COURT														
1		✓		✓	✓		✓	✓	✓	✓	✓			✓
2		✓		✓			✓	✓	✓					✓
3		✓		✓	✓		✓	✓	✓					✓
4		✓	✓	✓	✓			✓	✓	✓			✓	
5		✓		✓	✓			✓	✓					
TOTALS	0	5	1	5	4	0	3	4	5	2	1	0	1	3



**ACTIONS TAKEN IN FY 2007-2008 TO ASSIST PRO SE LITIGANTS-Exhibit 8**

Objective 3.1	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Worked with the clerk of court to provide information	Worked with the local bar to provide information	Other
APPELLATE COURT						
1		✓				✓
2		✓		✓	✓	✓
3		✓		✓	✓	✓
4		✓	✓	✓		
5		✓		✓	✓	
TOTALS	0	5	1	4	3	3

**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THAT THE PUBLIC WAS AWARE OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 9**

Objective 3.1	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Published the court's schedule on the doors or walls of the courtrooms	Developed/ maintained a web site which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information answer desk in the courthouse	Other
APPELLATE COURT								
1		✓		✓	✓	✓	✓	✓
2		✓		✓	✓	✓		✓
3		✓		✓	✓	✓		
4		✓		✓	✓		✓	
5		✓		✓	✓			
TOTALS	0	5	0	5	5	3	2	2



## ACTIONS TAKEN IN FY 2007-2008 TO DEVELOP AND MAINTAIN A POLICY OR PROCEDURE TO ASSIST PATRONS WHO CANNOT SPEAK ENGLISH-Exhibit 10

Objective 3.1	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Paid for foreign language interpreter services in criminal cases	Paid for foreign language interpreter services in family/juvenile cases	Paid for foreign language interpreter services in other civil cases	Developed and maintained a list of professional interpreters for non-English speaking patrons	Other
APPELLATE COURT								
1	✓							
2		✓					✓	✓
3	✓							✓
4		✓						✓
5		✓						✓
TOTALS	2	3	0	0	0	0	1	4

## ACTIONS TAKEN IN FY 2007-2008 TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA) -Exhibit 11

Objective 3.1	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Implemented/maintained ADA non-discrimination policy or court rule	Posted public notice/communication of availability of reasonable accommodations	Established/maintained a complaint procedure	Posted signage (raised lettering, Braille, accessible restrooms, etc.)	Developed/maintained written essential functions for court jobs	Adopted an oath for sign language interpreters	Established a list of available real-time court reporters and sign language interpreters	Implemented an emergency evacuation procedure to accommodate disabled patrons/employees	Other
APPELLATE COURT												
1		✓		✓	✓	✓	✓	✓				
2		✓		✓	✓	✓	✓	✓	✓	✓	✓	
3		✓		✓	✓	✓	✓	✓				✓
4		✓		✓	✓		✓	✓				
5		✓		✓	✓		✓				✓	
TOTALS	0	5	0	5	5	3	5	4	1	1	2	1



**ACTIONS TAKEN IN FY 2007-2008 TO IMPLEMENT SAFETY  
AND SECURITY MEASURES- Exhibit 12**

Objective 3.1	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Established off-site remote redundant information systems	Had a security audit performed	Developed/maintained a safety policy/program	Developed/maintained a security policy/program	Installed security alarms in judges' chambers/courtrooms	Had bailiffs trained in better security	Appointed a safety officer	Sponsored safety/security training	Implemented/maintained an emergency evacuation procedure	Installed security equipment	Other
APPELLATE COURT														
1		✓					✓			✓	✓	✓	✓	
2		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3		✓				✓		✓		✓	✓	✓	✓	
4		✓						✓	✓	✓	✓	✓	✓	✓
5		✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TOTALS	0	5	0	1	2	3	3	4	3	5	5	5	5	2

**ACTIONS TAKEN IN FY 2007-2008 TO FACILITATE PUBLIC ACCESS  
TO DECISIONS - Exhibit 13**

Objective 3.2	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Promptly issued media releases on opinions and decisions	Publish opinions, rules, etc. on the court's web site	Kept photocopies and other publications costs at reasonable levels	Maintained sufficient staff, especially in file room, to facilitate public access to opinions	Installed or maintained effective technological means for storing, archiving, and retrieving the court's files and records	Developed or maintained guidelines for handling sealed records and exhibits	Other
APPELLATE COURT										
1		✓			✓	✓	✓	✓	✓	✓
2		✓		✓	✓	✓	✓	✓	✓	✓
3		✓		✓	✓	✓	✓	✓	✓	✓
4		✓			✓	✓	✓	✓	✓	
5		✓			✓	✓	✓	✓	✓	
TOTALS	0	5	0	2	5	5	5	5	5	3



**ACTIONS TAKEN IN FY 2007-2008 TO INFORM THE PUBLIC OF THE OPERATION  
AND ACTIVITIES OF THE COURT-Exhibit 14**

Objective 3.3	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Provided a newsletter	Appeared on radio and TV shows	Visited classrooms	Conducted oral arguments in various locations throughout the district	Gave talks at various forums	Sponsored tours of the court	Involved students in oral arguments	Participated in shadow programs	Sponsored or participated in law day activities	Other
APPELLATE COURT													
1		✓			✓	✓	✓	✓	✓	✓		✓	✓
2		✓			✓	✓	✓	✓	✓	✓	✓	✓	
3		✓			✓	✓	✓	✓		✓		✓	✓
4		✓	✓					✓	✓				
5		✓						✓	✓				
TOTALS	0	5	1	0	3	3	3	5	4	3	1	3	2

**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THE HIGHEST PROFESSIONAL  
CONDUCT OF THE BENCH AND THE BAR-Exhibit 15**

Objective 3.4	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Sponsored or led CLE for involving attorneys and district judges	Participated in Judicial College programs	Participated in Circuit Association Programs	Participated in the programs of the Louisiana State Bar Association	Participated in the programs of the Inns of the Court	Displayed in the courthouse copies of the Supreme Court's poster on Professionalism in the courts	Conducted surveys or focus groups to ascertain public opinion regarding the court's responsiveness and professionalism of the court	Installed or maintained a judicial mentoring program for appellate judges	Other
APPELLATE COURT												
1		✓		✓	✓	✓	✓	✓				
2		✓		✓	✓	✓	✓	✓	✓			✓
3		✓		✓	✓	✓	✓	✓				
4		✓				✓	✓	✓				
5		✓		✓	✓	✓	✓	✓				
TOTALS	0	5	0	4	4	5	5	5	1	0	0	1



**ACTIONS TAKEN IN FY 2007-2008 TO SEEK AND OBTAIN SUFFICIENT RESOURCES FROM THE LEGISLATIVE AND EXECUTIVE BRANCHES TO FULFILL THE COURT'S RESPONSIBILITIES; AND TO INSTITUTE AND MAINTAIN A SYSTEM OF ACCOUNTABILITY-Exhibit 16**

Objective 4.1	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Sponsored or complied with the Appellate Court Employee Pay Plan	Participated in or supported the work of the Judicial Compensation Commission	Participated in or supported the Judicial Budgetary Control Board	Participated in the Judicial Budget and Performance Accountability program	Other
APPELLATE COURT								
1		✓		✓	✓	✓	✓	✓
2		✓		✓	✓	✓	✓	✓
3		✓		✓	✓	✓	✓	
4		✓		✓	✓	✓	✓	
5		✓		✓	✓	✓	✓	
TOTALS	0	5	0	5	5	5	5	2

**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THAT ALL COURT RECORDS OF RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PRESERVED PROPERLY-Exhibit 17**

Objective 4.2	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Developed/maintained policies or rules relating to the issue	Developed/maintained an automated case management system	Developed a system of bar-coding to track location of manual files and documents	Met with clerk on continuing basis to improve procedures and address problems	Standardized and automated minute entries	Used realtime court reporting	Developed and implemented a records retention plan	Other
APPELLATE COURT											
1		✓			✓		✓	✓		✓	
2		✓		✓	✓	✓	✓			✓	
3		✓		✓	✓		✓			✓	
4					✓		✓			✓	
5		✓		✓	✓		✓			✓	✓
TOTALS	0	4	0	3	5	1	5	1	0	5	1



**ACTIONS TAKEN IN FY 2007-2008 TO INSTALL OR IMPLEMENT  
COURT TECHNOLOGIES-Exhibit 18**

Objective 4.2	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Bought additional personal computers	Installed a LAN system	Installed video-conferencing/arraignment system	Installed/maintained real-time reporting	Installed/maintained e-mail/internet	Installed scanners and microtaping equipment	Installed and used Power Point software	Upgraded word processing software	Installed new audio-visual equipment	Installed/maintained digital audio/video	Installed maintained legal research software	Installed an automated security system	Developed/installed/maintained automated case management system	Other
APPELLATE COURT																	
1		✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2			✓	✓	✓			✓	✓	✓		✓	✓	✓	✓	✓	
3		✓		✓				✓	✓	✓	✓			✓	✓	✓	
4		✓		✓	✓			✓	✓	✓	✓	✓		✓	✓	✓	✓
5		✓		✓	✓				✓					✓	✓	✓	
TOTAL	0	4	1	5	4	0	1	4	5	4	3	3	2	5	5	5	1

**ACTIONS TAKEN IN FY 2007-2008 TO PROMPTLY IMPLEMENT CHANGES IN LAW  
AND PROCEDURE-Exhibit 19**

Objective 4.2	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Designed a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Designated a committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated update bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
APPELLATE COURT								
1		✓		✓		✓	✓	✓
2		✓			✓	✓	✓	✓
3		✓			✓	✓	✓	
4		✓		✓	✓	✓	✓	
5		✓		✓			✓	
TOTALS	0	5	0	3	3	3	5	2





**ACTIONS TAKEN IN FY 2007-2008 TO DEVELOP METHODS FOR IMPROVING ASPECTS OF TRIAL COURT PERFORMANCE THAT AFFECT THE APPELLATE JUDICIAL PROCESS-Exhibit 20**

Objective 4.3	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Provided guidance to district clerks of court on preparing clear, accurate, timely and complete appellate records	Provided guidance to district courts on error correction and new areas of the law	Other
APPELLATE COURT						
1		✓		✓	✓	✓
2		✓		✓	✓	✓
3		✓		✓	✓	
4	✓					
5		✓		✓	✓	
TOTALS	1	4	0	4	4	2

**ACTIONS TAKEN IN FY 2007-2008 TO ADOPT, IMPLEMENT, OR UPDATE PERSONNEL POLICIES-Exhibit 21**

Objective 4.4	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new action in FY 2007-2008 to address this objective as indicated	Adopted/maintained ADA/reasonable accommodations policy	Adopted maintained workplace violence/weapons policy	Adopted/maintained anti-harassment policy	Adopted discipline policy	Adopted recruitment/hiring policy	Adopted/maintained vacation/sick leave policy	Adopted equal employment policy	Adopted/maintained family medical leave policy	Adopted confidentiality policy	Adopted grievance policy	Adopted anti-nepotism policy	Adopted/maintained compensation/pay policy	Adopted technology policy	Adopted/maintained drug-free workplace policy	Other
APPELLATE COURT																		
1		✓		✓	✓	✓			✓		✓				✓	✓	✓	✓
2		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
4		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5		✓		✓	✓	✓			✓	✓	✓	✓	✓		✓	✓	✓	
TOTAL	0	5	0	5	5	5	3	3	5	4	5	4	4	3	5	5	5	2



**ACTIONS TAKEN IN FY 2007-2008 TO ADOPT, IMPLEMENT,  
OR UPDATE PERSONNEL POLICIES-Exhibit 22**

Objective 4.4	Are your policies posted or disseminated to all employees?		Did you obtain signed acknowledgment of receipt of these policies from your employees?	
APPELLATE COURT	YES	NO	YES	NO
1	✓		✓	
2	✓		✓	
3	✓		✓	
4	✓		✓	
5	✓		✓	
TOTALS	5	0	5	0

**ACTIONS TAKEN IN FY 2007-2008 TO IMPROVE EMPLOYEE TRAINING  
AND DEVELOPMENT-Exhibit 23**

Objective 4.4	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Provided technology training	Provided in-house training	Provided courtesy and customer service training	Provided ADA training	Provided harassment training	Provided workplace violence training	Used training videos/CDs, etc.	Paid for continuing education and training	Provided supervisory and management training	Sent employees to conferences	Other
APPELLATE COURT														
1		✓		✓	✓	✓				✓	✓	✓	✓	
2		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3		✓		✓	✓				✓	✓	✓	✓	✓	
4		✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	
5		✓		✓	✓					✓	✓	✓	✓	
TOTALS	0	5	0	5	5	2	2	2	3	5	5	5	5	0





**PERFORMANCE REPORTS:**

**PERFORMANCE OF THE  
DISTRICT COURTS**

# PERFORMANCE OF THE DISTRICT COURTS

## INTRODUCTION

The Board of the Louisiana District Judges Association adopted the Strategic Plan of the District Courts in 1999. The Supreme Court approved the plan the same year. The plan was updated in 2005.

The information comprising the “Intent of Objective” sections of this Report was derived primarily from the District Court Performance Standards with Commentary 1990. The goals and objectives of the Strategic Plan of the District Courts were based on the adopted Performance Standards of the District Courts (Cf. Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10.) The information presented in the “Responses to Objective” and “Future Steps” sections of the Report was derived from the responses of each district court to a Survey of Chief Judges, which was prepared by the Office of the Judicial Administrator of the Supreme Court and disseminated to the district courts during the fall of 2008.

Forty-seven chief judges of the district courts responded to the 2007-2008 Survey of the Chief Judges. In most cases, the chief judges of the responding courts answered both the objective and open-ended questions included in the survey. In some cases, the chief judge elected only to answer the objective questions. In answering the open-ended questions, most of the chief judges highlighted activities that they either were using or planned to use to address the objectives. In some cases, the chief judge simply indicated that their responses to certain objectives were part of the regular, ongoing activity of their courts. In other cases, the chief judge responded to the open-ended questions by indicating that their court was either already in compliance with the objective or would take steps to become compliant in the coming year.

## DISTRICT COURT OBJECTIVES

- 1.1 To conduct judicial proceedings that are public by law or custom openly.
- 1.2 To encourage responsible parties to make court facilities safe, accessible, and convenient.
- 1.3 To give all who appear before the court reasonable opportunities to participate effectively without undue hardship or inconvenience.
- 1.4 To ensure that all judges and other district court personnel are courteous and responsive to the public and accord respect to all with whom they come into contact.
- 1.5 To encourage all responsible public bodies and public officers to make the costs of access to district court proceedings and records reasonable, fair, and affordable, whether measured in terms of money, time, or the procedures that must be followed.
- 2.1 To encourage timely case management and processing.
- 2.2 To provide required reports and to respond to requests for information promptly.
- 2.3 To promptly implement changes in law and procedure.



- 2.4 To enhance jury service.
- 3.1 To faithfully adhere to laws, procedural rules, and established policies.
- 3.2 To ensure that the jury venire is representative of the jurisdiction from which it is drawn.
- 3.3 To give individual attention to cases, deciding them without undue disparity among like cases and upon legally relevant factors.
- 3.4 To ensure that the decisions of the court clearly address the issues presented to it and, where appropriate, specify how compliance can be achieved.
- 3.5 To ensure that appropriate responsibility is taken for the enforcement of court orders.
- 3.6 To ensure that all court records of relevant court decisions and actions are accurate and properly preserved.
- 4.1 To maintain the constitutional independence of the judiciary while observing the principle of cooperation with other branches of government.
- 4.2 To seek, use, and account for public resources in a responsible manner.
- 4.3 To use fair employment practices.
- 4.4 To inform the community of the court's structure, function, and programs.
- 4.5 To recognize new conditions or emerging events and adjust court operations as necessary.



## Objective 1.1

### To conduct judicial proceedings that are public by law or custom openly.

#### Intent of the Objective

The general intent of the objective is to encourage openness in all appropriate judicial proceedings. The courts should specify proceedings to which the public is denied access and ensure that the restriction is in accordance with the law and reasonable public expectations. Further, the courts should ensure that their proceedings are accessible and audible to all participants, including litigants, attorneys, court personnel, and other persons in the courtroom.

#### Responses to the Objective

In addition to the responses provided in Exhibit 1, the district courts also reported the following:

- **5th JDC.** The 5th JDC reported that it published schedules in local newspapers.
- **10th JDC.** The 10th JDC reported that in addition to its ongoing efforts to encourage openness in all appropriate judicial proceedings, the court, on occasion, placed signs in the hallways outside the courtrooms, informing the public which courtrooms the respective judges were presiding in and what matters were being taken up in those courtrooms.
- **18th JDC.** The 18th JDC reported that it provided individuals/employees opportunities to address issues during court sessions.
- **23rd JDC.** The 23rd JDC reported that it maintained and improved a website and ensured the public information desk was able to respond to questions regarding dockets.
- **24th JDC.** The 24th JDC reported that all proceedings were open to the public except those required by law to be closed. A kiosk was installed

at the entrance of the court which continuously scrolled the daily docket information including the allotted division, presiding judge, commissioner or hearing officer, and the room location of the respective case. The court also reported that it is in the process of obtaining a system for the hearing impaired and redesigning its website with additional information and forms that will be ADA compliant.

- **26th JDC.** The 26th JDC reported that it court created an email group of local attorneys and notified them electronically of court calendars, schedules and changes.
- **34th JDC.** The 34th JDC reported that it published and posted court schedules.
- **36th JDC.** The 36th JDC reported that it trained new and temporary staff members to provide information on request.
- **38th JDC.** The 38th JDC reported that it participated in its Court of Appeal “Circuit Court” program involving all area high schools.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reported that those matters open to the public were announced when the case was called. Dockets for non-support hearings were posted daily.
- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reported that juvenile proceedings, with the exception of enumerated offenses in delinquency, were closed to the public.

## Objective 1.2

### To encourage responsible parties to make court facilities safe, accessible, and convenient.

#### Intent of Objective

The objective presents three distinct aspects of court performance ~ the security of persons and property within the courthouse and its facilities; access to the



courthouse and its facilities; and the reasonable convenience and accommodation of the general public in court facilities. In Louisiana, local governments are generally responsible, under the provisions of R.S. 33:4713, 4714, and 4715, for providing suitable courtrooms, offices, juror facilities, furniture, and equipment to courts and other court-related functions and for providing the necessary heat and illumination in these buildings. They are also responsible, by inference and by subsequent interpretation of these statutes, for the safety, accessibility, and convenience of court facilities. District courts and judges, therefore, do not have direct responsibility for the facilities in which they are housed. However, the intent of Objective 1.2 is to encourage district courts and judges to work with responsible parties to make court facilities safe, accessible, and convenient.

### Responses to the Objective

In addition to the responses provided in Exhibits 2 and 3, the district courts also reported the following:

- **3rd JDC.** The 3rd JDC reported that it practiced evacuation routes for employees.
- **5th JDC.** The 5th JDC reported that it installed new water fountains in the courthouse.
- **10th JDC.** The 10th JDC reported that while the court was not the custodian of the courthouse, it continues to work with the police jury and sheriff to ensure safe access to the courts.
- **23rd JDC.** The 23rd JDC reported that it installed panic buttons in Assumption Parish and panic buttons were maintained in Ascension Parish.
- **24th JDC.** The 24th JDC reported that to comply with the Americans with Disabilities Act (ADA), it occupied the Thomas F. Donelon Building in 2007 after a three year renovation project. The building, designed by Sizeler Architects, incorporated features required by the ADA. Jefferson Parish advertised for bids for a complete ADA compliant sign package. The 24th JDC, through its redesigned website, provided information on the court's ADA policy as

well as procedures for requesting reasonable accommodations.

- **38th JDC.** The 38th JDC reported that to comply with the Americans with Disabilities Act, the court moved its operations to Lake Charles until the Cameron courthouse was made compliant (elevators were inoperable).
- **40th JDC.** The 40th JDC reported that to implement safety and security measures, its clerk's office installed security cameras.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile court reported that to comply with the Americans with Disabilities Act, it had appointed an ADA coordinator, commissioned an ADA accessibility audit using the checklist provided by the Louisiana Supreme Court and set timeframes for structural improvements.

An ADA coordinator continued to be an active member of the National Association of ADA Coordinators.

The court continued to use revised service information forms and notices to include an accommodation statement and the contact information to request special accommodations.

The court continued to work with the Department of Public Works to complete all structural modifications necessary to bring the court into compliance and to ensure that all new structural modifications were ADA compliant. The court continued to maintain a TDD line at the receptionist's desk with enhanced capabilities to better accommodate the hearing impaired. The court also maintained and updated a list of available sign language interpreters.

To implement safety and security measures, the court had previously installed panic buttons easily accessible to each judge from the bench to alert security in the event of a courtroom emergency. The court also had previously conducted a security audit and implemented security measures based upon its findings by installing security access codes on all



entrances to corridors leading to staff and judges' office. The court also reported that armed deputies met judges at the door and escorted them to their offices. In conjunction with the East Baton Rouge Parish Sheriff's Office, the court continued to enforce security measures that were already in place.

The court developed a Continuity of Operations Plan (COOP) establishing policy and guidance to ensure the continuous performance of the court's essential functions/operations in the event an emergency threatens or incapacitates operations.

- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reported that it followed up on the security audit performed on August 31, 2006.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reported that it implemented hurricane preparedness and COOP plans. All security policies and training were the responsibility of the Criminal Sheriff.
- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reported that the Orleans Parish Civil Sheriff was responsible for providing security and facilities management services for the building. The Orleans Parish Juvenile Court had New Orleans Police Department Court Liaisons in each section of court.

### Objective 1.3

**To give all who appear before the court reasonable opportunities to participate effectively without undue hardship or inconvenience.**

#### Intent of the Objective

Objective 1.3 focuses on how a district court should accommodate all participants in its proceedings, especially those who have disabilities, difficulties communicating in English, or mental impairments. Courts can meet the objective by their efforts to comply with the "programmatic requirements" of the Americans with

Disabilities Act (ADA) and by the adoption of policies and procedures for ascertaining the need for and the securing of competent language interpreters.

#### Responses to the Objective

In addition to the responses provided in Exhibit 4, the district courts also reported the following:

- **4th JDC.** The 4th JDC reported that it implemented a contract with Tele-language to provide foreign language interpretation via telephone in both civil and criminal courtrooms.
- **10th JDC.** The 10th JDC reported that it maintained a list of professional interpreters for non-English speaking patrons, and paid for a foreign language interpreter.
- **13th JDC.** The 13th JDC reported that it had referral information for a local attorney who was fluent in Spanish and who could represent defendants in need of interpreter services.
- **24th JDC.** The 24th JDC reported that through the Jefferson Parish Community Justice Agency, the court provided foreign language and hearing impaired interpreters by selecting vendors to contract with through a competitive bidding process. The court, through its redesigned website, will provide information on the court's ADA policy as well as procedures for requesting reasonable accommodations.
- **32nd JDC.** The 32nd JDC reported that its Division "D" judge and staff learned Spanish.
- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reported it translated some court forms.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reported that it employed Spanish and Vietnamese interpreters as well as utilized outside services for all languages.





## Objective 1.4

**To ensure that all judges and other district court personnel are courteous and responsive to the public and accord respect to all with whom they come into contact.**

### Intent of the Objective

The intent of Objective 1.4 is to make courts more accommodating, courteous, and user-friendly. The Objective is intended to remind judges and all court personnel that they should reflect the law's respect for the dignity and value of the individuals who serve, come before, or make inquiries of the court, including litigants, defendants, lawyers, witnesses, jurors, the general public, and one another.

### Responses to the Objective

- **10th JDC.** The 10th JDC reported that it made a continuing effort to ensure that all court personnel were courteous and responsive to the public. The judges and law clerks actively participated in the St. Denis American Inn of Court to promote and encourage ethics and professionalism. The court also displayed the Code of Professionalism in the Courts in the area of the judges' chambers.

## Objective 1.5

**To encourage all responsible public bodies and public officers to make the costs of access to district court proceedings and records reasonable, fair, and affordable whether measured in terms of money, time, or the procedures that must be followed.**

### Intent of the Objective

Litigants and others who use the services of the district courts face five main financial barriers to effective access to the district court: fees and court costs; third-party expenses (e.g. deposition costs and expert witness fees); attorney fees and costs; the cost of time; and the cost of regulatory procedures, especially with respect to

accessing records. Objective 1.5 calls on courts to exercise leadership by working with other public bodies and officers to make the costs of access to district court proceedings and records reasonable, fair, and affordable. The means to achieve the objective include: actions to simplify procedures and reduce paperwork, efforts to improve alternative dispute resolution, *in forma pauperis* filings, indigent defense, legal services for the poor, legal clinics, *pro bono* services and *pro se* representation, and efforts to assist the victims of crime.

### Responses to the Objective

In addition to the responses provided in Exhibit 5, the district courts also reported the following:

- **4th JDC.** The 4th JDC reported that it continued to provide 'Know the Facts' brochures to the public at the front desk and on the website.
- **10th JDC.** The 10th JDC reported that it worked regularly with the chief of the public defender's office to ensure competent and immediate legal representation to defendants in criminal cases. Its court also worked with the local Legal Services Corporation office and the local domestic violence agency to assure representation for those indigents needing civil legal assistance, and to provide support for *pro se* litigants in domestic abuse cases. The Court worked with the local Bar to maintain a list of volunteer criminal defense attorneys for appointment to indigent cases.
- **24th JDC.** The 24th JDC reported that it worked with Jefferson Parish to continue to provide language interpreters as needed in criminal matters. Interpreters were also provided for individuals with hearing impairments on an as-needed basis. The 24th JDC continued to work with the Indigent Defender Board to provide legal representation to indigent defenders. In civil matters, litigants who meet certain criteria were allowed to file proceedings at no cost or pursuant to a payment schedule. The redesigned website of the 24th JDC will include generic petitions and forms for both attorneys and the general public.



- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reported that it served on the Legislative Task Force on Indigent Defense.
- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reported that it provided forms for parties to use.
- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reported that it assessed indigency and coordinated with the Orleans Public Defender (OPD) and Juvenile Regional Services (JRS) to provide indigent public defense services. Juveniles do not waive the right to counsel. In cases where the OPD and JRS had a conflict of interest, the court maintained a list of attorneys for delinquency and dependency cases and paid attorneys to handle the conflict cases. Lawyers representing juveniles in delinquency matters were required to attend juvenile defender training and were appointed based on allotment and availability. OPJC was adding another class of juvenile defenders to the conflict panel, following a national best-practice training on juvenile indigent defense. OPJC began providing this service in 2007 through funding from the New Orleans City Council.

## Objective 2.1

### To encourage timely case management and processing.

#### Intent of the Objective

The American Bar Association, the Conference of Chief Justices, and the Conference of State Court Administrators have recommended that all courts adopt time standards for expeditious case management at the district court level. Such time standards, according to their proponents, are intended to serve as a tool for expediting case processing and reducing delay. The Louisiana Supreme Court adopted aspirational time standards in 1993 for itself, the courts of appeal, and for general civil, summary civil, and domestic relations cases at the district court level. At the Supreme Court and intermediate appellate court levels, the adopted time standards are measured with the assistance of au-

tomated case management information systems and are reported in the Annual Report of the Supreme Court and as performance indicators in the judicial appropriations bill. At the district court level, however, the time standards cannot be measured for the district courts as a whole or for most individual courts due to the low level of automation or the types of systems operated by the clerks of court. Time standards are also embedded in the Louisiana Children's Code in the form of maximum time limits for the holding of hearings in Child in Need of Care (CINC) cases and other types of juvenile cases. However, these mandated time standards also cannot be monitored or measured efficiently at the present time due to the lack of automation in the district court system. For these reasons, Objective 2.1 focuses on strategies for developing interim manual case management systems and techniques while automated case management information systems are being developed. The objective also focuses on timeliness in the sense of the punctual commencement of scheduled proceedings.

#### Responses to the Objective

In addition to the responses provided in Exhibits 6 and 7, the district courts also reported the following:

- **4th JDC.** The 4th JDC reported that its court initiated plans to have National Center for State Courts personnel perform a full evaluation of the judicial process from arrest to trial. Affidavits were clearly marked, hand delivered and time stamped to facilitate proper delivery. Division I used night sessions for warrants and cases.
- **8th JDC.** The 8th JDC reported that it continued their system to control cases under advisement.
- **10th JDC.** The 10th JDC reported that it continued to monitor its civil and criminal dockets to reduce delays and conducted extra jury terms for criminal cases.
- **11th JDC.** The 11th JDC reported that to reduce delays and improve case management, the 11th JDC was split, creating the 42nd JDC.



**19th JDC.** The 19th JDC reported that to ensure timely enforcement of arrest warrants, summons, and subpoenas, it partnered with the sheriff to implement new service procedures which resulted in more accurate and timely notices.

- **21st JDC.** The 21st JDC reported that to ensure timely enforcement of arrest warrants, summons, and subpoenas, its court attempted to reduce probation hold cases and review “hold” cases.
- **22nd JDC.** The 22nd JDC reported that it initiated creation of a Family/Juvenile Court. To ensure timely enforcement of arrest warrants, summons, and subpoenas, its court expanded the use of NCIC for outstanding warrants.
- **23rd JDC.** The 23rd JDC reported that to ensure timely enforcement of arrest warrants, summons, and subpoenas, it increased use of electronic warrants, i.e. utilizing fax machines for signing of warrants after hours.
- **24th JDC.** The 24th JDC reported that it continued to utilize criminal commissioners to handle various duties including arraignments, setting bonds, signing warrants, probable cause affidavits and stay-away orders. The criminal commissioners also heard motions for bond reduction and preliminary examinations, allowing each judge to concentrate more time on their respective dockets. The 24th JDC also continued its “Domestic Early Intervention Triage Program” to assist in expediting domestic cases.

The 24th JDC installed a software package to record and manage the collection of fines and fees in criminal matters.

The 24th JDC and the 5th Circuit Court of Appeal prepared a delinquent appeals report and met monthly to determine the status of the cases. The clerk of court issued a daily report on upcoming due dates.

- **40th JDC.** The 40th JDC reported that to reduce

delays and improve case management, it implemented scheduling conferences.

- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reported that to reduce delays and improve case management, it continued to implement goals previously set by the court’s CINC Facilitation Team to achieve effective case management techniques by improving timeliness and quality of CINC cases.

The court continued to reduce delays in CINC cases by appointing counsel at the time the verified complaint was filed so counsel was present at the initial hearing. The court also continued to enhance expedited process of non-support matters by issuing subpoenas and preparing judgments in-house through the court’s automated case management system.

To ensure timely enforcement of arrest warrants, summons, and subpoenas, the court regularly updated addresses of interested parties in the automated system.

- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reported that to reduce delays and improve case management, it became a pilot site for the Louisiana Court Connection Case Management System. The court continued to operate the AS 400 minute entry system provided by the Criminal Sheriff and managed cases internally from this system.

- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reported that it completed its second year as an Annie E. Casey Juvenile Detention Alternatives Initiative site (JDAI). Through the JDAI, OPJC and its stakeholders collaboratively collect data on case processing from arrest through disposition. OPJC staff in the Community-Initiatives Department continually worked on case processing mapping to address any delays in the system that could be improved without compromising the defendant’s right to due process. Individual sections of court also held pre-trial case conferences.



For 2008, the City of New Orleans funded a Reception, Resource, and Skills Center which enabled OPJC to hire intake specialists twenty-four hours/day, seven days per week, housed at and in cooperation with the New Orleans Police Department. These specialists track every case from the point of arrest, implement the Orleans Risk Assessment Instrument, and coordinate front-end services. One of the functions of the Intake Center was to track and expedite all cases. Intake staff coordinated with the juvenile division of the district attorney's office on each case to monitor screening, filing, and refusal of all cases. An intake expeditor coordinated with the clerk of court and individual sections of court for youth on alternatives to detention to ensure timely scheduling for initial appearances. There was a daily 11:00 a.m. case conference for detention cases wherein every week the team reviewed youth in detention to ensure effective case processing. The reform efforts led to a significant decrease in case processing time and reduction in failure to appear, as families were notified of the status of their case. The District Attorney's office screened every case within three days unless time was needed to contact a victim wherein screening could take up to thirty days.

## Objective 2.2

**To provide required reports and to respond to requests for information promptly.**

### Intent of the Objective

As public institutions, district courts have a responsibility to provide mandated reports and requested legitimate information to other public bodies and to the general public. Objective 2.2 emphasizes that the district courts' responses to these mandates and requests should be timely and expeditious.

### Responses to the Objective

District courts were not surveyed regarding this objective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior year's reports.

## Objective 2.3

**To promptly implement changes in law and procedure**

### Intent of the Objective

Tradition and formality can obscure the reality that both the substantive and procedural laws are subject to change. Changes in statutes, case law, and court rules affect what is done in the courts, how it is done, and those who conduct business in the courts. District courts should make certain that mandated changes be implemented promptly and correctly.

### Responses to the Objective

In addition to the responses provided in Exhibits 8 and 9, the district courts also reported the following:

- **10th JDC.** The 10th JDC reported that a Court Improvement training program was sponsored with the local bar association. An information system was installed and put into use. Notice forms were also developed and put in use. Both judges and the law clerk attended Recent Developments in the Law seminars. Upon learning of changes in law and procedures, the court implemented them immediately.
- **11th JDC.** The 11th JDC reported that it coordinated with other judicial districts to update and maintain bond and fine schedules.
- **23rd JDC.** The 23rd JDC reported that its judges attended seminars sponsored by the Louisiana Judicial College.
- **24th JDC.** The 24th JDC reported that its Commissioners and Hearing Officers Committee met on a quarterly basis to circulate and discuss any changes in laws and or procedures and to recommend an implementation plan to the judges.
- **26th JDC.** The 26th JDC reported that it employed a juvenile hearing officer to provide consistency and compliance with timeline issues. Its court



administrator regularly communicated with other administrators in the state regarding changes in law and procedures.

- **29th JDC.** The 29th JDC reported that each judge attended CLE updates.
- **32nd JDC.** The 32nd JDC reported that it distributed notifications of new rules and legislation to all judges.
- **36th JDC.** The 36th JDC reported that it conducted semi-annual reviews of every affected juvenile case to test for compliance. Its court also participated in state organization review committees of pending legislation.
- **40th JDC.** The 40th JDC reported that it circulated new information after CLE classes.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reported that it continued to use minute entries previously developed to coincide with the checklists developed by the Louisiana Supreme Court's Court Improvement Program. The court also continued to attain goals previously set by the court's Facilitation Team to reduce delays, to eliminate discrepancies between orders and minute entries, to better document indigency, and to ensure documentation of required ASFA findings using required language through programming of uniform ASFA minute entries into the court's automated system.

The court continued to implement processes to ensure cases and reports were filed and disseminated prior to review hearings and attorneys were contacted to avoid continuances and delays. The court reported that prompt implementation of changes in law and procedure was a regular, ongoing activity of the court. The court encouraged management training on human resources issues to ensure that policies and procedures were in compliance with the law as they pertain to the FMLA, ADA, FLSA and other employment laws.

- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reported that its legislative liaison provided judges with all legislation passed affecting the court during and after each session.
- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reported that it had two sections of court that specialized in dependency. OPJC dependency judges hosted and led the Court Improvement team and had a court coordinator who focused on dual jurisdiction cases.

## Objective 2.4

### To enhance jury service.

#### Intent of the Objective

Jury service is one of the most important civic duties in our nation. And yet, many citizens do their best to escape this obligation either because they do not understand its importance or because they find jury service mystifying, intimidating, or inconvenient. The judicial system has an obligation to educate jurors and to make their service as convenient and efficient as possible. Fortunately, the judicial system has developed a broad range of innovative techniques and tested methodologies for addressing this need effectively. The intent of this objective is to encourage the use of these techniques and methodologies in a systematic and strategic manner.

#### Responses to the Objective

District courts were not surveyed regarding this objective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior year's reports.

## Objective 3.1

### To faithfully adhere to laws, procedural rules, and established policies.



## Intent of the Objective

This objective is based largely on the concept of due process, including the provision of proper notice and the provision of a fair opportunity to be informed and heard at all stages of the judicial process. Fairness should characterize the court's compulsory processes and discovery. Courts should respect the right to legal counsel and the rights of confrontation, cross-examination, impartial hearings, and jury trials. The objective requires fair judicial processes through adherence to constitutional and statutory law, case precedents, court rules, and other authoritative guidelines, including policies and administrative regulations. Adherence to law and established procedures contributes to the court's ability to achieve predictability, reliability, and integrity. It also greatly helps to ensure that justice "is perceived to have been done" by those who directly experience the quality of the court's adjudicatory process and procedures.

## Responses to the Objective

District courts were not surveyed regarding this objective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior year's reports.

### Objective 3.2

**To ensure that the jury venire is representative of the jurisdiction from which it is drawn.**

## Intent of the Objective

Courts cannot guarantee that juries will always reach decisions that are fair and equitable, nor can courts guarantee that the group of individuals chosen through the voir dire is representative of the community from which they are chosen. Courts can, however, provide a significant measure of fairness and equality by ensuring that the methods employed to compile source lists and to draw the venire provide jurors who are representative of the total adult population of the jurisdiction. Ideally, all individuals qualified to serve on a jury should have equal opportunities to participate, and all parties and the public should be confident that jurors are drawn

from a representative pool.

## Responses to the Objective

In addition to the responses provided in Exhibit 10, district courts also reported the following:

- **8th JDC.** The 8th JDC reported that it called each juror who requested to be excused and verified bases of request and kept a record.
- **10th JDC.** The 10th JDC reported that it worked with the clerk of court on a regular basis to update the pool of prospective jurors to ensure that it was a representative of the parish as a whole. The court continued to limit exposure to jury service to one week for those summoned.
- **14th JDC.** The 14th JDC reported that it addressed issues relating to the printing of jury summonses and revised the jury summons to make the jury venire more representative.
- **24th JDC.** The 24th JDC reported that, through the Jefferson Parish Clerk of Court, it continued to utilize a random computer drawing for juror selection. The 24th JDC and Jefferson Parish Clerk of Court, through the Jefferson Parish Sheriff's Office, have begun to perform personal service for the issuance of juror summons. This procedure should increase the number of individuals in the jury venire ensuring a random pool.
- **28th JDC.** The 28th JDC reported that it attempted to address purging of jury venire with the clerk of court.
- **40th JDC.** The 40th JDC reported that it provided questionnaires for prospective jurors.

### Objective 3.3

**To give individual attention to cases, deciding them without undue disparity among like cases and upon legally relevant factors.**



## Intent of the Objective

This objective upholds the standard that litigants should receive individual attention without variation due to the judge assigned or the legally irrelevant characteristics of the parties. To the extent possible, persons similarly situated should receive similar treatment. The objective further requires that court decisions and actions be in proper proportion to the nature and magnitude of the case and to the characteristics of the parties. Variations should not be predictable due to legally irrelevant factors, nor should the outcome of a case depend on which judge within a court presides over a hearing or trial. The objective relates to all decisions, including sentences in criminal cases, the conditions of bail, the amount of child support, the appointment of legal counsel, and the use of court-supervised alternatives to formal litigation.

## Responses to the Objective

In addition to the responses provided in Exhibit 11, district courts also reported the following:

- **10th JDC.** The 10th JDC reported that it updated the bail bond schedule and updated and standardized Boykin language to help ensure that persons appearing before the court were treated as similarly as possible.
- **24th JDC.** The 24th JDC reported that it utilized a bond range chart to provide consistency in setting bonds, but reviewed the particulars of each case and defendant. In domestic child support and alimony matters, the payments were determined according to guidelines set by Louisiana statute. The hearing officers, through hearing officers' conferences, met with the litigants and attorneys to discuss the particulars of each individual case.
- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reported that it worked on standardized risk assessment with the MacArthur Foundation.
- **Orleans Parish Juvenile Court.** The Orleans

Parish Juvenile Court reported that it implemented an objective, a Risk Assessment Instrument (RAI), as part of its JDAI initiative at intake. Through JDAI, OPJC was collecting data to assess racial and ethnic disparities and would seek a cooperative endeavor with the New Orleans Police Department to collect point of contact data for 2009. OPJC focused on front-end assessment for 2007-2008 and will begin to assess post-dispositional continuum of care options in 2009.

## Objective 3.4

**To ensure that the decisions of the court address clearly the issues presented to it and, where appropriate, specify how compliance can be achieved.**

## Intent of the Objective

An order or decision that sets forth consequences or articulates rights but fails to tie the actual consequences resulting from the decision to the antecedent issues breaks the connection required for reliable review and enforcement. A decision that is not clearly communicated poses problems both for the parties and for the judges who may be called upon to interpret or apply the decision. This objective implies that dispositions for each charge or count in a criminal complaint, for example, are easy to discern, and that the terms of punishment and sentence should be clearly associated with each count upon which a conviction is returned. Noncompliance with court pronouncements and subsequent difficulties of enforcement sometimes occur because orders are not stated in terms that are readily understood and capable of being monitored. An order that requires a minimum payment per month on a restitution obligation, for example, is clearer and more enforceable than an order that establishes an obligation but sets no time frame for completion. Decisions in civil cases, especially those unraveling tangled webs of multiple claims and parties, should also connect clearly each issue and its consequences.

## Responses to the Objective

District courts were not surveyed regarding this ob-



jective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior year's reports.

### **Objective 3.5**

**To ensure that appropriate responsibility is taken for the enforcement of court orders.**

#### **Intent of the Objective**

Courts should not direct that certain actions be taken or prohibited, and then allow those bound by their orders to honor them more in the breach than in the observance. This objective encourages courts to ensure that their orders are enforced. The integrity of the dispute resolution process is reflected in the degree to which the parties adhere to awards and settlements arising out of them. Non-compliance may indicate misunderstanding, misrepresentation, or a lack of respect for, or confidence in, the courts. Obviously, courts cannot assume total responsibility for the enforcement of all of their decisions and orders. The responsibility of the courts for enforcement varies from jurisdiction to jurisdiction, program to program, case to case, and event to event; however, all courts have a responsibility to take appropriate action for the enforcement of their orders.

#### **Responses to the Objective**

In addition to the responses provided in Exhibit 12, district courts also reported the following:

- **8th JDC.** The 8th JDC reported that it generated written sentences to back up minutes and for probation use. Defendants received a copy of the sentence.
- **24th JDC.** The 24th JDC reported that its court and the Jefferson Parish Clerk of Court's local area networks were linked, providing the court with immediate access to criminal and civil records. Each document was digitally scanned by the clerk's office and stored on the network.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reported that it revised

standardized minute entries, developed and implemented 'working papers' for use by minute clerks as a guide during review hearings and recorded hearings were archived to a server located offsite and backed up daily.

- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reported that the clerk was responsible for the tracking of filed cases. A standardized minute entry program had been in effect for ten years.
- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reported that it ordered real time court reporter equipment and would move towards real-time reporting by the end of 2008.

### **Objective 3.6**

**To ensure that all court records of relevant court decisions and actions are accurate and preserved properly.**

#### **Intent of the Objective**

Equality, fairness, and integrity in district courts depend in substantial measure upon the accuracy, availability, and accessibility of records. This objective recognizes that other officials may maintain court records. Nevertheless, the objective does place an obligation on courts, perhaps in association with other officials, to ensure that records are accurate and properly preserved.

#### **Responses to the Objective**

District courts were not surveyed regarding this objective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior year's reports.

### **Objective 4.1**

**To maintain the constitutional independence of the judiciary while observing the principle of cooperation with other branches of government.**





## Intent of the Objective

The judiciary must assert and maintain its independence as a separate branch of government. Within the organizational structure of the judicial branch of government, district courts should establish their legal and organizational boundaries, monitor and control their operations, and account publicly for their performance. Independence and accountability support the principles of a government based on law, access to justice, and the timely resolution of disputes with equality, fairness, and integrity; and they engender public trust and confidence. Courts must both control their proper functions and demonstrate respect for their co-equal partners in government.

## Responses to the Objective

District courts were not surveyed regarding this objective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior year's reports.

### Objective 4.2

**To seek, use, and account for public resources in a responsible manner.**

## Intent of the Objective

Effective court management requires sufficient resources to do justice and keep costs affordable. This objective requires that a district court responsibly seek the resources needed to meet its judicial responsibilities, that it uses those resources prudently (even if the resources are inadequate), and that it properly account for the use of the resources.

## Responses to the Objective

District courts were not surveyed regarding this objective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior year's reports.

### Objective 4.3

**To use fair employment practices.**

## Intent of the Objective

The judiciary stands as an important and visible symbol of government. Equal treatment of all persons before the law is essential to the concept of justice. Accordingly, the district courts should operate free of bias in their personnel practices and decisions. Fairness in the recruitment, compensation, supervision, and development of court personnel helps to ensure judicial independence, accountability, and organizational competence. Fairness in employment also helps establish the highest standards of personal integrity and competence among employees.

## Responses to the Objective

In addition to the responses provided in Exhibits 13, 14 and 15, the district courts also reported the following:

- **4th JDC.** The 4th JDC reported that it continued to use an online payroll system.
- **8th JDC.** The 8th JDC reported that it posted all appropriate notices.
- **10th JDC.** The 10th JDC reported that it considered fair employment practices to be a priority and strived to maintain such practices on an ongoing basis. The judges' administrative assistants were sent to the Louisiana Protective Order Registry training and the Third Circuit law clerk seminar.
- **19th JDC.** The 19th JDC reported that its court's administration staffed the new judges' orientation program.
- **24th JDC.** The 24th JDC reported that it developed and implemented a policy and procedure manual which was updated on an annual basis. Job descriptions and corresponding salaries were continually monitored and updated as needed.



- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reported that its court adopted the Caddo Parish Commission’s personnel policies.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reported that its court employees participated in the American Heart Association Heart Walk and participated in Professionalism in the Workplace Training.

Its court also reported that it was a regular, ongoing activity to adopt, implement and update personnel policies. Its court administration maintained a close working relationship with the City-Parish government to ensure continued financial support to provide for efficient court operations and to hire and maintain essential and qualified personnel.

The court continued to implement policies and procedures as outlined in its Personnel Manual in accordance with fair and consistent human resources practices. The court’s Personnel Manual included an Equal Employment/Non-Discrimination Policy; was prohibitive of harassment, sexual or otherwise; provided a complaint procedure to report allegations of discrimination or harassment; upheld compliance with the ADA; included a Drug-Free Workplace Policy; a Weapons and Workplace Violence Policy; policies relative to computer, electronic, and telephone communications; internet access and usage; an Employee Code of Conduct; addressed employee leave and disciplinary action policies and procedures; and endorsed fair recruitment, hiring and compensation practices.

- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reported that its Judicial Administrator became certified as a Human Resources Director.

To adopt, implement and update personnel policies, the court revised its employee handbook and created employee designations.

- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reported that it employed a Human Resource Director who revised the personnel manual.
- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reported that it conducted weekly management team meetings with the Chief Judge. The management team conducted weekly supervision meetings with all staff and reported to the Chief Judge. Due to the expansion of programs and services managed by the court, OPJC restructured administrative functions to create clerk roles and responsibilities with the Judicial Administrator’s Office, an Office of Community-Based Initiatives, an Office of Court-Based Programs, and an Office of Educational and Vocational Programs. OPJC is planning an all court staff retreat and training for 2009.

To adopt, implement and update personnel policies, the OPJC had employee policies and procedures. Each new employee received a copy of the employee policies and procedures when completing new hire paperwork and signed for receipt.

#### Objective 4.4

**To inform the community of the court’s structure, functions, and programs.**

#### Intent of the Objective

Most citizens do not have direct contact with the courts. Information about courts is filtered through sources such as the media, lawyers, litigants, jurors, political leaders, and the employees of other components of the justice system. Public opinion polls indicate that the public knows very little about the courts, and what is known is often at odds with reality. This objective implies that courts have a direct responsibility to inform the community of their structure, functions and programs. The disclosure of such information, through a variety of outreach programs, increases the influence of the courts on the development of the law, which, in turn, affects public policy and the activities of other governmental institutions. At the same time, such



disclosure increases public awareness of and confidence in the operations of the courts.

## Response to the Objective

In addition to the responses provided in Exhibit 16, the district courts also reported the following:

- **3rd JDC.** The 3rd JDC reported that it allowed its local high school to perform a trial drama in its courtroom.
- **4th JDC.** The 4th JDC reported that Division “I” wrote a weekly news column on legal issues and held a family law practitioners’ seminar.
- **9th JDC.** The 9th JDC reported that Rapides Parish local CASA organization received a grant and purchased closed circuit audio/video equipment. This equipment was installed in criminal courtrooms with a special emphasis on the testimony of children who were victims of crimes. These children were able to testify in another courtroom in the presence of the judge, counsel and court personnel, while the defendant remained seated with their attorney in the courtroom in the presence of the jury.
- **10th JDC.** The 10th JDC reported that it maintained a website, providing the public with information on the judges, the court’s general schedule, ADA information, jury service information, the local rules of court, answers to frequently asked questions about court, and contact information. The judges spoke at schools and civic organizations, and invited high school students to view sessions of court.
- **24th JDC.** The 24th JDC reported that it redesigned its website with information about the Court and included generic forms.
- **25th JDC.** The 25th JDC reported that its court hosted the D.A. LEAD programs.
- **28th JDC.** The 28th JDC reported that it developed a Truancy Court.

- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reported that it continued to collaborate with the East Baton Rouge Truancy Assessment Service Center, Inc. (TASC) to successfully operate a truancy program for grades K-5. The court successfully collaborated with the East Baton Rouge Parish School System and the Louisiana State University School of Social Work-Office of Social Services Research and Development (OSSRD) to obtain funding for a pilot Middle School Truancy Program in East Baton Rouge Parish beginning in January 2009.

The court continued to participate in the East Baton Rouge Parish Children and Youth Planning Board and the Juvenile Detention Alternatives Initiative (JDAI). The court continued collaboration with the Dedicated Dads and Fathers in Families programs to provide services for fathers with child support issues. The court also continued to participate in the Baton Rouge Chamber of Commerce Leadership program and participated in the Capital Area United Way Giving Campaign. The court participated as a member of the Children’s Coalition of Greater Baton Rouge, which is a collective force united to effect community change to improve the lives of children and families through partnerships and advocates in the capital city area.

The court also participated as a member of the Office of Community Services (OCS) Consumer & Community Stakeholder Committee, which was forging an active collaboration of community stakeholders to improve services to children, youth and families. The Juvenile Court Improvement Committee continued to seek out funding sources for the construction of a new Juvenile Justice Complex for East Baton Rouge Parish. The Committee continued to promote community awareness by educating the public about the essential functions of the juvenile court and the important role the court played within the community

- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reported that it worked on a report to be distributed to the community and



others on its reform efforts since Hurricane Katrina that included data, accomplishments, current programs and services, and outcomes. OPJC received a grant from Baptist Community Ministries and the Louisiana Bar Foundation to plan for a new Teen Court program which will be piloted in 2009. Members of the community were active partners in OPJC's JDAI initiative. The Chief Judge spoke to members of the community, in schools, and to organizations weekly.

## Objective 4.5

**To recognize new conditions or emerging events and to adjust court operations as necessary.**

### Intent of the Objective

Effective district courts are responsive to emergent public issues such as drug abuse, child and spousal abuse, AIDS, drunken driving, child support enforcement, crime and public safety, consumer rights, racial, ethnic, and gender bias, and more efficiency in government. This objective requires district courts to recognize and respond appropriately to such emergent public issues. A district court that moves deliberately in response to emergent issues is a stabilizing force in society and acts consistently with its role in maintaining the rule of law and building public trust and confidence.

### Responses to the Objective

In addition to the responses provided in Exhibit 17, the district courts also reported the following:

- **4th JDC.** The 4th JDC reported that it installed integrated audio and video court recording systems in two courtrooms. The court also installed a hardware spam filter. The court started taking credit card payments in the probation department.
- **5th JDC.** The 5th JDC reported that it installed a bullet resistant door in the judge's office.
- **8th JDC.** The 8th JDC reported that it had visual

equipment in the courtroom.

- **10th JDC.** The 10th JDC reported that it maintained the adult drug court that was established in 2004, and saw that drug court staff received regular training on effectively working with persons with addictions. The Court applied for and received approval for a juvenile drug court, to begin operation in the next fiscal year. The court also upgraded its word processing software.
- **24th JDC.** The 24th JDC reported that it implemented and continued to utilize a video arraignment system. The court upgraded a portion of its computers on an annual basis to take advantage of emerging technology and software. Each courtroom was equipped with a digital audio recording system and state-of-the-art public address system. The court was proceeding with an RFP for a multimedia evidence presentation system. The system will include a document camera, a touch screen control panel and monitor on the judge's bench, monitors on the attorney tables and a large (approximately 65") LCD monitor for juror viewing of evidence.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reported that it provided internet access to allow the district attorney to access their automated case management system from the courtrooms. The court upgraded the technology of the courtrooms and facilities on a routine basis.
- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reported that it upgraded the AS400 system and completed data dump into IJJIS.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reported that email and internet, as well as Westlaw, had been in place for several years.
- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reported that it purchased real-time court reporting software and upgraded all



computers and software post-Katrina.

## Major Strategies Initiated or Completed in FY 2007-2008.

- **1st JDC.** The 1st JDC reported that better access to the building was provided for persons with disabilities through the designation of special and temporary parking; wheelchair accessible entrance to the courthouse, courtrooms, jury boxes and witness box; some courtrooms had radio transmitters to assist hearing impaired; and the jury video included readable text. The court also increased capacity of interpreters to include Vietnamese, Korean, and Croatian speaking individuals. Defibrillators were purchased and were available on most of the floors of the courthouse.
- **2nd JDC.** The 2nd JDC reported that it worked on instituting real-time court reporting, which appeared to be the most cost-saving project. Also, because the judicial district included three large rural parishes, with the lawyers and staff scattered over 2,200 square miles, its court initiated an annual CLE dinner meeting which improved collegiality and increased professionalism among the members of the Bar Association in each parish.
- **3rd JDC.** The 3rd JDC reported that it continued to expand and promote the Third Judicial District Drug Court Program. Its court had financial support to maintain fifty-five clients in drug court and graduated eleven clients, many of whom had been in and out of the court system for many years. All three judges had drug court training and experience. The court looked forward to the impact that drug court will have in its community for years to come.
- **4th JDC.** The 4th JDC reported that the installation of a complete integrated digital audio recording system into two courtrooms had been a great success for the court in 2008.

The system included a full PA system and assis-

tive listening hardware to help persons with hearing disabilities. State of the art high sensitivity microphones also helped improve both quality of recording and audio provided to the PA system. An integrated court reporting solution also made it much easier for court reporters to take typed notes for later transcription. The notes and audio could be accessed from any workstation, which had been extremely helpful for judges to be able to review cases and also for the probation and drug court staff to go back and listen to review hearings to ensure accurate case handling.

Also initiated in 2008 were discussions about improvements with the National Center for State Courts. Through local funds and a State Justice Institute grant, consultants will come for an on-site visit to speak with all agencies and perform a complete operational review with recommendations to help its court identify where improvements to the judicial system can be made.

- **5th JDC.** The 5th JDC reported that it instituted a semi-annual truancy court for schools in its district to assist school officials and its FINS officer in requiring parents and students to obey the compulsory school attendance laws. The court also began limiting contested domestic relations cases to eight hours per party to reduce problems associated with the cases.
- **6th JDC.** The 6th JDC reported that in two of its three parishes, security cameras were installed in the courtrooms and monitors were situated in the judge's office and in the sheriff's office. The cameras and monitors greatly improved the security situation in the courtrooms as well as the entire courthouse in each parish.
- **10th JDC.** The 10th JDC reported that after successfully establishing an adult drug court in 2004, the court determined that it was important to provide a similar opportunity for juvenile offenders. The court called together all relevant interest holders, including the district attorney, sheriff, local police, Office of Juvenile Justice, Center for Addictive Disorders, and others to team together and apply



for the establishment of a juvenile drug court. The application was approved by the Louisiana Supreme Court, and operations were scheduled to begin July 1, 2008. The court believed that it was important to deal with offenders suffering from addiction and recognized that it was especially important to address those issues with the juvenile population, as well as the adult population.

- **11th JDC.** The 11th JDC reported that it worked with a contractor to provide for electronic monitoring of adults and juveniles. The court also worked to get a video monitor system between the judges' chambers and Ware Detention Center.
- **15th JDC.** The 15th JDC reported that the court's website was finally launched in 2008. While it was proven to be a very useful tool in communicating within the court and with members of the community, it was a work in progress. Information posted included that relating to judges, court programs and the court calendar. The fact that changes could be made to it throughout the year so that attorneys could be kept informed of exactly when a judge would be in court was a vast improvement over the old published version. Of particular note was the use of the website during the period of hurricanes Gustav and Ike. Courthouse closing orders were scanned and posted on the website and regular updates were provided as weather conditions changed. Employees, as well as other government entities, were kept informed through this process.
- **16th JDC.** The 16th JDC reported that it made significant technological advances during fiscal year 2007-2008 through the installation of a district-wide fiber optic network, acquisition of digital recording equipment in courtrooms, the purchase of real-time court reporting equipment, and the continued support and training for official court reporters to enable them to become proficient in real-time reporting.

The court installed a virtual private network between the Iberia Parish, St. Martin Parish and St. Mary Parish courthouses using a 10 megabyte fiber optic connection. The fiber optic connection pro-

vided the court with enhanced security and reliability, and increased capacity for data transfer, as well as an increase in speed of approximately 32 times that of the previous T1 connection. The fiber optic network allows the judges and court staff to perform legal research, share and transfer data, access clerk of court records, and provides an important avenue of communication through the internet, email and file sharing. The increased capacity provided by the fiber network also allows for the transfer of video and audio data.

During recent years, digital recording equipment had been installed in a number of the courtrooms throughout the district. The court's objective was to install digital recording equipment in all of the primary and secondary courtrooms in Iberia, St. Martin and St. Mary Parishes, obtain external storage devices in each parish, and network the digital recorders to the court's network to allow for long-term storage and preservation of all recorded court proceedings. The court installed digital recorders in the primary and secondary courtrooms in the Iberia Parish courthouse; purchased two external hard drive storage devices, and was in the process of networking the Iberia Parish digital recorders to the court's server for storage on one external hard drive. The second external hard drive will be used to store compressed audio data from all three parishes at an off-site location. The court requested funding for the purchase of additional digital recorders and hard drive storage devices in St. Martin and St. Mary parishes. The storage of audio data from court proceedings through the court's network would allow the long-term preservation of the data and would allow the data to be accessible by judges and court reporters from secure remote locations.

The 16th JDC purchased real-time court reporting systems for seven of its nine official court reporters. The court had and will continue to provide support and training opportunities for the court reporters to become proficient in real-time court reporting skills and to enable them to introduce real-time court reporting into the courtrooms in the near future. The 16th JDC will continue to explore additional technological applications which will benefit



the court and enhance and increase its efficiency.

- **19th JDC.** The 19th JDC reported that its court proudly broke ground on a new state-of-the-art facility to house the court, the East Baton Rouge Family Court and the East Baton Rouge Clerk of Court. While striving throughout the year to continue ongoing strategies which further the court's strategic plan, much time was spent in the past year planning for new and improved strategies related to its new facility. The new courthouse will be fully compliant with the Americans with Disabilities Act (ADA), and great care was taken to ensure that equal access to justice for all citizens was achieved in the physical facility, often going well above standards required by law. Technology plans for the new building included real-time capability, assisted listening technology, and user-friendly way-finding and docketing signage throughout. There will be dedicated jury assembly and jury suites that will greatly enhance jury service and the areas will also serve as staff professional development training areas when not in use for jurors.

Security had been a driving force in the design of the facility, and a great deal of time was devoted to conferencing with the sheriff and other law enforcement personnel to ensure the courthouse is safe, accessible and convenient for all citizens. State-of-the-art technology will be used to implement these new security measures.

The 19th JDC is anticipating, with great excitement, the dispensation of justice in the new courthouse as well as the furtherance of the strategic plan in the facility.

- **21st JDC.** The 21st JDC reported that it completed the process of creating a separate juvenile division of court to ensure timely and specialized handling of the cases. The judge has been elected and will take office January 1, 2009.

The court improved security by constructing a secured parking area at the Amite courthouse which also enhanced security relating to prisoner transit.

The court started construction of an office expansion in Livingston to allow more space for the judges to operate.

- **22nd JDC.** The 22nd JDC reported that in FY 2007-2008, it successfully worked through the administrative and legislative processes to receive two new judgeships for the district. Pursuant to La. Const. Art 5 Sec. 15, the new divisions have been created with limited subject matter jurisdiction over family and juvenile matters within the territorial jurisdiction of the 22nd Judicial District Court.

The request for new divisions dedicated to the family and juvenile functions of court was an outgrowth of a pilot program developed by the court a few years ago to address the management of family and juvenile cases. Based on the premise that a good outcome in family matters was more likely the sooner litigants could be heard, the intent of the program was to get litigants to court more quickly through family intake conferences. The pilot program employed two full-time hearing officers who conduct family intake sessions and non-support hearings and trials. Additionally, the program employed two full-time social workers to address custody matters in connection with family intake sessions. Also through the program, a staff attorney was employed to act in a limited capacity as a hearing officer for juvenile traffic matters and to act as a compliance officer for the court with regard to state and federal time constraints in juvenile matters. It was the intention of the court to continue the services of hearing officers, social workers, and staff attorneys in support of the new family/juvenile divisions.

The increase in district activity was apparent from clerk of court reports which indicated a growing number of filings from year to year, particularly in St. Tammany Parish. Based on these figures and the work point value associated with them, the computation to determine whether new judges were needed indicated the ten incumbent judges were doing the work of more than fourteen judges. A request for two additional judges was initiated in 2006. In 2007, the request was approved by the



Judicial Council, and recommended to the Legislature. In 2008, the Legislature approved the two judgeships, and the Governor signed the bill into law as Act 344. United States Justice Department pre-clearance was received July 9, 2008, permitting the opening of qualifying for the newly created judgeships.

Due to the considerable and cooperative efforts of the 22nd JDC judges, the multi-year process to initiate and justify the request for new judges and see the request through the Judicial Council, the Legislature and the Justice Department, was brought to a successful conclusion.

- **23rd JDC.** The 23rd JDC reported that in FY 2007-2008, the court began the process of installing and using video conferencing for purposes of attorney appointments, with the possibility of expanding its use to arraignments. While the court previously had some video conferencing in place, it proved to be unreliable. The court implemented this system which was internet based, and with webcams, could be used anywhere the judge may be located. The system was installed in every judge's office. It was installed in two jails in the district, and will be installed in the third jail soon. The sheriff's offices in the three parishes worked in conjunction with the judges by agreeing to pay the monthly service charge for this program. Not only does the system expedite matters for the court, but it also assists with security concerns in that prisoners do not have to be brought to the courthouse for appointments with attorneys. If this system is expanded to arraignments, this will further assist with security concerns.
- **24th JDC.** The 24th JDC reported that it installed a digital recording system in each of the courtrooms and is currently pursuing the design and installation of a Multimedia Evidence Presentation System.

The new system will provide a tightly integrated digital audio and video system that allows for remote management via a LAN for sixteen divisions of court. Such access will provide remote and single point connectivity to all courtrooms with audio sys-

tems connected to the network. This provides the court the ability to update software and firmware, to make adjustments, and to take control of the system from a single desktop. Remote access offers a reduction of the response time in the event that a technician is called to make system adjustments. It also provides single point system maintenance, reducing the time necessary to individually connect to each courtroom system onsite for the purpose of upgrading firmware or programming.

The system will have an IP-based control system to harness the vast possibilities of ethernet and the internet for remote control, monitoring, programming and diagnostics.

The system will provide essential interfacing for the control of numerous devices including, but not limited to LCD and/or plasma displays, switchers, digital presenters, and the capabilities for additional devices as needed.

The System will provide for a total presentation solution supporting multiple video and digital media formats. Complete display control will be in the hands of the judge but will provide independent controllable outputs to the touch panel and audience display. Multiple scalable video windows and PC applications will be able to be displayed simultaneously for preview at the podium while the audience sees only what the judge or presenter chooses.

- **26th JDC.** The 26th JDC reported that it moved into its new courthouse in Bossier Parish in June of 2006. In 2007, the Bossier Parish Police Jury completed two additional courtrooms, giving the courthouse a total of eight courtrooms, compared to three in the original building. The eight courtrooms could accommodate the six judges of the 26th JDC and the two hearing officers. The two newest courtrooms were designed to handle misdemeanor and traffic court matters. Rooms were created between the new courtrooms to allow offenders to pay their fines before leaving the courthouse. Sheriff's deputies manned the rooms that were equipped with pay phones and credit card machines. The judges conducted jail clearance and arraignments via video





conferencing. This resulted in a substantial decrease in transportation costs and minimized security risks associated with transporting inmates to the courthouse.

- **27th JDC.** The 27th JDC reported that all four divisions of the court installed a new court reporting system with monitors.
- **30th JDC.** The 30th JDC reported that it started a Truancy Court to deal with the increasing truancy problems in the school system.
- **34th JDC.** The 34th JDC reported that its judges continued to participate in and provide CLE events to local attorneys. The court was also particularly proud of the reorganization of jury trial procedures through the institution of a jury pool system. The court was faced with the loss of over 50% of its population after Hurricane Katrina. Additionally, service of jury summons was made particularly difficult due to displacement or relocation of its population. A good effort was made to send out surveys and locate returning residents.
- **36th JDC.** The 36th JDC reported that it used court generated funds to install a new sound system in the courtroom with individual remote ear piece amplifiers for use by judges, attorneys, witnesses and jurors who might have hearing impairments. While the court had a limited number of units, the system was designed so that others could be purchased and added at a later date.
- **37th JDC.** The 37th JDC reported that it attended drug court training with the full team of drug court staff, and prepared budget and outlined criteria for drug court personnel and requirements. Drug court was approved for 2008-2009 fiscal year.
- **40th JDC.** The 40th JDC reported that the IT Department of the Sheriff's Office installed state-of-the-art video/audio equipment in the main courtroom which provided better viewing and hearing of evidence to jurors, staff, judge and audience.

- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reported that its court fully implemented the Integrated Juvenile Justice Information System (IJJIS). Not only will this improve case docketing and provide automated minute entries; it will also improve case reporting and tracking. For the first time the Caddo Parish Juvenile Court will be able to participate in local data sharing with outside agencies such as the Caddo Parish School Board, District Attorney's Office, local law enforcement agencies and the Public Defenders' Office.

The Clerk of Court for Caddo Parish, as of July 1, 2008, assumed complete control of the Juvenile Court's Clerks Office. This will improve standardized and automated minute entries, and ensure that all court records of court decisions and actions are accurate and properly retained.

- **East Baton Rouge Family Court.** The East Baton Rouge Family Court reported that it initiated a goal of expediting cases coming before the court. The court is especially proud of the fact that litigants were able to procure an initial date for a proceeding in no more than two weeks from the date of filing. Attorneys practicing in the court consistently mentioned to the court that it takes anywhere from four to eight weeks to accomplish the same in bordering jurisdictions. Issues of custody and support payments were expedited through a speedier process, thus lessening problems between the litigants.

- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reported that since 2005, the court and the East Baton Rouge Parish Truancy Assessment Service Center (TASC) successfully operated a truancy program designed to combat truancy and its related problems of kindergarten through fifth grade students in East Baton Rouge Parish.

In the K-5 Truancy Program, TASC officers monitored daily attendance of all students and contacted students and families regarding absences to reinforce the importance of regular school attendance



and resolve “quick fix” problems, as well as completing an Informal Family Service Plan Agreement (IFSPA). When a student reached two unexcused absences after the IFSPA was signed, the family would be summoned to Truancy Court held at Juvenile Court before a hearing officer. If the family was unsuccessful in complying with the hearing officer’s recommendation at this level, the TASC officer filed a petition through the District Attorney’s office to have the family appear before a juvenile court judge.

Unfortunately, most of the children that came into the East Baton Rouge Juvenile Court system for delinquent behavior were middle school age and were usually behind two or three grade levels. These students had typically been out of school for a debilitating length of time because of being expelled from their regular school and then from the alternative schools. The judges of the Juvenile Court agreed that addressing truancy issues early and continuously would facilitate greater school attendance. Additionally, at this most vulnerable and impressionable stage of their lives, better school attendance would also diminish the opportunity and probability for criminal activity and would positively influence the students to be more structured, connected and involved in their own academic progress.

Based upon the success of the K-5 Truancy Program and the obvious need to address the truancy issues of middle school students in the parish, in October 2007, the East Baton Rouge Parish Juvenile Court joined in a collaborative effort with the East Baton Rouge Parish Truancy Assessment Service Center (TASC), the East Baton Rouge Parish School System, Louisiana State University’s School of Social Work-Office of Social Service Research and Development (OSSRD) and other stakeholders in the parish to begin a pilot Middle School Truancy Program in East Baton Rouge Parish.

A model Middle School Truancy Program was designed to follow the same pattern as the successful K-5 Truancy Program. Numerous contacts were made to legislators during the 2008 State Legislative Session seeking their support and the appropriation

of funding for this much needed program. As a result of this effective collaboration, \$100,000 was secured from the state legislative budget to fund the East Baton Rouge Parish Middle School Truancy Court Program beginning in January 2009.

- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court went through an extensive management restructuring. With the assistance of an independent consulting group, the court reevaluated its administrative structure, policies and procedures, as well as the way in which various groups of employees had been organized and by whom they were supervised. Court employees were grouped in a more logical fashion depending on their function at the court and were supervised by three new Deputy Judicial Administrators having expertise in a specific area such as law, finance, and/or program management.

The number of court employees has more than doubled within the last couple of years and this reorganization was an attempt to make the processes of the court run more efficiently and improve the court’s service to the public. The judges of the court were free from having to deal with personnel/ human resource issues which allow them to concentrate on the effective stewardship of their own courtrooms and dockets. This restructuring also allowed the Judicial Administrator to turn her attention to larger issues such as planning for the future of the court and locating alternative sources of financing for special programs that were offered to the juveniles served.

This reorganization was an ongoing process and was in a constant state of self-evaluation. Just as the demographics and the needs of the people served are continuously changing, so must the court change and evolve to provide the best services possible for both the juveniles within the court as well as the public within Jefferson Parish.

- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reported that it faced implementation of the COOP plan at the onset of Hurricane Gustav. The court im-



mediately initiated meetings with the Disaster Team including the district attorney, indigent defender, clerk and sheriff to start planning for an evacuation.

After Katrina, the Court realized the importance of selecting a site to conduct business. Camp Beauregard in Pineville, Louisiana was secured. Computers were delivered to the location before the season. Housing for essential employees and the Chief Judge was provided by a hotel in Alexandria with the agreement that a block of rooms would be activated once the court decided to evacuate.

Upon the threat of Hurricane Gustav, the team developed their plan of action. The Chief Judge met with the court en banc to discuss the time frame of court closure, if necessary. As the hurricane approached the Gulf, the court closed timely and the plan began implementation. All payroll and necessary records were taken to Alexandria. The court issued a memo to all employees with an "800" number to access for information about the whereabouts of the court as well as when the court would reopen. Local and national media had on-going notification.

Once the Disaster Team commenced operation at the alternate location, there were lessons learned. Bad weather followed to the area of relocation, making it difficult to get from Alexandria to Pineville. The court remedied the matter by setting bonds in the hotel lobby with a judge, district attorney, indigent defender, and clerk. The bond amounts were faxed to the sheriff immediately. The essential personnel remained on site until it was safe to return to New Orleans, and the court resumed its operation upon return to the city.

- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reported that it created front-end intervention services, educational and vocational programs, and coordinated all court-based services to provide a holistic continuum of care to improve public safety and the lives of children and youth in New Orleans during the 2007-2008 reporting period. For budget year 2008, the City of New

Orleans and New Orleans City Council appropriated \$950,000 for OPJC to implement a Reception, Resource, and Skills Center (RRSC). Additionally, OPJC received \$647,000.00 from the Louisiana Department of Labor to begin a Youth Build USA educational and vocational program. OPJC created a 24 hour, 7 day/week intake center with the New Orleans Police Department, implemented an objective Risk Assessment Instrument (RAI) and enhanced all alternatives to detention and current court-based programs to improve public safety by reducing recidivism and improving outcomes for children, youth, and families.

OPJC created an Evening Reporting Center that serviced youth five days per week from 4:00 pm – 9:00 pm, picking youth up from school or home, and providing educational services, dinner, recreation, and group counseling.

OPJC enrolled 32 young people from the ages of 16-19 who dropped out of school to obtain a GED, construction training, leadership development, social skills development, job readiness, and job placement through Youth Works, NOLA. OPJC will graduate its first class in November 2008.

In partnership with the Recovery School District and the Orleans Parish School Board, OPJC placed community-based initiatives, including the school, and court-based programs, to Our Lady of Lourdes to provide youth and families with a full continuum of services in the community.

OPJC provides Intake Intervention Service to all children and youth who are arrested but whose cases were refused prosecution by the District Attorney's Office. OPJC provided intervention services and tracked the outcome of every juvenile arrested.

As a result of the efforts during this reporting period, juvenile crime data showed a decrease in arrests from 2007-2008. Additionally, since August, 2008, the objective risk assessment and alternatives to detention resulted in a significant decrease in the use of secure detention, with a daily population under capacity. Youth released to alternatives to detention



did not recidivate during July and September of 2008, with only two youth who were released picking up misdemeanor trespassing charges in August.

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**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THAT THE PUBLIC WAS AWARE OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1**

Objective 1.1	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Published the court's schedule on the doors or walls of the courtrooms	Developed a web site which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information answer desk in the courthouse	Other
DISTRICT COURT									
1			✓		✓		✓	✓	
2			✓				✓		
3				✓	✓		✓		
4			✓		✓	✓	✓		
5			✓			✓	✓		✓
6			✓			✓	✓		
7			✓		✓				
8			✓				✓		
9			✓		✓	✓	✓	✓	
10			✓	✓					
11							✓		
12					✓				
13					✓				
14			✓			✓	✓	✓	
15			✓	✓	✓	✓	✓	✓	
16			✓	✓	✓	✓	✓		✓
17		✓							
18			✓						✓
19			✓		✓			✓	
20			✓		✓		✓		
21			✓		✓	✓	✓	✓	
22			✓	✓		✓	✓	✓	
23			✓						✓
24			✓			✓			✓
25			✓			✓	✓		



**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THAT THE PUBLIC WAS AWARE OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1**

Objective 1.1	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Published the court's schedule on the doors or walls of the courtrooms	Developed a web site which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information answer desk in the courthouse	Other
DISTRICT COURT									
26			✓				✓		✓
27		✓							
28			✓				✓		
29		✓							
30			✓		✓		✓		
31				✓			✓		
32			✓		✓				
33			✓		✓	✓	✓		
34			✓		✓				✓
35							✓	✓	
36			✓		✓		✓		✓
37			✓				✓		
38			✓						✓
39		✓							
40			✓		✓	✓			
Caddo Juvenile					✓	✓			
East Baton Rouge Family					✓	✓		✓	
East Baton Rouge Juvenile			✓						✓
Jefferson Juvenile	✓								
Orleans Civil			✓			✓	✓		
Orleans Criminal			✓		✓	✓	✓	✓	
Orleans Juvenile	✓								
TOTALS	2	4	33	6	21	17	26	10	10



**ACTIONS TAKEN IN FY 2007-2008 TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)-Exhibit 2**

Objective 1.2	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Implemented an ADA non-discrimination policy or court rule	Posted public notices/communications of availability of reasonable accommodations	Established a complaint procedure	Posted signage (raised lettering, Braille, accessible restrooms, etc.)	Developed written essential functions for court jobs	Adopted an oath for sign language interpreters	Established a list of available real-time court reporters and sign language interpreters	Implemented an emergency evacuation procedure to accommodate disabled patrons/employees	Other
DISTRICT COURT													
1			✓		✓	✓	✓		✓	✓	✓	✓	
2				✓							✓		
3			✓							✓	✓	✓	
4			✓		✓	✓	✓	✓	✓	✓	✓	✓	
5			✓		✓	✓	✓						✓
6			✓		✓								
7			✓		✓	✓	✓	✓		✓	✓	✓	
8			✓			✓	✓			✓		✓	
9			✓			✓		✓		✓			
10		✓											
11			✓										✓
12			✓										
13		✓											
14		✓											
15			✓			✓				✓			
16			✓		✓				✓		✓		✓
17			✓										
18			✓								✓		
19			✓		✓	✓	✓		✓		✓		
20		✓											
21			✓	✓						✓	✓		
22			✓		✓				✓		✓		
23			✓		✓	✓		✓		✓	✓		
24			✓		✓			✓	✓			✓	✓
25		✓											



**ACTIONS TAKEN IN FY 2007-2008 TO COMPLY WITH THE AMERICANS  
WITH DISABILITIES ACT (ADA)-Exhibit 2**

Objective 1.2	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Implemented an ADA non-discrimination policy or court rule	Posted public notices/communications of availability of reasonable accommodations	Established a complaint procedure	Posted signage (raised lettering, Braille, accessible restrooms, etc.)	Developed written essential functions for court jobs	Adopted an oath for sign language interpreters	Established a list of available real-time court reporters and sign language interpreters	Implemented an emergency evacuation procedure to accommodate disabled patrons/employees	Other
DISTRICT COURT													
26			✓		✓			✓	✓	✓	✓		
27						✓		✓					
28			✓									✓	
29		✓											
30			✓			✓		✓			✓		
31		✓											
32		✓											
33			✓					✓				✓	
34		✓											
35					✓		✓						
36			✓			✓	✓			✓			
37			✓		✓		✓						
38			✓										✓
39		✓											
40			✓			✓							
Caddo Juvenile		✓											
East Baton Rouge Family					✓					✓	✓	✓	
East Baton Rouge Juvenile			✓		✓	✓			✓				✓
Jefferson Juvenile			✓			✓		✓	✓				
Orleans Civil			✓		✓	✓		✓				✓	
Orleans Criminal			✓		✓		✓		✓		✓	✓	
Orleans Juvenile		✓											
TOTALS	0	12	31	2	17	16	10	11	10	12	15	11	6





**ACTIONS TAKEN IN FY 2007-2008 TO IMPLEMENT SAFETY AND SECURITY MEASURES (ADA)-Exhibit 3**

Objective 1.2	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Coordinated security with law enforcement officials	Had a security audit performed	Developed a safety policy	Developed a security policy	Installed security alarms in judges' chambers/ courtrooms	Had bailiffs trained in better security	Appointed a safety officer	Sponsored safety/security training	Implemented an emergency evacuation procedure	Installed security equipment	Install/maintained panic buttons	Other
DISTRICT COURT																
1			✓		✓			✓	✓	✓		✓	✓		✓	
2			✓		✓				✓	✓		✓		✓	✓	
3			✓		✓							✓			✓	✓
4			✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
5			✓		✓		✓		✓	✓				✓	✓	
6			✓	✓	✓				✓	✓				✓	✓	
7			✓		✓									✓	✓	
8			✓		✓					✓		✓			✓	
9		✓														
10			✓		✓											
11			✓		✓										✓	
12			✓													
13			✓											✓		
14			✓			✓										
15			✓		✓			✓	✓		✓		✓	✓	✓	
16			✓	✓	✓	✓		✓						✓		✓
17			✓		✓											
18		✓														
19			✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
20		✓														
21			✓	✓	✓	✓				✓				✓		
22			✓		✓									✓		
23			✓		✓									✓	✓	✓
24			✓		✓				✓			✓	✓	✓	✓	✓
25			✓		✓					✓		✓		✓		



**ACTIONS TAKEN IN FY 2007-2008 TO IMPLEMENT SAFETY AND SECURITY MEASURES (ADA)-Exhibit 3**

Objective 1.2	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Coordinated security with law enforcement officials	Had a security audit performed	Developed a safety policy	Developed a security policy	Installed security alarms in judges' chambers/ courtrooms	Had bailiffs trained in better security	Appointed a safety officer	Sponsored safety/security training	Implemented an emergency evacuation procedure	Installed security equipment	Install/maintained panic buttons	Other
DISTRICT COURT																
26			✓		✓	✓	✓	✓	✓	✓				✓	✓	
27					✓			✓	✓	✓		✓		✓		
28			✓		✓	✓		✓	✓				✓	✓	✓	
29			✓		✓											
30			✓		✓									✓		
31		✓														
32			✓		✓				✓					✓	✓	
33			✓		✓					✓				✓		
34				✓	✓									✓		
35					✓											
36			✓		✓	✓			✓							
37			✓		✓									✓	✓	
38			✓													
39			✓													
40			✓													
Caddo Juvenile		✓														
East Baton Rouge Family									✓				✓			
East Baton Rouge Juvenile			✓		✓				✓							✓
Jefferson Juvenile			✓		✓											✓
Orleans Civil			✓		✓		✓	✓			✓	✓			✓	
Orleans Criminal			✓			✓	✓	✓					✓			✓
Orleans Juvenile					✓											✓
TOTALS	0	5	37	5	34	8	6	10	15	12	3	7	10	22	18	8



**ACTIONS TAKEN IN FY 2007-2008 TO DEVELOP AND MAINTAIN A POLICY OR PROCEDURE TO ASSIST PATRONS WHO CANNOT SPEAK ENGLISH-Exhibit 4**

Objective 1.3	Not applicable to this court	Did not address this area in FY2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Complied with DOJ LEP guidelines	installed signage regarding LEP	Paid for foreign language interpreter services in criminal cases	Paid for foreign language interpreter services in family/juvenile cases	Paid for foreign language interpreter services in other civil cases	Developed and maintained a list of professional interpreters for non English-speaking patrons	Other
DISTRICT COURT											
1			✓				✓	✓	✓	✓	
2			✓				✓			✓	
3			✓		✓					✓	
4			✓	✓		✓	✓	✓	✓	✓	✓
5			✓			✓	✓	✓		✓	
6										✓	
7		✓									
8			✓				✓		✓	✓	
9			✓		✓		✓	✓		✓	
10			✓						✓		
11			✓							✓	
12							✓		✓		
13											✓
14			✓				✓	✓	✓	✓	
15			✓				✓	✓	✓	✓	
16			✓		✓		✓	✓	✓	✓	✓
17			✓				✓	✓		✓	
18			✓				✓	✓		✓	
19			✓				✓		✓	✓	
20		✓									
21			✓				✓	✓	✓	✓	
22			✓				✓	✓	✓	✓	
23				✓			✓	✓		✓	
24			✓				✓	✓		✓	✓
25			✓				✓	✓	✓	✓	



**ACTIONS TAKEN IN FY 2007-2008 TO DEVELOP AND MAINTAIN A POLICY OR PROCEDURE TO ASSIST PATRONS WHO CANNOT SPEAK ENGLISH-Exhibit 4**

Objective 1.3	Not applicable to this court	Did not address this area in FY2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Complied with DOJ LEP guidelines	installed signage regarding LEP	Paid for foreign language interpreter services in criminal cases	Paid for foreign language interpreter services in family/juvenile cases	Paid for foreign language interpreter services in other civil cases	Developed and maintained a list of professional interpreters for non English-speaking patrons	Other
DISTRICT COURT											
26			✓		✓		✓	✓		✓	
27							✓		✓		
28			✓				✓				
29			✓				✓				
30			✓				✓	✓	✓	✓	
31				✓			✓	✓	✓	✓	
32			✓				✓		✓		✓
33			✓				✓				
34			✓				✓	✓			
35		✓									
36			✓				✓	✓	✓	✓	
37			✓						✓	✓	
38			✓								✓
39		✓									
40			✓							✓	
Caddo Juvenile								✓			
East Baton Rouge Family										✓	
East Baton Rouge Juvenile			✓		✓			✓		✓	
Jefferson Juvenile			✓				✓	✓			✓
Orleans Civil			✓					✓	✓		
Orleans Criminal			✓				✓			✓	✓
Orleans Juvenile								✓			
<b>TOTALS</b>	0	4	34	3	5	2	30	24	19	29	8



ACTIONS TAKEN IN FY 2007-2008 TO ASSIST PRO SE LITIGANTS-Exhibit 5

Objective 1.5	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Worked with the clerk of court to provide information	Worked with the local bar to provide information	Referred pro se litigants to legal service corporations	Ensured the availability of indigent defenders to pro se litigants	Provided generic petitions and other forms	Other
DISTRICT COURT										
1			✓		✓	✓	✓			
2			✓		✓		✓	✓	✓	
3			✓		✓		✓	✓		
4			✓		✓	✓	✓	✓	✓	✓
5			✓		✓	✓	✓	✓	✓	
6			✓		✓		✓	✓		
7			✓		✓		✓	✓	✓	
8			✓		✓		✓	✓	✓	
9			✓		✓	✓	✓	✓		
10			✓		✓	✓	✓	✓		
11			✓		✓					
12					✓		✓	✓		
13								✓		
14			✓		✓	✓		✓		
15			✓					✓		
16			✓					✓		✓
17			✓							
18			✓		✓		✓		✓	
19			✓		✓	✓	✓			
20			✓		✓	✓	✓	✓		
21			✓	✓			✓	✓	✓	
22			✓	✓	✓		✓	✓	✓	
23			✓		✓	✓	✓	✓	✓	
24			✓		✓	✓	✓	✓		✓
25			✓		✓		✓	✓		

ACTIONS TAKEN IN FY 2007-2008 TO ASSIST PRO SE LITIGANTS-Exhibit 5

Objective 1.5	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Worked with the clerk of court to provide information	Worked with the local bar to provide information	Referred pro se litigants to legal service corporations	Ensured the availability of indigent defenders to pro se litigants	Provided generic petitions and other forms	Other
DISTRICT COURT										
26			✓		✓	✓	✓	✓	✓	
27									✓	
28			✓		✓		✓	✓		
29			✓				✓	✓	✓	
30			✓		✓		✓	✓		
31				✓	✓					
32			✓					✓		
33			✓		✓		✓	✓		
34			✓		✓	✓	✓	✓		
35					✓		✓		✓	
36			✓		✓		✓	✓		
37		✓								
38							✓	✓	✓	
39		✓								
40			✓		✓		✓	✓	✓	
Caddo Juvenile					✓	✓	✓		✓	
East Baton Rouge Family					✓	✓	✓			
East Baton Rouge Juvenile			✓			✓		✓		✓
Jefferson Juvenile			✓					✓		✓
Orleans Civil			✓		✓		✓		✓	
Orleans Criminal			✓		✓			✓		
Orleans Juvenile										✓
TOTALS	0	2	36	3	33	15	32	32	17	6



## ACTIONS TAKEN IN FY 2007-2008 TO REDUCE DELAYS AND IMPROVE CASE MANAGEMENT-Exhibit 6

Objective 2.1	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Installed an automated allotment system	Used docket status report	Used "backup" judging	Improved communication with police, sheriff and marshal's offices	Improved docketing and scheduling	Installed an automated case management information system	Employed case managers to expedite court processes	Planned the development of an automated case management system	Improved the manual system of case processing	Took steps to reduce cases under advisement	Implemented pre-trial conferences	Encouraged alternative dispute resolution	Other
DISTRICT COURT																	
1			✓						✓		✓				✓	✓	
2			✓					✓	✓				✓	✓	✓	✓	
3			✓										✓	✓	✓	✓	
4			✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
5			✓			✓			✓				✓	✓	✓	✓	
6			✓					✓	✓					✓	✓	✓	
7			✓					✓	✓				✓	✓	✓		
8			✓	✓	✓			✓	✓				✓		✓		✓
9			✓				✓	✓	✓			✓			✓	✓	
10			✓						✓							✓	
11			✓						✓								✓
12													✓				
13								✓	✓					✓	✓		
14			✓					✓		✓		✓	✓				✓
15			✓				✓								✓		
16			✓	✓					✓		✓		✓		✓		✓
17		✓															
18			✓						✓					✓	✓	✓	
19				✓	✓				✓	✓		✓					
20		✓															
21			✓					✓					✓			✓	
22			✓		✓		✓	✓	✓								✓
23			✓				✓	✓	✓				✓				
24			✓		✓			✓	✓	✓			✓		✓		✓
25			✓		✓	✓		✓	✓	✓				✓	✓	✓	



**ACTIONS TAKEN IN FY 2007-2008 TO REDUCE DELAYS AND IMPROVE  
CASE MANAGEMENT-Exhibit 6**

Objective 2.1	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Installed an automated allotment system	Used docket status report	Used "back-up" judging	Improved communication with police, sheriff and marshal's offices	Improved docketing and scheduling	Installed an automated case management information system	Employed case managers to expedite court processes	Planned the development of an automated case management system	Improved the manual system of case processing	Took steps to reduce cases under advisement	Implemented pre-trial conferences	Encouraged alternative dispute resolution	Other
DISTRICT COURT																	
26			✓			✓	✓	✓			✓	✓	✓	✓	✓		
27			✓					✓	✓								
28			✓					✓	✓							✓	
29			✓														
30			✓		✓				✓					✓			
31				✓				✓	✓					✓	✓		
32			✓					✓							✓		
33			✓						✓							✓	
34				✓	✓			✓	✓						✓		
35							✓		✓				✓		✓		
36			✓					✓					✓		✓	✓	
37			✓					✓	✓					✓		✓	
38															✓	✓	
39			✓														
40			✓		✓			✓								✓	
Caddo Juvenile									✓	✓							
East Baton Rouge Family										✓					✓		✓
East Baton Rouge Juvenile			✓														✓
Jefferson Juvenile			✓		✓						✓					✓	
Orleans Civil			✓		✓											✓	
Orleans Criminal			✓			✓		✓	✓								✓
Orleans Juvenile			✓														✓
TOTALS	0	2	36	6	10	6	7	23	28	6	5	5	15	13	23	19	11





# ACTIONS TAKEN IN FY 2007-2008 TO ENSURE TIMELY ENFORCEMENT OF ARREST WARRANTS, SUMMONS, AND SUBPOENAS-Exhibit 7

Objective 2.1	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Scheduled night sessions to dispose of outstanding warrants	Ensured adequate jail space	Coordinated with law enforcement	Improved service of process	Improved enforcement	Created a manual tracking program	Created an automated tracking program	Improved address lists	Coordinated with other jurisdictions	Other
DISTRICT COURT														
1			✓				✓						✓	
2			✓		✓									
3		✓												
4				✓	✓		✓	✓	✓			✓	✓	✓
5			✓			✓	✓		✓			✓	✓	
6			✓			✓	✓		✓					
7			✓				✓	✓	✓					
8			✓	✓		✓	✓	✓			✓			
9			✓				✓		✓					
10			✓				✓					✓		
11			✓			✓								
12							✓			✓				
13							✓	✓						
14							✓							
15		✓												
16			✓			✓	✓	✓						✓
17		✓												
18			✓				✓							
19				✓			✓	✓	✓					✓
20		✓												
21				✓			✓							✓
22			✓	✓		✓	✓							✓
23			✓				✓	✓						✓
24							✓							✓
25			✓				✓							



**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE TIMELY ENFORCEMENT OF ARREST WARRANTS, SUMMONS, AND SUBPOENAS-Exhibit 7**

Objective 2.1	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Scheduled night sessions to dispose of outstanding warrants	Ensured adequate jail space	Coordinated with law enforcement	Improved service of process	Improved enforcement	Created a manual tracking program	Created an automated tracking program	Improved address lists	Coordinated with other jurisdictions	Other
DISTRICT COURT														
26			✓			✓	✓						✓	
27								✓				✓		
28			✓				✓					✓		
29		✓												
30			✓				✓		✓					
31				✓		✓	✓		✓		✓			
32		✓												
33							✓							
34			✓			✓	✓		✓					
35							✓						✓	
36		✓												
37			✓				✓					✓	✓	
38		✓												
39		✓												
40			✓				✓							
Caddo Juvenile		✓												
East Baton Rouge Family		✓												
East Baton Rouge Juvenile			✓				✓							✓
Jefferson Juvenile			✓					✓				✓		
Orleans Civil	✓													
Orleans Criminal			✓		✓	✓	✓	✓	✓	✓	✓	✓		✓
Orleans Juvenile								✓		✓				
<b>TOTALS</b>	1	11	23	6	3	9	30	11	10	3	2	8	5	9



**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE COMPLIANCE WITH THE ADOPTION AND SAFE FAMILIES ACT (ASFA) AND THE PROVISIONS OF THE LOUISIANA CHILDREN'S CODE RELATING TO CHILD IN NEED OF CARE (CINC) CASES--Exhibit 8**

Objective 2.3	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Created a specialized division or section of court	Created a facilitation team	Improved docketing and scheduling	Installed an automated case scheduling and management information system	Planned the development of an automated case management system	Employed case managers to expedite court processes	Improved the manual system of case management	Encouraged or used alternative dispute resolution	Ensured that all judges with juvenile jurisdiction attended mandatory training	Hosted Louisiana Court Improvement Program Multi-Disciplinary Training	Developed common forms	Improved rules of court	Obtained information from conferences	Other
DISTRICT COURT																		
1	✓																	
2			✓		✓						✓		✓		✓		✓	
3			✓		✓								✓					
4			✓		✓		✓								✓			
5			✓				✓				✓		✓	✓			✓	
6			✓				✓					✓	✓			✓		
7			✓				✓				✓		✓			✓	✓	
8			✓	✓			✓				✓				✓			
9			✓		✓	✓	✓		✓			✓	✓	✓	✓		✓	
10			✓				✓										✓	
11			✓		✓		✓						✓					
12							✓											
13		✓																
14			✓	✓		✓	✓	✓		✓			✓	✓	✓			✓
15			✓		✓	✓							✓		✓		✓	
16			✓		✓		✓		✓	✓			✓				✓	✓
17			✓										✓				✓	
18			✓				✓					✓					✓	
19	✓																	
20		✓																
21			✓		✓				✓			✓						
22			✓	✓	✓	✓	✓				✓	✓					✓	
23				✓									✓					
24			✓				✓				✓	✓						✓
25			✓				✓											



**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE COMPLIANCE WITH THE ADOPTION AND SAFE FAMILIES ACT (ASFA) AND THE PROVISIONS OF THE LOUISIANA CHILDREN'S CODE RELATING TO CHILD IN NEED OF CARE (CINC) CASES--Exhibit 8**

Objective 2.3	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Created a specialized division or section of court	Created a facilitation team	Improved docketing and scheduling	Installed an automated case scheduling and management information system	Planned the development of an automated case management system	Employed case managers to expedite court processes	Improved the manual system of case management	Encouraged or used alternative dispute resolution	Ensured that all judges with juvenile jurisdiction attended mandatory training	Hosted Louisiana Court Improvement Program Multi-Disciplinary Training	Developed common forms	Improved rules of court	Obtained information from conferences	Other
DISTRICT COURT																		
26			✓		✓	✓	✓						✓		✓	✓	✓	✓
27													✓					
28			✓				✓					✓				✓	✓	
29			✓														✓	
30			✓				✓								✓		✓	
31				✓			✓						✓		✓			
32		✓																
33			✓										✓				✓	
34		✓																
35							✓				✓	✓						
36			✓				✓				✓	✓	✓		✓	✓	✓	✓
37			✓				✓						✓					
38																✓		
39			✓															
40			✓		✓		✓	✓									✓	
Caddo Juvenile							✓	✓						✓				
East Baton Rouge Family	✓																	
East Baton Rouge Juvenile			✓															✓
Jefferson Juvenile			✓					✓		✓		✓		✓				
Orleans Civil	✓																	
Orleans Criminal	✓																	
Orleans Juvenile																	✓	✓
TOTALS	5	4	30	5	11	5	24	4	3	3	8	10	18	5	10	6	18	7



**ACTIONS TAKEN IN FY 2007-2008 TO PROMPTLY IMPLEMENT CHANGES IN LAW  
AND PROCEDURE-Exhibit 9**

Objective 2.3	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Designated a committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
DISTRICT COURT									
1		✓							
2			✓		✓				
3			✓		✓			✓	
4			✓		✓			✓	
5			✓		✓		✓	✓	
6			✓				✓	✓	
7			✓		✓				
8			✓	✓				✓	
9								✓	
10			✓		✓			✓	
11			✓						✓
12			✓						
13		✓							
14			✓					✓	
15			✓					✓	
16			✓					✓	✓
17			✓						
18			✓					✓	
19			✓		✓			✓	
20		✓							
21			✓		✓		✓	✓	
22			✓			✓		✓	
23			✓					✓	✓
24								✓	✓
25		✓							

**ACTIONS TAKEN IN FY 2007-2008 TO PROMPTLY IMPLEMENT CHANGES IN LAW  
AND PROCEDURE-Exhibit 9**

Objective 2.3	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Designated a committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
DISTRICT COURT									
26			✓					✓	✓
27							✓		
28			✓					✓	
29			✓						✓
30			✓					✓	
31				✓	✓			✓	
32			✓						✓
33			✓					✓	
34		✓							
35					✓			✓	
36			✓					✓	✓
37			✓		✓				
38								✓	
39		✓							
40			✓						✓
Caddo Juvenile					✓				
East Baton Rouge Family					✓		✓	✓	✓
East Baton Rouge Juvenile			✓						✓
Jefferson Juvenile			✓					✓	
Orleans Civil			✓		✓	✓	✓	✓	
Orleans Criminal			✓		✓	✓	✓	✓	✓
Orleans Juvenile								✓	
TOTALS	0	6	32	2	15	3	7	29	12



ACTIONS TAKEN IN FY 2007-2008 TO MAKE THE JURY VENIRE MORE REPRESENTATIVE-Exhibit 10

Objective 3.2	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Created a list containing more than voter registrants	Regularly updated the jury venire list	Promoted jury service	Provided for shorter jury service	Produced a video on jury service	Communicated with jurors on schedules	Used post-jury survey instruments to develop ways to enhance jury service	Installed an automated jury management system	Took steps to ensure random selection of jurors	Other
DISTRICT COURT														
1			✓			✓			✓	✓			✓	
2			✓			✓							✓	
3			✓			✓	✓		✓	✓				
4			✓						✓				✓	
5			✓			✓	✓	✓		✓	✓		✓	
6			✓		✓	✓	✓					✓	✓	
7			✓		✓	✓				✓			✓	
8			✓		✓			✓					✓	✓
9			✓				✓						✓	
10			✓			✓	✓	✓						
11			✓			✓		✓						
12			✓											
13		✓												
14			✓			✓				✓	✓		✓	✓
15		✓												
16		✓				✓				✓	✓		✓	✓
17		✓												
18			✓				✓							
19			✓				✓		✓	✓			✓	
20		✓												
21			✓			✓				✓	✓			
22			✓		✓	✓			✓				✓	
23		✓												
24			✓		✓									✓
25		✓												

**ACTIONS TAKEN IN FY 2007-2008 TO MAKE THE JURY VENIRE MORE REPRESENTATIVE-Exhibit 10**

Objective 3.2	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Created a list containing more than voter registrants	Regularly updated the jury venire list	Promoted jury service	Provided for shorter jury service	Produced a video on jury service	Communicated with jurors on schedules	Used post-jury survey instruments to develop ways to enhance jury service	Installed an automated jury management system	Took steps to ensure random selection of jurors	Other
DISTRICT COURT														
26			✓			✓	✓			✓			✓	
27					✓	✓					✓			
28			✓				✓							✓
29			✓			✓								
30			✓		✓	✓	✓			✓			✓	
31		✓												
32		✓												
33			✓								✓			
34					✓								✓	✓
35					✓	✓								
36			✓										✓	
37			✓			✓					✓		✓	
38		✓												
39		✓												
40			✓			✓	✓			✓	✓			✓
Caddo Juvenile	✓													
East Baton Rouge Family	✓													
East Baton Rouge Juvenile	✓													
Jefferson Juvenile	✓													
Orleans Civil			✓							✓	✓	✓		
Orleans Criminal			✓			✓				✓	✓		✓	✓
Orleans Juvenile	✓													
TOTALS	5	11	28	0	9	20	11	4	5	13	10	2	18	8





**ACTIONS TAKEN IN FY 2007-2008 TO GIVE INDIVIDUAL ATTENTION TO CASES,  
DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON  
LEGALLY RELEVANT FACTORS--Exhibit 11**

Objective 3.3	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Developed and continues to use a standardized bail bond schedule	Developed and continues to use a standardized boykin language	Developed and continues to use some form of sentencing or dispositional guidelines	Developed and continues to use some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Other
DISTRICT COURT									
1			✓		✓	✓			
2			✓		✓	✓	✓		
3			✓		✓	✓	✓		
4			✓		✓	✓	✓	✓	
5			✓		✓	✓	✓	✓	
6			✓	✓	✓	✓			
7			✓		✓	✓	✓		
8	✓								
9			✓		✓	✓			
10			✓		✓	✓			
11			✓		✓	✓			
12			✓						
13					✓	✓			
14		✓							
15			✓		✓				
16			✓	✓	✓				✓
17			✓		✓	✓			
18			✓		✓	✓	✓		
19			✓		✓	✓			
20		✓							
21			✓		✓	✓	✓		
22			✓		✓	✓	✓		
23			✓		✓	✓	✓		
24					✓	✓			✓
25			✓			✓	✓		

**ACTIONS TAKEN IN FY 2007-2008 TO GIVE INDIVIDUAL ATTENTION TO CASES,  
DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON  
LEGALLY RELEVANT FACTORS--Exhibit 11**

Objective 3.3	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Developed and continues to use a standardized bail bond schedule	Developed and continues to use a standardized boykin language	Developed and continues to use some form of sentencing or dispositional guidelines	Developed and continues to use some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Other
DISTRICT COURT									
26			✓		✓	✓	✓		
27					✓	✓			
28			✓		✓	✓			
29			✓		✓	✓			
30			✓		✓	✓			
31				✓	✓	✓	✓		
32		✓							
33			✓		✓	✓	✓		
34					✓	✓			
35					✓	✓			
36			✓		✓	✓	✓		
37			✓		✓	✓	✓	✓	
38					✓	✓			✓
39		✓							
40			✓		✓				
Caddo Juvenile		✓							
East Baton Rouge Family		✓							
East Baton Rouge Juvenile			✓			✓			
Jefferson Juvenile			✓			✓	✓		✓
Orleans Civil		✓							
Orleans Criminal					✓	✓			
Orleans Juvenile									✓
TOTALS	1	7	30	3	34	34	16	3	5



**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THAT ALL COURT RECORDS OF  
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PRESERVED  
PROPERLY-Exhibit 12**

Objective 3.6	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Developed policies or rules relating to the issue	Developed an automated case management system	Developed a system of bar-coding to track location of manual files and documents	Met with clerk on continuing basis to improve procedures and address problems	Standardized and automated minute entries	Use real-time court reporting	Trained court reporters in real-time reporting	Developed and implemented a records retention plan	Performed periodic audits of files	Used scanning on filing documents	Other
DISTRICT COURT															
1			✓					✓		✓	✓				
2			✓					✓	✓					✓	
3			✓		✓			✓							
4			✓			✓	✓	✓	✓			✓	✓	✓	
5			✓					✓				✓	✓		
6			✓		✓			✓							
7			✓		✓	✓		✓				✓		✓	
8			✓		✓										✓
9		✓													
10			✓					✓	✓						
11			✓					✓							
12								✓							
13		✓													
14			✓					✓		✓					
15		✓													
16			✓	✓				✓			✓				✓
17										✓	✓				
18			✓					✓							
19			✓			✓		✓		✓	✓			✓	
20		✓													
21			✓					✓	✓	✓					
22			✓					✓		✓					
23			✓	✓				✓		✓	✓				
24			✓					✓							✓
25			✓					✓	✓					✓	

**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THAT ALL COURT RECORDS OF  
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PRESERVED  
PROPERLY-Exhibit 12**

Objective 3.6	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Developed policies or rules relating to the issue	Developed an automated case management system	Developed a system of bar-coding to track location of manual files and documents	Met with clerk on continuing basis to improve procedures and address problems	Standardized and automated minute entries	Use real-time court reporting	Trained court reporters in real-time reporting	Developed and implemented a records retention plan	Performed periodic audits of files	Used scanning on filing documents	Other
DISTRICT COURT															
26			✓		✓			✓				✓		✓	
27		✓													
28			✓					✓				✓			
29			✓							✓					
30			✓					✓							
31		✓													
32			✓					✓							
33		✓													
34										✓	✓				
35									✓	✓	✓				
36			✓					✓		✓	✓		✓		
37		✓													
38								✓		✓	✓				
39		✓													
40			✓			✓	✓	✓	✓	✓		✓	✓	✓	
Caddo Juvenile						✓		✓	✓					✓	
East Baton Rouge Family			✓					✓	✓						
East Baton Rouge Juvenile			✓					✓							✓
Jefferson Juvenile			✓		✓			✓				✓		✓	
Orleans Civil		✓													
Orleans Criminal			✓					✓	✓						✓
Orleans Juvenile								✓					✓		✓
TOTALS	0	10	30	2	6	5	2	32	10	13	9	7	5	9	6



## ACTIONS TAKEN IN FY 2007-2008 TO IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT-Exhibit 13

Objective 4.3	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Provided technology training	Provided in-house training	Provided courtesy and customer service training	Provided ADA training	Provided harassment training	Provided workplace violence training	Used training videos/CDs, etc.	Paid for continuing education and training	Provided supervisory and management training	Sent employees to conferences	Held monthly employee conferences	Participated in a court administrator's mentoring program	Other
DISTRICT COURT																	
1			✓		✓	✓	✓					✓	✓	✓			
2			✓		✓	✓		✓	✓	✓	✓	✓		✓			
3			✓			✓						✓				✓	
4			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5			✓		✓	✓	✓										
6			✓		✓	✓						✓		✓			
7			✓									✓	✓	✓		✓	
8			✓	✓								✓		✓			
9			✓									✓	✓	✓			
10			✓											✓			
11			✓											✓			
12														✓			
13		✓															
14			✓										✓	✓			
15			✓		✓	✓						✓		✓			
16			✓	✓	✓	✓						✓		✓			✓
17					✓												
18			✓									✓		✓			
19			✓			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
20		✓															
21													✓				
22			✓		✓	✓						✓	✓	✓		✓	
23			✓		✓							✓		✓		✓	
24					✓	✓		✓			✓	✓		✓		✓	
25			✓			✓						✓		✓			

**ACTIONS TAKEN IN FY 2007-2008 TO IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT-Exhibit 13**

Objective 4.3	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Provided technology training	Provided in-house training	Provided courtesy and customer service training	Provided ADA training	Provided harassment training	Provided workplace violence training	Used training videos/CDs, etc.	Paid for continuing education and training	Provided supervisory and management training	Sent employees to conferences	Held monthly employee conferences	Participated in a court administrator's mentoring program	Other
DISTRICT COURT																	
26			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
27		✓															
28			✓		✓	✓						✓		✓		✓	
29			✓									✓		✓			
30			✓									✓		✓			
31				✓								✓		✓	✓		
32			✓									✓					
33			✓									✓	✓	✓			
34		✓															
35						✓	✓						✓				
36			✓		✓	✓		✓				✓		✓			
37			✓			✓								✓	✓		
38		✓												✓			
39			✓		✓	✓			✓	✓		✓	✓	✓			
40					✓	✓					✓	✓	✓	✓	✓		
Caddo Juvenile					✓			✓			✓	✓		✓			
East Baton Rouge Family			✓		✓		✓					✓	✓	✓			✓
East Baton Rouge Juvenile			✓		✓	✓			✓			✓	✓	✓			✓
Jefferson Juvenile			✓		✓							✓	✓	✓			
Orleans Civil			✓		✓							✓	✓	✓			
Orleans Criminal			✓		✓	✓	✓		✓		✓	✓	✓	✓			✓
Orleans Juvenile					✓	✓	✓					✓	✓	✓			✓
TOTALS	0	5	33	3	23	22	9	7	7	5	8	33	19	37	4	9	7



ACTIONS TAKEN IN FY 2007-2008 TO ADOPT, IMPLEMENT, OR UPDATE  
PERSONNEL POLICIES-Exhibit 14

Objective 4.3	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Used district personnel policies	Adopted ADA/reasonable accommodations policy	Adopted workplace violence/weapons policy	Adopted anti-harassment policy	Adopted discipline policy	Adopted recruitment/hiring policy	Adopted vacation/sick leave policy	Adopted equal employment policy	Adopted family medical leave policy	Adopted confidentiality policy	Adopted grievance policy	Adopted anti-nepotism policy	Adopted compensation/pay policy	Adopted technology policy	Adopted rug-free workplace policy	Other
DISTRICT COURT																				
1			✓			✓				✓	✓	✓	✓					✓		
2			✓		✓															
3			✓		✓					✓	✓	✓	✓	✓						
4			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5			✓		✓							✓								
6			✓			✓														
7			✓		✓															
8			✓	✓		✓						✓	✓							✓
9		✓																		
10			✓		✓															
11		✓																		
12			✓																	
13		✓																		
14		✓																		
15			✓		✓					✓	✓	✓	✓							
16			✓	✓						✓	✓	✓		✓					✓	
17			✓																	
18		✓																		
19			✓			✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
20		✓																		
21			✓				✓											✓		
22			✓		✓		✓	✓			✓	✓	✓	✓			✓	✓	✓	✓
23			✓			✓														
24					✓	✓			✓	✓		✓	✓		✓	✓			✓	✓
25			✓					✓	✓											

ACTIONS TAKEN IN FY 2007-2008 TO ADOPT, IMPLEMENT, OR UPDATE  
PERSONNEL POLICIES-Exhibit 14

Objective 4.3	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Used district personnel policies	Adopted ADA/reasonable accommodations policy	Adopted workplace violence/weapons policy	Adopted anti-harassment policy	Adopted discipline policy	Adopted recruitment/hiring policy	Adopted vacation/sick leave policy	Adopted equal employment policy	Adopted family medical leave policy	Adopted confidentiality policy	Adopted grievance policy	Adopted anti-nepotism policy	Adopted compensation/pay policy	Adopted technology policy	Adopted rug-free workplace policy	Other	
DISTRICT COURT																					
26			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
27		✓																			
28		✓																			
29		✓																			
30						✓						✓					✓				
31		✓																			
32			✓																		
33		✓																			
34		✓																			
35									✓		✓	✓	✓			✓				✓	
36		✓																			
37		✓																			
38		✓																			
39		✓																			
40		✓						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Caddo Juvenile																					✓
East Baton Rouge Family																					✓
East Baton Rouge Juvenile			✓																		✓
Jefferson Juvenile			✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Orleans Civil			✓			✓	✓	✓	✓			✓	✓	✓		✓					
Orleans Criminal			✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Juvenile		✓																			
TOTALS	0	18	24	2	9	12	8	9	10	11	12	17	14	9	7	9	10	7	10	6	





**ACTIONS TAKEN IN FY 2007-2008 TO ADOPT, IMPLEMENT,  
OR UPDATE PERSONNEL POLICIES-Exhibit 15**

Objective 4.3	Are your policies posted or disseminated to all employees?		Did you obtain signed acknowledgment of receipt of these policies from your employees?	
DISTRICT COURT	Yes	No	Yes	No
1	✓			✓
2	✓			✓
3	✓		✓	
4	✓		✓	
5		✓		✓
6	✓		✓	
7	✓			✓
8	✓			✓
9				
10	✓			✓
11	✓		✓	
12	✓		✓	
13		✓		✓
14	✓			✓
15		✓		✓
16	✓		✓	
17	✓			✓
18				
19	✓			✓
20				
21		✓		✓
22	✓		✓	
23	✓		✓	
24	✓			✓
25	✓		✓	

**ACTIONS TAKEN IN FY 2007-2008 TO ADOPT, IMPLEMENT,  
OR UPDATE PERSONNEL POLICIES-Exhibit 15**

Objective 4.3	Are your policies posted or disseminated to all employees?		Did you obtain signed acknowledgment of receipt of these policies from your employees?	
DISTRICT COURT	Yes	No	Yes	No
26	✓			✓
27				
28				
29		✓		✓
30		✓		✓
31		✓		✓
32		✓		✓
33		✓		✓
34		✓		✓
35	✓			✓
36	✓			✓
37	✓			✓
38		✓		✓
39		✓		✓
40	✓		✓	
Caddo Juvenile	✓		✓	
East Baton Rouge Family	✓		✓	
East Baton Rouge Juvenile	✓		✓	
Jefferson Juvenile	✓		✓	
Orleans Civil	✓			✓
Orleans Criminal	✓		✓	
Orleans Juvenile	✓		✓	
<b>TOTALS</b>	30	12	16	26



## ACTIONS TAKEN IN FY 2007-2008 TO EDUCATE THE PUBLIC ABOUT YOUR COURT, THE LAW, OR THE ADMINISTRATION OF JUSTICE-Exhibit 16

Objective 4.4	Not applicable to this court7	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Created a website containing information about the court	Provided a newsletter	Appeared on radio and TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the courts	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
DISTRICT COURT														
1			✓				✓	✓		✓	✓		✓	
2			✓					✓		✓	✓			
3										✓	✓			✓
4			✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
5			✓		✓		✓	✓		✓	✓	✓	✓	
6			✓		✓			✓		✓	✓			
7			✓					✓		✓	✓		✓	
8			✓							✓	✓		✓	
9			✓		✓		✓	✓	✓	✓	✓	✓	✓	
10							✓	✓	✓	✓	✓			
11			✓					✓		✓				
12								✓		✓	✓	✓		
13								✓		✓	✓		✓	
14			✓		✓		✓	✓	✓	✓	✓		✓	
15				✓	✓									
16			✓		✓			✓		✓	✓	✓	✓	✓
17					✓		✓			✓			✓	
18			✓							✓	✓		✓	
19			✓							✓				
20			✓					✓		✓	✓			
21			✓					✓		✓	✓	✓		
22			✓	✓	✓			✓		✓	✓	✓		
23			✓		✓			✓	✓	✓	✓			
24			✓							✓	✓			✓
25			✓		✓					✓				✓

## ACTIONS TAKEN IN FY 2007-2008 TO EDUCATE THE PUBLIC ABOUT YOUR COURT, THE LAW, OR THE ADMINISTRATION OF JUSTICE-Exhibit 16

Objective 4.4	Not applicable to this court?	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Created a website containing information about the court	Provided a newsletter	Appeared on radio and TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the courts	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
DISTRICT COURT														
26			✓					✓	✓	✓	✓	✓	✓	
27					✓						✓	✓		
28			✓					✓		✓	✓			✓
29			✓										✓	
30			✓							✓	✓	✓		
31				✓						✓	✓			
32			✓					✓		✓			✓	
33			✓		✓						✓			
34								✓			✓	✓		
35											✓			
36			✓							✓	✓			
37			✓							✓				
38								✓		✓	✓			✓
39											✓			
40			✓		✓	✓		✓		✓	✓			
Caddo Juvenile								✓		✓	✓	✓	✓	
East Baton Rouge Family							✓	✓	✓	✓	✓			
East Baton Rouge Juvenile			✓				✓	✓	✓	✓	✓			✓
Jefferson Juvenile			✓			✓		✓		✓	✓	✓		
Orleans Civil			✓		✓	✓		✓						
Orleans Criminal			✓		✓		✓	✓		✓	✓	✓		
Orleans Juvenile							✓	✓		✓	✓			✓
TOTALS	0	0	32	4	16	4	11	30	7	39	38	14	15	9



**ACTIONS TAKEN IN FY 2007-2008 TO INSTALL OR IMPLEMENT  
COURT TECHNOLOGIES-Exhibit 17**

Objective 4.5	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Acquired/updated legal research materials	Bought additional personal computers	Installed a LAN system	Installed video-conferencing/arraignment system	Installed real-time reporting	Installed electronic monitoring	Installed e-mail/internet	Installed and used Power Point software	Upgraded word processing software	Installed new audio-visual equipment	Installed digital audio/video	Installed legal research software	Installed an automated security system	Other
DISTRICT COURT																		
1			✓		✓	✓		✓	✓		✓	✓	✓	✓	✓			
2			✓		✓	✓			✓		✓		✓	✓				
3			✓	✓	✓	✓			✓		✓		✓					
4			✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
5			✓		✓	✓					✓		✓					✓
6			✓		✓	✓					✓						✓	
7			✓		✓						✓					✓		
8			✓			✓												✓
9			✓	✓			✓	✓		✓					✓			✓
10			✓										✓					
11			✓					✓										
12		✓																
13		✓																
14			✓		✓	✓	✓	✓			✓				✓			
15			✓		✓	✓		✓		✓	✓		✓			✓		
16			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
17						✓			✓									
18			✓										✓			✓		
19					✓	✓		✓	✓		✓	✓	✓	✓	✓			
20			✓			✓												
21			✓	✓	✓	✓					✓		✓				✓	
22			✓		✓	✓		✓	✓			✓	✓	✓		✓		
23			✓		✓				✓	✓			✓	✓	✓	✓		
24						✓		✓		✓			✓	✓	✓	✓	✓	✓
25			✓		✓						✓		✓			✓		



**ACTIONS TAKEN IN FY 2007-2008 TO INSTALL OR IMPLEMENT  
COURT TECHNOLOGIES-Exhibit 17**

Objective 4.5	Not applicable to this court	Did not address this area in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Acquired/updated legal research materials	Bought additional personal computers	Installed a LAN system	Installed video-conferencing/arraignment system	Installed real-time reporting	Installed electronic monitoring	Installed e-mail/internet	Installed and used Power Point software	Upgraded word processing software	Installed new audio-visual equipment	Installed digital audio/video	Installed legal research software	Installed an automated security system	Other
DISTRICT COURT																		
26			✓		✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	
27						✓				✓						✓	✓	
28			✓							✓				✓			✓	
29		✓																
30			✓		✓	✓		✓			✓					✓		
31				✓							✓		✓					
32			✓		✓												✓	
33			✓		✓													
34		✓																
35									✓				✓					
36			✓		✓	✓			✓				✓			✓		
37			✓			✓					✓						✓	
38						✓			✓				✓					✓
39			✓															
40			✓							✓				✓				
Caddo Juvenile						✓												
East Baton Rouge Family						✓				✓			✓					
East Baton Rouge Juvenile			✓		✓	✓												✓
Jefferson Juvenile			✓		✓	✓								✓				✓
Orleans Civil			✓			✓			✓		✓	✓	✓	✓	✓	✓		
Orleans Criminal			✓			✓		✓		✓	✓		✓	✓	✓	✓		✓
Orleans Juvenile			✓		✓	✓												✓
TOTALS	0	4	34	6	23	29	4	13	12	12	19	6	23	14	11	16	10	11





**PERFORMANCE REPORTS:**

**PERFORMANCE OF THE  
CITY & PARISH COURTS**

# PERFORMANCE OF THE CITY AND PARISH COURTS

## INTRODUCTION

The Board of the Louisiana Association of City Court Judges adopted the Strategic Plan of the City and Parish Courts in 2002. The Supreme Court of Louisiana approved the plan the same year. The plan was updated in 2007.

The goals and objectives in the Strategic Plan of the City and Parish Courts are based on the national trial court performance standards as modified by the Louisiana Commission on Performance Standards and Strategic Planning. The information presented in the “Responses to Objective” section of the Report was derived from the responses of each city and parish court to the Survey of Chief Judges, which was prepared by the Office of the Judicial Administrator of the Supreme Court and disseminated to the city and parish courts during the fall of 2008.

Fifty-one of the chief judges of the city and parish courts responded to the Survey of the Chief Judges. In most cases, the chief judges answered both the objective and open-ended questions included in the survey. In some cases, the chief judges elected only to answer the objective questions. In answering the open-ended questions, most of the chief judges highlighted activities that they either were using or planned to use to address the objectives. In some cases, the chief judge simply indicated that their response to certain objectives were part of the regular, ongoing activity of their courts. In other cases, the chief judge responded to the open-ended questions by indicating that their court was either already in compliance with the objective or would take steps to be compliant in the future.

## CITY COURT OBJECTIVES

- 1.1 To conduct judicial proceedings that are public by law or custom openly.
- 1.2 To encourage responsible parties to make court facilities safe, accessible, and convenient.
- 1.3 To give all who appear before the court reasonable opportunities to participate effectively without undue hardship or inconvenience.
- 1.4 To ensure that all judges and other trial court personnel are courteous and responsive to the public and accord respect to all with whom they come into contact.
- 1.5 To encourage all responsible public bodies and public officers to make the costs of access to trial court proceedings and records ~ whether measured in terms of money, time, or the procedures that must be followed ~ reasonable, fair, and affordable.
- 2.1 To encourage timely case management and processing.
- 2.2 To provide required reports and to respond to requests for information promptly.
- 2.3 To promptly implement changes in law and procedure.
- 3.1 To faithfully adhere to laws, procedural rules, and established policies.





- 3.2 To give individual attention to cases, deciding them without undue disparity among like cases and upon legally relevant factors.
- 3.3 To ensure that the decisions of the court address clearly the issues presented to it and, where appropriate, to specify how compliance can be achieved.
- 3.4 To ensure that appropriate responsibility is taken for the enforcement of court orders.
- 3.5 To ensure that all court records of relevant court decisions and actions are accurate and preserved properly.
- 4.1 To maintain the constitutional independence of the judiciary while observing the principle of cooperation with other branches of government.
- 4.2 To seek, use, and account for public resources in a responsible manner.
- 4.3 To use fair employment practices.
- 4.4 To inform the community of the court's structure, function, and programs.
- 4.5 To recognize new conditions or emerging events and to adjust court operations as necessary.
- 5.1 To ensure that the court and the justice it renders are accessible and are perceived by the public to be accessible.
- 5.2 To ensure that the court functions fairly, impartially, and expeditiously, and is perceived by the public to be so.
- 5.3 To ensure that the court is independent, cooperative with other components of government, and accountable, and is perceived by the public to be so.



## Objective 1.1

**To conduct judicial proceedings that are public by law or custom openly.**

### Intent of the Objective

The general intent of the objective is to encourage openness in all appropriate judicial proceedings. The courts should specify proceedings to which the public is denied access and ensure that the restriction is in accordance with the law and reasonable public expectations. Further, the courts should ensure that their proceedings are accessible and audible to all participants, including litigants, attorneys, court personnel, and other persons in the courtroom.

### Responses to the Objective

In addition to the responses provided in Exhibit 1, the city and parish courts also reported the following:

- **Alexandria City Court.** The Alexandria City Court reported that its court schedule was on the website.
- **Baton Rouge City Court.** The Baton Rouge City Court reported that its court installed digital/electronic monitors in strategic sites to inform public of court procedures and dockets.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reported that it updated and added a court calendar to the Jefferson Parish Court website. Its court also added information on court closings to Startalk, a telephone recording system.
- **New Orleans Municipal Court.** The New Orleans Municipal Court reported that it held two press conferences with the mayor to announce the relocation of the Municipal Court back to the pre-Katrina location.
- **Opelousas City Court.** The Opelousas City Court reported to ensure that it published names

and addresses of individuals not appearing in Criminal Traffic Court in the Opelousas Daily World.

- **Rayne City Court.** The Rayne City Court reported that it will publish court calendars in local newspapers.
- **Ruston City Court.** The Ruston City Court reported that its court website, which was part of the city's overall site, provided information as to court services and how the public could use services.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reported that court schedules were placed in all courtrooms. In addition to the assisted listening devices that were available in all courtrooms, the court acquired wireless microphones that could be used to enhance the audibility of the courtroom proceedings.
- **Shreveport City Court.** The Shreveport City Court reported that its staff assisted with public inquiries.
- **Slidell City Court.** The Slidell City Court reported that it conducted public awareness briefings to local business and homeowner groups on court procedures and scope of services.
- **Springhill City Court.** The Springhill City Court reported that its court docket was made available to the local newspaper for publishing.
- **Sulphur City Court.** The Sulphur City Court reported that its court staff spoke at civic clubs and churches.

## Objective 1.2

**To encourage responsible parties to make court facilities safe, accessible, and convenient.**

### Intent of Objective

The objective presents three distinct aspects of court performance ~ the security of persons and property



within the courthouse and its facilities; access to the courthouse and its facilities; and the reasonable convenience and accommodation of the general public in court facilities. In Louisiana, local governments are generally responsible, under the provisions of R.S. 33:4713, 4714, and 4715, for providing suitable courtrooms, offices, furniture, and equipment to courts and other court-related functions and for providing the necessary heat and illumination in these buildings. They are also responsible, by inference and by subsequent interpretation of these statutes, for the safety, accessibility, and convenience of court facilities. City and parish courts and judges, therefore, do not have direct responsibility for the facilities in which they are housed. However, the intent of Objective 1.2 is to encourage city and parish courts and judges to work with responsible parties to make court facilities safe, accessible, and convenient.

### Responses to the Objective

In addition to the responses provided in Exhibits 2 and 3, the city and parish courts also reported the following:

- **Baton Rouge City Court.** The Baton Rouge City Court reported that it developed forms for public use in person and on its website to request accommodations and provided digital notice through large monitors of this same availability.
- **Bunkie City Court.** The Bunkie City Court reported that it worked with police jurors for a grant to provide security cameras at outside entries to the court building.
- **Denham Springs City Court.** The Denham Springs City Court reported that it hired an additional bailiff.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reported that it was in the process of developing a safety plan and updated and implemented a disaster recovery plan.
- **Kaplan City Court.** The Kaplan City Court reported that it renewed prior requests for funding needed to implement security measures, metal

detectors, alarms and electronic monitoring, and to restrict access to unsecured access.

- **Lafayette City Court.** The Lafayette City Court reported that it added a new automatic door for disabled persons.
- **Marksville City Court.** The Marksville City Court reported that it provided POST certified training for its armed security.
- **Minden City Court.** The Minden City Court reported that it worked with the City of Minden to ensure the facilities were in compliance.
- **Monroe City Court.** The Monroe City Court reported that meetings were held with the regional director of Homeland Security regarding the coordination of efforts to obtain state-of-the-art courthouse security equipment. The court also had two on-site, independent courthouse inspections/assessments/audits of safety and security.
- **New Orleans Municipal Court.** The New Orleans Municipal Court reported that it participated in the 2008 Law Enforcement District Proposition which would bring \$7.5 million in capital improvements to the Municipal and Traffic Courts. It will make the building ADA compliant.  
  
The court also reported that a new security system was installed. All doors, except the main entrance, must be accessed with a security card. Law Enforcement District funds would be available to ensure a safe haven for domestic violence victims and overall security systems would be updated for the public and court employees.
- **Port Allen City Court.** The Port Allen City Court reported that it worked with the Marshal's Office to ensure safety and security.
- **Rayne City Court.** The Rayne City Court reported that it added additional security personnel during court sessions.



- **Ruston City Court.** The Ruston City Court reported that a security camera system was upgraded to digital which allowed remote monitoring from various locations via intranet and internet. Also, additional security cameras were installed by the city Marshal’s Office that monitored additional areas not previously covered by court surveillance.

- **Slidell City Court.** The Slidell City Court reported that it utilized the services of sign language interpreters and foreign language interpreters and adopted an oath for foreign language interpreters.

The court also upgraded the security system and worked with the Marshal’s Office to plan and implement increased security procedures.

- **Sulphur City Court.** The Sulphur City Court reported that the Marshal’s Office conducted a security audit and provided training to personnel.

- **West Monroe City Court.** The West Monroe City Court reported that it installed a new fire alarm.

### Objective 1.3

**To give all who appear before the court reasonable opportunities to participate effectively without undue hardship or inconvenience.**

#### Intent of the Objective

Objective 1.3 focuses on how a trial court should accommodate all participants in its proceedings, especially those who have disabilities, difficulties communicating in English, or mental impairments. Courts can meet the objective by their efforts to comply with the “programmatic requirements” of the Americans with Disabilities Act (ADA) and by the adoption of policies and procedures for ascertaining the need for and the securing of competent language interpreters.

#### Responses to the Objective

In addition to the responses provided in Exhibit 4, the

city and parish courts also reported the following:

- **Alexandria City Court.** The Alexandria City Court reported that a Spanish interpreter was provided and summonses were available in Spanish.
- **Baton Rouge City Court.** The Baton Rouge City Court reported that it provided a form on their website to request this accommodation prior to first court appearance.
- **Bogalusa City Court.** The Bogalusa City Court reported that it had volunteer interpreters readily available.
- **Crowley City Court.** The Crowley City Court reported that the police department had an officer who could interpret at any time needed.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reported that it developed a software program to process and track interpreter requests. The court purchased a Spanish translation program and converted all Boykin forms from English to Spanish. In addition, two staff members were available for translating, answering questions, and explaining policies and procedures.
- **Monroe City Court.** The Monroe City Court reported that it assessed the need for interpreter services and contracted with Language Line to provide access to court services for non-English speaking patrons and/or patrons with Limited English Proficiency (LEP).
- **Natchitoches City Court.** The Natchitoches City Court reported that it discussed the use of the local college to assist with issues regarding the need for policies and procedures to assist patrons who could not speak English.
- **New Orleans Municipal Court.** The New Orleans Municipal Court reported that it was in the process of hiring an interpreter with funds received through an LCLE grant.



- **Opelousas City Court.** The Opelousas City Court reported that it hired a retired Spanish teacher to assist with the docket.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reported that it established a list of court certified language interpreters that were available for court appearances when needed. Additionally, the court had three employees on staff that were fluent in either Spanish or Vietnamese. Signs were in place at the Information Counter in both Spanish and Vietnamese, informing the public that assistance with language interpretation was available.
- **Slidell City Court.** The Slidell City Court reported that it took steps to establish an interpreter pool of persons proficient in communicating with individuals who were deaf or hearing impaired. The court also adopted an oath for foreign language interpreters.

#### Objective 1.4

**To ensure that all judges and other trial court personnel are courteous and responsive to the public and accord respect to all with whom they come into contact.**

#### Intent of the Objective

The intent of Objective 1.4 is to make courts more accommodating, courteous, and user-friendly. The objective is intended to remind judges and all court personnel that they should reflect the law's respect for the dignity and value of the individuals who serve, come before, or make inquiries of the court, including litigants, defendants, lawyers, witnesses, jurors, the general public, and one another.

#### Responses to the Objective

- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reported that in addition to personally attending professionalism training, the judges of Second Parish Court pro-

vided in-house professionalism training to all of its employees that included a Power Point presentation, statistical data, and was followed by an open forum.

#### Objective 1.5

**To encourage all responsible public bodies and public officers to make the costs of access to trial court proceedings and records ~ whether measured in terms of money, time, or the procedures that must be followed ~ reasonable, fair, and affordable.**

#### Intent of the Objective

Litigants and others who use the services of the trial courts face five main financial barriers to effective access to the trial court: fees and court costs; third-party expenses (e.g. deposition costs and expert witness fees); attorney fees and costs; the cost of time; and the cost of regulatory procedures, especially with respect to accessing records. Objective 1.5 calls on courts to exercise leadership by working with other public bodies and officers to make the costs of access to trial court proceedings and records reasonable, fair, and affordable. The means to achieve the objective include: actions to simplify procedures and reduce paperwork; efforts to improve alternative dispute resolution, in forma pauperis filings, indigent defense, legal services for the poor, legal clinics, pro bono services and *pro se* representation; and efforts to assist the victims of crime.

#### Responses to the Objective

In addition to the responses provided in Exhibit 5, the city and parish courts also reported the following:

- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reported that it provided a separate waiting area for domestic abuse victims to use while waiting to attend a court proceeding.
- **Slidell City Court.** The Slidell City Court reported that to assist *pro se* litigants, it encouraged



use of Small Claims Court without attorneys.

## Objective 2.1

### To encourage timely case management and processing.

#### Intent of the Objective

The American Bar Association, the Conference of Chief Justices, and the Conference of State Court Administrators have recommended that all courts adopt time standards for expeditious case management. Such time standards, according to their proponents, were intended to serve as a tool for expediting case processing and reducing delay. The Louisiana Supreme Court adopted time aspirational standards in 1993 for itself, the courts of appeal, and for the general civil, summary civil, and domestic relations cases at the district court level.

At the Supreme Court and intermediate appellate court levels, the adopted time standards are measured with the assistance of automated case management information systems and are reported in the Annual Report of the Supreme Court and as performance indicators in the judicial appropriations bill. At the trial court level, however, the time standards cannot be measured for the courts as a whole or for most individual courts due to the low level of automation or the types of systems operated by the Clerks of Court. Time standards are also imbedded in the Louisiana Children's Code in the form of maximum time limits for the holding of hearings in Child in Need of Care (CINC) cases and other types of juvenile cases. However, these mandated time standards also cannot be monitored or measured efficiently at the present time due to the lack of automation in the district court system. For these reasons, Objective 2.1 focuses on strategies for developing interim manual case management systems and techniques while automated case management information systems are being developed. The objective also focuses on timeliness in the sense of the punctual commencement of scheduled proceedings.

## Responses to the Objective

In addition to the responses provided in Exhibits 6 and 7, the city and parish courts also reported the following:

- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reported that it established better coordination between the ODOWF program and setting cases for trial. When necessary, the court increased the maximum number of cases that were set on the daily dockets in order to ensure that cases were processed in a timely manner.

To ensure timely enforcement of arrest warrants, summons, and subpoenas, the court shared information with the Jefferson Parish Sheriff's Office in the creation of a handheld Subpoena Service System. First Parish Court worked with all government agencies to ensure timely case management and processing.

To ensure that all court records of relevant court decisions and actions were accurate and preserved properly, the court coordinated the court and clerk of court's computer systems so that scanned documents could be viewed on the Parish Court's system.

- **Hammond City Court.** The Hammond City Court reported that to ensure timely enforcement of arrest warrants, summons, and subpoenas, it assisted with the installation of city court criminal database/warrants in police units for the City of Hammond Police Department.

To ensure that all court records of relevant court decisions and actions were accurate and preserved properly, the court continued using the services of a professional service to assure accurate filing and preservation of records.

- **Houma City Court.** The Houma City Court reported that it initiated the creation of a collections department to provide better collection of court costs, fines, and fees.



- **Kaplan City Court.** The Kaplan City Court reported that to reduce delays and improve case management, its court continued its policy of assuring full-time availability and access to a judge as needed, and encouraging law enforcement to take advantage.

To ensure timely enforcement of arrest warrants, summons, and subpoenas, the court utilized the legal remedies available to the Court.

- **New Orleans Municipal Court.** The New Orleans Municipal Court reported that to encourage timely case management and processing, its court worked with the city council and NOPD to begin a new system of warrants and purged old warrants. The court also made updates to its computerized case management system.

To ensure timely enforcement of arrest warrants, summons, and subpoenas, the court worked closely with NOPD to timely execute warrants for the most serious offenses handled in Municipal Court.

- **Port Allen City Court.** The Port Allen City Court reported that it held court more often to ensure timely disposition of cases.

To ensure timely enforcement of arrest warrants, summons, and subpoenas, the court worked with a software provider to write a program to allow computer access to warrants by city police.

- **Rayne City Court.** The Rayne City Court reported that to reduce delays and improve case management, the court upgraded computer hardware and software.

To ensure timely enforcement of arrest warrants, summons, and subpoenas, the court added additional personnel to serve notices, subpoenas and warrants.

The court reported that it upgraded automated the case scheduling and management information system.

**Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reported that it continuously monitored its caseload through its IT staff and by regularly consulting with the Jefferson Parish Clerk of Court's office. When necessary, the court increased the maximum number of cases that were set on the daily dockets in order to ensure that cases were processed in a timely manner.

The court did not have authority to enforce arrest warrants, summons and subpoenas - this authority was granted by statute to the Jefferson Parish Sheriff's Office. The court worked with all governmental entities to ensure timely case management and processing.

- **Shreveport City Court.** The Shreveport City Court reported that to ensure timely enforcement of arrest warrants, summons, and subpoenas, it coordinated with the City Marshal to give this area a priority.

- **Slidell City Court.** The Slidell City Court reported that to reduce delays and improve case management, its court prepared and presented a one-hour MCLE accredited seminar to the Slidell Bar Association on court processes and procedures and addressed suggestions and needs of attorneys. The court also provided attorney/client cubicles in the lobby as a courtesy and to improve customer service and user-friendliness.

- **Sulphur City Court.** The Sulphur City Court reported that to reduce delays and improve case management, it entered into a joint service agreement for use of DeQuincy jail for overflow from Sulphur jail.

To ensure timely enforcement of arrest warrants, summons, and subpoenas, the court worked with the Marshal's Office to improve enforcement.

- **Zachary City Court.** The Zachary City Court reported that it held early morning court quarterly to dispose of outstanding warrants.



## Objective 2.2

**To provide required reports and to respond to requests for information promptly.**

### Intent of the Objective

As public institutions, trial courts have a responsibility to provide mandated reports and requested legitimate information to other public bodies and to the general public. Objective 2.2 emphasizes that the trial courts' responses to these mandates and requests should be timely and expeditious.

### Responses to the Objective

City and parish courts were not surveyed regarding this objective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior year's reports.

## Objective 2.3

**To promptly implement changes in law and procedure.**

### Intent of the Objective

Tradition and formality can obscure the reality that both the substantive and procedural laws are subject to change. Changes in statutes, case law, and court rules affect what is done in the courts, how it is done, and those who conduct business in the courts. Trial courts should make certain that mandated changes be implemented promptly and correctly.

### Responses to the Objective

In addition to the responses provided in Exhibits 8 and 9, the city and parish courts also reported the following:

- **Ascension Parish Court.** The Ascension Parish Court reported that its employees attended CLE classes.
- **Bastrop City Court.** The Bastrop City Court reported that its employees attended conferences.

- **Kaplan City Court.** The Kaplan City Court reported that it insisted all agencies and officers of the court maintain and take steps to assure full compliance, giving CINC cases priority. Its judge monitored changes personally by memo and/or copy of the change, informed court officers and requested appropriate steps.
- **New Orleans Municipal Court.** The New Orleans Municipal Court reported that it circulated ordinances as they were received from the city council.
- **Shreveport City Court.** The Shreveport City Court reported that it emphasized attendance of CLE classes.
- **Slidell City Court.** The Slidell City Court reported that its staff attended a community education Foster Care/Adoption Seminar. The court was actively involved with CASA volunteers to help recruit and train them in assisting the court. The court also created and distributed a local public service announcement with CASA officials to recruit new volunteers to CASA.
- **Sulphur City Court.** The Sulphur City Court reported that to promptly implement changes in law and procedure, it sent personnel to clerk's conventions, judge's seminars and monitored legislation through the internet.
- **Thibodaux City Court.** The Thibodaux City Court reported that its judge reviewed all proposed acts dealing with crimes, procedures and all acts affecting city courts.
- **Vidalia City Court.** The Vidalia City Court reported that its personnel attended seminars.

## Objective 3.1

**To faithfully adhere to laws, procedural rules, and established policies.**





## Intent of the Objective

This objective is based largely on the concept of due process, including the provision of proper notice and the provision of a fair opportunity to be informed and heard at all stages of the judicial process. Fairness should characterize the court's compulsory process and discovery. Courts should respect the right to legal counsel and the rights of confrontation, cross-examination, impartial hearings, and jury trials. The objective requires fair judicial processes through adherence to constitutional and statutory law, case precedents, court rules, and other authoritative guidelines, including policies and administrative regulations. Adherence to law and established procedures contributes to the court's ability to achieve predictability, reliability, and integrity. It also greatly helps to ensure that justice "is perceived to have been done" by those who directly experience the quality of the court's adjudicatory process and procedures.

## Responses to the Objective

City and parish courts were not surveyed regarding this objective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior year's reports.

### Objective 3.2

**To give individual attention to cases, deciding them without undue disparity among like cases and upon legally relevant factors.**

## Intent of the Objective

This objective upholds the standard that litigants should receive individual attention without variation due to the judge assigned or the legally irrelevant characteristics of the parties. To the extent possible, persons similarly situated should receive similar treatment. The objective further requires that court decisions and actions be in proper proportion to the nature and magnitude of the case and to the characteristics of the parties. Variations should not be predictable due to legally irrelevant factors, nor should the outcome of a case depend on which judge within a court presides over a hearing

or trial. The objective relates to all decisions, including sentences in criminal cases, the conditions of bail, the amount of child support, the appointment of legal counsel, and the use of court-supervised alternatives to formal litigation.

## Responses to the Objective

In addition to the responses provided in Exhibit 10, the city and parish courts also reported the following:

- **New Orleans Municipal Court.** The New Orleans Municipal Court reported that it developed alternative sentencing programs.
- **Slidell City Court.** The Slidell City Court reported that it implemented tracking of dispositional history on sexual offenses.

### Objective 3.3

**To ensure that the decisions of the court address clearly the issues presented to it and, where appropriate, to specify how compliance can be achieved.**

## Intent of the Objective

An order or decision that sets forth consequences or articulates rights but fails to tie the actual consequences resulting from the decision to the antecedent issues breaks the connection required for reliable review and enforcement. A decision that is not clearly communicated poses problems both for the parties and for judges who may be called upon to interpret or apply the decision. This objective implies that dispositions for each charge or count in a criminal complaint, for example, is easy to discern, and that the terms of punishment and sentence should be clearly associated with each count upon which a conviction is returned. Noncompliance with court pronouncements and subsequent difficulties of enforcement sometimes occur because orders are not stated in terms that are readily understood and capable of being monitored. An order that requires a minimum payment per month on a restitution obligation, for example, is clearer and more enforceable than



an order that establishes an obligation but sets no time frame for completion. Decisions in civil cases, especially those unraveling tangled webs of multiple claims and parties, should also connect clearly each issue and its consequences.

### Responses to the Objective

City and parish courts were not surveyed regarding this objective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior year's reports.

### Objective 3.4

**To ensure that appropriate responsibility is taken for the enforcement of court orders.**

### Intent of the Objective

Courts should not direct that certain actions be taken or prohibited, and then allow those bound by their orders to honor them more in the breach than in the observance. This objective encourages courts to ensure that their orders are enforced. The integrity of the dispute resolution process is reflected in the degree to which the parties adhere to awards and settlements arising out of them. Noncompliance may indicate misunderstanding, misrepresentation, or a lack of respect for, or confidence in, the courts. Obviously, courts cannot assume total responsibility for the enforcement of all of their decisions and orders. The responsibility of the courts for enforcement varies from jurisdiction to jurisdiction, program to program, case to case, and event to event; however, all courts have a responsibility to take appropriate action for the enforcement of their orders.

### Responses to the Objective

City and parish courts were not surveyed regarding this objective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior year's reports.

### Objective 3.5

**To ensure that all court records of relevant**

**court decisions and actions are accurate and preserved properly.**

### Intent of the Objective

Equality, fairness, and integrity in trial courts depend in substantial measure upon the accuracy, availability, and accessibility of records. This objective recognizes that other officials may maintain court records. Nevertheless, the objective does place an obligation on courts, perhaps in association with other officials, to ensure that records are accurate and preserved properly.

### Responses to the Objective

In addition to the responses provided in Exhibit 11, the city and parish courts also reported the following:

- **Kaplan City Court.** The Kaplan City Court reported that it planned for the development of an automated/electronic records retention plan should funding become available.
- **New Orleans Municipal Court.** The New Orleans Municipal Court reported that it studied the implementation of a scanning system to make the court paperless.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reported that the Jefferson Parish Clerk of Court's office scanned documents that were filed in both civil records and DWI records.
- **Slidell City Court.** The Slidell City Court reported that it obtained a grant to build an improved and more secure storage area for juvenile case records. The court also elevated the storage of records and secured them in waterproof containers. The court continued to pursue FEMA reimbursements for repairs following Hurricane Katrina.

### Objective 4.1

**To maintain the constitutional independence of the judiciary while observing the principle**



of cooperation with other branches of government.

### Intent of the Objective

The judiciary must assert and maintain its independence as a separate branch of government. Within the organizational structure of the judicial branch of government, trial courts should establish their legal and organizational boundaries, monitor and control their operations, and account publicly for their performance. Independence and accountability support the principles of a government based on law, access to justice, and the timely resolution of disputes with equality, fairness, and integrity; and they engender public trust and confidence. Courts must both control their proper functions and demonstrate respect for their co-equal partners in government.

### Responses to the Objective

City and parish courts were not surveyed regarding this objective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior year's reports.

### Objective 4.2

To seek, use, and account for public resources in a responsible manner.

### Intent of the Objective

Effective court management requires sufficient resources to do justice and to keep costs affordable. This objective requires that a trial court responsibly seek the resources needed to meet its judicial responsibilities, that it uses those resources prudently (even if the resources are inadequate), and that it properly account for the use of the resources.

### Responses to the Objective

City and parish courts were not surveyed regarding this objective in 2007-2008. Information regarding courts' activity pursuant to this objective can be found in prior

year's reports.

### Objective 4.3

To use fair employment practices.

### Intent of the Objective

The judiciary stands as an important and visible symbol of government. Equal treatment of all persons before the law is essential to the concept of justice. Accordingly, the trial courts should operate free of bias in their personnel practices and decisions. Fairness in the recruitment, compensation, supervision, and development of court personnel helps to ensure judicial independence, accountability, and organizational competence. Fairness in employment also helps establish the highest standards of personal integrity and competence among employees.

### Responses to the Objective

In addition to the responses provided in Exhibits 12, 13 and 14, the city and parish courts also reported the following:

- **Ascension Parish Court.** The Ascension Parish Court reported that to improve employee training and development, it held staff meetings as needed.
- **Denham Springs City Court.** The Denham Springs City Court reported that to adopt, implement, or update personnel policies, its court continued to enforce policies already in place regarding leave and pay.
- **First Parish Court of Jefferson.** To improve employee training and development, its court used an interpreter to review all Employees' Policies and Procedure Guidelines for new employees who spoke limited English.
- **Houma City Court.** The Houma City Court reported that its court policy manual was completely revised in 2008.



- **Kaplan City Court.** The Kaplan City Court reported that the court encouraged responsible agencies to approve higher pay for trained clerks to try and improve employee retention.
- **Minden City Court.** The Minden City Court reported that the court previously adopted harassment, discipline, vacation, and confidentiality policies.
- **Monroe City Court.** The Monroe City Court reported that the court was assessing and evaluating all of its HR policies and procedures, and adopting up-to-date processes to ensure accessibility to all persons and compliance with all applicable laws.
- **Slidell City Court.** The Slidell City Court reported that to improve employee training and development, it provided in-house training on specific guidelines on court rules. The court paid for training of all court employees in dealing with difficult people and emphasized the need for continuous and diligent delivery of courteous, accurate customer service. The court also paid for training of select staff in advanced levels of Word, Excel and PowerPoint to customize and automate court forms and correspondence as well as increase reporting response time.

The court also reported that personnel policies were reviewed and revised regularly to ensure all human resource management practices were in compliance with the law and all areas were addressed. The court also revised its Disaster Preparation and Recovery Plan and held a mock disaster drill.

#### Objective 4.4

#### To inform the community of the court's structure, functions, and programs.

#### Intent of the Objective

Most citizens do not have direct contact with the courts. Information about courts is filtered through sources such as the media, lawyers, litigants, jurors, political leaders, and the employees of other compo-

nents of the justice system. Public opinion polls indicate that the public knows very little about the courts, and what is known is often at odds with reality. This objective implies that courts have a direct responsibility to inform the community of their structure, functions and programs. The disclosure of such information, through a variety of outreach programs, increases the influence of the courts on the development of the law, which, in turn, affects public policy and the activities of other governmental institutions. At the same time, such disclosure increases public awareness of and confidence in the operations of the courts.

#### Response to the Objective

In addition to the responses provided in Exhibit 15, the city and parish courts also reported the following:

- **Bogalusa City Court.** The Bogalusa City Court reported that it placed an article in the local newspaper.
- **Denham Springs City Court.** The Denham Springs City Court reported that the court participated in the Latch Key Program with the police department by conducting a mock trial with children playing parts with assistance of the district attorney, clerk and public defender.
- **Hammond City Court.** The court sponsored an Art and Essay Contest in conjunction with Law Day. Its court also continued informational mailing to new registered voters defining the services of the Court.
- **Kaplan City Court.** The Kaplan City Court reported that it maintained a policy of prompt response to public inquiries and public access to the judge for response to appropriate inquiries.
- **New Orleans Municipal Court.** The New Orleans Municipal Court reported that it was studying the development of a website.
- **Pineville City Court.** The Pineville City Court reported that it allowed schools to view the court



on field trips.

- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reported that it hosted a mock trial competition and a practice round of the Judge Richard N. Ware, IV Memorial Statewide High School Mock Trial Competition for local participating high schools.
- **Slidell City Court.** The Slidell City Court reported that it planned and constructed a permanent historical law givers display in the court lobby. The court wrote and printed an informational brochure and invited school and youth groups for tours of the court. The court also invited community groups and initiated the placement of signposts at key street intersections directing visitors to the courthouse.
- **Zachary City Court.** Zachary City Court reported that it scheduled a day at Zachary High School to discuss the court system with all Civics classes.

#### Objective 4.5

**To recognize new conditions or emerging events and to adjust court operations as necessary.**

#### Intent of the Objective

Effective trial courts are responsive to emergent public issues such as drug abuse, child and spousal abuse, AIDS, drunken driving, child support enforcement, crime and public safety, consumer rights, racial, ethnic, and gender bias, and more efficiency in government. This objective requires trial courts to recognize and respond appropriately to such emergent public issues. A trial court that moves deliberately in response to emergent issues is a stabilizing force in society and acts consistently with its role in maintaining the rule of law and building public trust and confidence.

#### Responses to the Objective

In addition to the responses provided in Exhibit 16, the

city and parish courts also reported the following:

- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reported that it had plans in place for a digital court reporting system to be connected to the court docketing system.
- **Kaplan City Court.** The Kaplan City Court reported that it purchased a desk top scanner for the clerk to improve access to and dissemination of information.
- **Slidell City Court.** The Slidell City Court reported that it upgraded hardware and software and improved networking. The court also renewed a contract with a legal research resource, and upgraded the security system by installing a new x-ray machine that checked all items upon entry to the courthouse.
- **West Monroe City Court.** West Monroe City Court reported that it installed new courtroom amplifiers that connected to the recording system that projects sound from the microphones all around the courtroom.
- **Winnsboro City Court.** The Winnsboro City Court reported that it made technology upgrades.

#### Major Strategies Initiated or Completed in FY 2007-2008.

- **Baton Rouge City Court.** The Baton Rouge City Court reported that the court was selected as a pilot court for a new case management system offered by the Louisiana Supreme Court Judicial Administrator's Office to all municipal courts. This system would significantly automate the case management processes, including docketing, work flow, and dispositions. Additional components for file tracking and accounting would also be implemented.

The court's efficiency would be improved and visual accessibility of dockets and records would be



increased so that the legal community and general public would receive more complete and current data.

- **Bossier City Court.** The Bossier City Court reported that it installed a new computer system. The system improves the way Bossier City Court is run.
- **Bunkie City Court.** The Bunkie City Court reported that it continued to work with the District Attorney's Office, Avoyelles Parish School Board, Avoyelles Parish Sheriff's Office, and OYD on the Truancy Court.
- **First City Court of New Orleans.** The First City Court of New Orleans reported that its court ran smoothly as a result of increased security. There were better communications with attorneys. The Court Crier had an open policy to help eviction tenants after court in answering questions and clearing up misunderstandings of the law.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reported that its court exercised jurisdiction over traffic cases, criminal misdemeanor cases, and limited civil matters. The principal strategic issue addressed in FY 2007-2008 of which the court was especially proud focused on improved case management of the traffic ticket cases filed in the court, which comprised the largest percent of the court's case load. First Parish Court strived to provide all parties with maximum access to court functions with a minimum amount of inconvenience. The effort to provide this balance was addressed by the creation of two newly launched websites. The first website was the Parish Court website which provided informational access for the public at large regarding general operations of the court. Court schedules and contact numbers specific to individual departments were easily obtainable at the site. The Parish Court website also provided an avenue which linked defendants to the second website, the "Payment Over the Internet Program". First Parish Court worked along with the Jefferson Parish Sheriff's Office to create the system that functioned as a modern payment option avail-

able to defendants for use in paying certain traffic citations. The secure site allowed ticket payment options utilizing credit cards to essentially "click and pay" pending traffic ticket fines.

These sites afforded the public with technological tools that assisted them in meeting their legal obligations. The convenience factors associated with use of these tools benefited defendants in our fast-paced society by alleviating the time, inconvenience and costs of writing checks, purchasing money orders, stamping mail and hoping that the payment was timely received. Additional factors included the means for simplicity for handicapped defendants to meet court obligations without the necessity of a physical court appearance. Defendants would also benefit from use of the sites in that tickets could be paid online without concern for appearing at court under inclement weather conditions. The ill and elderly, parents with small children and caretakers of others would not have to risk the dangers of attachment or license suspension because court access was at their fingertips.

The court also subscribed to the philosophy of excellent customer service and efficient case management. Implementing convenient options in paying tickets would certainly translate to a speedier adjudication of traffic cases in First Parish Court.

- **Hammond City Court.** The Hammond City Court reported that in an effort to reduce the number of outstanding warrants issued by the court, it worked with the Hammond Police Department and computer programmers to assure the installation of the necessary software in police units affording the police officers access to all outstanding warrants. This should result in an officer checking the court database for outstanding warrants at all traffic and other stops. Any outstanding warrants would be immediately addressed and processed. The court expects many warrants to be enforced as a result of this initiative.

The Hammond City Court also completed a Truancy Court in 2007-2008 with 97% attendance at JMS with a positive school evaluation rating.



**Lafayette City Court.** The Lafayette City Court reported that major improvements were made to its court building. The building was cleaned and sealed. Roof damage was repaired. A new covered pavilion and awning were installed, giving the public easy access during rain storms. A new automatic entrance was installed for disabled persons.

- **Lake Charles City Court.** The Lake Charles City Court reported that it worked closely with other courts in the state to contribute to the design and production of the new statewide court case management system – the Louisiana Court Connection. The court continued in its efforts with the local district court, 14th JDC, to handle, as much as possible, arraignments and non-contested matters via live video/audio with the local prison.
- **Monroe City Court.** The Monroe City Court reported that it was proud of its efforts to remove unnecessary barriers that may impede the public's access to the court and the courthouse. Through the Clerk of Court's Office, the court actively addressed known barriers, such as language barriers, that prohibit communication and proper customer service. Upon recognizing the need, the court promptly contracted with Language Line to provide patrons with limited English proficiency and/or non-English speaking patrons' access to information in resolution of their legal matters. The Clerk's Office staff was trained in the use of Language Line and provided codes to significantly decrease wait times and improve communications.

Furthermore, the court, recognizing the needs of persons with disabilities, continued to address physical barriers to accessing the court for such patrons. In addition to planned customer service training, the staff received sensitivity training in rendering services.

- **Natchitoches City Court.** The Natchitoches City Court reported that it instituted a policy of in-house workshops focused on assisting pro se litigants.

- **New Orleans Municipal Court.** The New Orleans Municipal Court reported that in June 2008, the court relocated to its pre-Katrina building. The building had not been occupied since August 26, 2005. Extensive renovations were done along with some long overdue improvements.

The court continued to develop an Evacuation Plan that was successfully implemented for Hurricane Gustave. The court also participated in the 2008 Law Enforcement District Proposition which provided badly needed funds to meet the court's capital needs and allow it to develop best practices. The court also continued to move toward a community court concept.

- **New Orleans Traffic Court.** The New Orleans Traffic Court reported that it's greatest achievement was returning to the South Broad Street premises. The advantages were space, access, location, and hours. The courtrooms and violations bureau were larger, and the city attorneys had an office to confer with defendants. Trials were held in two courtrooms instead of a small conference room. The building was closer to the central business district, police headquarters, City Hall, the jail, and other court systems and had longer hours to accommodate the public's needs.
- **Oakdale City Court.** The Oakdale City Court reported that it was proud to have gotten the new Reporter Deck 2 digital recording system for its courtroom which it also shared with its city council. It was a great product and a very up-to-date recording system.
- **Opelousas City Court.** The Opelousas City Court reported that it had its sign-in sheet handled by a part-time court employee to coordinate presence for trials, arraignments and sentencing for Criminal-Misdemeanor court days. Court appearances were set from 9:00 a.m. – 12:00 p.m. and 2:30 p.m. to 5:00 p.m.. Arraignments and sentencing dates were handled as people signed in. Trials were handled by the District Attorney's Office. Individuals started signing in at 8:30 a.m. for court



appearances.

- **Pineville City Court.** The Pineville City Court reported that during the calendar year 2007-2008, two court employees attended and completed the Louisiana Certified Court Reporters Board Class and after testing were accepted as Certified Court Reporters. Its court also installed state-of-the-art fingerprint access at all exits and added metal detectors for public access to the Court.
- **Plaquemine City Court.** The Plaquemine City Court reported that it created a pre-trial diversion program to help first-time offenders.
- **Rayne City Court.** The Rayne City Court reported that efforts had been made to move cases through the court in an expedited manner. In criminal court, the lapse between arraignment and trial had been shortened, thereby reducing the timeframe in which defendants were brought to trial. The same had been accomplished in civil matters, thereby reducing the amount of time between filing of the suit and bringing the matter to final judgment. This was accomplished while keeping in mind the delays necessary to protect the defendant's rights in criminal matters and to ensure fairness to all parties in civil matters.
- **Ruston City Court.** The Ruston City Court reported that it upgraded the court security system to utilize digital capabilities, allowing on-and off-site monitoring of various public areas from multiple locations, both intranet and internet.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reported that one of its court's primary goals was to serve the public fairly, promptly, and in a courteous manner. The judges and administration adopted a strategy of maintaining a staff that kept customer service and satisfaction as a top priority.

In addition to personally attending professionalism training, the judges of the court provided in-house professionalism training to all of its employees that

included a PowerPoint presentation and statistical data which was followed by an open forum. The court also provided professionalism training to staff members of other courts and governmental entities.

The court also established a list of court certified language interpreters that were available for court appearances when needed. Additionally, the judges and administration of the court observed the members of the public that used the court's services with the goal of determining the various languages that were most commonly spoken in the courtroom. The court used the information and attempted to maintain as part of its staff English-speaking employees that were also fluent in the Spanish and Vietnamese languages. These employees were available to assist members of the community on a daily basis as needed.

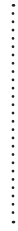
In order to keep public service at the forefront of its employees' minds, the court's judges, administration and staff made an effort to both initiate and participate in community charitable drives. For instance, Second Parish Court regularly held its own drives for food, clothes, and personal articles to benefit local charities such as the Gretna Food Bank and the Covenant House. Second Parish Court's administration made the charitable work fun for its staff by holding drives with themes such as favorite foods for children or small toiletries for the homeless in the area. The administration encouraged employee participation by allowing dress-down days for its employees and by personally funding pizza lunches and ice cream days as a reward for the efforts of the staff. Second Parish Court believed that staff participation in such events helped to raise employee awareness of the needs of the community in which its court was located.

Attempts to raise employee awareness of the community's needs were a major strategy of the court. By raising awareness of the needs of the community, particularly in these times of change, the judges and administration believed that its employees would be more likely to keep service and satisfaction as a priority in their daily contact with the public that they served.





**Slidell City Court.** The Slidell City Court reported that it purchased land adjacent to the courthouse and was in the process of acquiring two adjoining lots to provide safe and convenient parking for citizens accessing the court.



**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THAT THE PUBLIC WAS AWARE OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS -Exhibit 1**

OBJECTIVE 1.1	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Published the court's schedule on the doors or walls of the courtrooms	Developed a web site which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information answer desk in the courthouse	Other
CITY/PARISH COURT									
Abbeville					✓			✓	
Alexandria									✓
Ascension Parish Ct						✓			
Baker		✓							
Bastrop		✓							
Baton Rouge			✓	✓	✓	✓	✓	✓	✓
Bogalusa			✓					✓	
Bossier City			✓		✓	✓	✓	✓	
Breaux Bridge		✓							
Bunkie		✓							
Crowley			✓	✓	✓		✓		
Denham Springs			✓	✓		✓	✓		
Eunice						✓			
Franklin		✓							
Hammond			✓		✓		✓	✓	
Houma			✓		✓	✓	✓	✓	
Jeanerette		✓							
Jefferson - 1st Parish Ct			✓		✓	✓	✓	✓	✓
Jefferson - 2nd Parish Ct			✓		✓	✓	✓	✓	✓
Jennings								✓	
Kaplan							✓		✓
Lafayette			✓				✓		
Lake Charles			✓			✓			
Leesville									
Marksville			✓				✓		
Minden			✓		✓		✓		
Monroe			✓			✓	✓	✓	
Morgan City		✓							



**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THAT THE PUBLIC WAS AWARE OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS -Exhibit 1**

OBJECTIVE 1.1	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Published the court's schedule on the doors or walls of the courtrooms	Developed a web site which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information answer desk in the courthouse	Other
CITY/PARISH COURT									
Natchitoches		✓							
New Iberia		✓							
N.O. - 1st City Ct			✓			✓			
N.O. - 2nd City Ct	✓								
N.O. - Municipal Ct		✓		✓				✓	✓
N.O. - Traffic Ct		✓	✓	✓					
Oakdale			✓		✓		✓		
Opelousas			✓						✓
Pineville			✓		✓				
Plaquemine		✓							
Port Allen		✓							
Rayne			✓		✓				✓
Ruston			✓			✓			✓
Shreveport			✓		✓			✓	✓
Slidell			✓	✓	✓		✓	✓	✓
Springhill			✓						✓
Sulphur			✓						✓
Thibodaux			✓					✓	
Vidalia		✓							
Ville Platte			✓		✓				
West Monroe			✓		✓				
Winnfield		✓							
Winnsboro							✓	✓	
Zachary			✓		✓				
TOTALS		15	29	6	17	12	16	15	13

## ACTIONS TAKEN IN FY 2007-2008 TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)-Exhibit 2

Objective 1.2	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Implemented ADA non-discrimination policy or court rule	Posted public notices/communications of availability of reasonable accommodations	Established a complaint procedure	Posted signage (raised lettering, Braille, accessible restrooms, etc.)	Developed written essential functions for court jobs	Adopted an oath for sign language interpreters	Established a list of available real-time court reporters and sign language interpreters	Implemented an emergency evacuation procedure to accommodate disabled patrons/employees	Other
CITY/PARISH COURT													
Abbeville											✓		
Alexandria								✓					
Ascension Parish Ct			✓			✓		✓		✓			
Baker		✓											
Bastrop		✓											
Baton Rouge			✓	✓	✓	✓	✓		✓	✓	✓		✓
Bogalusa			✓					✓					
Bossier City			✓								✓		
Breaux Bridge		✓											
Bunkie			✓								✓		
Crowley			✓	✓					✓		✓		
Denham Springs			✓				✓			✓	✓		
Eunice		✓											
Franklin		✓											
Hammond			✓							✓	✓	✓	
Houma			✓		✓				✓		✓		
Jeanerette			✓			✓				✓	✓		
Jefferson - 1st Parish Ct			✓			✓			✓		✓	✓	
Jefferson - 2nd Parish Ct			✓			✓	✓	✓	✓	✓	✓	✓	
Jennings				✓									✓
Kaplan		✓											✓
Lafayette			✓	✓	✓			✓			✓		✓
Lake Charles			✓						✓		✓		
Leesville													
Marksville		✓											
Minden			✓				✓						✓
Monroe			✓				✓		✓		✓	✓	
Morgan City		✓											



## ACTIONS TAKEN IN FY 2007-2008 TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)-Exhibit 2

Objective 1.2	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Implemented ADA non-discrimination policy or court rule	Posted public notices/communications of availability of reasonable accommodations	Established a complaint procedure	Posted signage (raised lettering, Braille, accessible restrooms, etc.)	Developed written essential functions for court jobs	Adopted an oath for sign language interpreters	Established a list of available real-time court reporters and sign language interpreters	Implemented an emergency evacuation procedure to accommodate disabled patrons/employees	Other
CITY/PARISH COURT													
Natchitoches		✓											
New Iberia		✓											
N.O. - 1st City Ct													
N.O. - 2nd City Ct		✓											
N.O. - Municipal Ct		✓				✓		✓					✓
N.O. - Traffic Ct			✓	✓		✓							
Oakdale			✓					✓					
Opelousas		✓											
Pineville				✓							✓		
Plaquemine		✓											
Port Allen						✓					✓		
Rayne			✓			✓						✓	
Ruston		✓											
Shreveport			✓		✓			✓		✓	✓		
Slidell			✓	✓		✓							✓
Springhill											✓		
Sulphur			✓			✓		✓			✓		
Thibodaux			✓								✓		
Vidalia		✓											
Ville Platte			✓					✓					
West Monroe		✓											
Winnfield		✓											
Winnsboro		✓											
Zachary		✓											
TOTALS	0	20	24	7	4	11	5	10	7	7	20	5	7



**ACTIONS TAKEN IN FY 2007-2008 TO IMPLEMENT SAFETY AND SECURITY MEASURES (ADA)-Exhibit 3**

Objective 1.2	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Had a security audit performed	Developed a safety policy	Developed a security policy	Installed security alarms in judges' chambers/ courtrooms	Had bailiffs trained in better security	Appointed a safety officer	Sponsored safety/security training	Implemented an emergency evacuation procedure	Installed security equipment	Installed and maintained panic buttons	Coordinated security with law enforcement officials	Other
CITY/PARISH COURT																
Abbeville									✓						✓	
Alexandria		✓														
Ascension Parish Ct								✓						✓	✓	
Baker		✓														
Bastrop			✓											✓		
Baton Rouge			✓	✓			✓		✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa		✓														
Bossier City			✓						✓				✓		✓	
Breaux Bridge		✓														
Bunkie				✓												✓
Crowley			✓											✓	✓	
Denham Springs			✓						✓							✓
Eunice						✓							✓			
Franklin		✓														
Hammond				✓							✓				✓	
Houma			✓			✓					✓	✓	✓		✓	
Jeanerette			✓					✓							✓	
Jefferson - 1st Parish Ct			✓				✓	✓	✓			✓	✓	✓	✓	✓
Jefferson - 2nd Parish Ct			✓					✓		✓			✓	✓	✓	
Jennings				✓				✓	✓					✓		
Kaplan			✓												✓	✓
Lafayette			✓					✓						✓		
Lake Charles			✓									✓			✓	
Leesville																
Marksville			✓				✓		✓		✓					✓
Minden																
Monroe			✓		✓			✓	✓			✓	✓	✓	✓	✓
Morgan City			✓											✓	✓	



## ACTIONS TAKEN IN FY 2007-2008 TO IMPLEMENT SAFETY AND SECURITY MEASURES (ADA)-Exhibit 3

Objective 1.2	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Had a security audit performed	Developed a safety policy	Developed a security policy	Installed security alarms in judges' chambers/ courtrooms	Had bailiffs trained in better security	Appointed a safety officer	Sponsored safety/ security training	Implemented an emergency evacuation procedure	Installed security equipment	Installed and maintained panic buttons	Coordinated security with law enforcement officials	Other
CITY/PARISH COURT																
			✓												✓	
			✓		✓				✓				✓	✓	✓	
			✓	✓								✓				
		✓														
			✓					✓				✓	✓	✓	✓	✓
				✓				✓					✓		✓	
				✓				✓					✓		✓	
			✓		✓			✓	✓	✓			✓	✓	✓	
			✓					✓					✓		✓	
			✓	✓				✓					✓		✓	✓
			✓					✓		✓			✓	✓		
			✓	✓				✓					✓		✓	✓
		✓														
			✓													✓
			✓												✓	
			✓				✓	✓	✓				✓	✓		✓
		✓														
															✓	✓
			✓											✓	✓	
TOTALS		8	30	9	3	2	5	13	13	5	5	7	17	20	24	14

**ACTIONS TAKEN IN FY 2007-2008 TO DEVELOP AND MAINTAIN A POLICY OR PROCEDURE TO ASSIST PATRONS WHO CANNOT SPEAK ENGLISH-Exhibit 4**

Objective 1.3	Not applicable to this court	Did not address in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Complied with DOJ LEP guidelines	Installed signage regarding LEP	Paid for foreign language interpreter services in criminal cases	Paid for foreign language interpreter services in family/juvenile cases	Paid for foreign language interpreter services in other civil cases	Developed and maintained a list of professional interpreters for non English-speaking patrons	Other
CITY/PARISH COURT											
Abbeville							✓	✓	✓	✓	
Alexandria			✓								✓
Ascension Parish Ct							✓			✓	
Baker							✓				
Bastrop		✓									
Baton Rouge			✓	✓	✓	✓	✓		✓	✓	✓
Bogalusa		✓									✓
Bossier City			✓			✓	✓			✓	
Breaux Bridge		✓									
Bunkie		✓									
Crowley			✓								✓
Denham Springs			✓					✓		✓	
Eunice							✓	✓			
Franklin		✓									
Hammond			✓							✓	
Houma			✓				✓	✓	✓	✓	
Jeanerette			✓				✓	✓	✓	✓	
Jefferson - 1st Parish Ct			✓	✓		✓	✓			✓	✓
Jefferson - 2nd Parish Ct			✓			✓	✓			✓	✓
Jennings			✓				✓			✓	
Kaplan				✓			✓				
Lafayette			✓				✓	✓	✓	✓	
Lake Charles			✓				✓		✓	✓	
Leesville											
Marksville		✓									
Minden			✓				✓	✓	✓		
Monroe			✓				✓			✓	✓
Morgan City		✓									





**ACTIONS TAKEN IN FY 2007-2008 TO DEVELOP AND MAINTAIN A POLICY OR PROCEDURE TO ASSIST PATRONS WHO CANNOT SPEAK ENGLISH-Exhibit 4**

Objective 1.3	Not applicable to this court	Did not address in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Complied with DOJ LEP guidelines	Installed signage regarding LEP	Paid for foreign language interpreter services in criminal cases	Paid for foreign language interpreter services in family/juvenile cases	Paid for foreign language interpreter services in other civil cases	Developed and maintained a list of professional interpreters for non English-speaking patrons	Other
CITY/PARISH COURT											
Natchitoches											✓
New Iberia			✓				✓	✓	✓	✓	
N.O. - 1st City Ct									✓	✓	
N.O. - 2nd City Ct		✓									
N.O. - Municipal Ct			✓								✓
N.O. - Traffic Ct			✓	✓			✓		✓	✓	
Oakdale			✓							✓	
Opelousas			✓								✓
Pineville			✓				✓				
Plaquemine		✓									
Port Allen									✓	✓	
Rayne			✓							✓	
Ruston			✓				✓				
Shreveport			✓				✓				
Slidell			✓	✓			✓	✓	✓	✓	✓
Springhill							✓				
Sulphur			✓				✓			✓	
Thibodaux							✓	✓	✓	✓	
Vidalia		✓									
Ville Platte			✓				✓			✓	
West Monroe			✓				✓	✓	✓		
Winnfield		✓									✓
Winnsboro		✓									
Zachary			✓				✓			✓	
TOTALS	0	12	29	5	1	4	28	11	14	25	12

ACTIONS TAKEN IN FY 2007-2008 TO ASSIST PRO SE LITIGANTS-Exhibit 5

OBJECTIVE 1.5	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Worked with the clerk of court to provide information	Worked with the local bar to provide information	Referred pro se litigants to legal service corporations	Ensured the availability of indigent defenders to pro se litigants	Provided generic petitions and other forms	Other
CITY/PARISH COURT										
Abbeville					✓		✓	✓	✓	
Alexandria								✓	✓	
Ascension Parish Ct		✓								
Baker								✓		
Bastrop			✓					✓	✓	
Baton Rouge			✓	✓	✓		✓	✓	✓	
Bogalusa			✓				✓	✓	✓	
Bossier City			✓				✓	✓		
Breaux Bridge			✓		✓			✓	✓	
Bunkie			✓		✓				✓	
Crowley			✓	✓	✓		✓	✓		
Denham Springs			✓		✓			✓		
Eunice								✓		
Franklin		✓								
Hammond			✓				✓	✓	✓	
Houma			✓		✓		✓	✓	✓	
Jeanerette			✓		✓		✓	✓	✓	
Jefferson - 1st Parish Ct			✓		✓			✓		
Jefferson - 2nd Parish Ct			✓		✓			✓		
Jennings			✓		✓		✓		✓	
Kaplan				✓	✓			✓		
Lafayette			✓		✓	✓			✓	
Lake Charles			✓		✓			✓	✓	
Leesville										
Marksville			✓	✓	✓	✓	✓	✓	✓	
Minden			✓		✓		✓	✓	✓	
Monroe			✓		✓	✓	✓	✓	✓	
Morgan City					✓					



ACTIONS TAKEN IN FY 2007-2008 TO ASSIST PRO SE LITIGANTS-Exhibit 5

OBJECTIVE 1.5	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Worked with the clerk of court to provide information	Worked with the local bar to provide information	Referred pro se litigants to legal service corporations	Ensured the availability of indigent defenders to pro se litigants	Provided generic petitions and other forms	Other
CITY/PARISH COURT										
Natchitoches			✓				✓	✓	✓	
New Iberia			✓		✓			✓	✓	
N.O. - 1st City Ct			✓	✓			✓			
N.O. - 2nd City Ct	✓									
N.O. - Municipal Ct			✓		✓		✓	✓		✓
N.O. - Traffic Ct			✓	✓				✓	✓	
Oakdale	✓									
Opelousas				✓				✓		
Pineville			✓		✓		✓	✓	✓	
Plaquemine								✓		
Port Allen					✓			✓	✓	
Rayne			✓		✓		✓	✓	✓	
Ruston			✓					✓	✓	
Shreveport			✓		✓		✓	✓	✓	
Slidell			✓	✓	✓	✓		✓	✓	✓
Springhill									✓	
Sulphur			✓		✓		✓	✓	✓	
Thibodaux			✓				✓	✓	✓	
Vidalia			✓		✓		✓		✓	
Ville Platte		✓								
West Monroe			✓		✓		✓	✓	✓	
Winnfield		✓								
Winnsboro					✓					
Zachary			✓		✓		✓	✓	✓	
TOTALS	2	4	34	8	30	4	23	37	31	2

**ACTIONS TAKEN IN FY 2007-2008 TO REDUCE DELAYS AND IMPROVE  
CASE MANAGEMENT-Exhibit 6**

OBJECTIVE 2.1	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Scheduled night sessions to dispose of outstanding warrants	Improved communication with police, sheriff and marshal's offices	Installed an automated case management information system	Ensured adequate jail space	Employed case managers to expedite court processes	Improved docketing & scheduling	Installed an automated case management information system	Improved the manual system of case processing	Took steps to reduce cases under advisement	Implement pre-trial conferences	Encouraged alternative dispute resolution	Other
CITY/PARISH COURT																
Abbeville						✓				✓		✓			✓	
Alexandria		✓														
Ascension Parish Ct		✓														
Baker					✓											
Bastrop			✓			✓				✓						
Baton Rouge			✓	✓		✓		✓				✓			✓	
Bogalusa			✓					✓		✓						
Bossier City			✓			✓				✓					✓	
Breaux Bridge	✓															
Bunkie			✓							✓				✓		
Crowley			✓	✓		✓		✓		✓		✓				
Denham Springs			✓			✓				✓		✓				
Eunice					✓					✓			✓	✓		
Franklin						✓										
Hammond			✓	✓		✓			✓							
Houma			✓			✓			✓	✓	✓	✓	✓	✓	✓	
Jeanerette			✓			✓		✓		✓				✓		
Jefferson - 1st Parish Ct			✓		✓	✓				✓						✓
Jefferson - 2nd Parish Ct			✓		✓				✓	✓		✓				✓
Jennings			✓			✓										
Kaplan			✓									✓			✓	✓
Lafayette			✓			✓				✓	✓			✓		
Lake Charles			✓			✓				✓						
Leesville																
Marksville			✓	✓		✓									✓	
Minden										✓			✓			✓
Monroe			✓			✓				✓	✓			✓		
Morgan City			✓					✓		✓						



## ACTIONS TAKEN IN FY 2007-2008 TO REDUCE DELAYS AND IMPROVE CASE MANAGEMENT-Exhibit 6

OBJECTIVE 2.1	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Scheduled night sessions to dispose of outstanding warrants	Improved communication with police, sheriff and marshal's offices	Installed an automated case management information system	Ensured adequate jail space	Employed case managers to expedite court processes	Improved docketing & scheduling	Installed an automated case management information system	Improved the manual system of case processing	Took steps to reduce cases under advisement	Implement pre-trial conferences	Encouraged alternative dispute resolution	Other
CITY/PARISH COURT																
Natchitoches			✓			✓										
New Iberia			✓			✓		✓					✓			
N.O. - 1st City Ct													✓		✓	
N.O. - 2nd City Ct	✓															
N.O. - Municipal Ct			✓			✓			✓	✓	✓			✓		✓
N.O. - Traffic Ct			✓	✓						✓		✓				
Oakdale						✓										✓
Opelousas			✓							✓		✓				
Pineville			✓			✓		✓		✓			✓	✓		
Plaquemine														✓		
Port Allen										✓						✓
Rayne			✓			✓		✓		✓	✓					✓
Ruston			✓			✓		✓								
Shreveport			✓			✓				✓		✓	✓			
Slidell			✓	✓		✓		✓		✓		✓	✓	✓	✓	✓
Springhill		✓														
Sulphur							✓									✓
Thibodaux			✓			✓										
Vidalia		✓														
Ville Platte			✓		✓											
West Monroe			✓			✓				✓		✓	✓	✓		
Winnfield		✓														✓
Winnsboro													✓			
Zachary			✓		✓			✓		✓		✓		✓		✓
TOTALS	2	5	33	6	6	27	1	11	4	26	6	13	10	12	8	12



**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE TIMELY ENFORCEMENT OF  
ARREST WARRANTS, SUMMONS, AND SUBPOENAS-Exhibit 7**

OBJECTIVE 2.1	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Improved service of process	Improved enforcement	Created a manual tracking program	Created an automated tracking program	Improved address lists	Coordinated with other jurisdictions	Other
CITY/PARISH COURT											
Abbeville									✓		
Alexandria										✓	
Ascension Parish Ct		✓									
Baker						✓					
Bastrop		✓									
Baton Rouge			✓							✓	
Bogalusa			✓		✓						
Bossier City			✓		✓	✓					
Breaux Bridge		✓									
Bunkie		✓									
Crowley			✓	✓	✓	✓					
Denham Springs			✓		✓				✓		
Eunice					✓						
Franklin					✓						
Hammond				✓							✓
Houma			✓	✓		✓		✓	✓		✓
Jeanerette			✓		✓			✓		✓	
Jefferson - 1st Parish Ct			✓						✓	✓	✓
Jefferson - 2nd Parish Ct			✓						✓	✓	✓
Jennings				✓	✓		✓		✓		
Kaplan			✓			✓					✓
Lafayette			✓							✓	
Lake Charles			✓		✓					✓	
Leesville											
Marksville			✓	✓	✓	✓				✓	
Minden		✓									
Monroe			✓			✓					
Morgan City					✓	✓					



**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE TIMELY ENFORCEMENT OF  
ARREST WARRANTS, SUMMONS, AND SUBPOENAS-Exhibit 7**

OBJECTIVE 2.1	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Improved service of process	Improved enforcement	Created a manual tracking program	Created an automated tracking program	Improved address lists	Coordinated with other jurisdictions	Other
CITY/PARISH COURT											
Natchitoches		✓									
New Iberia		✓									
N.O. - 1st City Ct	✓										
N.O. - 2nd City Ct	✓										
N.O. - Municipal Ct			✓		✓	✓			✓		✓
N.O. - Traffic Ct			✓	✓	✓	✓			✓		
Oakdale		✓									
Opelousas			✓			✓			✓		
Pineville			✓					✓	✓	✓	
Plaquemine		✓									
Port Allen		✓			✓						✓
Rayne			✓		✓	✓					✓
Ruston		✓									
Shreveport			✓		✓	✓		✓			✓
Slidell					✓	✓					
Springhill		✓									
Sulphur			✓			✓					✓
Thibodaux			✓						✓		
Vidalia		✓									
Ville Platte									✓		
West Monroe					✓		✓			✓	
Winnfield		✓									
Winnsboro						✓					
Zachary		✓									
TOTALS	2	15	22	6	18	16	2	4	12	10	10



**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE COMPLIANCE WITH THE ADOPTION AND SAFE FAMILIES ACT (ASFA) AND THE PROVISIONS OF THE LOUISIANA CHILDREN'S CODE RELATING TO CHILD IN NEED OF CARE (CINC) CASES--Exhibit 8**

OBJECTIVE 2.3	Not applicable to our court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Created a specialized division or section of court	Created a facilitation team	Improved docketing and scheduling	Installed an automated case scheduling and management information system	Planned the development of an automated case management system	Employed case managers to expedite court processes	Improved the manual system of case management	Encouraged or used alternative dispute resolution	Ensured that all judges with juvenile jurisdiction attended mandatory training	Developed common forms	Improved rules of court	Obtained information from conferences	Hosted Louisiana Court Improvement Program Multi-Disciplinary Training	Other
CITY/PARISH COURT																		
Abbeville													✓			✓		
Alexandria	✓																	
Ascension Parish Ct			✓															
Baker	✓																	
Bastrop			✓													✓		
Baton Rouge	✓																	
Bogalusa		✓															✓	
Bossier City			✓					✓			✓					✓		
Breaux Bridge	✓																	
Bunkie	✓																	
Crowley			✓	✓	✓								✓					
Denham Springs			✓				✓					✓			✓	✓		
Eunice							✓	✓								✓		
Franklin	✓																	
Hammond			✓				✓					✓				✓		
Houma	✓																	
Jeanerette	✓																	
Jefferson - 1st Parish Ct	✓																	
Jefferson - 2nd Parish Ct	✓																	
Jennings		✓																
Kaplan			✓								✓	✓						✓
Lafayette			✓						✓				✓			✓		
Lake Charles	✓																	
Leesville																		
Marksville	✓																	
Minden	✓																	
Monroe			✓				✓									✓		
Morgan City			✓				✓				✓							





**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE COMPLIANCE WITH THE ADOPTION AND SAFE FAMILIES ACT (ASFA) AND THE PROVISIONS OF THE LOUISIANA CHILDREN'S CODE RELATING TO CHILD IN NEED OF CARE (CINC) CASES--Exhibit 8**

OBJECTIVE 2.3	Not applicable to our court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Created a specialized division or section of court	Created a facilitation team	Improved docketing and scheduling	Installed an automated case scheduling and management information system	Planned the development of an automated case management system	Employed case managers to expedite court processes	Improved the manual system of case management	Encouraged or used alternative dispute resolution	Ensured that all judges with juvenile jurisdiction attended mandatory training	Developed common forms	Improved rules of court	Obtained information from conferences	Hosted Louisiana Court Improvement Program Multi-Disciplinary Training	Other
CITY/PARISH COURT																		
Natchitoches											✓		✓			✓		
New Iberia	✓																	
N.O. - 1st City Ct	✓																	
N.O. - 2nd City Ct	✓																	
N.O. - Municipal Ct	✓																	
N.O. - Traffic Ct	✓																	
Oakdale	✓																	
Opelousas			✓				✓				✓		✓			✓		
Pineville	✓																	
Plaquemine		✓																
Port Allen													✓			✓		
Rayne			✓										✓			✓		✓
Ruston	✓																	
Shreveport	✓																	
Slidell			✓	✓			✓		✓		✓		✓			✓		✓
Springhill	✓																	
Sulphur	✓																	
Thibodaux			✓							✓				✓		✓		
Vidalia	✓																	
Ville Platte		✓																
West Monroe			✓								✓	✓	✓			✓		
Winnfield		✓																
Winnsboro	✓																	
Zachary	✓																	
TOTALS	27	5	15	2	1	0	7	2	2	1	7	2	11	1	1	16	0	3

**ACTIONS TAKEN IN FY 2007-2008 TO PROMPTLY IMPLEMENT CHANGES IN  
LAW AND PROCEDURE-Exhibit 9**

OBJECTIVE 2.3	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Designated a committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
CITY/PARISH COURT									
Abbeville								✓	
Alexandria		✓							
Ascension Parish Ct									✓
Baker							✓		
Bastrop			✓						✓
Baton Rouge			✓	✓	✓			✓	
Bogalusa		✓							
Bossier City			✓		✓			✓	
Breaux Bridge		✓							
Bunkie		✓							
Crowley			✓	✓				✓	
Denham Springs			✓		✓			✓	
Eunice								✓	
Franklin	✓								
Hammond			✓					✓	
Houma			✓		✓			✓	
Jeanerette			✓		✓				
Jefferson - 1st Parish Ct			✓		✓			✓	
Jefferson - 2nd Parish Ct			✓		✓	✓		✓	
Jennings			✓					✓	
Kaplan			✓						✓
Lafayette			✓		✓			✓	
Lake Charles			✓		✓			✓	
Leesville									
Marksville	✓								
Minden	✓								
Monroe			✓					✓	
Morgan City		✓							



## ACTIONS TAKEN IN FY 2007-2008 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE-Exhibit 9

OBJECTIVE 2.3	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Designated a committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
CITY/PARISH COURT									
Natchitoches								✓	
New Iberia				✓				✓	
N.O. - 1st City Ct		✓							
N.O. - 2nd City Ct		✓							
N.O. - Municipal Ct			✓		✓		✓	✓	✓
N.O. - Traffic Ct			✓		✓		✓		
Oakdale		✓							
Opelousas			✓				✓	✓	
Pineville			✓					✓	
Plaquemine								✓	
Port Allen		✓							
Rayne			✓					✓	
Ruston								✓	
Shreveport			✓					✓	✓
Slidell					✓			✓	
Springhill		✓							
Sulphur			✓						✓
Thibodaux			✓						✓
Vidalia			✓						✓
Ville Platte		✓							
West Monroe			✓					✓	
Winnfield		✓							
Winnsboro					✓				
Zachary			✓		✓			✓	
TOTALS	3	12	26	3	14	1	4	26	8



**ACTIONS TAKEN IN FY 2007-2008 TO GIVE INDIVIDUAL ATTENTION TO CASES,  
DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON  
LEGALLY RELEVANT FACTORS -Exhibit 10**

OBJECTIVE 3.2	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Developed and continues to use a standardized bail bond schedule	Developed and continues to use a standardized boykin language	Developed and continues to use some form of sentencing or dispositional guidelines	Developed and continues to use some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Other
CITY/PARISH COURT									
Abbeville					✓	✓	✓		
Alexandria						✓	✓		
Ascension Parish Ct					✓	✓	✓		
Baker						✓	✓		
Bastrop			✓		✓	✓	✓		
Baton Rouge			✓	✓	✓	✓			
Bogalusa			✓		✓	✓	✓		
Bossier City			✓		✓	✓	✓		
Breaux Bridge			✓			✓			
Bunkie		✓							
Crowley		✓							
Denham Springs			✓		✓	✓	✓	✓	
Eunice						✓	✓		
Franklin					✓				
Hammond			✓		✓	✓	✓		
Houma			✓		✓	✓	✓		
Jeanerette			✓		✓	✓	✓		
Jefferson - 1st Parish Ct			✓		✓	✓	✓		
Jefferson - 2nd Parish Ct			✓		✓	✓	✓		
Jennings			✓		✓	✓			
Kaplan			✓	✓	✓	✓	✓	✓	
Lafayette			✓		✓	✓	✓	✓	
Lake Charles			✓			✓	✓		
Leesville									
Marksville			✓		✓	✓	✓		
Minden						✓	✓		
Monroe			✓			✓			
Morgan City			✓		✓	✓			



**ACTIONS TAKEN IN FY 2007-2008 TO GIVE INDIVIDUAL ATTENTION TO CASES,  
DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON  
LEGALLY RELEVANT FACTORS -Exhibit 10**

OBJECTIVE 3.2	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Developed and continues to use a standardized bail bond schedule	Developed and continues to use a standardized boykin language	Developed and continues to use some form of sentencing or dispositional guidelines	Developed and continues to use some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Other
CITY/PARISH COURT									
Natchitoches		✓							
New Iberia			✓		✓	✓			
N.O. - 1st City Ct	✓								
N.O. - 2nd City Ct		✓							
N.O. - Municipal Ct			✓		✓	✓	✓		✓
N.O. - Traffic Ct			✓	✓	✓	✓	✓		
Oakdale			✓		✓	✓	✓		
Opelousas			✓		✓				
Pineville			✓		✓	✓	✓		
Plaquemine		✓							
Port Allen						✓	✓		
Rayne			✓		✓	✓	✓		
Ruston			✓			✓	✓		
Shreveport			✓		✓	✓	✓	✓	
Slidell			✓	✓	✓	✓	✓	✓	✓
Springhill			✓			✓	✓		
Sulphur			✓		✓	✓			
Thibodaux			✓		✓	✓	✓		
Vidalia			✓		✓	✓			
Ville Platte			✓		✓	✓			
West Monroe			✓		✓	✓	✓	✓	
Winnfield		✓							
Winnsboro					✓				
Zachary			✓		✓	✓	✓		
TOTALS	1	6	35	4	34	41	32	6	2

**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THAT ALL COURT RECORDS OF  
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PRESERVED  
PROPERLY-Exhibit 11**

OBJECTIVE 3.5	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Developed policies or rules relating to the issue	Developed an automated case management system	Developed a system of bar-coding to track location of manual files and documents	Met with the clerk on continuing basis to improve procedures and address problems	Standardized and automated minute entries	Trained court reporters in real-time reporting	Use real-time court reporting	Performed periodic audits of files	Developed and implemented a records retention plan	Used scanning on filing documents	Other
CITY/PARISH COURT															
Abbeville								✓							
Alexandria		✓													
Ascension Parish Ct	✓														
Baker								✓							
Bastrop			✓		✓			✓	✓			✓			
Baton Rouge			✓	✓	✓			✓					✓		
Bogalusa			✓					✓							
Bossier City				✓			✓		✓			✓			
Breaux Bridge		✓													
Bunkie			✓		✓			✓							
Crowley			✓					✓	✓						
Denham Springs			✓					✓	✓		✓		✓		
Eunice					✓			✓					✓		
Franklin								✓							
Hammond			✓						✓						✓
Houma			✓		✓	✓		✓	✓				✓	✓	
Jeanerette			✓			✓		✓	✓						
Jefferson - 1st Parish Ct			✓		✓			✓	✓			✓		✓	✓
Jefferson - 2nd Parish Ct			✓		✓			✓	✓					✓	
Jennings		✓													
Kaplan			✓					✓						✓	✓
Lafayette			✓			✓		✓	✓				✓		
Lake Charles			✓		✓			✓	✓						
Leesville															
Marksville		✓													
Minden								✓				✓			
Monroe			✓			✓		✓	✓	✓					
Morgan City			✓					✓					✓		



**ACTIONS TAKEN IN FY 2007-2008 TO ENSURE THAT ALL COURT RECORDS OF  
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PRESERVED  
PROPERLY-Exhibit 11**

OBJECTIVE 3.5	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Developed policies or rules relating to the issue	Developed an automated case management system	Developed a system of bar-coding to track location of manual files and documents	Met with the clerk on continuing basis to improve procedures and address problems	Standardized and automated minute entries	Trained court reporters in real-time reporting	Use real-time court reporting	Performed periodic audits of files	Developed and implemented a records retention plan	Used scanning on filing documents	Other
CITY/PARISH COURT															
Natchitoches			✓						✓						
New Iberia			✓					✓							
N.O. - 1st City Ct			✓								✓			✓	
N.O. - 2nd City Ct		✓													
N.O. - Municipal Ct			✓			✓	✓	✓	✓	✓	✓	✓	✓		✓
N.O. - Traffic Ct			✓	✓				✓							
Oakdale									✓						
Opelousas			✓					✓							
Pineville			✓			✓		✓	✓	✓			✓		
Plaquemine		✓													
Port Allen								✓	✓					✓	
Rayne			✓					✓	✓	✓					
Ruston			✓					✓	✓						
Shreveport			✓			✓	✓	✓	✓			✓			
Slidell			✓	✓	✓	✓	✓	✓	✓				✓		✓
Springhill		✓													
Sulphur			✓			✓		✓	✓						
Thibodaux			✓					✓							
Vidalia			✓					✓	✓			✓			
Ville Platte			✓						✓						
West Monroe			✓					✓							
Winnfield		✓													
Winnsboro									✓						
Zachary		✓													
TOTALS	1	9	32	4	9	9	4	34	25	4	3	7	9	6	5



**ACTIONS TAKEN IN FY 2007-2008 TO IMPROVE  
EMPLOYEE TRAINING AND DEVELOPMENT-Exhibit 12**

OBJECTIVE 4.3	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Participated in a court administrator's mentoring program	Held monthly employee conferences	Provided technology training	Provided in-house training	Provided courtesy and customer service training	Provided ADA training	Provided harassment training	Provided workplace violence training	Used training videos/CDs, etc.	Paid for continuing education and training	Provided supervisory and management training	Sent employees to conferences	Other
	CITY/PARISH COURT																
Abbeville								✓	✓					✓		✓	
Alexandria														✓			
Ascension Parish Ct																✓	✓
Baker							✓							✓		✓	
Bastrop			✓			✓	✓							✓		✓	
Baton Rouge			✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Bogalusa			✓											✓			
Bossier City	✓																
Breaux Bridge		✓															
Bunkie		✓															
Crowley			✓											✓		✓	
Denham Springs			✓				✓		✓					✓	✓	✓	
Eunice						✓	✓							✓		✓	
Franklin		✓															
Hammond			✓				✓	✓					✓	✓		✓	
Houma			✓			✓	✓	✓					✓	✓	✓	✓	
Jeanerette			✓					✓				✓		✓		✓	
Jefferson - 1st Parish Ct			✓		✓		✓						✓	✓	✓	✓	✓
Jefferson - 2nd Parish Ct			✓				✓	✓	✓				✓	✓	✓	✓	
Jennings			✓											✓		✓	
Kaplan			✓	✓										✓		✓	✓
Lafayette			✓				✓	✓	✓				✓	✓	✓	✓	
Lake Charles			✓				✓	✓						✓	✓	✓	
Leesville																	
Marksville			✓			✓								✓			
Minden					✓			✓	✓		✓			✓	✓		
Monroe			✓				✓						✓	✓		✓	
Morgan City		✓															





## ACTIONS TAKEN IN FY 2007-2008 TO IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT-Exhibit 12

OBJECTIVE 4.3	Not applicable to this court		Did not address this objective in FY 2007-2008		Continued to address this objective through the actions indicated		Implemented the following new actions in FY 2007-2008 to address this objective as indicated		Participated in a court administrator's mentoring program		Held monthly employee conferences		Provided technology training		Provided in-house training		Provided courtesy and customer service training		Provided ADA training		Provided harassment training		Provided workplace violence training		Used training videos/CDs, etc.		Paid for continuing education and training		Provided supervisory and management training		Sent employees to conferences		Other		
CITY/PARISH COURT																																			
Natchitoches			✓																								✓			✓					
New Iberia			✓																								✓			✓					
N.O. - 1st City Ct			✓						✓																										
N.O. - 2nd City Ct			✓						✓			✓	✓																✓						
N.O. - Municipal Ct			✓								✓	✓															✓	✓	✓						
N.O. - Traffic Ct			✓	✓								✓	✓							✓	✓							✓							
Oakdale				✓	✓																						✓			✓					
Opelousas			✓																								✓	✓	✓						
Pineville			✓									✓	✓								✓						✓	✓	✓						
Plaquemine																											✓			✓					
Port Allen												✓	✓														✓			✓					
Rayne			✓										✓	✓									✓				✓			✓					
Ruston			✓										✓														✓			✓					
Shreveport			✓																								✓	✓							
Slidell			✓	✓					✓			✓	✓	✓													✓	✓	✓	✓				✓	
Springhill		✓																																	
Sulphur			✓																								✓			✓					
Thibodaux			✓										✓											✓			✓								
Vidalia			✓																								✓			✓					
Ville Platte			✓																								✓			✓					
West Monroe			✓										✓	✓													✓			✓					
Winnfield		✓																																	
Winnsboro																																	✓		
Zachary			✓																								✓			✓					
TOTALS	1	6	34	5	3	8	18	18	11	1	4	5	7	39	15	35	4																		



**ACTIONS TAKEN IN FY 2007-2008 TO ADOPT, IMPLEMENT, OR UPDATE  
PERSONNEL POLICIES-Exhibit 13**

OBJECTIVE 4.3	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Used city/parish personnel policies	Adopted ADA/reasonable accommodations policy	Adopted workplace violence/weapons policy	Adopted anti-harassment policy	Adopted discipline policy	Adopted recruitment/hiring policy	Adopted vacation/sick leave policy	Adopted equal employment policy	Adopted family medical leave policy	Adopted confidentiality policy	Adopted grievance policy	Adopted anti-nepotism policy	Adopted compensation/pay policy	Adopted technology policy	Adopted drug-free workplace policy	Other
	CITY/PARISH COURT																			
Abbeville					✓						✓					✓	✓			
Alexandria					✓															
Ascension Parish Ct		✓																		
Baker					✓															
Bastrop			✓		✓															
Baton Rouge			✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa			✓		✓															
Bossier City	✓																			
Breaux Bridge		✓																		
Bunkie		✓																		
Crowley			✓		✓															
Denham Springs			✓																	✓
Eunice									✓		✓									✓
Franklin					✓															
Hammond			✓			✓			✓		✓	✓		✓			✓		✓	✓
Houma			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jeanerette		✓																		
Jefferson - 1st Parish Ct			✓		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish Ct			✓		✓	✓	✓	✓	✓		✓	✓	✓						✓	
Jennings			✓		✓															
Kaplan			✓		✓															
Lafayette			✓		✓															
Lake Charles			✓		✓								✓							
Leesville																				
Marksville		✓																		
Minden																				✓
Monroe			✓		✓															✓
Morgan City			✓		✓															



## ACTIONS TAKEN IN FY 2007-2008 TO ADOPT, IMPLEMENT, OR UPDATE PERSONNEL POLICIES-Exhibit 13

OBJECTIVE 4.3	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Used city/parish personnel policies	Adopted ADA/reasonable accommodations policy	Adopted workplace violence/weapons policy	Adopted anti-harassment policy	Adopted discipline policy	Adopted recruitment/hiring policy	Adopted vacation/sick leave policy	Adopted equal employment policy	Adopted family medical leave policy	Adopted confidentiality policy	Adopted grievance policy	Adopted anti-nepotism policy	Adopted compensation/pay policy	Adopted technology policy	Adopted drug-free workplace policy	Other
	CITY/PARISH COURT																			
Natchitoches		✓																		
New Iberia		✓																		
N.O. - 1st City Ct		✓																		
N.O. - 2nd City Ct			✓		✓	✓	✓													
N.O. - Municipal Ct			✓		✓	✓					✓		✓				✓		✓	
N.O. - Traffic Ct			✓		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓	
Oakdale			✓						✓		✓		✓		✓					
Opelousas		✓																		
Pineville			✓		✓			✓			✓				✓		✓		✓	
Plaquemine		✓																		
Port Allen					✓															
Rayne			✓		✓						✓	✓	✓	✓		✓			✓	
Ruston		✓																		
Shreveport			✓		✓			✓	✓	✓		✓								
Slidell			✓	✓					✓		✓							✓		✓
Springhill			✓		✓															
Sulphur			✓		✓															
Thibodaux			✓		✓				✓		✓		✓							
Vidalia		✓																		
Ville Platte					✓		✓													
West Monroe			✓	✓	✓															
Winnfield		✓																		
Winnsboro					✓															
Zachary		✓																		
TOTALS	1	14	27	3	30	8	7	6	11	3	14	8	9	7	6	5	10	4	9	5



ACTIONS TAKEN IN FY 2007-2008 TO ADOPT, IMPLEMENT, OR UPDATE  
PERSONNEL POLICIE ~ Exhibit 14

Objective 4.3	Are your policies posted or disseminated to all employees		Did you obtain signed acknowledgment of receipt of these policies from your employees	
CITY/PARISH COURT	Yes	No	Yes	No
Abbeville	✓			✓
Alexandria				
Ascension Parish Ct	✓			✓
Baker	✓		✓	
Bastrop	✓			✓
Baton Rouge	✓		✓	
Bogalusa		✓		✓
Bossier City	✓		✓	
Breaux Bridge	✓		✓	
Bunkie	✓		✓	
Crowley	✓			✓
Denham Springs	✓		✓	
Eunice	✓		✓	
Franklin	✓		✓	
Hammond	✓		✓	
Houma	✓		✓	
Jeanerette				
Jefferson - 1st Parish Ct	✓		✓	
Jefferson - 2nd Parish Ct	✓		✓	
Jennings	✓		✓	
Kaplan	✓			✓
Lafayette	✓		✓	
Lake Charles	✓		✓	
Leesville				
Marksville				
Minden	✓			
Monroe	✓		✓	
Morgan City	✓			✓



ACTIONS TAKEN IN FY 2007-2008 TO ADOPT, IMPLEMENT, OR UPDATE  
PERSONNEL POLICIE ~ Exhibit 14

Objective 4.3	Are your policies posted or disseminated to all employees		Did you obtain signed acknowledgment of receipt of these policies from your employees	
CITY/PARISH COURT	Yes	No	Yes	No
Natchitoches	✓		✓	
New Iberia	✓			✓
N.O. - 1st City Ct				
N.O. - 2nd City Ct	✓			✓
N.O. - Municipal Ct	✓			✓
N.O. - Traffic Ct		✓	✓	
Oakdale				
Opelousas				
Pineville	✓		✓	
Plaquemine	✓			✓
Port Allen	✓			✓
Rayne	✓			✓
Ruston	✓			
Shreveport	✓		✓	
Slidell	✓		✓	
Springhill	✓		✓	
Sulphur	✓		✓	
Thibodaux	✓			✓
Vidalia				
Ville Platte	✓			✓
West Monroe	✓			
Winnfield		✓		✓
Winnsboro	✓		✓	
Zachary				
TOTALS	40	3	24	16

**ACTIONS TAKEN IN FY 2007-2008 TO EDUCATE THE PUBLIC ABOUT THE COURT,  
THE LAW, OR THE ADMINISTRATION OF JUSTICE-Exhibit 15**

OBJECTIVE 4.4	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Created a website containing information about the court	Provided a newsletter	Appeared on radio and TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
CITY/PARISH COURT														
Abbeville								✓	✓				✓	
Alexandria							✓							
Ascension Parish Ct										✓				
Baker		✓												
Bastrop			✓		✓									
Baton Rouge			✓	✓	✓		✓	✓		✓	✓			
Bogalusa			✓											✓
Bossier City			✓	✓	✓				✓	✓	✓		✓	
Breaux Bridge			✓									✓		
Bunkie			✓					✓	✓	✓				
Crowley			✓		✓		✓	✓		✓	✓			
Denham Springs			✓		✓									✓
Eunice					✓						✓			
Franklin											✓			
Hammond			✓		✓		✓	✓		✓	✓	✓		✓
Houma			✓		✓			✓		✓	✓		✓	
Jeanerette			✓					✓		✓			✓	
Jefferson - 1st Parish Ct			✓		✓			✓		✓	✓			
Jefferson - 2nd Parish Ct			✓		✓			✓		✓	✓	✓		✓
Jennings			✓							✓	✓		✓	
Kaplan			✓					✓			✓			✓
Lafayette			✓				✓	✓		✓			✓	
Lake Charles			✓		✓					✓				
Leesville														
Marksville			✓				✓	✓	✓					
Minden								✓	✓	✓				
Monroe			✓		✓						✓			
Morgan City			✓					✓		✓	✓			



**ACTIONS TAKEN IN FY 2007-2008 TO EDUCATE THE PUBLIC ABOUT THE COURT,  
THE LAW, OR THE ADMINISTRATION OF JUSTICE-Exhibit 15**

OBJECTIVE 4.4	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Created a website containing information about the court	Provided a newsletter	Appeared on radio and TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
CITY/PARISH COURT														
Natchitoches			✓						✓					
New Iberia			✓					✓		✓			✓	
N.O. - 1st City Ct						✓				✓				
N.O. - 2nd City Ct			✓							✓	✓			
N.O. - Municipal Ct			✓				✓			✓				✓
N.O. - Traffic Ct			✓		✓									
Oakdale														
Opelousas				✓						✓				
Pineville			✓								✓			✓
Plaquemine										✓	✓		✓	
Port Allen					✓			✓			✓		✓	
Rayne			✓					✓		✓	✓	✓	✓	
Ruston			✓		✓					✓				
Shreveport			✓					✓		✓				
Slidell			✓	✓			✓			✓	✓	✓		✓
Springhill		✓												
Sulphur			✓		✓		✓	✓		✓				
Thibodaux			✓							✓	✓			
Vidalia			✓					✓		✓	✓			
Ville Platte			✓								✓		✓	
West Monroe			✓		✓		✓	✓	✓	✓	✓			
Winnfield										✓				
Winnsboro														
Zachary				✓									✓	✓
TOTALS	0	2	35	5	17	1	10	21	7	30	23	5	12	9

ACTIONS TAKEN IN FY 2007-2008 TO INSTALL OR IMPLEMENT  
COURT TECHNOLOGIES~Exhibit 16

OBJECTIVE 4.5	Not applicable to this court	Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Acquired/updated legal research materials	Bought additional personal computers	Installed a LAN system	Installed video-conferencing/arraignment system	Installed real-time reporting	Installed electronic monitoring	Installed e-mail/internet	Installed and used Power Point software	Upgraded word processing software	Installed new audio-visual equipment	Installed digital audio/video	Installed legal research software	Installed automated security system	Other
CITY/PARISH COURT																		
Abbeville					✓													
Alexandria		✓																
Ascension Parish Ct		✓																
Baker					✓													
Bastrop			✓		✓		✓				✓				✓	✓		
Baton Rouge			✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
Bogalusa			✓		✓													
Bossier City			✓	✓		✓		✓			✓					✓		
Breaux Bridge			✓											✓				
Bunkie		✓																
Crowley			✓		✓						✓		✓					
Denham Springs			✓			✓							✓					
Eunice														✓				
Franklin											✓							
Hammond			✓		✓	✓		✓			✓	✓	✓	✓		✓		
Houma			✓		✓	✓	✓				✓	✓		✓		✓		
Jeanerette			✓		✓	✓	✓				✓	✓	✓				✓	
Jefferson - 1st Parish Ct			✓		✓	✓							✓		✓	✓		✓
Jefferson - 2nd Parish Ct			✓		✓	✓						✓			✓	✓		
Jennings			✓			✓										✓		
Kaplan				✓										✓				✓
Lafayette			✓		✓	✓		✓										
Lake Charles			✓		✓	✓		✓				✓		✓				
Leesville																		
Marksville		✓																
Minden						✓												
Monroe			✓		✓	✓					✓					✓	✓	
Morgan City			✓			✓					✓		✓					





**ACTIONS TAKEN IN FY 2007-2008 TO INSTALL OR IMPLEMENT  
COURT TECHNOLOGIES-Exhibit 16**

OBJECTIVE 4.5	Not applicable to this court		Did not address this objective in FY 2007-2008	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2007-2008 to address this objective as indicated	Acquired/updated legal research materials	Bought additional personal computers	Installed a LAN system	Installed video-conferencing/arraignment system	Installed real-time reporting	Installed electronic monitoring	Installed e-mail/internet	Installed and used Power Point software	Upgraded word processing software	Installed new audio-visual equipment	Installed digital audio/video	Installed legal research software	Installed automated security system	Other	
CITY/PARISH COURT																				
Natchitoches				✓			✓													
New Iberia				✓										✓						
N.O. - 1st City Ct				✓			✓													
N.O. - 2nd City Ct				✓			✓			✓										
N.O. - Municipal Ct				✓																
N.O. - Traffic Ct				✓	✓				✓						✓		✓	✓		
Oakdale						✓	✓			✓		✓				✓				
Opelousas							✓													
Pineville						✓	✓			✓				✓	✓		✓	✓		
Plaquemine			✓																	
Port Allen						✓	✓													
Rayne				✓		✓	✓			✓		✓		✓		✓	✓			
Ruston				✓			✓							✓						
Shreveport				✓					✓			✓						✓		
Slidell				✓	✓	✓	✓		✓			✓	✓	✓		✓	✓			✓
Springhill			✓																	
Sulphur				✓		✓						✓	✓	✓			✓			
Thibodaux				✓			✓					✓								
Vidalia				✓		✓	✓					✓		✓						
Ville Platte				✓																
West Monroe				✓			✓										✓			
Winnfield			✓																	
Winnsboro																				✓
Zachary				✓								✓				✓				
TOTALS	0	7	33	5	21	27	4	8	4	1	18	8	14	9	8	15	6	4		





**PERFORMANCE REPORTS:**

**SUPREME COURT DATA  
GATHERING SYSTEMS**

# SUPREME COURT DATA GATHERING SYSTEMS

The Supreme Court has either developed or is in the process of developing the following twelve (12) automated and manual systems for gathering data on itself, the courts of appeal, and the district courts:

- The Louisiana Supreme Court Case Management System
- CMIS Criminal Disposition Data System
- The Louisiana Protective Order Registry (LPOR)
- The Drug Court Case Management System
- The Traffic Violation System
- The Court of Appeal Reporting System (CARS)
- The Trial Court Reporting System
- The Juvenile and Family Court Reporting System
- The Parish and City Court Reporting System
- The Integrated Juvenile Justice Information System (IJJIS)

Each of these systems is briefly described below.

## LOUISIANA SUPREME COURT CASE MANAGEMENT SYSTEM

The Louisiana Supreme Court's current Case Management System (CMS) was originally built and deployed in 1999 to become a Y2K compliant system and to update to a PC based environment using client server technology.

In 2003 the Court began work on its Intranet (Portal) and planning for the upgrade of the current CMS suite to a web based tool that continued to use an Oracle data base as its back end, but will be using a traditional web browser as its end user GUI. This will provide for much better query and reporting ability, notable ease in use, allow it to be integrated into the Intranet and decrease the learning curve significantly. Work on this new CMS tool began in July of 2005 and the BETA (first version) was released and in testing by selected users in the fall of 2005.

This system has been a completely deployed CMS to the staff, and has integrated into both the Court's Virtual Court system (V-Court) as well as a new document management/scanning system. The Court also anticipates limited deployment of its Virtual Court system which includes electronic filing, legal research tools and access to the Court's CMS system by V-Court registered users in the spring of 2009.

The Court has also updated its Web Casting system that now provides both a live web stream of events in the courtroom as well as an internal CCTV feed for staff. This system has seen significant upgrades over the past year, facilitating much improved feeds and better resolution for the newer high speed internet connections. These changes have also been integrated with the Court's new courtroom presentation system.

The new presentation system allows arguing counsel to add presentations, documents or any other digital media to their argument. These presentations are displayed to the Court on their bench top tablet computers and to the audience on a 70 inch television which elevates from behind the bench. The presentation is controlled by the attorney at the courtroom podium. This new system has already been used during oral arguments and has gotten very positive reviews from the attorneys.

Finally, the Court is completely virtualizing its data centers, both the production and disaster recovery systems, in



an effort to move toward a greener and more cost efficient system. Savings will be realized by the reduced amount of hardware, a smaller physical footprint and a significant reduction in power consumption both from the smaller amount of hardware and the reduced consumption of power for servers and air conditioning.

## **CMIS CRIMINAL DISPOSITION DATA SYSTEM**

The Court Management Information System (CMIS) criminal repository is an electronic database of criminal filing information, dispositions, and sentencing information received from 61 of the 64 district courts. Currently, there are approximately 1.9 million criminal history records in the CMIS criminal history repository. The three district courts not transmitting criminal justice information to CMIS, for varying reasons, are located in Bossier, East Carroll, and Lafourche parishes.

The CMIS staff, with State Police assistance, has developed an automated procedure for matching dispositions in the CMIS database to Computerized Criminal History (CCH) records. Only those arrest charges where the disposition charge exactly matches the arrest charge (i.e. the prosecutor has not modified the charge at billing) are initially attached to the State Police CCH rap sheet. Once CMIS dispositions are accepted by State Police for attachment to their criminal history records, these same records will be forwarded to the FBI for inclusion in their Interstate Identification Index (III) database.

CMIS is also currently programming and developing a file transfer procedure for forwarding criminal disposition information to the FBI for inclusion in their National Instant Check System (NICS) database. This will allow other states to search the FBI NICS file for denial of firearms purchases by convicted felons.

## **THE LOUISIANA PROTECTIVE ORDER REGISTRY**

The Louisiana Protective Order Registry (LPOR), which is a statewide repository of court orders issued to prohibit domestic abuse and dating violence, and is an aid to law enforcement, prosecutors and the courts in handling such matters, was established by legislative act (La. R.S. 46:2136.2) in 1997. The Judicial Administrator's Office of the Louisiana Supreme Court was given responsibility for developing standardized order forms mandated for use by all courts, and for collecting the order data and entering it into the registry.

After a pilot phase, which began in late 1997 and continued through 1998, the registry was officially launched in April, 1999. Courts were expected to begin using the standardized forms and transmitting their orders of protection to the registry no later than January 1, 2000.

Records contained in the registry are made available to state and local law enforcement agencies, district attorney offices, the Department of Social Services, Office of Family Support, Support Enforcement Services, Office of Community Services, the Department of Health and Hospitals, Bureau of Protective Services, the Governor's Office of Elderly Affairs, Elderly Protective Services, the Office of the Attorney General, and the courts.

In addition, certain qualifying records from the registry are transmitted to the FBI's National Crime Information Center (NCIC) Protection Order File (POF) and their National Instant Criminal Background Check System (NICS).

### **Education and Training**

At the time the registry was launched in 1999, the LPOR offered a multi-disciplinary training program, which



was brought to cities across the state and covered relevant state and federal laws, the registry's policies and procedures, and specific instructions regarding the use of the standardized order forms. All judges, commissioners, magistrates, hearing officers, district attorneys, court administrators, clerks of court, legal services and pro bono program providers, domestic violence victim advocates, and attorneys, as well as others with a need to know, were encouraged to attend one of the scheduled seminars.

As annual training of those who play a role in preparing, issuing and/or enforcing orders of protection has been identified as a priority, a four-member training team continues to provide regional seminars and by-request workshops across the state. In 2007, a new program was added to the schedule and designed specifically for judges, magistrates, commissioners, and hearing officers. Initially launched as the 'Dinner and Discussion Program,' this session is currently referred to as the 'Round Table Discussion Program' and is offered the evening before the half-day multi-disciplinary regional seminar, in the same city.

In 2008, the registry's training team provided six (6) evening programs, which were attended by twenty-nine (29) judges, magistrates, commissioners, and hearing officers. The training team also provided six (6) half-day regional seminars, which were attended by four hundred twenty (420) participants.

### Orders Entered Into the Registry

From January 1, 1997 through December 31, 2008, registry staff received and entered a total of 189,983 orders. Of these, 144,394 (76%) were civil orders and 45,589 (24%) were criminal orders of protection. The following tables provide a breakdown of the orders entered into the registry, by order type, for each year since the program was piloted in 1997.

**Table One: Civil Orders**

<b>Civil Orders:</b>	<b>1997</b>	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>Subtotal</b>
Temporary Restraining Order	9	1,492	2,864	6,905	8,427	11,728	31,425
Protective Order	0	638	1,243	2,927	3,173	4,104	12,085
Preliminary Injunction	0	16	35	145	106	70	372
Permanent Injunction	0	34	23	97	200	127	481
<b>Total Civil Orders</b>	<b>9</b>	<b>2,180</b>	<b>4,165</b>	<b>10,074</b>	<b>11,906</b>	<b>16,020</b>	<b>44,363</b>

**Table One: Civil Orders (Continued)**

<b>Civil Orders:</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>Total*</b>
Temporary Restraining Order	12,067	12,872	12,041	12,097	12,515	12,559	105,576
Protective Order	4,299	4,208	3,776	4,036	4,152	4,065	36,631
Preliminary Injunction	115	101	83	73	63	58	865
Permanent Injunction	248	208	163	90	76	66	1,332
<b>Total Civil Orders</b>	<b>16,729</b>	<b>17,389</b>	<b>16,063</b>	<b>16,296</b>	<b>16,806</b>	<b>16,748</b>	<b>144,394</b>

**Table Two: Criminal Orders**

<b>Criminal Orders:</b>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>Subtotal</u>
Bail Restrictions	15	1,373	1,408	2,269	2,760	2,258	10,083
Peace Bond	0	519	1,382	1,635	2,722	2,295	8,553
Combined Bail/Peace Bond	0	7	53	174	164	314	712
Sentencing Order	0	0	0	0	0	0	0
Probation Conditions	0	0	0	0	0	0	0
Combined Sentencing/Probation	0	70	110	97	82	70	439
Total Criminal Orders	15	1,969	2,953	4,175	5,728	4,937	19,777

**Table Two: Criminal Orders (Continued)**

<b>Criminal Orders:</b>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>Total*</u>
Bail Restrictions	2,224	2,325	1,909	1,914	1,879	2,034	22,368
Peace Bond	2,242	2,424	1,630	364	756	1,071	17,040
Combined Bail/Peace Bond	598	680	390	183	679	905	4,147
Sentencing Order	0	0	0	0	0	0	0
Probation Conditions	0	0	0	0	0	0	0
Combined Sentencing/Probation	214	440	399	110	217	225	2,034
Total Criminal Orders	5,278	5,869	4,328	2,571	3,531	4,235	45,589

**Table Three: Totals by Year**

	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>Subtotal</u>
Total Civil and Criminal Orders	24	4,149	7,118	14,249	17,634	20,966	64,140

**Table Three: Totals by Year (Continued)**

	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>Total*</u>
Total Civil and Criminal Orders	22,007	23,258	20,391	18,867	20,337	20,983	189,983

*\*Please note that the "Total" figures include orders entered from January 1, 1997 through December 31, 2008.*



## THE DRUG COURT CASE MANAGEMENT SYSTEM

The Supreme Court Drug Court Office (SCDCO) began development of an automated data management system in 2002. The database, called the Drug Court Case Management system (DCCM), was developed by the SCDCO with significant input from representatives of the state's drug courts to ensure local case management needs would be met. Unique among the database systems currently in use around the country, the Supreme Court's DCCM provides an important statewide link among criminal justice, treatment, corrections and other professionals in the drug court arena. The web-based system allows multiple users to input and access critical offender data in a real-time format.

Launched in January 2004, the DCCM is designed to assist drug courts with tracking their clients through the drug court process by providing a single database in which demographic, program status, treatment, and discharge data can be maintained, quickly accessed and easily shared. The system has also been designed to generate data related to key performance indicators such as recidivism, relapse and social functioning as measured by changes in education, employment, and other variables.

The DCCM will allow for objective monitoring and evaluation of drug court programs to ensure accountability of the entire system, to educate the public, the legislature and other key stakeholders about the efficacy of treatment and to identify, through research, the most effective approaches to the rehabilitation of offenders.

The DCCM was enhanced in 2007 to include refined case management functionality and more sophisticated reporting capabilities. It is currently being updated to reflect advances in technology and to aid the drug courts in collecting and analyzing increasingly detailed data regarding the key performance indicators. This data will provide valuable feedback to the individual programs as well as to the SCDCO on the program as a whole.

## THE TRAFFIC VIOLATION SYSTEM

The purpose of the Traffic Violation System is to update driver history records at the Office of Motor Vehicles (OMV) through electronic transmission of traffic filings and related disposition data. To achieve this goal, district courts, as well as city and mayor's courts, transmit traffic case data to CMIS. CMIS then error checks the data for accuracy and completeness and then places the data on a server for retrieval by OMV. This system expedites the process by which OMV, as well as judges and prosecutors around the state, receive traffic case data.

The project is steadily moving forward. Currently, fifty eight (58) courts (44 district, 11 city, and 3 mayor's courts) are sending traffic dispositions to CMIS, thirty-four (34) of which are already transmitting traffic data which is being retrieved by OMV and posted to OMV driver history records. Further, more courts intend to participate in the project and are currently at various stages of updating their systems in order to capture and transmit traffic data.

Benefits of the project include decreased paperwork for the clerks of court, faster flow of information, and accurate driver history records for judges and prosecutors. In the past, most courts have sent traffic information to OMV via physical mail (a task no longer necessary when participating in the traffic project), and OMV was then required to key this data into their driver history records, a time consuming and often error prone process. Finally, participating courts have reported that defendants who fail to appear in court are quickly notified that their driver's license has been suspended. This reduces the time within which those defendants appear in court to settle their tickets.



CMIS has received grant funding from the Federal Motor Carrier Safety Association (FMCSA). Funding has been used to assist district clerks of court with purchasing updated case management systems that are being used to forward traffic dispositions to CMIS. Additionally, the Louisiana Court Connection (LCC), a Supreme Court hosted, web interfaced, case management system for the city courts, is currently under development so that traffic violations can be captured by CMIS and forwarded to OMV in a timely manner. The Commercial Motor Vehicle Safety Act of 1986 and the Motor Carrier Safety Improvement Act of 1999 require that states forward electronic Commercial Driver License (CDL) violations to federal databases within ten days after the court disposition has been rendered, or jeopardize losing highway funding for the state. Turnaround time for driver history records to be attached to state driver history records for those courts participating in the CMIS traffic project has averaged approximately five days. OMV is then responsible for forwarding CDL convictions to the federal database.

Once completed, courts participating in the traffic and LCC projects will also be able to generate performance indicators on workloads, types of traffic violations, and recidivism.

### **THE COURT OF APPEALS REPORTING SYSTEM**

The Court of Appeals Reporting System (CARS) electronically receives case information from all five of the Appellate Courts. The information received includes every stage of an appeal from the lodging to disposition of each case. CARS then send a synopsis of the caseload to the National Center for State Courts. The information is used to analyze time standards and the workload at each appellate court. Currently, CMIS staff members are reviewing CARS with the intention of making improvements to the system in the areas of efficiency and accuracy.

### **THE TRIAL COURT REPORTING SYSTEM**

The Trial Court Reporting System collects caseload data from each of the trial courts on civil, domestic, criminal, traffic, and juvenile cases on a monthly basis. The trial courts submit their information electronically via a website: [www.lajudicial.gov](http://www.lajudicial.gov). The website offers immediate access for the clerks of court to current year-to-date caseload information throughout the year. Out of 64 parishes, 55 have registered and are using the website to submit their caseload data. The remaining nine parishes continue to send in manual forms and CMIS staff enters the numbers at the website for them.

### **THE JUVENILE AND FAMILY COURT REPORTING SYSTEM**

The Juvenile and Family Court Reporting System is a manual system through which the Supreme Court has been receiving caseload information from the four specialized juvenile courts and one family court within the state. Information received includes data on juvenile delinquency cases, juvenile traffic cases, adoption cases, child support cases, Termination of Parental Rights (TPR), Child in Need of Care (CINC), as well as other cases. In addition, the one family court in the state also sends data on family court filings by type of case. The juvenile court data includes information on formal and informal case processes, dispositions, and other data. The data derived from the manual forms submitted monthly by each court are keyed into a database by CMIS staff, aggregated by year, and reported in the Supreme Court's annual report. Next year, the Court intends to revise the data collected from the juvenile courts and to provide a simpler system of reporting in the Annual Report.





## THE PARISH AND CITY COURT REPORTING SYSTEM

The Parish and City Court Reporting System is a manual system through which the Supreme Court receives, from each parish and city court, caseload information on the number of civil, criminal, traffic, and juvenile cases filed and terminated in the previous calendar year. The data derived from the manual forms submitted by each court is keyed into a database by CMIS staff. The performance indicators potentially available from the system in its current form would consist of the number and percentage of filings by case type.

## THE INTEGRATED JUVENILE JUSTICE INFORMATION SYSTEM

The Integrated Juvenile Justice Information System (IJJIS) has been developed to accomplish three levels of integration:

- the integration of all functions within the juvenile court, i.e. intake and assessment, docketing, calendaring, case management, notice and document generation, appeals tracking, warrant tracking, automated minute entry, and financial record keeping;
- the integration of all case types (child abuse and neglect, delinquency, families in need of services, adoption, child support, etc.) by the use of common family identifiers; and
- the integration of information from all agencies involved in juvenile court proceedings (the protective services agency, law enforcement agencies, the district attorney, the indigent defender, the probation and parole agencies, treatment facilities, corrections agencies, the public school system, and other agencies).

The system is built on a PC-server platform using a web-based format and a SQL database.

Currently, the IJJIS consists of the following components:

- A Child in Need of Care component that is being enhanced to include termination of parental rights, voluntary surrender and adoption case management;
- An informal FINS component that is being enhanced to eliminate errors and facilitate user friendliness;
- A truancy component that is being developed and enhanced by the Judicial Administrator's Office and the LSU Office of Social Service Research and Development (OSSRD);
- An offender component (juvenile delinquency, juvenile traffic, formal FINS) that is being developed by the Children's Cabinet and the Judicial Administrator's Office with all of the functionalities needed by other case type components.





**PERFORMANCE REPORTS:**

**DATA  
STANDARDS**

# DATA STANDARDS

The data standards upon which the completed systems have been built and the standards guiding the development of future systems are indicated in the chart below:

System	Basis of Standards
<ul style="list-style-type: none"> <li>Louisiana Supreme Court Case Management Information System</li> </ul>	<ul style="list-style-type: none"> <li>State</li> </ul>
<ul style="list-style-type: none"> <li>CMIS Criminal Disposition Data System</li> </ul>	<ul style="list-style-type: none"> <li>National Center of Crime Information (NCIC); State</li> </ul>
<ul style="list-style-type: none"> <li>The Louisiana Protective Order Registry</li> </ul>	<ul style="list-style-type: none"> <li>NCIC; State</li> </ul>
<ul style="list-style-type: none"> <li>The Drug Court Case Management System</li> </ul>	<ul style="list-style-type: none"> <li>Drug Court Program Office</li> </ul>
<ul style="list-style-type: none"> <li>The Traffic Violation System</li> </ul>	<ul style="list-style-type: none"> <li>State</li> </ul>
<ul style="list-style-type: none"> <li>The Court of Appeal Reporting System (CARS)</li> </ul>	<ul style="list-style-type: none"> <li>National Center for State Courts (NCSC)</li> </ul>
<ul style="list-style-type: none"> <li>The Trial Court Reporting System</li> </ul>	<ul style="list-style-type: none"> <li>NCSC</li> </ul>
<ul style="list-style-type: none"> <li>The Juvenile and Family Court Reporting System</li> </ul>	<ul style="list-style-type: none"> <li>NCSC; State</li> </ul>
<ul style="list-style-type: none"> <li>The Parish and City Court Reporting System</li> </ul>	<ul style="list-style-type: none"> <li>NCSC</li> </ul>
<ul style="list-style-type: none"> <li>The Integrated Juvenile Justice Information System (IJJIS)</li> </ul>	<ul style="list-style-type: none"> <li>State; Louisiana Children’s Code</li> </ul>

## BARRIERS TO DATA GATHERING AND DEVELOPMENT

Many of the problems impairing the development of information systems capable of producing meaningful indicators on judicial performance are deeply rooted in the way in which the judicial system is structured, governed, and financed.

The present set of fragmented arrangements involves more than 747 elected judges and justices of the peace spread over five layers of courts – the Supreme Court, courts of appeal, district courts, parish and city courts, and justices of the peace. It also involves 41 elected district attorneys, 69 elected clerks of court, 65 elected sheriffs, 64 coroners, approximately 390 elected constables serving justices of the peace, 50 elected city court marshals or constables, and 250 mayors or their designees managing mayors’ courts ~ all of whom exercise individual, independent authority and are funded through different financing mechanisms.

The current set of financial arrangements is equally bewildering and problematic. As part of these arrangements, local governments are required to carry the heavy burden of funding a large part of the operations of the courts, the district attorneys, and the coroners ~ all of which are state constitutional functions. Citizens are also required



to pay rather high fees, fines, court costs and assessments to help pay for the costs of judicial branch functions. These arrangements create a condition of “rich” offices and “poor” offices, and force agencies that should work together to compete with one another for limited resources. Furthermore, the present funding arrangements prevent uniformity and consistency in judicial services, and threaten judicial impartiality by making judicial functions too dependent on local governments and user-generated income. In addition, the current financing arrangements make it impossible for citizens and the legislature to understand the total amount of financing being provided to each agency, thus making public accountability nearly impossible.

The fragmentation of the structure of the judicial branch and the fragmentation of its funding seriously affect the Supreme Court’s ability to gather data, achieve effective coordination and collaboration within the system, and improve judicial performance and the administration of justice.

As a result of the fragmented structure and financing of the judicial branch, the judicial system lacks many types of data that would help the Supreme Court and the lower courts manage and expedite cases and improve the administration of justice. This is particularly true in the district courts. In most judicial districts, the reason for the lack of data is the general lack of appropriate automated case management systems for capturing and reporting the information. To report data manually for hundreds or thousands of cases per month is time consuming and costly. Another factor is the time and cost of reprogramming. Even where information systems do exist, they may not be programmed to provide the type of information being requested. Because of the constitutional and other factors affecting the structure and financing of the judicial branch, many judicial districts do not have, under the present system, the resources or the ability to generate the types of data needed to allocate resources properly, reduce delays, and, in general, manage cases effectively.

The ability of family, juvenile, city and parish courts to generate needed data is also limited. Only a few of these types of courts have management information systems capable of generating needed data. The majority of these courts are very limited in the types of data they can produce. Most are able to generate filing data on certain types of cases in terms of number filed and number terminated but the case typing is very limited, and case management information and specific disposition data are generally unavailable in an automated format.

The capacity to generate automated case management and disposition information is virtually non-existent within the jurisdictions of justices of the peace and the mayors’ courts, primarily because of the lack of financial, staffing, and technological resources in these jurisdictions.





# THE SUPREME COURT OF LOUISIANA

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