

The State of Judicial Performance in Louisiana

$FY\ 2008-2009$ The State of Judicial Performance In Louisiana

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The State Of Judicial Performance In Louisiana

This tenth 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. 13:84). 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 tenth 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, 2008 to June 30, 2009.

As this Report shows, the strategic planning process, as well as the entire process prescribed under R.S. 13:81 through R.S. 13:85 relating to judicial budgetary and performance accountability, is providing direction, continuity, and motivation to the judiciary's long-standing interest and efforts to improve itself.

Respectfully submitted,

Timothy F. Averill
Judicial Administrator





PERFORMANCE REPORTS:

PERFORMANCE OF THE SUPREME COURT

PERFORMANCE OF THE SUPREME COURT

INTRODUCTION

The Supreme Court of Louisiana adopted its original strategic plan in 1999. This plan was reviewed and readopted in 2005.

The goals and objectives of the Strategic Plan of the Supreme Court reflect the Supreme Court's Performance Standards (see Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10).

The information comprising the "Intent of Objectives" sections of this report was derived primarily from the Supreme Court Performance Standards and Measures, 1999. 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 from the Judicial Administrator's Office 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 the 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 Supreme Court decisions.
- 3.3 To inform the public of the Supreme Court's 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 and to train and develop the Court's human resources.
- 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.

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 or recommendation for discipline. 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 thirty days of the mailing of the notice of judgment and opinion of the court of appeal or within ten 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 six weeks of filing, except in late summer and early 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 30 to 60 days to file their briefs. The Court hears up to two capital cases per argument cycle, thus allowing the Court to handle up to twelve capital cases per year.

The Court, sitting with all seven justices, addresses cases in six to eight 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 one to three opinions per cycle. During the weeks that follow, the



issues are researched and opinions are drafted. Also during this period, the Court as a whole meets to consider approximately 80 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 an adequate number votes, it is either reworked by the original author or assigned 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 the Clerk of Court's Office, the Administrative Counsel's Office, 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 2009, 2,780 cases were filed, down from 3,014 cases in 2008. The Court disposed of 2,801 cases in 2009, a minimal decrease of 33 fewer dispositions than in 2008. Due to the decreased number of filings, however, the net clearance rate for the year was 101%.

Among key responsibilities and accomplishments of the Clerk of Court's Office in 2009 were:

- Processed all filings and dispositions including dissemination of actions to the parties, courts and public via U.S. mail, e-mail and on the web.
- Began scanning all filings and dispositions which are available by staff via the court's case management system.
- Began pilot testing of e-filing with the Office of Disciplinary Counsel and the Disciplinary Board.
- Admitted 729 new attorneys to the practice of law which was up by 9% from the 668 admitted in 2008.

- Issued Certificates of Good Standing. The demand for issuance of Certificates of Good Standing continued to drop in 2009. 4,661 certificates were issued in 2009 as compared to 4,909 in 2008.
- Processed and maintained minute book entries and orders. After seeing major increases in 2008, the number of minute book entries fell from 2,654 in 2008 to 2,578 in 2009. A similar decrease occurred in the number of orders issued—they fell from 2,378 in 2008 to 2,270 in 2009. These orders are primarily orders of appointment and do not include orders relating to cases before the Court.
- Managed logistics for 273 events hosted by the Court. These events included Court conferences, oral argument days, Judiciary Commission hearings and other meetings.
- Oversaw courthouse maintenance and improvements involving roof repairs, basement water-proofing, a new security system and the installation of a wellness center.
- Participated in the enterprise resource planning (ERP) vendor selection process as the Court moved toward adopting an integrated computerbased system designed to manage financial resources, materials and human resources.
- Administrative Counsel's Office. The Administrative Counsel's Office, upon receipt of copies of the filings from the Clerk of Court's Office, checks each filing for timeliness, recusals, and any other factors that may require special attention or expedited handling. 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. While matters are under consideration, the Admin-



istrative Counsel and the Clerk of Court's Office are liaisons between the Court and counsel and the Court and 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 in the courts of appeal, the Central Staff became primarily a writscreening unit preparing reports on application 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 have been expanded to include reviewing and reporting on counseled and inmate pro se applications for postconviction 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 law clerks or research attorneys, 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 training and courses in legal research issues.

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 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. The library also possesses an excellent historical collection featuring, for example, all versions of the Louisiana Civil Code and all superseded Louisiana Statutes Annotated volumes, including all pocket part updates from the early 1970's forward.

The library's Technical Services staff members order, assign classification locations, and process materials for the library's collection. They also maintain the online catalog so that users at any computer can search the library's holdings by title, author, subject, or keyword. During the past year, the library added 852 new titles to the collection. The library's Head of Technical Services worked with the EOS Company to upgrade the acquisitions component of the online system, a project that made the flow of ordering and processing incoming materials more efficient. The acquisitions upgrade



was the final phase of the conversion from the library's older legacy (DOS-based) online catalog system to an integrated web-based system. During the period of this report, the Head of Technical Services completed a Technical Services Procedural Manual, ensuring that library staff will be able to understand and implement all duties and tasks of the department. Considerable progress was also made on a long-term project to place barcodes in all books and serial volumes in the library, making it easier for Supreme Court staff to check out items.

The primary responsibility of the library's Public Services staff members who work at the Reference and Information Desks is to assist all court users with their searches for legal information in books, periodicals, and various electronic resources. In addition, reference librarians provide one-on-one legal research guidance to all users, and they offer legal research training sessions, often with free continuing legal education credits, to law clerks and other staff attorneys in the building. 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. During the last complete year, the library borrowed 60 books or journal articles from other libraries for court staff, and 172 for outside users. Outside users are charged for this service as well as for any costs that are charged by the lending libraries. 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 nonattorneys. Some of the non-attorney users are pro se litigants doing their own legal research, and in an effort to better assist them, the library is one of the stakeholders in a group facilitated by LawHelp.org, an on-line resource that provides information to individuals representing themselves before the courts. When all of these users have the opportunity to do such research in the best and most recent resources, and with adequate guidance 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.

During 2008-2009, the Public Services staff contin-

ued their outreach and marketing efforts by setting up display tables at two local conferences—the Louisiana Judicial College's Fall Judges' Conference and the Louisiana State Bar Association's Solo and Small Firm Conference. For both events, library staff set up a table in the exhibit area and offered attendees information on library services. Library information was enthusiastically received, especially by judges and attorneys in outlying areas of the state without a law library nearby.

Library staff can easily fax or scan and e-mail research results to users who cannot come into the library.

• 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. These resources include:
 - Approximately 200,000 print volumes, including paper and microform;
 - A comprehensive collection of Louisiana practice treatises on such topics as divorce, family law, successions, estate planning, civil law and procedure, criminal law and procedure, appellate procedure, personal injury, 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 (which are used in tracing the history of acts as they move through the legislative process), and other publications from the Legislature as well as from executive agencies and the courts;
 - A full run of Louisiana and federal court rules, including 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, covering legal developments in such areas as copyright, employment law, income tax, oil and gas law, pension plans, and zoning and land use;
- Over 700 serial titles such as academic law reviews, state bar journals, and other legal periodicals;
- A paper collection of current local newspapers, and a 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 50 states;
- Digests, reporters, and legal encyclopedias such as the Federal Practice Digest, American Law Reports (ALR), and Corpus Juris Secondum (CJS), covering all American jurisdictions;
- The complete legislative acts of all 50 states from their beginnings (in paper) to the present (online);
- Federal legislative materials and a selective U.S. government documents depository collection featuring publications from Congress, executive agencies, and the courts, and;
- Extensive holdings on the topic of judicial administration, including State Justice Institute depository materials.

The increased popularity of the Internet and other electronic sources of information has 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 pur-



chased subscriptions to various electronic databases. A sampling of what the library offers includes:

- Westlaw and Lexis Free access for public users to Patron Access Westlaw for federal and state statute and case law research and to Shepard's citation service on Lexis, and cost-efficient flatrate contracts for court users to a broader slice of these two major legal research databases;
- Loislaw Free access for all users through the library's flat-rate contract to this competing legal research database;
- PACER A product of the federal judiciary that is run on a cost-recovery basis and which 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 searching capability to major academic law reviews and other legal periodicals, with links to full text for all but the most recent volumes on HeinOnline, and with some full text access on the other two;
- Gale Legal Forms A component of InfoTrac
 that provides a wide selection of many Louisiana-specific and some multi-state legal forms;
- Gale Nineteenth Century Newspapers A component of InfoTrac that provides access to nineteenth century newspapers from all 50 states, including five from Louisiana, and;

 Access to some smaller databases, such as the Bureau of National Affairs' (BNA) Labor and Employment Law Library and Tax Management U.S. Income Portfolios Library; and the National Fire Protection Association (NFPA) codes and standards.

The library director and the library staff regularly review and monitor all of these paper and electronic resources to ensure that library funds are spent in the most efficient and productive manner possible. Library staff solicit feedback from library users, especially the Court staff, to ensure that the library is providing them with the information, research support, and assistance they need.

• Opinion/Writ Application Databases. The Clerk of Court, 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 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, they sometimes affect large segments of the population within the Court's jurisdiction, or they 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 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

pursuant to R.S. 18:1409 and Supreme Court Rule X, 5(c). In addition, Supreme Court Rule XXXIV provides for the expeditious handling of all writs and appeals arising from Child in Need of Care (CINC) cases, Judicial Certification for Adoption (termination of parental rights) cases, Surrender of Parental Rights cases, adoption cases, and all child custody cases. The Court also expedites filings involving interlocutory matters where a 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). Each justice, other than the Chief Justice, selects a ten-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. Throughout the year, the weekend schedule is maintained by the Clerk of Court, who determines, according to regular rotation lists, which justice(s) 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 errorcorrecting function of a court of last resort such as the Louisiana Supreme Court 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. An intermediate appellate court, on the other hand, 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 which are 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.

promulgated five writ grant considerations, one or more of which should be met before an applicant's discretionary writ application will be granted. The Court continued 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 the Clerk of Court to solicit such clarifications. On those occasions, the Clerk of Court will bring these matters to the attention of the Court. In addition, trial judges in criminal matters will often file per curium 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 curium opinions assist the Supreme Court to better address the dispositive issues, state the holdings, and articulate 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. 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 applica-

tions per conference. The Court also holds at least six oral argument sittings annually with approximately 20 to 24 cases argued each cycle. The Court maintains 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 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 1993. The Court measures its case processing performance against these time standards and publishes the results as performance indicators in the annual judicial appropriations bill. The Court, at times, has taken steps to improve its performance relative to the high volume of criminal case applications and pro se post conviction applications by retaining contract attorney(s) to assist in these cases and 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. 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 who simply wish to observe it. The Supreme Court believes that it should identify and remedy court procedures, costs, courthouse features, and other barriers that may limit participation in the appellate 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 Head of Public Services at the Law Library has been designated as an Americans with Disabilities Act (ADA) ombudsman. The ombudsman's 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 members, including those in the library, provide reasonable accommodation to anyone with a handicap or disability.
- Procedural Accessibility. The staff members of the Law Library's Reference Department have the training, experience, and resources to answer general questions about Court procedures.
- Economic Accessibility: Fees and Charges. 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 Westlaw Patron Access, the public Westlaw database, and all of which provide access to the Internet for legal research, and to other subscription electronic resources. Wireless access is available at the Court,

so outside users can get to the Internet on their laptops. Internet access is also available via one of the four computers in the library wings.

Photocopying, either self-serve or by staff, faxing, or e-mailing scanned images of pages is available at reasonable charges. Such charges are reviewed periodically. To facilitate access for those Louisiana residents outside of the greater New Orleans area, the Law Library has a toll-free number that can be dialed from anywhere in the state. Library staff also answer questions sent by e-mail to reference@lasc. org. This e-mail address is accessible through a link on the Court's website.

- Communications Accessibility. During the period, 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, the Court continued to comply with all Americans with Disabilities Act 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. Library staff members answer 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 library's Reference Department staff started recording information regarding questions they received and answered. In 2009, library staff answered a total of 11,119 questions. According to the type-of-question data, that breaks down to 959 directional questions (9%), 4,624 ready-reference questions (41%), and 5,536 reference questions (50%). Regarding the methods by which the questions were posed, the library



answered 3,538 telephone questions (32%), 4,685 in-person questions (42%), and 2,896 e-mail/mail questions (26%). As for the type of patron, the library received 2,022 questions from court patrons (18%), and 9,097 from outside users (82%). The library staff uses data like this to analyze patterns and to ensure that the library is providing the best possible service to all users.

Library staff also responds to mail requests from Louisiana prisoners, sending them up to fifty pages of statutes, cases, or other legal information at a time at no charge. In 2009, the library responded to 1,122 letters from prisoners.

The librarians attend local and national professional meetings, conferences, and other continuing education programs. They also attend meetings of other groups, such as state judges' conferences, local bar section meetings, or a lawyer computer users group, and they promote the library's resources to potential users there. They write articles in the library's newsletter, De Novo, publicizing various aspects of the library's collection and services and commenting on areas of legal history and substantive law. The newsletter has a distribution list of nearly 800 names, including attorneys, judges, and members of the general public. Current and past issues are also posted on the Court's web site. In addition, the librarians maintain relationships with the staffs of other court libraries, academic and public law 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 law library staff members refer questions to these and other similar agencies when appropriate.

• Website. During the period of this report, the Court continued to make improvements to its website (www.lasc.org). 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 had a link to the state's hurricane emergency site which contained updated information for residents of the state. During the period, the website was expanded to include a language translation tool making the entire web site translatable into 31 different languages.

- Filing Accessibility. The Office of the Clerk of Court is 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 Supreme Court 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. Additionally, Court decisions are posted to the Court's website and individuals can subscribe to receive a notice each time a news release is posted to the site.
- Law Library of Louisiana. The Law Library of Louisiana receives hard copies of the Louisiana Supreme Court's opinions as well as the opinions of the state's five courts of appeal as soon as they are handed down. The library's Public Services staff maintains a file of these decisions and retain the copies for a period of one year. Any library user can photocopy them for a reasonable charge, or he or she can use the library's public terminals to print copies from the Court's website or those of the lower state appellate courts for the same charge.
- Website Improvements. See responses to Objective 3.1, above.
- 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's
 Office 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 Supreme Court 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 agencies and partners that comprise the justice system. This objective suggests 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 and it increases public awareness of and confidence in the judicial branch. 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

The Supreme Court maintains a highly qualified staff in the Judicial Administrators Office's Community Relations Department as a means of informing the public of the Court's operations and activities.

- **Public Information Program.** During the period of this Report, the Community Relations Department conducted or implemented the following programs:
 - Media Releases. A total of 26 Court-generated news releases were sent to local, state and occasionally the national press.
 - Number of Recipients of Releases.
 There were approximately 5,144 recipients of news releases.
 - Courthouse Tours. The Community Relations Department assisted with hosting international visitors, school groups, civic groups, and government officials.
 - Law Day Events. This activity involved Courthouse tours, mock trials, award ceremonies, and the production and distribution of collateral materials.



- Cameras in the Courtroom Requests.

 Media requests dealing with exceptions to the Code of Judicial Conduct Canon 3(A) (9) prohibition of broadcasting, televising, recording, or taking photographs in the courtroom were handled by the Community Relations Department together with the Clerk of Court's Office. Such requests are subject to approval of the Chief Justice of the Supreme Court.
- Events Planned. The Community Relations
 Department was involved in the planning for
 and coordination of Court-hosted functions for
 numerous events, such as committee and task
 force meetings, governmental and judicial organization meetings, conferences, Court openhouses, and ceremonial events.
- Publications. The Community Relations
 Department was involved in writing, designing,
 and/or producing publications including 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 Assistance. The Community Relations Department provided assistance to other Supreme Court departments with media or community outreach efforts, including web site page writing, brochure design production, and event planning. The Community Relations Department also assisted the Louisiana District Court Judges Association in the development of their best practices initiative.
- Speakers Bureau. Community Relations
 Department speaking engagements included representing the Supreme Court before civic groups, law-related organizations and schools.
- 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 Supreme Court's award-winning web site. The Community Relations Department was responsible for providing home site education pages for children, schools and jurors.
- Public Information Program of the Law Library of Louisiana and the Clerk. The Law Library, in association with the Department of Community Relations and the Clerk of Court's Office, worked to develop and implement supplemental programs of public information. During the period covered by this report, Community Relations Department staff and the library staff hosted numerous groups who toured the library, including middle and high school students, summer clerks from law firms, and visiting state judges and attorneys, all of whom learned about the court and the library and will perhaps spread the word to others. All visitors to the library heard details about the collection and the work of the various library departments, and they received a brochure describing the library's hours and the services offered. The library staff members also created exhibits and displays aimed at informing and educating court users and the public about various legal topics.

In April of 2009, the library completed an extensive exhibit in conjunction with Law Day on May 1, a national celebration dedicated to educating American citizens regarding the importance of law in our history and our daily lives. The Law Day theme was "Abraham Lincoln: A Legacy of Liberty," which was timely since February 12, 2009, was the bicentennial of Lincoln's birth. Widely regarded as one of our greatest Presidents, Lincoln served his country during a tumultuous and troubled time. His background as a lawyer greatly influenced the style and substance of his presidency. The exhibit featured four display cases, each devoted to one aspect of his life, including: Lincoln as a lawyer (with many of the law books he used to teach himself about the legal field); Lincoln as a statesman (including some of his most famous and moving speeches and letters); Lincoln in fiction and non-fiction (including a representational arrangement of just a few of the over 4,000 books written about him); and Lincoln's



place in popular culture (showcasing sheet music, movies, chocolate Lincoln pennies, and even the still popular Lincoln logs).

Oral Arguments. As part of the overall program
of public information described above, Supreme
Court oral arguments can be viewed live via the
Internet.

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, the Supreme Court continued to assist and facilitate the activities of the Louisiana Judicial College. A justice chairs the College's Board of Governors, and 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 offers the services of its Judicial Administrator's Office to assist the Judicial College in various ways.

- Programs of the Judicial College. The Louisiana Judicial College continued to work to improve the quality and accessibility of its continuing legal education programs for the judiciary. During the period, the College offered eight training programs for judges.
- mission of Louisiana is a constitutionally created body and operates 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. The Judiciary Commission makes recommendations to the Supreme Court when the Commissioners have concluded that clear and convincing evidence has been presented that a judge violated one or more Canons of the Code of Judicial Conduct. The Supreme Court can impose sanctions on judges, which can range from censure to removal from office.

The workload of the Judiciary Commission is reported as a key performance indicator in the annual judicial appropriations bill. The number of matters processed and other indicators of Commission performance during the period are presented in Exhibit 1 at the end of this section.

Judicial Professionalism. During the period, the Supreme Court continued to encourage judicial and attorney professionalism in two ways—through its continuing legal education (CLE) requirements and through its Code of Professionalism.

Lawyers and judges are required to complete a minimum of twelve and a half hours of approved CLE each calendar year, and one of these required hours must concern legal ethics and another hour must concern professionalism. The Supreme Court's Code of Professionalism provides aspirational standards for both judges and attorneys. That portion of the Code pertaining to judges has been 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. During the period, the Supreme Court, primarily through the Judicial Administrator's Office 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 formal advisory opinions regarding the interpretation of the Canons of the Code of Judicial Conduct. The Court's Judicial Administrator and the lawyers employed in the Judicial Administrator's Office staff the work of the Committee. The Judicial Administrator's Office also provided informal guidance to judges regarding the Code of Judicial Conduct.

In addition, in furtherance of the Louisiana Supreme Court's oversight over the state judiciary, the Court considered the need to amend the Code of Judicial Conduct and, upon review, substantially revised Canon 6 relative to the restrictions on the receipt and reporting of gifts by judges. The revisions incorporate portions of Louisiana statutory law applicable to other public officials as well as the American Bar Association's Model Code of Judicial Conduct. The revised Canon 6 also became effective January 1, 2009.

Secondly, the Louisiana Supreme Court adopted, effective January 1, 2009, Supreme Court Rule XXXIX which enacted financial disclosure provisions for state court judges and which is consistent with and comparable to those provisions adopted by the state legislature for legislators and other public officials.

- Cooperation with Judges. The Supreme Court maintained and strove to continuously improve its communication and cooperation with judges and judicial associations at all levels. The Court's Judicial Council consists of representatives from all major judicial associations. All five courts of appeal are involved in the court's Human Resource Committee and both the courts of appeal and the district courts are represented on the Judicial Budgetary Control Board. The Court's Judicial Administrator's Office provides staffing assistance to all major judicial associations and includes information on all levels of court in its newsletters.
- **Judicial Campaign Conduct.** 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 2008 election cycle, there were 54 contested judicial races that fell within the committee's oversight jurisdiction. Participating in these contested races were approximately 134 candidates. The committee received 27 complaints regarding the fall 2008 judicial elections. During the spring 2009 election cycle, there were six contested judicial races that fell within the committee's oversight jurisdiction. Participating in these contested races were approximately 20 candidates. The Committee received 3 complaints regarding the spring 2009 judicial elections.
- Costs of Judiciary Commission Matters.
 The Court previously amended its rules to provide for an assessment of certain costs on all judges disciplined by the Court on recommendation of the Judiciary Commission. 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. The program was successful and in 2009 the hearing officer procedures were adopted.

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 works to continuously improve its communication and cooperation with the LSBA. On a continuous basis, members of the LSBA are involved in virtually every committee of the Court. Similarly, justices and Court staff are often involved in LSBA activities.
- Attorney Continuing Legal Education. 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. Its purpose is 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 continuing legal education programs within the state.

In addition to its supervisory role relative to MCLE matters, the Court works with the Louisiana State Bar Association on an ongoing basis to maintain and improve the quality of continuing legal education programs.

• Attorney Professionalism. The Court continues to work with the Louisiana State Bar Association to encourage and support professionalism among attorneys. As noted above, the Court, through its Continuing Legal Education Committee, requires all attorneys and judges to complete at least one hour of continuing legal education 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 have participated 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 in April 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. In 2002, the Court contracted with the American Bar Association to conduct a performance audit of the Attorney Disciplinary Board's activities. The Court and the Disciplinary Board have implemented many of the audit's recommendations.

The workload of the Disciplinary Board is reported as a key performance indicator in the annual judicial appropriations bill. The number of complaints received and processed during the period is presented in Exhibit 2 at the end of this section.

Supervision of the Practice of Law. During the period, the Court continued to maintain and improve its supervision 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.

In addition, 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 has assisted the Louisiana State Bar Association (LSBA) in establishing a program for recruiting and training pro bono attorneys to counsel prisoners in capital post-conviction applications. The Court has also assisted the LSBA in its general efforts to recruit and train pro bono attorneys.

- 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 \$400. Since its creation, the board has reviewed 11 requests for payment from exonerated state officials and employees, and has made written recommendations to the legislature concerning these requests.

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 the Judicial Administrator's Office, continued 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 and Executive Branch Coordination. The Court continued to communicate, coordinate, and cooperate with the legislative and executive branches of state government on all matters relating to the needs of the judiciary.
- Judicial Budget and Performance Accountability Program. The Supreme Court continued to engage in strategic planning, oversee performance monitoring and reporting, and promote judicial branch performance improvements pursuant to the Judicial Budget and Performance Accountability Act (R.S.13:81 to R.S. 13:85).
- Strategic Plans. The Court continued to pursue implementation of its strategic plan. In addition, through its Judicial Administrator's Office, 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 continued to develop annual operational plans, which contain key objectives, performance indicators, and mission statements as required by statute.
- Performance Audits. During the period the Court continued to sponsor performance audits of judicial programs. These audits have focused on a variety of topics such as 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 was also conducted during the period. Audits dealing with issues relating district court continuity of operations planning and district court information technology needs and capabilities were selected during the period.

- Judicial Compensation Commission. The Court, through the Judicial Administrator's Office, continued to staff and support the work of the Judicial Compensation Commission, which was created pursuant to Act 1077 of 1995. The commission studies judicial salaries and submits recommendations concerning these salaries to the legislature.
- Compensation Plan and Human Resource Policies of the Supreme Court and the courts of appeal. The Court, through its Judicial Administrator's Office, continued 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 continued its efforts to secure adequate salaries, benefits, and other compensation and emoluments to each employee, as appropriate, as a means
 of retaining and attracting highly qualified staff.
- Employee Retirement and Group Benefits. The Court, through its Judicial Administrator's Office and Clerk of Court's Office, continued to ensure that all courts and all judicial employees were 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.
- Supreme Court Facilities. In May of 2004, the renovation of the 400 Royal Street building was

completed, and the Supreme Court, the 4th Circuit Court of Appeal, and a small office of the Attorney General moved into the new facilities. On October 2, 2004, the new building was officially dedicated in a ceremony involving 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 that relies on public resources, the Supreme Court recognizes its responsibility to ensure that these resources are used prudently.

Responses to Objective

- Case Management. The Court, through its
 Clerk of Court, continued 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 Court continued to require the Fiscal Office of the Judicial Administrator's Office 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 of Louisiana to examine and evaluate its programs, policies, services and activities. The Supreme Court maintains an internal audit function as a component of internal control with the objective of evaluating programs, policies,



services, and activities administered by the Supreme Court and of promoting effective controls at a reasonable cost, resulting in improved operations.

In order to assist management in carrying out this responsibility, the Office of the Internal Auditor examines and evaluates the adequacy and effectiveness of the organization's system of internal controls and the quality of performance in carrying out assigned responsibility to achieve the organization's stated goals and objectives.

• Internal Audit Committee. The Court maintains an Internal Audit Committee consisting of three justices who meet periodically with the Internal Auditor to provide oversight responsibilities as they relate to audits. 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.

The Internal Auditor prepares an annual work schedule in which audit areas are proposed. The work schedule of proposed audit areas is developed based on a prioritization of the audit universe, using relevant risk factors. Audit areas are approved by the Audit Committee and include the following:

- Revenue/receipts
- Expenditures/disbursements
- Personnel/payroll
- Procurement/purchases
- Fixed/movable property
- Internal audit function
- Electronic data processing
- Financial reporting
- Budgeting
- Grant administration

A written report is prepared and issued to the Audit Committee and management by the Internal Auditor following the conclusion of each audit. The Internal Auditor includes a response from management in each audit report, and any corrective action that will be taken regarding audit findings and recommendations.

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, 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 continued to maintain sufficient numbers of highly qualified professional and support staff in the Judicial Administrator's Office to develop methods for improving aspects of court performance at all levels of court. For example, during the period, an initiative to document and promote best practices in the district courts was begun.
- Judicial Budget and Performance Accountability Act. The Supreme Court, through its Judicial Administrator's Office, has provided assistance to 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 Act.



- Judicial Council. The Supreme Court, through its Judicial Administrator's Office, continued to staff and support the Judicial Council as a means of promoting improvements in judicial administration and court performance. The Judicial Administrator's Office continued to staff and support the work the Trial Court New Judgeship Committee, the Standing Committee to Evaluate Requests for Court Costs and Fees, and the various subcommittees that may be established under these committees.
- Court Case Management Information Systems. The Supreme Court, through the Judicial Administrator's Court Case Management Information Systems (CMIS) division, continued to develop, maintain and expand electronic data systems as a means of improving aspects of court performance.
- Data Management. CMIS manages information for all levels of the court system through the following electronic data systems: The Criminal Disposition Data Collection System, the Criminal Justice Information System (formerly known as MetroServe), the Drug Court Case Management System, the Integrated Juvenile Justice Information System, the Louisiana Court Connection, the Louisiana Protective Order Registry, and the Traffic Violation Data Collection System. Detailed information about all these systems may be found in the Supreme Court Data Gathering Systems section of this report.
- has standardization of Data Collection. CMIS has standardized case filing data collection protocols for appellate, criminal, and traffic cases and collects this data through the Court of Appeal Reporting System, the Trial Court Reporting System, the Juvenile and Family Court Reporting System, and the Parish and City Court Reporting System. This filing information is published in the Supreme Court's Annual Report. Detailed information about all these systems may be found in the Supreme Court Data Gathering Systems section of this report.

- Uniform Commitment Document. CMIS continued 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. The committee has completed a sample version of the proposed document and is working to begin testing in judicial districts throughout Louisiana.
- Case Management System Grants. During the period, CMIS provided \$139,577 in federal grant funds to the following district courts who requested funding for the acquisition and installation of criminal case management systems for reporting criminal filing and disposition data: Allen, Beauregard, Grant, Madison, St. Helena, St. John, and East Carroll.
- Appellate Court Assistance Program. The Supreme Court, through its Judicial Administrator's Office, and in association with the Conference of Appellate Court Judges, continued to promote the development of an appellate court assistance program for improving those aspects of the administration of justice identified in the Appellate Court Strategic Plan and/or the Strategic Plan of the Supreme Court.
- Trial Court Assistance Program. The Supreme Court, through its Judicial Administrator's Office, and in association with the Louisiana District Judges Association, continued 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 and/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 2002, 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's Office continued to assign a Deputy Judicial Administrator and other staff to meet the needs of district judges and to facilitate communication and coordination between the district judges, the Supreme Court and other bodies.
- Supreme Court Drug Court Office. 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 2001 the Supreme 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 fiscal agent for the federal TANF and state general funds appropriated annually for local drug court programs, and it provides fiscal and programmatic oversight to ensure compliance with state and federal laws and regulations, as applicable. The SCDCO has promoted the institutionalization of drug courts within Louisiana by providing consultation, technical assistance and training to improve services and enhance profes-

sionalism. For information on the Drug Court Case Management System, please see the Supreme Court Data Gathering Systems section of this report

Information on the performance of drug court programs throughout the state is provided in Exhibit 4 at the end of this section.

- Americans with Disabilities Act Assistance. In 1999, the Human Resources Division of the Judicial Administrator's Office developed a comprehensive guide to the Americans with Disabilities Act (ADA) for use by all courts, with special attention to the district courts. The Human Resources Division also created a Pilot Compliance Review program in 1999 and assisted Court consultants in conducting an ADA Performance Audit. The Human Resources Division continued to assist courts with continuing technical assistance relating to ADA compliance.
- Pelay 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.
- 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. This work will be furthered by the creation of a Pro Se Task Force during the period, the focus of which



will be to study the issue of self represented litigants and to examine what steps can be taken to assist them.

- 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's Office, 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 federal 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 program activity reports and site visits, as well as independent audits at both the local program and state level. In FY 2008-2009, 17 local CASA programs served 3,702 TANF verified abused and neglected children, appointed from courts in 33 Judicial Districts across Louisiana, and more than 1,400 CASA children were permanently placed.
 - Families in Need of Services Assistance Program. The Families in Need of Services Assistance Program (FINS-AP) is committed to working in partnership with individual judicial

district courts, community and other juvenile justice stakeholders in providing pre-court diversion, intervention and case management services for alleged status offenders and their families. FINS programs operate in forty-two judicial districts, in more than fifty-five offices, with the primary goal of providing a continuum of voluntary diversion services to prevent delinquency and strengthen and secure maximum independence for children and their families.

During the period, local FINS-AP program staff were mandated to use the new web-based application and input more than 8,000 informal complaints into the FINS Case Management Information System. FINS-AP is continually working to aggregate and analyze data to identify services and develop best practices that provide alternatives to court intervention for children and families engaged in the FINS informal process.

- Integrated Juvenile Justice Information System (IJJIS). The Judicial Administrator's Office 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 and deployment into other jurisdictions is planned. For further information, please see the Supreme Court Data Gathering Systems section of this report.
- Juvenile Justice Implementation Commission. The staff of the Judicial Administrator's Office continued to support efforts outlined in the juvenile justice reform provisions of Act 1225 and HCR 56 of 2003.
- Task Force on Legal Representation in Child Protection Proceedings. The Task Force on Legal Representation in Child Protection Proceedings continued to oversee implementation of the new statewide system



for providing qualified legal representation of abused and neglected children and their indigent parents in child protection cases. A Deputy Judicial Administrator helped staff the Task Force.

Improvement Program. The Court Improvement Program (CIP) is now administering three federal grants: a main grant, a data and technology grant, and a training grant. CIP work during the period 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), supporting the systemic improvement in representation of parents and children in Child in Need of Care cases, and the development of a plan to establish 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, ten child welfare stakeholder 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 in Lafayette, which was integrated with the annual statewide CASA conference. Attendance at the conference numbered more than 400 child welfare professionals, including judges, attorneys for children and indigent parents, social workers, CASAs, treatment providers, law enforcement representatives, education and other stakeholders.

The technology grant supports the continued enhancement and implementation of the IJJIS-CINC case management data system to local courts and promotes data sharing by and between the state child welfare agency and the 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 Judicial Administrator's Office continued to develop, maintain, and implement new programs for improving the adjudication of juvenile and family court cases. Uniform 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 Judicial Administrator's Office also continued to develop, implement and maintain other programs for improving those aspects of the administration of juvenile justice as may be identified in the strategic plans of the Supreme Court, the courts of appeal, the district courts, and the city and parish courts.

During the period, judicial training included the annual juvenile law update, and numerous multi-disciplinary trainings were conducted, both statewide and regionally, on a variety of issues relating to children and families.

- Cases Under Advisement. The Supreme
 Court, through the Judicial Administrator's Office,
 continued 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 Judicial Administrator's Office continued 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:



2007 - 1,900 orders 2008 - 2,122 orders 2009 - 2,105 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 orders amending court rules and appointing judges, attorneys and citizens to various court and court-related committees and boards.

Objective 5.4

To use fair employment practices and to train and develop the Court's human resources.

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

The Human Resources Division of the Judicial Administrator's Office completed the following strategies and activities during the period:

- Conducted new employee orientation
- Participated in trainings for new judges
- Coordinated and participated in management training for Supreme Court employees
- Developed new performance evaluation system and manuals for Supreme Court
- Participated in several months of intense review of Enterprise Resource Planning software vendors
- Provided consultative assistance to lower courts upon request with regard to matters such as recruitment, policy development and administration, disci-

- plinary matters, and employee training
- Coordinated Employee Recognition Program awards and ceremony
- Provided consultation to managers and prepared documentation for disciplinary actions as necessary
- Participated in the selection process for most vacancies. Efforts involved designing the selection process, reviewing resumes, selecting interview candidates, interviewing candidates, conducting reference checks and writing recommendation memorandum
- Reviewed resumes to determine appropriate hire rates for numerous positions at the Supreme Court and courts of appeal
- Maintained human resource database for appellate courts
- Coordinated new hires, pay changes, etc., with payroll department
- Conducted a monthly review of employees' time sheets, calculated their leave usage, and earnings of annual, sick and compensatory leave
- Developed agenda and reports for the Human Resources Committee (new jobs, pay plan, pay studies, reclassifications, etc.)
- Developed or revised policies governing the appellate personnel system and/or the Supreme court
- Conducted a comprehensive internal investigation
- Reviewed 215 performance evaluations for consistency of ratings
- Participated in compensation surveys for various jobs in the appellate Judiciary

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 Court continued 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 agencies and partners comprising 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

- Intergovernmental Liaison. The Court has appointed a justice to be the primary liaison between the Court and its various external governmental partners. This 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 Other Branches of State Government. The Court continues to co-

operate with the Governor's office, representatives from executive branch agencies, and the Legislature, as necessary and appropriate, on a variety of committees, projects and initiatives.

During the period, the Court continues to cooperate with numerous justice associations and agencies, and to promote, as appropriate, programs that advance the administration of justice.



ACTIONS, COMPLAINTS AND DISPOSITIONS OF THE JUDICIARY COMMISSION BY CALENDAR YEAR, 2006-2009-Exhibit 1

| | 2006 | 2007 | 2008 | 2009 |
|--------------------------------------------|------|------|------|------|
| Requests for Information | 651 | 561 | 378 | 426 |
| Number of Complaints Received and Docketed | 519 | 531 | 609 | 664 |
| Number Screened Out | 370 | 384 | 354 | 396 |
| Remaining Cases Reviewed | 149 | 147 | 255 | 268 |
| Number Requiring In-Depth Investigation | 93 | 54 | 92 | 30 |
| Number of Formal Charges | 16 | 10 | 8 | 1 |
| Number of Judges with Formal Charges | 12 | 6 | 8 | 1 |
| Cases Disposed Of | 471 | 579 | 563 | 690 |
| Cases Pending | 239 | 206 | 255 | 274 |

COMPLAINTS FILED AGAINST LAWYERS AND DISPOSITIONS OF ATTORNEY DIS-CIPLINARY BOARD BY CALENDAR YEAR, 2006-2009-Exhibit 2

| | 2006 | 2007 | 2008 | 2009 |
|------------------------------------------------------------------------------------------|-------|-------|-------|-------|
| Number of Complaints Filed Against Lawyers | 2,916 | 3,127 | 3,101 | 3,168 |
| Number of Complaints Filed Against Lawyers Resolved or Disposed of in That Calendar Year | 2,674 | 3,081 | 3,201 | 3,105 |

INDICATORS OF FISCAL WORKLOAD BY FISCAL YEAR, 2006-2009-Exhibit 3

| | | YEAR | |
|-------------------------------------------------|--------------|--------------|--------------|
| INDICATOR | 2006-2007 | 2007-2008 | 2008-2009 |
| Number of Vendors | 3,558 | 3,804 | 4,060 |
| Accounts Payable Dollar Amount | \$72,458,581 | \$66,365,640 | \$61,879,214 |
| Number of Checks Processed for Accounts Payable | 8,849 | 8,714 | 9,008 |
| Payroll Dollar Amount | \$52,312,103 | \$56,778,003 | \$58,902,274 |
| Number of Checks Processed for Payroll | 10,051 | 10,672 | 11,302 |



LOUISIANA SUPEME COURT DRUG COURT PROGRAM STATISTICS, BY FISCAL YEAR, 2006-2009-Exhibit 4

| STATISTICS | FY 2006 - 2007 | FY 2007 - 2008 | FY 2008 - 2009 |
|-------------------------------------------|----------------|----------------|----------------|
| Cumulative Number of Courts ¹ | 45 | 47 | 48 |
| Number of Judicial Districts Served | 25 | 26 | 26 |
| Total Clients Served/Month ² | 2,741 | 3,109 | 3,353 |
| Drug-Free Babies Born ³ | 62 | 63 | 52 |
| Total Graduates ⁴ | 719 | 795 | 988 |
| | | | |
| Sources/Notes: | | | |
| 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 | | | |





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 reviewed and readopted in 2005.

The goals and objectives of the Strategic Plan of the Courts of Appeal reflect the Court of Appeal Performance Standards, which have been adopted by the Supreme Court. (See Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10.)

The information comprising the "Intent of the Objective" sections of this report was taken primarily from the National Center for State Courts publication entitled, "Appellate Court Performance Standards and Measures" (June 1999). The information presented in the "Responses to the Objective" and "Major Strategies Initiated or Completed" sections of this part of the report was compiled from responses of each court of appeal to a survey of chief judges, which was prepared by the Supreme Court Judicial Administrator's Office and distributed to the courts of appeal during the fall of 2009.

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 of the 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 the decisions of the courts of appeal.
- 3.3 To inform the public of court 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 caseloads effectively and use available resources efficiently and productively.
- 4.3 To develop methods for improving aspects of trial court performance that affect the appellate judicial process.
- 4.4 To use fair employment practices and to improve employee training and development.
- 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- To develop, clarify, and unify the law. judge review of decisions made by lower tribunals.

Intent of the Objective

Our judicial system recognizes that decisions made by lower tribunals may require modification. American jurisprudence generally requires that litigants be afforded a reasonable opportunity to have such decisions reviewed by an intermediate appellate court and then by a court of last resort. Louisiana's courts of appeal, as intermediate appellate courts, provide such opportunities through a system of review by a panel of judges.

Responses to the Objective

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

- First Circuit Court of Appeal. The First Circuit Court of Appeal reported that one employee was assigned to Central Staff pending Supreme Court approval to budget a regular position in FY 2009-2010. The court also set specific five-judge days on its annual calendar.
- Third Circuit Court of Appeal. The Third Circuit Court of Appeal reported that when randomly allotting appeal panels, the court tried to ensure that each judge sat with each of the other judges at least once in a calendar year, and no more than twice. The court also provided for random allotment when assigning supervisory writ panels.
- 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 in order to avoid time delays. The court also reported that it instituted an online appeals program providing enhanced and expedited intra-panel interaction along with online access to court filings.

Objective 1.2

Intent of the Objective

The courts of appeal contribute to the development and unification of the law by resolving conflicts and by addressing 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 the Objective

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

- First Circuit Court of Appeal. The First Circuit Court of Appeal reported that the court's document management system allowed judges and staff to electronically search and review prior decisions and internal reports to ensure uniformity in First Circuit decisions. The court also convened en banc during this time period in order to clarify and unify prior court decisions.
- Third Circuit Court of Appeal. The Third Circuit Court of Appeal reported that it continued to hold the Recent Developments Seminar for district and city judges within the circuit at the annual Third Circuit Judges Association meeting and at its annual 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.
- Fourth Circuit Court of Appeal. The Fourth Circuit Court of Appeal conducted an in-house two day continuing legal education seminar on judicial opinion writing.



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 the 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 they require prompt and authoritative judicial action. In addition, the courts of appeal have recognized that they have a special responsibility to ensure that cases involving children are handled expeditiously.

Responses to the Objective

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

• Third Circuit Court of Appeal. The Third Circuit Court of Appeal reported that the court adopted Internal Rule 22, which provides a process for expedited consideration of cases relating to disasters such as hurricanes Rita and Katrina. The court previously adopted internal rules to ensure that certain cases involving children 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.

• Fourth Circuit Court of Appeal. The Fourth Circuit Court of Appeal continued to give priority to juvenile cases.

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 the 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.

Responses to the Objective

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

First Circuit Court of Appeal. The First
 Circuit Court of Appeal reported that the court's
 writ conferences are held bi-weekly, as opposed to



weekly. The court also implemented a courtesy "exhibits missing" notification that will be sent to counsel with the notice of lodging to eliminate unnecessary delays and ensure the record is completed for court review.

• Third Circuit Court of Appeal. The Third Circuit Court of Appeal published a manual entitled, "Handbook of Louisiana Court of Appeal, Third Circuit Procedure," which is available on the court's website. The manual was intended to aid attorneys in their appellate work.

The court contracted with West publishing to provide a patron access terminal for attorneys to use to do research during court days. The Third Circuit continued to update its website, which now includes the court's internal rules, in an effort to help keep the public and attorneys apprised of any internal rule changes. The website also includes access to all current and upcoming dockets and published opinions of the court.

The court has produced a pro se manual to help litigants file writ applications and appeals. The pro se manual is also available on the court's website. The manual, updated this year, has greatly improved the ability of pro se litigants to provide the court with necessary documentation, and aids the litigants in conforming with the Uniform Rules.

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 of the Uniform Rules, Courts of Appeal.

Intent of the 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 the Objective

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

- Third Circuit Court of Appeal. The Third Circuit Court of Appeal has continued to update its citation handbook to ensure that the citations and form of its opinions are uniform. The court continued to follow the publication guidelines established by Rule 2-16 of the Uniform Rules of the Courts of Appeal.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reported that it standardized the form of its 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 provides an easy way for interested parties to ascertain the holdings of the court and the rationale for its findings, thereby promoting understanding of the



law and reducing confusion.

Responses to the Objective

The responses of the courts of appeal are provided in Exhibit 6.

Objective 2.4 To resolve cases expeditiously.

Intent of the 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 time standards to monitor and promote the progress of an appeal or writ through each of the three stages.

Responses to the Objective

In addition to the responses provided in Exhibit 7, the courts of appeal reported the following:

• Third Circuit Court of Appeal. The Third Circuit Court of Appeal reported that the court was current in hearing and rendering decisions on appeal and writ applications, with little or no backlog. The Chief Judge received timely and accurate monthly reports on the status of any holdover cases, including appeals and writ applications, which he monitors 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 is held over. This report acts 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 the court tracked supplementation of the records, as necessary.

During the period, the court worked on revising its manual for the production of appellate court records. Distribution of the manual is planned. In addition, a seminar for all district courts, city courts, and worker's compensation clerks who prepare appellate records was planned.

Objective 3.1

To ensure that the courts of appeal are procedurally, economically, and physically accessible to the public and to attorneys.

Intent of the 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 is promoted when the appellate court process is open, to the fullest extent reasonable, to those with an interest in a matter.

Appellate courts should identify and remedy problems relating to court procedures, court costs, courthouse features, and other barriers that may limit participation in the appellate process.

The cost of litigation can limit access to the judicial process. When a party lacks sufficient financial resources to pursue a good-faith claim, provisions should be made to minimize or defray the costs associated with the presentation of the case. Physical features of the court-house 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 processes.



Responses to the Objective

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

• First Circuit Court of Appeal. The First Circuit Court of Appeal reported that the Clerk's Office assists pro se litigants as much as possible by answering procedural questions without giving legal advice. Also, in issuing court orders involving pro se litigants, the court will generally provide 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 court also issued press releases for the riding circuit, informing the public of the date, time, and location of these hearings.

• Third Circuit Court of Appeal. The Third Circuit Court of Appeal posted its Pro Se Manual and Handbook of Louisiana Court of Appeal, Third Circuit Procedure, on its website, along with appellate brief and supervisory writ checklists to aid litigants in appellate procedure.

The court also posted its published and unpublished decisions on its Internet site, and it has created a retention schedule for writ applications and appeal files.

The Third Circuit adopted an Americans with Disabilities Act (ADA) policy and posted the policy on its website. The court also posted signs concerning the ADA within the courthouse building.

• Fourth Circuit Court of Appeal. The Fourth Circuit Court of Appeal reported that a native Spanish speaking employee is available in the Clerk's Office.

The court also reported that it is housed in a secure, controlled access building in conjunction with the Louisiana Supreme Court.

• **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reported that when an attorney requests an interpreter, the court will assist in providing one. The court also conducted emergency evacuation drills in the courthouse building.

Objective 3.2

To facilitate public access to decisions of the courts of appeal.

Intent of the Objective

The decisions of the courts of appeal are public records. 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 the Objective

The responses of the courts of appeal are provided in Exhibit 13.

Objective 3.3

To inform the public of court operations and activities.

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. This objective suggests that courts have a direct responsibility to inform the community of their structure, functions and programs.

Responses to the Objective

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



- **First Circuit Court of Appeal.** The First Circuit Court of Appeal posted information in the "Announcement" section of its website.
- Third Circuit Court of Appeal. The Third Circuit Court of Appeal published news releases on its website and sent notices to local newspapers and television stations providing court information.

Objective 3.4

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

Intent of the 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 the Objective

The responses of the courts of appeal are provided in Exhibit 15.

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.

Appellate courts were not surveyed regarding this objective in 2008-2009. Information regarding appellate courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 4.2

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

Intent of the Objective

The courts of appeal should manage their caseloads in a cost-effective and efficient 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 the Objective

The responses of the courts of appeal are provided in Exhibit 16.

Objective 4.3

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

Intent of the 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 entities, can further this work by periodically conducting educational programs, seminars and workshops for appellate and trial court judges.

Responses to the Objective

In addition to the responses provided in Exhibit 17, the courts of appeal reported the following:

 Third Circuit Court of Appeal. The Third Circuit Court of Appeal provided district clerks



with a manual on how to prepare appellate records. The Third Circuit Judges' Association also had an annual meeting and an August seminar to address developments within the circuit.

Objective 4.4

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

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, 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 a court's human resource policies and practices, will help establish the highest standards of personal integrity and competence among its employees.

Responses to the Objective

In addition to the responses provided in Exhibit 18, the courts of appeal reported the following:

- First Circuit Court of Appeal. The First
 Circuit Court of Appeal reported that its Administrative Services Coordinator, who has human resources management as a primary job responsibility, proactively keeps employees and judges informed of personnel policies.
- Third Circuit Court of Appeal. The Third Circuit Court of Appeal reported that in August, 2008, the court began utilizing a document management system. Currently, all incoming records including transcripts, briefs, pleadings, correspondence, opinions, applications to the Supreme Court, dockets, and worksheets are being scanned into this system. Once the documents are scanned, they are reviewable from the computer by anyone in the court authorized to use the system. The strategy

was to enable the remote access of these documents from one's desk or from home. An authorized user would be able to perform sophisticated searches using the system. All past criminal memoranda and certain civil memoranda are planned to be scanned into the system with the opinions of this circuit and the other circuits. In the next several years, the system hopefully will be integrated into a new case management system for e-filing writs and briefs.

Objective 5.1

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

Intent of the 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 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 the Objective

The responses of the courts of appeal are provided in Exhibit 19.

Major Strategies Initiated or Completed in FY 2008-2009.

First Circuit Court of Appeal. The First Circuit Court of Appeal reported that it maintained
 and for civil appeals also improved upon - the



great strides made in reducing the median time from filing to disposition of appeals. The following shows the median time from filing to disposition of appeals in the First Circuit, in days:

| <u>Year</u> | Civil Appeals | Criminal Appeals (Calendar) |
|-------------|---------------|-----------------------------|
| 2006 | 360 | 240 |
| 2007 | 284 | 189 |
| 2008 | 222 | 190 |
| 2009* | 212 | 184 |

*First six months, January through June

The aspirational time standard set forth in the Rules of the Supreme Court suggests that the time should be no more than 245 days from filing to disposition. The First Circuit has been able to sustain being within this time standard for both civil and criminal appeals.

- Second Circuit Court of Appeal. The Second Circuit Court of Appeal reported that the court is developing a web-based case and document management system with e-filing.
- Third Circuit Court of Appeal. The Third
 Circuit Court of Appeal reported that the court
 revised its emergency preparedness plan to better
 address the continued operation of the court in the
 event of a natural disaster. Also, the court's Information Technology department worked on a new
 case management program to facilitate e-filing in
 the future.

The court also installed a computerized tracking system for visitors to the court, for packages, and for work orders. The system allows the court to provide visitors with picture IDs and restricts their access to certain areas within the building. This program is expected to greatly enhance the ability of security to monitor the building. The court adopted the "Third Circuit Court of Appeal Caseflow Management Plan" and posted it on its website. The plan outlines the timelines expected in the appellate process. By explaining the caseflow process of appeals to attorneys and litigants, the court hoped to provide the legal community and public with a

better understanding of the process.

- Fourth Circuit Court of Appeal. The Fourth Circuit Court of Appeal implemented an online appeals program facilitation with intra-court communications regarding cases on the docket, and online access to court records and case status, including the ability to cut and paste from scanned court records.
- Fifth Circuit Court of Appeal. The Fifth Circuit Court of Appeal Information Technology department completed a virtualization project and began work on improving the court's website and disaster recovery policy. The court successfully completed the virtualization of servers which makes efficient use of the court's server hardware while reducing power consumption. Consolidation of storage to the court's storage area network was also completed.

The court also performed its first live test for disaster recovery, which was successfully carried out at the court's alternate location. The court has also thoroughly re-designed its policy governing disaster recovery procedures. The Information Technology department has also re-designed the court's website making it more user friendly for the public and employees. Document publishing to the website has become automated, which has streamlined the publication process.



ACTIONS TAKEN IN FY 2008-2009 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 2008-2009 | Continued to address this objective through the actions indicated | Controlled absences of judges from docketed hearings | Maintained sufficient staff to support greater opportunities for multijudge review | Scheduled five-judge hearing days to provide greater multi- judge review | Improved random allot ment through better manual procedures | Improved random allot ment through programmed electronic devices | Controlled recusation | Initiated or maintained systems for tracking appeals and writs by type and comparing the numbers year-by-year | Other |
|--------------------|----------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------|-------|
| APPELLATE COURT | | | | | | | | | | |
| 1 | | 1 | | 1 | ✓ | ✓ | | 1 | 1 | ✓ |
| 2 | | 1 | 1 | 1 | ✓ | ✓ | ✓ | 1 | 1 | |
| 3 | | 1 | | 1 | ✓ | | ✓ | 1 | 1 | ✓ |
| 4 | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 |
| 5 | | 1 | | 1 | | 1 | | | 1 | |
| TOTALS | 0 | 5 | 2 | 5 | 4 | 3 | 2 | 4 | 5 | 3 |

ACTIONS TAKEN IN FY 2008-2009 TO DEVELOP, CLARIFY, AND UNIFY THE LAW-Exhibit 2

| Objective 1.2 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions 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 | | 1 | 1 | | ✓ | | | | 1 |
| 2 | | 1 | 1 | 1 | 1 | | 1 | 1 | |
| 3 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 4 | | 1 | 1 | 1 | 1 | 1 | | 1 | 1 |
| 5 | | 1 | 1 | | 1 | | | 1 | |
| TOTALS | 0 | 5 | 5 | 3 | 5 | 2 | 2 | 4 | 3 |

ACTIONS TAKEN IN FY 2008-2009 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 2008-2009 | Continued to address this objective through the actions 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 | 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 |
|--------------------|-------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------|
| | Did | Contin | Estak and/or munic with e | Createc at the t cati | Crea | Create | Create | Develo suring tr | |
| APPELLATE COURT | | | | | | | | | |
| 1 | | 1 | ✓ | ✓ | | ✓ | ✓ | | |
| 2 | | ✓ | | √ | √ | | ✓ | ✓ | |
| 3 | | 1 | | ✓ | ✓ | ✓ | | | 1 |
| 4 | | 1 | 1 | ✓ | ✓ | 1 | ✓ | | 1 |
| 5 | | 1 | | ✓ | | | ✓ | 1 | |
| TOTALS | 0 | 5 | 2 | 5 | 3 | 3 | 4 | 2 | 2 |



ACTIONS TAKEN IN FY 2008-2009 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 2008-2009 | Continued to address this objective through the actions indicated | Obtained or maintained sufficient staff to ensure that adequate consideration is given to each case | Improved docketing and scheduling of cases | Developed or 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 | | ✓ | ✓ | ✓ | ✓ | 1 | ✓ | | |
| 3 | | ✓ | ✓ | ✓ | 1 | | | 1 | 1 |
| 4 | | ✓ | ✓ | ✓ | ✓ | | | 1 | |
| 5 | | ✓ | ✓ | | ✓ | 1 | | 1 | |
| TOTALS | 0 | 5 | 5 | 4 | 5 | 3 | 2 | 3 | 2 |

ACTIONS TAKEN IN FY 2008-2009 TO ENSURE THAT THE DECISIONS OF COURTS OF APPEAL WERE CLEAR AND THE FORM OF THE OPINION WAS CONTROLLED BY RULE 2-16 OF THE UNIFORM RULES-Exhibit 5

| Objective 2.2 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions 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 or 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 | | 1 | ✓ | ✓ | ✓ | | |
| 2 | | ✓ | | | | ✓ | |
| 3 | | ✓ | | ✓ | ✓ | ✓ | ✓ |
| 4 | | ✓ | | 1 | ✓ | | 1 |
| 5 | | 1 | | ✓ | 1 | | ✓ |
| TOTALS | 0 | 5 | 1 | 4 | 4 | 2 | 3 |

ACTIONS TAKEN IN FY 2008-2009 TO PUBLISH THOSE OPINIONS THAT DEVELOP, CLARIFY, OR UNIFY THE LAW-Exhibit 6

| Objective 2.3 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or maintained standards for publication | Met with district judges to address their concerns regarding the publi- cation of opinions | Posted unpublished opinions to the court's website | Distributed unpub- lished opinions to subscribers | Other |
|--------------------|----------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------|-------|
| APPELLATE COURT | | | | | | | |
| 1 | | ✓ | ✓ | | ✓ | ✓ | |
| 2 | | ✓ | | ✓ | ✓ | √ | |
| 3 | | ✓ | ✓ | ✓ | √ | ✓ | |
| 4 | | 1 | ✓ | | 1 | | |
| 5 | | ✓ | ✓ | | ✓ | | |
| TOTALS | 0 | 5 | 4 | 2 | 5 | 3 | 0 |

ACTIONS TAKEN IN FY 2008-2009 TO RESOLVE CASES EXPEDITIOUSLY-Exhibit 7

| Objective 2.4 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Improved docketing and scheduling | Installed an automated case management infor- mation 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 or maintained summary dockets | Initiated or maintained a mediation program(s) | Added more panels per cycle | Improved process of opinion writing and review | Adopted and/or enforced policies regarding time extensions and abandoned appeals | Other |
|--------------------|-------------------------------------------|-------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------|-----------------------------------------|------------------------------------------------|-----------------------------|------------------------------------------------|----------------------------------------------------------------------------------|-------|
| APPELLATE COURT | | | | | | | | | | | | | | |
| 1 | | 1 | 1 | 1 | | 1 | 1 | 1 | | | | | 1 | |
| 2 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | |
| 3 | | 1 | 1 | 1 | | 1 | | 1 | | | | 1 | 1 | 1 |
| 4 | | 1 | 1 | 1 | | | 1 | 1 | | 1 | | | 1 | 1 |
| 5 | | 1 | 1 | 1 | | | 1 | 1 | | | | | 1 | |
| TOTALS | 0 | 5 | 5 | 5 | 1 | 3 | 4 | 5 | 1 | 1 | 0 | 2 | 5 | 2 |



ACTIONS TAKEN IN FY 2008-2009 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ASSISTING PRO SE LITIGANTS-Exhibit 8

| Objective 3.1 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Worked with the clerk of court to pro- vide information | Other |
|-----------------|----------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------|-------|
| APPELLATE COURT | | | | |
| 1 | | ✓ | ✓ | ✓ |
| 2 | | ✓ | ✓ | |
| 3 | | ✓ | ✓ | ✓ |
| 4 | | √ | √ | |
| 5 | | √ | √ | |
| TOTALS | 0 | 5 | 5 | 2 |

ACTIONS TAKEN IN FY 2008-2009 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ENSURING OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 9

| Objective 3.1 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Posted the court's schedule on the doors or walls of the courtrooms | Developed or maintained a web site with information on court schedules and acces- sibility | Published and distributed court calendars | Provided an information answer desk in the courthouse | Other |
|--------------------|----------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------|-------|
| APPELLATE COURT | | | | | | | |
| 1 | | ✓ | ✓ | ✓ | ✓ | 1 | ✓ |
| 2 | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 3 | | 1 | ✓ | ✓ | ✓ | | ✓ |
| 4 | | 1 | ✓ | 1 | | 1 | |
| 5 | | 1 | 1 | 1 | | | |
| TOTALS | 0 | 5 | 5 | 5 | 3 | 3 | 2 |

ACTIONS TAKEN IN FY 2008-2009 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ASSISTING PATRONS WITH LIMITED ENGLISH PROFICIENCY-Exhibit 10

| Objective 3.1 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Complied with DOJ LEP guidelines | Provided foreign language interpreter services when necessary | Developed or main- tained a list of profes- sional interpreters for non-English speaking patrons | Adopted or maintained an oath for language interpreters | Adopted or maintained a policy for the provision of language interpreters | Other |
|--------------------|----------------------------------------------|-------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------|-------|
| APPELLATE COURT | | | | | | | | |
| 1 | ✓ | | | | | | | |
| 2 | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 3 | | ✓ | | | ✓ | √ | | |
| 4 | | ✓ | | | | | | ✓ |
| 5 | | ✓ | | | | | | ✓ |
| TOTALS | 1 | 4 | 1 | 1 | 2 | 2 | 1 | 2 |

ACTIONS TAKEN IN FY 2008-2009 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT-Exhibit 11

| Objective 3.1 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Implemented or maintained ADA non-discrimination policies or court rules | Posted public notices or communications of availability of reasonable accommodations | Established or maintained a complaint procedure | Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.) | Developed or maintained written essential functions for court jobs | Adopted an oath for sign language interpreters | Established or maintained a list of available real-time court reporters and sign language interpreters | Implemented or maintained an emergency evacuation procedure to accommodate disabled patrons/ employees | Other |
|--------------------|----------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------|
| APPELLATE COURT | | | | | | | | | | | |
| 1 | | 1 | 1 | 1 | 1 | 1 | ✓ | | | 1 | |
| 2 | | ✓ | 1 | ✓ | ✓ | 1 | ✓ | ✓ | 1 | 1 | |
| 3 | | ✓ | ✓ | ✓ | ✓ | 1 | ✓ | | | | ✓ |
| 4 | | ✓ | ✓ | ✓ | | ✓ | ✓ | | | ✓ | |
| 5 | | 1 | ✓ | ✓ | | 1 | | | | ✓ | |
| TOTALS | 0 | 5 | 5 | 5 | 3 | 5 | 4 | 1 | 1 | 4 | 1 |



ACTIONS TAKEN IN FY 2008-2009 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: IMPLEMENT-ING SAFETY AND SECURITY MEASURES-Exhibit 12

| Objective 3.1 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Continued coordination of security with law enforcement officials | Had a security audit performed | Developed or maintained a safety policy/program | Developed or maintained a security policy/program | Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms | Trained court personnel in ber ter security | Appointed a safety officer | Sponsored safety and/or security training | Implemented or maintained an emergency evacuation procedure | Installed or maintained security equipment | Other |
|--------------------|----------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------|----------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------|----------------------------|-------------------------------------------|-------------------------------------------------------------------|--------------------------------------------|-------|
| APPELLATE COURT | | | | | | | | | | | | | |
| 1 | | 1 | ✓ | | 1 | ✓ | ✓ | ✓ | 1 | 1 | ✓ | ✓ | |
| 2 | | 1 | ✓ | 1 | 1 | 1 | 1 | ✓ | 1 | 1 | 1 | 1 | |
| 3 | | 1 | ✓ | | 1 | 1 | 1 | ✓ | 1 | 1 | 1 | 1 | |
| 4 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| TOTALS | 0 | 5 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 2 |

ACTIONS TAKEN IN FY 2008-2009 TO FACILITATE PUBLIC ACCESS TO DECISIONS-Exhibit 13

| Objective 3.2 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Promptly issued media releases on opinions and decisions | Published opinions, rules, etc. on the court's website | Kept photocopies and other publication costs at reasonable levels | Maintained sufficient staff, especially in the 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 | | ✓ | | 1 | 1 | 1 | ✓ | ✓ | |
| 5 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| TOTALS | 0 | 5 | 3 | 5 | 5 | 5 | 5 | 5 | 0 |

ACTIONS TAKEN IN FY 2008-2009 TO INFORM THE PUBLIC OF THE OPERATIONS AND ACTIVITIES OF THE COURT-Exhibit 14

| Objective 3.3 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions 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 | Other |
|--------------------|----------------------------------------------|-------------------------------------------------------------------------|-----------------------|--------------------------------|--------------------|-----------------------------------------------------------------------------|------------------------------|------------------------------|-------------------------------------|---------------------------------|-------|
| APPELLATE COURT | | | | | | | | | | | |
| 1 | | ✓ | | ✓ | 1 | ✓ | ✓ | ✓ | ✓ | | 1 |
| 2 | | 1 | | | 1 | ✓ | ✓ | 1 | | | |
| 3 | | 1 | 1 | | 1 | ✓ | ✓ | 1 | ✓ | | ✓ |
| 4 | | 1 | | | | 1 | 1 | 1 | | | |
| 5 | | 1 | | | | | 1 | 1 | | | |
| TOTALS | 0 | 5 | 1 | 1 | 3 | 4 | 5 | 5 | 2 | 0 | 2 |

ACTIONS TAKEN IN FY 2008-2009 TO ENSURE THE HIGHEST PROFESSIONAL CONDUCT OF THE BENCH AND THE BAR-Exhibit 15

| Objective 3.4 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Sponsored or led CLE for involving attorneys and district judges | Participated in programs of the Judicial College, Circuit Association, Louisiana State Bar Association, and/or the Inns of the Court | Displayed copies of the Supreme Court's poster on Professionalism in the Courts | Conducted surveys or focus groups to ascertain public opinions regarding the court's responsiveness and professionalism | Installed or maintained a judicial mentoring program for appellate judges | Other |
|--------------------|-------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------|
| APPELLATE COURT | | | | | | | | |
| 1 | | ✓ | ✓ | 1 | | | | |
| 2 | | ✓ | ✓ | 1 | ✓ | | | |
| 3 | | ✓ | ✓ | 1 | | | | |
| 4 | | ✓ | | ✓ | ✓ | | | |
| 5 | | ✓ | ✓ | ✓ | | | ✓ | |
| TOTALS | 0 | 5 | 4 | 5 | 2 | 0 | 1 | 0 |



ACTIONS TAKEN IN FY 2008-2009 TO MANAGE CASELOADS EFFECTIVELY: IN-STALLING OR IMPLEMENTING COURT TECHNOLOGIES-Exhibit 16

| Objective 4.2 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Bought additional personal computers | Installed or used a video-conferencing system | Installed or maintained real-time reporting | Installed or maintained e-mail/internet | Installed or maintained scanners and microtaping equipment | Upgraded word processing software | Installed or maintained audiovisual equipment | Installed or maintained digital audio/video equipment | Installed or maintained legal research software | Installed or maintained an automated security system | Developed, installed or maintained an auto- mated case management system | Other |
|--------------------|-------------------------------------------|----------------------------------------------------------------------|--------------------------------------|-----------------------------------------------|---------------------------------------------|-----------------------------------------|------------------------------------------------------------|-----------------------------------|-----------------------------------------------|----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------|-------|
| APPELLATE COURT | | | | | | | | | | | | | | |
| 1 | | ✓ | 1 | 1 | 1 | | ✓ | ✓ | 1 | ✓ | 1 | 1 | 1 | |
| 2 | | 1 | 1 | | | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | |
| 3 | | 1 | 1 | | | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | |
| 4 | | 1 | 1 | | | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | |
| 5 | | 1 | 1 | | | 1 | 1 | | | | 1 | 1 | 1 | |
| TOTALS | 0 | 5 | 5 | 1 | 1 | 4 | 4 | 4 | 4 | 2 | 5 | 5 | 5 | 0 |

ACTIONS TAKEN IN FY 2008-2009 TO DEVELOP METHODS FOR IMPROVING ASPECTS OF TRIAL COURT PERFORMANCE THAT AFFECT THE APPELLATE JUDICIAL PROCESS-Exhibit 17

| Objective 4.3 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions 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 | | ✓ | 1 | ✓ | |
| 3 | | 1 | 1 | 1 | ✓ |
| 4 | | | 1 | | |
| 5 | | 1 | 1 | 1 | |
| TOTALS | 0 | 4 | 5 | 4 | 1 |



ACTIONS TAKEN IN FY 2008-2009 TO USE FAIR EMPLOYMENT PRACTICES AND IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT-Exhibit 18

| Objective 4.4 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Adopted and/or updated personnel | Provided technology training to court employees | Provided in-house and/or outside training and/or education | Implemented or maintained employee training on civility and professionalism | Other |
|--------------------|----------------------------------------------|-------------------------------------------------------------------|----------------------------------|----------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------|-------|
| APPELLATE COURT | | | | | | | |
| 1 | | 1 | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2 | | 1 | ✓ | ✓ | ✓ | ✓ | |
| 3 | | 1 | 1 | 1 | ✓ | 1 | ✓ |
| 4 | | 1 | 1 | 1 | ✓ | ✓ | |
| 5 | | 1 | 1 | 1 | 1 | | |
| TOTALS | 0 | 5 | 5 | 5 | 5 | 4 | 2 |

ACTIONS TAKEN IN FY 2008-2009 TO VIGILANTLY GUARD JUDICIAL INDEPENDENCE WHILE RESPECTING OTHER COEQUAL BRANCHES OF GOVERNMENT—Exhibit 19

| Objective 5.1 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Continued to communicate, coordinate and cooperate with the other branches of government | Used outreach programs to promote judicial indepen- dence and protection of the rule of law | Other |
|--------------------|----------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------|
| APPELLATE COURT | | | | | |
| 1 | | ✓ | ✓ | | |
| 2 | | ✓ | ✓ | | |
| 3 | _ | 1 | 1 | 1 | |
| 4 | | ✓ | ✓ | | |
| 5 | | ✓ | 1 | ✓ | |
| TOTALS | 0 | 5 | 5 | 2 | 0 |





PERFORMANCE REPORTS:

PERFORMANCE OF THE DISTRICT COURTS

PERFORMANCE OF THE DISTRICT COURTS

INTRODUCTION

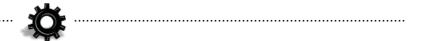
The board of the Louisiana District Judges Association adopted the initial Strategic Plan of the District Courts in November 1999. The Supreme Court approved the plan the same year. The plan was updated in 2005.

The goals and objectives of the Strategic Plan of the District Courts reflect the Performance Standards of the District Courts, which have been adopted by the Louisiana Supreme Court. (See Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10.)

The information comprising the "Intent of the Objective" sections of this report was taken primarily from the Bureau of Justice Assistance publication entitled, "Trial Court Performance Standards With Commentary" (July 1997). The information presented in the "Responses to the Objective" and "Major Strategies Initiated or Completed" sections of this part of the report was compiled from responses of each district court to a survey of chief judges, which was prepared by the Supreme Court Judicial Administrator's Office and distributed to the district courts during the fall of 2009.

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 in 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 address clearly 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, and to train and develop the court's human resources.
- 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 accordingly.



Objective 1.1

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

Intent of the Objective

The intent of this objective is to encourage openness in all judicial proceedings, as appropriate. Courts should specify proceedings to which the public is denied access and ensure that the restriction balances legal requirements with reasonable public expectations. Further, courts should ensure that proceedings are accessible 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 reported the following:

- 4th JDC. The 4th JDC installed a public address system with assisted listening devices in a small courtroom that previously had none. The court also updated its Continuity of Operations Plan to ensure continuity of court operations in the event of an emergency. The court also revised the use of its courtroom at the correctional center to ensure public accessibility.
- **10th JDC.** The 10th JDC reported that in addition to its ongoing efforts to encourage openness in judicial proceedings, as appropriate, the court on occasion placed signs in the hallways outside the courtrooms, informing the public about what matters were being taken up in each courtroom.
- 14th JDC. The 14th JDC communicated with the court assigned reporter and allowed news organizations access to information on court cases.
- 16th JDC. The 16th JDC reported that while juvenile adjudication hearings are closed to the public in accordance with the Louisiana Children's Code, all other proceedings are open to the public. The court calendar is sent to the St. Mary Parish Bar

Association electronically for posting to that organization's website and the court is in the process of developing a web page which will provide general information about the court and the court dockets for all divisions of the court and allow docketing information to be entered from electronic data received from the clerks of court.

The website, maintained by Division E, was updated to include an "Emergency Information" page. This page is accessible by the general public as well as court employees and is used to post up-to-date information about the court during emergency situations, such as court closures during hurricane evacuations. Court answering machines and public service announcements through local television stations, radio stations and newspapers are used to relay information to the public regarding the court during emergency situations.

The publication of the court calendar is a regular, ongoing activity of the court. The court calendar is distributed annually to the clerks of court, sheriffs, the District Attorney, detention facilities and members of the local bar. Revisions are distributed on an ongoing basis.

Divisions E and G maintain websites that provide general information about the court and the court dockets for those divisions. Family members of individuals involved in criminal proceedings are encouraged to attend court, and they are referred to the public defender's office to be notified when court dates are set. These individuals are allowed to speak in court when appropriate.

- 17th JDC. The 17th JDC reported that daily court schedules are posted in the Clerk of Court's office.
- 19th JDC. The 19th JDC reported that much time was spent during the period planning new information technology for the 19th JDC's new courthouse. These technology initiatives include real time dockets posted outside of each courtroom on LED screens tied to the case management software, an information desk for the entire building



located immediately adjacent to the security desks/metal detectors at the entrance of the building, and web-based docket information available to the public via the Internet.

- 22nd JDC. The 22nd JDC reported that court calendars are updated and published monthly.
- 24th JDC. The 24th JDC completely redesigned its website to make it more user friendly. All court proceedings are open to the public except those required by law to be closed. A kiosk has been installed at the entrance of the court facility which continuously scrolls daily docket information including a case's division, presiding judge, commissioner or hearing officer, and room location. Individuals also have the ability to search for case information using the kiosk.

The court has devices for individuals who are hearing impaired, and court officials are researching a more advanced system which will integrate directly with the public address system.

- 29th JDC. The 29th JDC developed a web link to the parish government's website. This link provides access to contact information for all court staff, central court personnel, and indigent defender attorneys. It also provides access to information about the drug court program.
- 32nd JDC. The 32nd JDC Clerk of Court posts daily court calendars on a bulletin board in court hallways. Bailiffs, judges' secretaries, law clerks and the Court Coordinator all assist the public concerning court services and proceedings. Judges continually provide guidance on these issues to all interested parties.
- **40th JDC.** The 40th JDC is currently working on a website for posting information, such as schedules, calendars and duty judge information.
- Caddo Parish Juvenile Court. Caddo Parish Juvenile Court is in the process of completing a new website.

• East Baton Rouge Juvenile Court. East Baton Rouge Juvenile Court reported that those matters open to the public are announced when a case is called. Dockets for non-support hearings are posted daily in the waiting area outside the court room. The court's receptionist also provides docket information at the front desk.

Objective 1.2

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

Intent of Objective

This objective addresses three distinct but related 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 accommodation of the general public in court facilities. In Louisiana, local governments are generally responsible for providing suitable courtrooms, offices, juror facilities, furniture, and equipment to courts and other court-related functions and for providing the necessary heat and lighting in these buildings. They are also responsible for the safety, accessibility, and overall convenience of access to court facilities. However, the intent of Objective 1.2 is to encourage district courts and judges to work with others to make court facilities safe, accessible, and convenient.

Responses to the Objective

In addition to the responses provided in Exhibits 2, 3 and 4, the district courts reported the following:

- 4th JDC. The 4th JDC replaced numerous signs
 throughout the courthouse with Braille signage,
 and maintained a list of sign language interpreters.
 The court's Continuity of Operations Plan and the
 drug court's Continuity of Operations Plan were
 updated with pandemic information and coordinated with parish officials and agencies.
- **10th JDC.** The 10th JDC continues to work with the police jury and sheriff to help to ensure compli-



ance with provisions of the Americans with Disabilities Act.

- **14th JDC.** The 14th JDC reported that the security in its parking garage is being addressed, and that its Continuity of Operations Plan is being fine-tuned post Hurricane Rita.
- judges work with local officials on an ongoing basis to ensure the court's physical facilities are in compliance with the ADA as a regular, ongoing activity of the court. The court maintains a policy providing for ADA accessibility and compliance, including the placement of the ADA accommodation language on its juror subpoenas, and appointment of the Court Administrator to serve as an ADA Coordinator for the court. The court will continue to develop policy and procedures to ensure ADA compliance. Individual judges make accommodations when requested.

Courtroom sound systems are monitored on a regular, ongoing basis and improvements are made as needed. The court maintains seven real time court reporting systems and continues to provide support and training to court reporters to develop real time court reporting skills. The court maintains a list of signage and Communication Access Real-Time Translation service providers and will continue to develop this resource list and obtain hearing assistance equipment when needed.

The maintenance and development of security/ emergency procedures are a regular, ongoing activity of the court. The judges meet periodically on an ongoing basis with the clerks of court, sheriffs, the District Attorney, parish government representatives and other courthouse agencies to identify and address current and future security needs.

The St. Martin Parish courthouse is currently undergoing renovations and the court has been relocated to a temporary facility. This temporary facility is secure and security measures are maintained with one main ADA accessible public entrance and exit. A walk-through metal detector and x-ray machine

are located at that entrance, which is monitored by deputy sheriffs during business hours. Courthouse employees may enter the facility at one rear entry with an access card assigned by the St. Martin Parish Government in accordance with existing procedures. A secured parking area is provided for judges and court staff.

The second floor of the Iberia Parish Courthouse and the sixth floor of the St. Mary Parish Courthouse, where the judges' chambers and courtrooms are located, are secured by electronic walk-through devices which are monitored by security officers during normal business hours.

The court contributes funding for court security officers in Iberia and St. Mary parishes.

The court maintains a security policy to ban cellular telephones and PDAs from the Iberia Parish Courthouse by the general public. Exceptions are allowed for attorneys and Office of Community Services supervisors. The court is working cooperatively with Iberia Parish Courthouse agencies to secure the Iberia Parish Courthouse with one ADA accessible public entrance with security officers to screen entrants as well as security cameras placed at every door to monitor the perimeter of the building. The court is working cooperatively with the St. Mary Parish Government to develop a plan to install security cameras on the sixth floor of the St. Mary Parish Courthouse, where the judges' chambers and courtrooms are located.

A security camera is maintained outside of the judges' chambers in the Iberia Parish courthouse with multiple monitors for court personnel to screen persons seeking entrance. The court hired off-duty officers to provide additional security for non support proceedings. The court appointed a security officer in Iberia Parish to follow Iberia Parish Courthouse security procedures concerning bomb threats.

Additionally, the development and implementation of a detailed COOP/DRP (Continuity of Operations/Disaster Readiness Plan) is a regular,



ongoing activity of the court. The court maintains a COOP/DRP which includes judges' and court employees individual evacuation plans and emergency contact information which is updated annually. The website maintained by Division E was updated to include an "Emergency Information" page. This page is available to the general public as well as court employees and is used to post up-to-date information regarding the court during emergency situations, such as court closures during hurricane evacuations. The planning and implementation of technology procedures to back up and preserve electronic data is a regular, ongoing activity of the court. The judges implemented a program to provide for flu and H1N1 vaccinations for court employees.

- 17th JDC. The 17th JDC reported that the court implemented its Continuity Of Operations Plan/Disaster Recovery Plan during the period due to mold remediation cause by hurricanes Gustav and Ike, which caused the closure of one courthouse, and which affected three divisions of court.
- 19th JDC. The 19th JDC reported that in planning its new courthouse, great care was taken to ensure that all patron accessibility, issues including those related to ADA, were addressed. The court noted that new construction allowed it to address these issues in a much more detailed manner than any renovation or retro-fit would have been able to. Every courtroom, jury deliberation room, bathroom, office, judge's chambers and bench is fully ADA compliant.

The court further reported that the overriding objective in designing the new courthouse was safety and security. The new building contains strict "airport-type" security at all entrances, multi-location security cameras inside and out, a central security monitoring booth, panic buttons throughout (which includes buttons in the courtroom which will activate security cameras within the courtroom so responding officers can actually see the emergency), and complete isolation of inmates being transported within the courthouse. All of the planning of the courthouse was closely coordinated with the

sheriff and his staff so that each of their concerns was addressed.

The 19th JDC's Continuity Of Operations Plan was updated this year and will be updated again upon the move into the new courthouse. The offsite hotline is tested every two months and has proven invaluable for even such minor emergencies as "snow days."

- **21st JDC.** The 21st JDC reported that the court is waiting for the U.S. Marshal's Office to do an inhouse training with bailiffs and security staff.
- 22nd JDC. The 22nd JDC conducts monthly
 facility management meetings at the St. Tammany
 Parish Justice Center during which accessibility
 issues are discussed. Judges adopted a resolution
 directed to St. Tammany Parish government requesting an upgrade of the building's public access
 features.

The court's Employee Handbook contains provisions related to workplace violence and employee safety. The court worked with the St. Tammany Parish Sheriff's Office to continue after-hours security for family court hearing officers. A new scanning device was purchased and installed at the Washington Parish Courthouse. The staff also received additional training on the emergency telephone call-in system for judges and personnel.

- **23rd JDC.** The 23rd JDC reported that its website includes information that is in compliance with the ADA.
- 24th JDC. The 24th JDC reported that it ensured that during the renovation of the court building in 2007, ADA guidelines were adhered to by all agencies. The court maintains an ADA non-discrimination policy, and, through its redesigned website, it has made the procedures available for accommodating the public and/or employees with access to the court. Signs within the court building include raised lettering as well as Braille. All restrooms are accessible by individuals with handicaps.



The 24th JDC also underwent a security assessment conducted by the National Center for State Courts. The court's Technology and Security Committee reviewed the report and determined which agency was responsible for each area of security and accessibility. A Security Task Force was formed with a representative from each involved agency (Jefferson Parish Sheriff's Office, Jefferson Parish Correctional Center, Gretna Police Department, Jefferson Parish Administration, General Services, Jefferson Parish Clerk of Court, Judicial Administration and the judges themselves).

The task force met every two to three weeks throughout the summer until all areas in the report were addressed. The task force will now meet on a less frequent basis to address new issues that may arise and to provide updates on the status of existing measures.

The 24th JDC continues its policy to screen all employees, guests, and the general public by requiring that they pass through a centralized entrance with magnetometers. All items must be x-rayed before being allowed into the building. Security cameras, panic alarms, door alarms and fire control systems are monitored 24 hours per day, seven days per week.

Security for the Jefferson Parish Government Complex continues to be provided by the Gretna Police Department. Security within the courtrooms continues to be provided by the Jefferson Parish Sheriff's Office. Emergency procedures, including those related to evacuation, are developed and maintained by Jefferson Parish's Safety Division with input from law enforcement agencies.

The 24th JDC is currently reviewing and updating its Continuity of Operations Plan to include pandemic events.

All 24th JDC proceedings are open to the public except those required by law to be closed. A kiosk has been installed at the entrance of the court facility which continuously scrolls daily docket information

including a case's division, presiding judge, commissioner or hearing officer, and room location. Individuals also have the ability to search for case information using the kiosk.

The court has devices for individuals who are hearing impaired and is researching a more advanced system to integrate directly with the public address system. The court has also completed a redesign of its website to provide extensive information regarding the court, the building and court operations.

- 26th JDC. The 26th JDC reported that an emergency evacuation drill was conducted with other departments in the courthouse.
- with parish government to post signs for disabled persons using the elevator. The court also worked with the parish government to provide two security deputies at the front entrance of the courthouse with security scanners. The court has a hurricane evacuation preparedness package prepared by parish government, judges and other government agencies.
- 29th JDC. The 29th JDC reported that staff members met with the Parish President and Sheriff to revamp courthouse security. The upcoming fiscal year budget contains ample additional funding to modernize the courthouse, which should become a reality in 2010. All court proceedings are open to the public as mandated by law.
- 31st JDC. The 31st JDC reported that it is in the process of installing a metal detector at the courthouse entrance, which will establish secured access to the judge's office.
- **32nd JDC.** The 32nd JDC reported that compliance is coordinated with parish government in the courthouse buildings and facilities. Security cameras/monitors have been placed in courtrooms and judges' offices. Panic buttons have been placed under each judges' desk, with alarms that sound in the sheriff's office radio room. Parish government is in the process of implementing security measures at



the courthouse entrance. The court also reviewed its previously adopted Continuity Of Operations Plan/Disaster Recovery Plan.

- **38th JDC.** The 38th JDC reported that it maintained the current Disaster Recovery Plan.
- 40th JDC. The 40th JDC reported that it discussed major renovations to the Edgard courthouse with an architect, which involved issues related to ADA compliance. Renovations will take place in 2010, and will promote safety and security for all. The court also followed its current disaster plan during the most recent hurricane season.
- **42nd JDC.** The 42nd JDC reported that it worked with the police jury to make certain that the court was in full compliance with the ADA. The court also coordinated with the local "911" office to provide emergency generators and space for operations.
- Criminal District Court. Criminal District Court reported that emergency evacuation devices are now maintained on the first and second floors; the devices are used to evacuate disabled individuals from stairways. The court has also performed quarterly safety meetings as well as conducted employee training for workplace violence, blood borne pathogens and sexual harassment. In addition, the court implemented hurricane preparedness and a Continuity Of Operations Plan, and notified the Sheriff of the orders and plan. Security has been increased at entrances to the courthouse.
- Caddo Parish Juvenile Court. Caddo Parish Juvenile Court reported the installation of a new metal detector at the entrance and a camera in the main lobby.
- East Baton Rouge Juvenile Court. East Baton Rouge Juvenile Court reported that it continued to use revised service information forms and notices, which include an accommodation statement and the name and telephone number to request special accommodations. The court also

continued to maintain a TDD line at the receptionist's desk with enhanced capabilities to better accommodate hearing impaired individuals.

The court also reported that armed deputies meet judges at the door and escort them to their offices. In cooperation with the East Baton Rouge Parish Sheriff's Office, the court continued to enforce the security measures that were already in place.

• Jefferson Parish Juvenile Court. Jefferson Parish Juvenile Court reported that an ADA audit was conducted in 2009 and the recommendations were implemented. The court also reported that its annex building will need an ADA audit. The court further reported that extra cameras were installed in the parking lot, and the court's Security Committee addressed security issues as they arose. A sign addressing weapons will be put up. The court annex building will also be added to the Continuity Of Operations Plan.

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

This objective focuses on how a district court should accommodate participants in its proceedings, especially those who have disabilities, difficulties communicating in English, or mental impairments. Courts can meet this objective by their efforts to comply with the "programmatic requirements" of the Americans with Disabilities Act and by the adoption of policies and procedures for ascertaining the need for and the securing of the services of competent language interpreters.

Responses to the Objective

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

4th JDC. The 4th JDC reported that it main-



tained telelanguage services for telephonic interpretation, and also a list of language interpreters. The court reported that it also maintained information on its website for individuals with limited English proficiency in English and Spanish and put up Spanish language signage throughout both courthouses.

- **16th JDC.** The 16th JDC reported that language interpreters are provided as a regular, ongoing activity of the court as needed, and that the court has developed a list of language interpreters to provide language interpretation services in the following languages: Spanish, Laotian, Vietnamese, Mandarin (Chinese dialect), and Cantonese (Chinese dialect.) Additional language interpreters are located as needed and the list is updated on an ongoing basis.
- 22nd JDC. The 22nd JDC reported that an employee in the court administrator's office is dedicated to scheduling language and other interpreters for all court functions. The court continues to schedule a Spanish interpreter two days per month for use by all courts in addition to having interpreters available on an as needed basis. "Google Translate" was made available to translate the content of the court's website.
- 24th JDC. The 24th JDC, through the Jefferson Parish Community Justice Agency, continues to provide for foreign language and hearing interpreters by contracting for them through a competitive bidding process.
- 29th JDC. The 29th JDC reported that the court hired a court employee who is tri-lingual (English/Spanish/Portuguese). The court also has a working relationship with an interpreting business in the area to provide other interpretive services (including sign language) as needed. Additionally, the court reported that all personnel provide assistance to assure anyone with special needs that those needs will be accommodated, with reasonable notice to the court.

- **30th JDC.** The 30th JDC reported that the court has been working on finding a person fluent in Spanish to help translate.
- 32nd JDC. The 32nd JDC reported that the court tries to explain legal proceedings and rules to persons who are not represented by counsel.
- 40th JDC. The 40th JDC reported that it is currently developing list of local professional interpreters.
- Criminal District Court. Criminal District Court reported that it employs a Spanish interpreter and a Vietnamese interpreter.

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 in contact.

District courts were not surveyed regarding this objective in 2008-2009. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 1.5

To encourage all responsible public bodies and public officers to make the costs of access to district 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 can face financial barriers to accessing them. These barricades can include fees and court costs; third-party expenses (e.g., deposition costs and expert witness fees), attorneys fees and costs, costs associated with time delays and overall lengthiness of proceedings, and the cost of accessing records.



This objective addresses the need for court leaders to work with other public bodies and officers to make the costs of access to district court proceedings and records reasonable, fair, and affordable.

Responses to the Objective

In addition to the responses provided in Exhibit 6, the district courts reported the following:

- 4th JDC. The 4th JDC reported that it continued to provide informational brochures on evictions and protective orders, and also maintains a list of forms and petitions in .pdf format on its website for the public to download.
- **9th JDC.** The 9th JDC reported that it worked with the Clerk of Court's Office to produce reports as to what type of suits were most frequently filed by pro se litigants. Also, with the implementation of the 9th JDC Civil and Domestic Caseflow Management System, all stakeholders involved adhered to language used on forms that was pro se litigant friendly and could be easily understood by filing parties.
- 14th JDC. The 14th JDC reported that the annual Bench/Bar Conference results in the sharing of information between lawyers and the court.
- 22nd JDC. The 22nd JDC conducted an annual review of court costs and, based on an analysis, reduced the amount of two elements of court costs. The court also revised family court rules to include forms and checklists and drafted and provided expungement forms for use by drug court clients who have completed the drug court program.
- 24th JDC. The 24th JDC reported that it has included numerous forms and procedures on its redesigned website. The 24th JDC has also implemented a Domestic Triage Program to assist with expediting domestic cases. When a domestic case is filed, a hearing officer conference date and time is scheduled and a date and judge assignment are

given. Because hearing officer conferences are scheduled at specific time, wait time is reduced or eliminated for attorneys and litigants. The hearing officers hear the issues in dispute and make recommendations. If there is an objection to a recommendation, the parties must then appear before the judge on the date that was scheduled at filing.

- **40th JDC.** The 40th JDC reported that pro se forms were prepared by the court and provided to the Clerk of Court's Office.
- East Baton Rouge Family Court. East Baton Rouge Family Court reported that filing fees have not been increased in over fifteen years, and there is no intention to increase fees.
- East Baton Rouge Juvenile Court. East Baton Rouge Juvenile Court reported that one of its judges sat on the Legislative Task Force for Indigent Defense.
- Orleans Parish Juvenile Court. Orleans
 Parish Juvenile Court reported that it funded a
 Juvenile Defender Conflict Panel to ensure proper
 representation of juveniles in delinquency proceed ings and parents in Child in Need of Care proceed ings when a conflict in representation exists within
 the public defender's office.

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 all recommended that courts adopt processing time standards. The Louisiana Supreme Court adopted aspirational time 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 the courts of appeal, performance against time standards is measured with the assistance of automated case manage-



ment information systems. At the district court level, however, performance against time standards cannot be easily measured, due to the low level of automation.

Time standards are also included in the Louisiana Children's Code in the form of maximum time limits for the holding of hearings in Child in Need of Care cases and other types of juvenile cases. However, performance against these time standards cannot be easily measured due to a general lack of automation.

This objective 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 as it relates to the need for the timely commencement of proceedings.

Responses to the Objective

In addition to the responses provided in Exhibit 7, the district courts reported the following:

with the National Center for State Courts on a survey and evaluation of the criminal case process from arrest to trial. The court also established a Criminal Case Processing Board (CCPB) comprised of representatives from all relevant agencies in response to the evaluation's results. The CCPB listed approximately twenty areas needing improvement in criminal case processing and six committees were established to address these concerns.

The court reports that the Clerk of Court's Office now randomly assigns all cases by computer. The court also reports that it upgraded the Probation Department's case management system. The court also improved communication with the jail, District Attorney, and Public Defender's Office to get case information. Regular reports are received by the court from the District Attorney's Office and the Public Defender's Office, which include a weekly jail head count and monthly case status reports. In addition, the judges who hear criminal matters meet monthly to discuss criminal case processing matters.

The District Attorney's Office is implementing the same case management system as the Probation Department, and once that is complete and a data exchange protocol is established, the judges will be adopting this case management system.

day training titled, "A Discussion on Caseflow Management" for which a consultant from the National Center for State Courts was brought to discuss ways to enhance the current way of doing business and reduce delays in case processing. Stakeholders attending the training included the Alexandria Bar Association, the Clerk of Court, the District Attorney's Office, the Indigent Defender Board, the Sheriff's Office and various other court personnel. These stakeholders continue to meet on a regular basis to discuss civil, domestic and criminal caseflow management issues and concerns.

On October 15, 2009, civil and domestic caseflow management procedures were adopted in the 9th JDC. Criminal caseflow management procedures are expected to be finalized and adopted once more data has been reviewed and changes to the case management system have been completed. Reports on civil, domestic and criminal filings have been produced which allow the judges and their staff to review filing to disposition timelines and also identify when a delay might be occurring during the process.

- 13th JDC. The 13th JDC reported that a hearing officer was appointed to facilitate domestic hearings, which has been quite successful.
- 14th JDC. The 14th JDC reported that it is moving from manual systems to a hybrid manual/ automated system. The server is also being upgraded to allow increased efficiency in scheduling and accessing documents, calendars and other information. The court also expanded the use of electronic transmission of documents to allow easier access to documents and to minimize the handling of paper, and that the Clerk of Court's Office installed an automated case allotment system.



- 15th JDC. The 15th JDC reported that it worked toward developing a criminal case allotment system to give judges ownership of their criminal caseloads. This system was adopted for 2010.
- **16th JDC.** The 16th JDC reported that it continues to improve the docketing schedule and manual system of case processing and also continues to conduct review hearings to better monitor and manage criminal cases. The court maintains a criminal allotment system whereby cases are allotted to specific judges for one year, which enables better case management, reduces the time between arrest and arraignment, and reduces the time between arrest and case disposition.

The court also maintains an allotment system for juvenile cases. There are two juvenile sections in each parish, one for Child In Need of Care (CINC) cases and one for juvenile delinquent and Families In Need of Services cases. Juvenile court dockets are assigned to one judge in each parish, an initiative that has resulted in greater continuity of adjudication, better judicial oversight, and other improvements. The court also continues to employ a Juvenile Docket Coordinator, who serves as a case manager for CINC cases throughout the district. The court maintains a Family Court Program in Iberia, St. Martin and St. Mary Parishes, where three full time hearing officers conduct pre-trial conferences in all family court matters. Hearing officers in all three parishes conduct intake hearings and conferences between involved parties and attorneys in all domestic matters, and the hearing officers make recommendations for the continued development and expansion of the program. The judges conduct periodic reviews of certain domestic abuse relations cases with the parties on an ongoing basis, especially in contested custody-visitation cases.

Division E maintains a process for tracking criminal cases through an automated case tracking system, and a case management system is being developed for judges to track juvenile cases in each parish. The judges adopted a policy regarding the allot-

ment of nonsupport appeals to ensure timely and uniform processing throughout the district, and DWI courts were established in Iberia and St. Mary Parishes for first and second offenders. Additional criminal misdemeanor dates were scheduled on the 2009 and 2010 court calendars to accommodate the current case load and reduce delays in the processing of misdemeanor cases throughout the district.

Court Appointed Special Advocates (CASA) volunteers were authorized to attend 72-hour hearings in CINC cases to help facilitate the appointment of curators as soon as possible. The judges implemented a policy to provide for protective order service to be made in open court and to be reflected in the court minutes. Judges are also working cooperatively with sheriffs in all three parishes to develop a plan to implement procedures to provide for payment of fines by credit card and to develop a plan to implement electronic warrant procedures. The court also conducted several meetings of the Subcommittee on Disproportionate Minority Representation in CINC cases, and arranged for drug screens to be conducted through the district's adult drug court program for parents involved with drug abuse in CINC cases.

Through the Family Tree organization, the court arranged for fathers in CINC cases to participate in the Best Dads Program. The program pairs these fathers with other fathers in comparable circumstances. The program is also designed to improve the participants' parenting skills. The court also initiated quarterly benchmark conferences between the district judge presiding over CINC proceedings and teens between the ages of 14 and 18. These are intensive conferences designed to be supportive of the young person, assuring that the youth receives appropriate assessments, planning and support services. Particular emphasis is placed on educational issues ensuring the youth has the tools and supports to be a successful student moving from graduation to post-secondary education. Emphasis is placed on the youth's current educational performance and to provide support, if necessary, for improved classroom performance. Also addressed are the youths' desires and aspirations for the future once they



leave foster care.

• 22nd JDC. The 22nd JDC reported that it established two family and juvenile court divisions. The court also worked with the Clerk of Court's Offices to re-allot family and juvenile cases to the new divisions and adopted court rules to support these changes.

The court hired three hearing officers and two social workers to conduct custody and support conferences and to provide visitation supervision and coordination. An additional hearing officer hears non-support matters. A Hearing Officer Coordinator schedules conferences in such a way that attorneys and litigants have an assigned time for each case. This is done with the intent to avoid schedule conflicts for attorneys who may have to appear before any one of three hearing officers.

The 22nd JDC also implemented a new felony allotment system resulting in the dedication of two divisions to Washington Parish and eight to St. Tammany Parish. The court also worked with the District Attorney's Office and parish government representatives to have one assistant district attorney assigned to each general jurisdiction division of court. The court also worked with the Sheriff's Department and the clerks of court to implement the new system.

A new felony allotment calendar and a new arraignment calendar in St. Tammany Parish were also created, and new court rules were adopted to support the new system. The number of weeks dedicated to criminal jury trials for ten general jurisdiction judges was increased, and some divisions of court have implemented a system of docketing pre-trials so that all are not scheduled on one day. In some divisions these cases are managed alphabetically, and in others they are managed based on whether private attorneys or public defender attorneys are involved.

• 24th JDC. The 24th JDC reports that it continues to utilize commissioners to handle various case activities, including arraignment hearings, bond

setting, warrants, probable cause affidavits and stayaway orders. The criminal commissioners continue to hear motions for bond reduction and preliminary examinations, allowing judges more time to handle their respective dockets.

The Domestic Triage Program continues to be used to expedite domestic cases. Litigants are scheduled for hearing officer conferences within a specified time period to discuss the issues before the court, and they are given a court date at the time of filing. If an agreement cannot be made at the hearing officer conference, the litigants appear before the judge on the specified date. This reduces the amount of time spent in court on preliminary matters.

- 2 32nd JDC. The 32nd JDC reported that the court recently adopted a random allotment system for all civil and criminal cases. The Clerk of Court's Office randomly allots each case. The court also worked with the District Attorney, Sheriff, and Police Department to address the issue of inmates remaining in jail on misdemeanor charges. The District Attorney now sends an employee to magistrate hearings to identify non-violent offenders for expedited court hearings.
- 36th JDC. The 36th JDC reported that many
 case delays center around continuances requested
 by the attorneys, so the court implemented a biannual bench /bar session to discuss this and other
 problems.
- **40th JDC.** The 40th JDC reported that the court worked with the new district attorney to expedite the criminal docket.
- Caddo Parish Juvenile Court. Caddo Parish Juvenile Court reported that it has completely switched to the Integrated Juvenile Justice Information System.
- Criminal District Court. Criminal District Court reported that the judges review monthly reports as a way of improving case processing. The court does not have an automated case manage-



ment system, but it can report cases based on data from the AS 400 which is controlled by the Criminal Sheriff.

• East Baton Rouge Juvenile Court. East Baton Rouge Juvenile Court reported that it continued to reduce delays in Child In Need of Care cases by appointing counsel at the time the verified complaint is filed so counsel is 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.

Objective 2.2

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

District courts were not surveyed regarding this objective in 2008-2009. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work 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 by whom. District courts should make certain that necessary changes to law and procedure are implemented promptly and correctly.

Responses to the Objective

In addition to the responses provided in Exhibit 8, the district courts reported the following:

• 3rd JDC. The 3rd JDC reported that the judges attend seminars and disseminate information about changes in the law.

- 4th JDC. The 4th JDC reported that the court provided CLE to the local bar regarding local court rules, and that the judges sitting civil and criminal have monthly meetings to discuss and implement changes in law. The Court Rules Committee also meets regularly to discuss proposed changes in rules and procedure.
- 6th JDC. The 5th JDC reported that the court adopted a new court rule to improve the allotment of criminal cases.
- 10th JDC. The 10th JDC reported that both judges and the law clerk attended recent developments in the law seminars. Upon learning of changes in law and procedures, the court implements them immediately.
- **14th JDC.** The 14th JDC reported that new legislation is addressed shortly after it becomes effective.
- 16th JDC. The 16th JDC reported that the court addresses changes in the law and legal procedure at regular and special en banc meetings as an on-going activity. Also, special guests are invited to regularly scheduled judges meetings to provide information to judges regarding law and procedure requirements.
- 22nd JDC. The 22nd JDC reported that changes in law and procedure, as well as issues regarding practices by the local bar, are addressed at the monthly judges' meetings. New judges are provided with bench books that the judge then tailors to meet his or her needs. The judges also requested and received input from more experienced judges on bench books, checklists, colloquies, etc. A weekend judges' retreat was conducted to introduce new judges to policies, practices and procedures in 22nd JDC.
- 24th JDC. The 24th JDC reported that it has a
 Court Services Committee that reviews changes in
 law and procedure with the assistance of the judges,
 and all changes are placed on the agendas of the



judges meetings for discussion.

• 32nd JDC. The 32nd JDC reported that monthly judges meetings are held to discuss all judicial issues and recent legal changes, and that morning meetings at "coffee" are also used to disseminate information.

The Terrebonne and Lafourche Parish judges also hold a yearly spring event with area legislators to discuss legal issues of interest.

- **35th JDC.** The 35th JDC reported that the judge attends continuing legal education seminars when his schedule permits.
- **36th JDC.** The 36th JDC reported that for the first time, the court hired a law clerk. The clerk is responsible for assisting the judges with updates of any changes in the law or procedure.
- **37th JDC.** The 37th JDC reported that as a single judge jurisdiction, the judge reviewed new law and procedure and implemented changes when necessary.
- **39th JDC.** The 39th JDC reported that as a single judge district, the judge read case law updates and attended seminars on recent developments in the law.
- **40th JDC.** The 40th JDC reported that the court held en banc meetings to discuss changes.
- Criminal District Court. Criminal District
 Court reported that the court's legislative liaison
 provides judges with updates regarding legislation
 impacting the court, both during and after each
 legislative session.
- East Baton Rouge Juvenile Court. East
 Baton Rouge Juvenile Court reported that through
 the Louisiana Court Administrators Association, a
 committee was created to monitor legislation and
 to timely communicate information to its members.
 The court also reported that prompt implementa-

tion of changes in law and procedure is a regular, ongoing activity of the court, and that the court encourages management training on human resources issues to ensure that human resource policies and procedures are in compliance with the law.

• **Jefferson Parish Juvenile Court.** Jefferson Parish Juvenile Court reported that a full legislative review was conducted and a chart of changes was submitted to all interested parties and organizations. The court assists in the implementation of laws and policies as necessary.

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 avoid this obligation either because they do not understand its importance or because they find jury service confusing, intimidating, or inconvenient. The judicial system has an obligation to educate jurors and to make jury service as convenient and efficient as possible. 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

In addition to the responses provided in Exhibit 9, the district courts reported the following:

- 4th JDC. The 4th JDC reported that the court provided jury certificates for those serving on jury duty.
- **9th JDC.** The 9th JDC reported that the judges worked with the court bailiffs to enhance the roll call procedure of jurors, which results in trials beginning in a timely manner, thereby reducing delays.
- **10th JDC.** The 10th JDC reported that the court continued to recognize the hardship that jury



service sometimes imposes on citizens, and that it worked diligently to minimize juror inconvenience while preserving the integrity and importance of a defendant's right to trial by jury. The court makes special efforts to educate potential jurors about the importance of the jury system in the American legal system.

- **14th JDC.** The 14th JDC reported that post-jury surveys are done verbally.
- es conduct surveys of jurors in civil and criminal cases in all three of its parishes and the information derived from the surveys is communicated to the parish governments and the sheriffs for their information and for possible reaction. The judges also conduct exit questionnaires of jurors for feedback regarding jury service and send letters of appreciation to jurors after their jury service is completed.

The court maintains jury pool procedures, and the judges continue to monitor and improve procedures for selecting and impaneling jurors. The court maintains the practice of mailing jury questionnaires with the juror subpoenas for jury duty, and these jury questionnaire procedures are utilized to eliminate unqualified persons and to constantly monitor the process for improvement. ADA accommodation language and an accommodation request form are included in the questionnaire, and instruction sheets are mailed with juror summonses to provide general information to jurors regarding service.

The judges meet with jury commissioners periodically regarding their work. Also, the clerks of court in the three parishes maintain voice mail systems which allow jurors to call in prior to reporting for service. Upon calling, a juror hears a message confirming that they must report or that they are released from duty. The judges also speak annually at civic and church organizations regarding the judicial system.

• 19th JDC. The 19th JDC reported that a great deal of effort was made in designing the jury areas

of the new 19th JDC courthouse, with a jury assembly area that is bright and attractive, with a separate, quiet area for those jurors who wish to work while waiting, and there is wireless Internet access throughout the building for those who wish to bring laptops with them. Jury deliberation suites are roomy, with two bathrooms, a refrigerator, microwaves, etc. in each, and the restaurant adjacent to the jury assembly area has the jury public address system piped in. New jury management software is being ordered which will automate the entire process and make it easier and faster.

- 22nd JDC. The 22nd JDC reported that the court worked with the clerks' offices to increase the jury pool by issuing an order to effectuate the utilization of drivers' license records and voter registration records as bases for jury selection. To address the major juror complaint of insufficient parking, the court adopted a resolution requesting St. Tammany Parish government to increase parking at the Justice Center.
- 24th JDC. The 24th JDC, with the cooperation
 of the Jefferson Parish Sheriff's Office and the Jefferson Parish Clerk of Court and Jury Commission,
 has instituted a policy to attempt personal/domiciliary service of juror notices.

During the renovation of the courthouse in 2007, many conveniences were added in the jury assembly room. These include the installation of large screen televisions, work stations with Internet access for jurors who bring laptop computers, and the addition of comfortable seating. Judges regularly visit the jury assembly room to personally thank the citizens for their service and to explain the court system. The Clerk of Court or his designee also meets with potential jurors to inform them about the jury process.

- 32nd JDC. The 32nd JDC reported that the Court Coordinator handles jury excuses and transfers to other venires.
- 34th JDC. The 34th JDC reported that the



judges conducted personal interviews with jurors to evaluate and improve the jury process.

- 36th JDC. The 36th JDC reported that it has implemented a required, court-ordered pretrial day for criminal defendants and their attorneys to be present with an Assistant District Attorney to work out plea agreements. The court reported that this has helped to move the criminal docket and better manage criminal jury trials. Each judge has scheduled special jury weeks, as necessary, to "catch-up" on the docket for both criminal jury cases and civil jury cases.
- **40th JDC.** The 40th JDC reported that the court encouraged jurors to comment and/or complain about jury services.
- **Civil District Court.** Civil District Court reported that it revamped the jury procedure.
- Criminal District Court. Criminal District
 Court reported that jury rules and procedures are
 posted on the court website, and the court is reviewing updates to hardware for the current jury management system.

Objective 3.1

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

District courts were not surveyed regarding this objective in 2008-2009. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 3.2

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

District courts were not surveyed regarding this objective in 2008-2009. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

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 matter.

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, district courts reported the following:

- **16th JDC.** The 16th JDC reported that integrity, fairness and equality are applied in all matters before the court. The court also updated its pre-set standardized bail bond schedule and sponsored a sentencing seminar to provide a "good time" explanation to local and neighboring judges. This seminar was conducted by the General Counsel for the Department of Public Safety and Corrections.
- **22nd JDC.** The 22nd JDC reported that the ten general jurisdiction judges conducted their own "Sentencing Symposium" to discuss sentencing disparities within the district.
- 24th JDC. The 24th JDC continues to utilize a



bond range chart to provide consistency in setting bonds, but it continues to review the particulars of each case and defendant. In domestic child support and alimony matters, the payments are determined and set according to guidelines set by law.

- 32nd JDC. The 32nd JDC reported that the court revised its magistrate forms to address 48 hour probable cause determinations for all persons arrested, and installed fax machines in the judges' homes to be used to review police reports to determine probable cause within 48 hours. In addition, the 48 hour probable cause form orders the Clerk of Court to file probable cause determination in court minutes.
- Criminal District Court. Criminal District
 Court reported that the Court Watch Program
 periodically gives the court feedback regarding treatment of court users.
- Jefferson Parish Juvenile Court. Jefferson
 Parish Juvenile Court reported that the court used
 standardized risk assessment as developed by the
 MacArthur Foundation.

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.

District courts were not surveyed regarding this objective in 2008-2009. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 3.5

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

District courts were not surveyed regarding this objective in 2008-2009. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 3.6

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

Intent of the Objective

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

Responses to the Objective

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

- 4th JDC. The 4th JDC reported that the court created a secure above-ground tape storage facility for recorded court proceedings, and that Misdemeanor Probation Department files are scanned and backed up to multiple off-site locations. The court also regularly reviews the court's Records Retention Plan and disposes of old documents.
- 14th JDC. The 14th JDC reported that the court expanded the use of electronic storing of court records for the court and staff, and that the Clerk of Court's Office is making changes that will hopefully improve this.
- **16th JDC.** The 16th JDC reported that it is a regular, ongoing activity of the court to ensure that court records are accurate and preserved properly. To do this, the court has implemented a plan to preserve and store recordings of court proceedings through the network of digital courtroom equipment to the court's servers to provide for back-up and long-term storage of recordings. The court has also implemented a plan to provide climate-controlled storage unit space for the long-term stor-



age of cassette and CD ROM recordings of court proceedings. Finally, the court maintains a policy regarding lawyers checking out court files.

- 19th JDC. The 19th JDC reported that a courtwide program of inventorying and cleaning out of records has begun at the 19th JDC in anticipation of the court's move into the new courthouse. The court hired a licensed, bonded record disposal company to assist with this endeavor, and the 19th JDC is working closely with the Clerk of Court to ensure that proper archiving takes place throughout the process.
- **20th JDC.** The 20th JDC reported that all court recordings are transferred to CD.
- **21st JDC.** The 21st JDC reported that real-time court reporting is taking place in some divisions, and that the court is working toward getting it in more divisions.
- 22nd JDC. The 22nd JDC reported that the court included a provision in its Employee Handbook about preservation of records. The court also worked with the St. Tammany Parish Sheriff's Office to implement real-time entries during court regarding the fines and costs in misdemeanor court. The court also purchased updated court reporting equipment as part of its annual replacement program.
- 24th JDC. The 24th JDC reported that it is in the process of developing a records retention policy to be approved by the Louisiana Secretary of State. The 24th JDC has obtained immediate Internet access to the records of the Clerk of Court. Each record/document is digitally scanned by the Clerk of Court and stored on the network.
- **25th JDC.** The 25th JDC reported that the Clerk of Court maintains records and audits the files.
- 32nd JDC. The 32nd JDC reported that the court continued to discuss with the Clerk of Court and judicial personnel the need to "backup" com-

- puter information and properly store records in the event of storms.
- **36th JDC.** The 36th JDC reported that both judges work closely with the Clerk of Court to maintain the integrity of all files and to continue to pursue improvements in this area.
- **42nd JDC.** The 42nd JDC reported that the court installed a digital recording system.
- Criminal District Court. Criminal District
 Court reported that the Clerk of Court is responsible for tracking cases, and that a standardized
 minute entry program has been in effect for over
 ten years.
- East Baton Rouge Juvenile Court. East
 Baton Rouge Juvenile Court reported that recorded
 hearings are archived to a server located offsite and
 backed up daily.
- Orleans Parish Juvenile Court. Orleans Parish Juvenile Court reported that in 2009, the court began training in real time court reporting with full implementation expected by the end of 2010.

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

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

• 16th JDC. The 16th JDC reported that the judges communicate and cooperate on a regular, ongoing basis with parish governments, the District Attorney, the clerks of court, the sheriffs and local Department of Corrections' staff. The judges also participate in the local Council of Government meetings as a regular, on-going activity, and the court hosts meetings with legislators to promote better judicial/legislative branch relations.

The judges participate in the Supreme Court's Chamber-to-Chamber program with legislators and members of the area's Chamber of Commerce, and special guests are invited to regularly scheduled judges meetings to address the judges regarding specific concerns or events.

- 19th JDC. The 19th JDC's drug court program, under the supervision of Judge Anthony Marabella, continues to invite legislators, City-Parish Council members, community leaders and others to its graduation ceremonies and open houses at the Drug Court Treatment Center, and attendees seem impressed with the work of the drug court.
- 22nd JDC. The 22nd JDC reported that several judges made presentations to Leadership St.
 Tammany classes, and the court worked with St.
 Tammany Parish government regarding budgetary issues in the parish's general fund and the Criminal Court Fund.

The court has worked with the Washington Parish Office of Homeland Security to improve court-house security, and the Court Administrator's Office has worked with local sheriffs' departments to insure court costs are being properly collected and

disbursed. The Court Administrator's Office has also worked with the Legislative Auditor to educate that office on court costs.

 40th JDC. The 40th JDC reported that the court collaborated with the new District Attorney regarding improving and expediting the handling of criminal cases.

Objective 4.2

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

District courts were not surveyed regarding this objective in 2008-2009. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 4.3

To use fair employment practices, and to train and develop the court's human resources.

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 Exhibit 13, the district courts also reported the following:

• 4th JDC. The 4th JDC reported that the misdemeanor probation officers attended the Misdemeanor Probation Officer Association conference and training, and also attended weapons and quali-



fication training.

The drug court staff attended LADCP and NAD-CP conferences in New Orleans, Louisiana and Anaheim, California, respectively, and the court's Information Technology personnel attended case management training in Logan, Utah.

Finally, the court's Salary and Personnel Committee adopted revisions to the Personnel Policy Manual, and job descriptions and salaries were monitored and updated as required.

- 10th JDC. The 10th JDC reported that the court considers fair employment practices to be a priority and strives to maintain such practices on an ongoing basis. The judges' administrative assistants and Law Clerk were sent to Louisiana Protective Order Registry training, and the Law Clerk was sent to the Third Circuit Law Clerk Seminar.
- **14th JDC.** The 14th JDC reported that updating its court personnel policies is a work in progress.
- **16th JDC.** The 16th JDC reported that the court pays for continuing employee education and training, and that it sends employees to conferences on a regular, ongoing basis. The court also provided for training expenses for contracted network administrators to attend a court technology conference.
- 19th JDC. The 19th JDC reported that Professional Development Day continues to be a high priority for the judges.
- 21st JDC. The 21st JDC reported that the court is currently working on a policy and procedure manual for court employees
- 22nd JDC. The 22nd JDC reported that the court's Employees Handbook was updated, that Westlaw training was conducted on-site, and the new judges' staff were trained on court practices and policies and given instructional and reference materials.

The drug court case management staff conducts monthly in-service trainings, which include sessions on professionalism.

The staff attorneys have been permitted to participate in Inn of Court activities, and the Court Administrator maintained memberships in both local and national chapters of the Society for Human Resource Management. The court also supported the Court Administrator's re-certification as a Senior Human Resource Professional.

Court reporters were trained on new equipment, and the policies regarding funding for staff attorney and court reporter education and training were revised.

- 24th JDC. In 2009 the 24th JDC installed a multimedia evidence presentation system. The court conducted individual training sessions for each division which included the judge, staff and minute clerks. In January 2010, the 24th JDC, in cooperation with the Jefferson Bar Association, will conduct training sessions for Assistant District Attorneys, Public Defenders, and members of the bar association.
- 27th JDC. The 27th JDC reported that training is provided to bailiffs through the Sheriff's Office.
- **31st JDC.** The 31st JDC reported that the court is in the process of establishing a website.
- **32nd JDC.** The 32nd JDC reported that the court paid employee insurance costs, legal dues, association dues, and continuing legal education or continuing education training.

The court also installed security cameras and a panic button in court, and is in the process of providing "off-street" parking adjacent to courthouse at no cost to employees.

 Criminal District Court. Criminal District Court reported that the Human Resource Director is meeting with employees individually to review



files and court policies.

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 obtained through the media, lawyers, litigants, jurors, political leaders, and others.

This objective suggests that courts have a direct responsibility to inform the community of their structure, functions and programs. The sharing 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 information sharing increases public awareness of and confidence in the operations of the courts.

Response to the Objective

In addition to the responses provided in Exhibit 14, the district courts reported the following:

- 3rd JDC. The 3rd JDC reported that it is currently working on a court website.
- 4th JDC. The 4th JDC reported that the court continued to participate in the Judges in The Classroom Program, and that various school groups attended court proceedings. Mock trials were held, and the judges spoke to numerous civic groups. Also, one judge serves on the Teen Court Board and educates participants.
- 10th JDC. The 10th JDC reported that school groups attended sessions of court on a regular basis. These groups were given the opportunity to visit with the judges to ask questions about the judicial system.

- **14th JDC.** The 14th JDC reported that judges are available as needed, and that the chief judge is the court's main representative.
- **16th JDC.** The 16th JDC reported that the court regularly provides public education and public outreach services. The judges visit classrooms, give talks at various forums, participate in the Judicial Ride-Along programs, sponsor tours of the courts, and participate in school shadow programs on a regular, ongoing basis. The judges also meet annually with local legislators.

The judges also teach and lecture police and the public on domestic violence issues and juvenile court issues including truancy, FINS and delinquency. The judges speak at schools and civic clubs, and participate in the Judges-in-the-Classroom program and in the Chamber-to-Chamber program.

The judges of the 16th JDC encourage civic organizations to attend court. The judges also maintain the Inn on the Teche, an American Inn of Court organization, as well as a partnership with boys and girls clubs.

Divisions E and G maintain websites which include information about the court, and the court is in the process of developing a website to include information about the court in general as well as information regarding each individual division of court. The judges speak annually at civic and church organizations regarding the importance of participation in the judicial system, to provide jury duty information, and to share information about what to expect when attending court.

24th JDC. The 24th JDC has completed a redesign of its website. To educate the public, the site includes a "public information" section which provides brief descriptions of the court, its departments and programs, as well as information on the building and its amenities. Also included on the website are sections informing the public of rules and procedures of the 24th JDC. A section was added with numerous forms that may be downloaded and completed, and general contact information



has been included.

In November 2009, the 24th JDC hosted a South Korean delegation of four judges and four administrative personnel who were in the country to study the jury system in Louisiana. Recently, South Korea has instituted a jury system and these officials visited to observe jury trials in operation. The court not only arranged the meeting with the 24th JDC judges, but the court was also able to arrange meetings with representatives from the District Attorney's Office, the Clerk of Court's Office, and security officials.

- 25th JDC. The 25th JDC reported that the court has a DARE program and a LEAD program for school children, which includes a mock trial in front of the judges.
- **26th JDC.** The judges and staff of the 26th Judicial District Court write articles in local publications relative to jury duty, court functions, and the role of the judges.
- **35th JDC.** The 35th JDC reported that the court published an article in a legal publication regarding the implementation of a truancy court.
- **36th JDC.** The 36th JDC reported that the court is working on plans for a "People's Law School" to provide information to the public regarding how the court functions on a daily basis.
- 39th JDC. The 39th JDC reported that schools visit court, and that the court participates in a local Boy Scouts troop relative to obtaining citizenship merit badges.
- Criminal District Court. Criminal District Court reported that the court prepared its first newsletter, which will be released in 2010. The newsletter will describe and highlight initiatives, judges and employees. In addition, as an outreach program, the court instituted a recycling program led by Judge Camille Buras and court employee Wendy Laker.

• East Baton Rouge Juvenile Court. East Baton Rouge Juvenile Court continued to participate in the Baton Rouge Chamber of Commerce Leadership Program.

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 trends and emerging public issues. This objective requires trial courts to recognize and respond appropriately to such issues. A court that moves deliberately in response to these 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 15, the district courts reported the following:

 4th JDC. The 4th JDC reported that the court expanded its electronic monitoring to include SCRAM (Secure Continuous Remote Alcohol Monitoring) for DWI offenders, and implemented GPS tracking as a condition of bond.

The court also installed new audio/visual digital recording systems with assisted listening and P.A. at two remote courtroom locations, Ouachita Correctional Center and Green Oaks Juvenile Detention Center, and into Courtroom 7 at the Ouachita courthouse.

A transcript invoicing system for court reporters was implemented to generate automatic invoices and end of year reports, and a digital version of our quarterly newsletter was also implemented.

The court also revised and updated the digital misdemeanor probation judgment forms used in court.



- **10th JDC.** The 10th JDC reported that the court installed systems for hearing impaired participants in each courtroom.
- 14th JDC. The 14th JDC reported that the court updated capabilities with a new server.
- **16th JDC.** The 16th JDC reported that a fiber WAN/LAN system is maintained in all three parishes which includes judges and staff, visiting judges, offices, courtrooms, the Court Administrator and staff, and the Family Court Hearing Officers and staff. This technology provides Internet and email access to all judges and employees to provide enhanced efficiency and to provide for future applications.

The court also hired an Information Technology Specialist, and it continues to contract for the services of a Network Administrator service provider to provide preventative maintenance and repair services to the court's servers and personal computers and to provide for planning and implementation of enhanced court technology applications.

The court subscribes to Westlaw for legal research online, and it provides email and Internet services to employees to provide for research, e-mail communication, and to allow for the transfer of data.

The court is in the process of upgrading email service technology to provide for a more efficient and flexible communication application, and the court maintains anti-virus software on every court computer, which is centrally managed and monitored.

The court also maintains seven real time reporting systems and continues to provide training and support to allow court reporters the opportunity to become proficient in their use and provide future real time court reporting capability to the court for seven of its nine court reporters. Digital recording systems are maintained in Iberia, St. Martin and St. Mary parishes. Additional digital recorders were installed in St. Martin and St. Mary parishes.

New servers were purchased and installed in all three parishes, and the court maintains video conferencing arraignment systems in all three parishes and is in the process of developing a video conferencing system to allow for remote video conferencing by judges and to provide for remote appearances in the courtrooms. The court purchased new personal computers as well as peripheral equipment to replace outdated and inoperable equipment, and wireless microphones were installed in courtrooms to enhance sound systems where wired microphones cannot be accessed.

- 19th JDC. The 19th JDC is proud that the technology used by the court will be cutting-edge throughout its new courthouse.
- 21st JDC. The 21st JDC is working to obtain additional space outside of the courthouse in Livingston Parish to house juvenile services and child support court, and the court is working to obtain funding for additional space for juvenile court and child support court in Tangipahoa Parish. The court also hopes to complete a digital courtroom in 2010 in Tangipahoa Parish.
- 22nd JDC. The 22nd JDC reported that the court upgraded the Westlaw accessibility for all judges, staff attorneys, hearing officers and the Court Administrator. The court also purchased computers with updated software as part of annual replacement program, and purchased a projector for Power Point presentations.

Court policy was amended to permit Internet data access for judges on cell phones. The court is working with the Louisiana Department of Public Safety and Corrections to implement a video conferencing/hearing capability in the courtrooms so that inmates do not have to be transported to court from various correctional facilities across the state.

• 24th JDC. The 24th JDC continues to utilize the Westlaw on-line legal research service to ensure that the most up to date information is cited. Printed materials are updated on an annual as well as an



as-needed basis. The 24th JDC continues to update a portion of its computers on an annual basis. The e-mail server and the word processing software used by the court have been updated to the most current versions. The court's website was redesigned and launched in 2009.

The court schedules video arraignments when possible. In 2009, the 24th JDC completed installation of a multimedia evidence presentation system. The system allows for the presentation of evidence via a supplied document camera and DVD/VCR player. Connections for laptops were installed at the lectern and both counsel/litigant tables. A 65" monitor has been installed for juror viewing. Individual monitors have been installed on counsel/litigant tables, on the lectern, on the witness stand, and a control/viewing monitor at the judge's bench. The system allows the judge, witness, and attorney at the lectern to annotate on the image of the evidence. The judge has the ability to print the annotated document to be admitted into evidence. The 24th JDC continues to use digital recording of court proceedings.

- 32nd JDC. The 32nd JDC reported that the court bought new computers for the court reporters.
- Criminal District Court. Criminal District Court reported that a video conferencing/arraignment system is used in Magistrate Court for first appearances. The court was the pilot site for the video conferencing for the Louisiana Department of Public Safety and Corrections, thus reducing the cost of transporting inmates to court.

Major Strategies Initiated or Completed in FY 2008-2009.

• **1st JDC.** The 1st JDC responded that it is assisting the LSU Medical School (LSUHSC) in its education of fellowship recipients within the field of forensic psychiatry. Court personnel provide instruction to the fellows as to the judicial system and

landmark cases. As a result, the court is utilizing the school's Department of Psychiatry in providing experts for civil commitments and sanity commission appointments.

The court is also in the process of procuring a new electronic jury management system. This system will provide more efficient communication with potential jurors and save time in processing them for service. In addition, the system will result in a cost savings to the court and it will improve the public's perception of the jury process.

Finally, the court has obtained stimulus funding to provide for a special staff attorney concentrating on capital post-conviction applications and serious drug offenses. This position offers more efficient and timely adjudication of important cases.

• 2nd JDC. The 2nd JDC reported that it continued to sponsor a dinner, combined with continuing legal education instruction on professionalism, for the members of the bar in all three parishes of the 2nd JDC. This event has been expanded to include lawyers who live outside the three parishes but regularly practice in the 2nd JDC. These efforts have increased professionalism.

For the historical Claiborne Parish Courthouse, a long-term project designed to increase courthouse security has been initiated.

• 4th JDC. The 4th JDC reported that it implemented remote digital audio/visual court recording. Court reporters can now record and monitor five of our 11 courtrooms from their offices. This allows for more time to be allocated for transcription. This system has been installed in two remote courtrooms thereby saving travel time and expenses incurred by court reporters.

Additionally, digital audio records are easily reviewed by judges, misdemeanor probation officers and law clerks in their offices on their computers. Attorneys and litigants can listen to court proceedings without the cumbersome task of having court reporters queuing up tapes. All court records are



now digitally stored utilizing much less physical storage space. Records are also backed up to remote safe locations.

- **5th JDC.** The 5th JDC reported that it recently initiated a new pre-trial procedure involving domestic relations cases. In each new domestic relations case filed on or after November 1, 2009, the court will schedule a pre-trial conference with the parties and/or their attorneys. If all of the issues are not settled at the pre-trial conference, the court will then schedule a hearing officer conference. The hearing officer will meet with the attorneys and/ or parties and attempt to assist them in settling some or all of the issues involved. The hearing officer will then submit a recommendation to the court and only those issues not objected to will be tried on the rule day established during the pre-trial conference. The parties will have seven days to file written objections to the hearing officer recommendations. The parties will then provide to the court a memorandum concerning the facts and law regarding any issue to be heard by the court on the rule day. By using this procedure, the court hopes to provide a settlement/mediation opportunity to the parties and to provide the court with meaningful information about the contested issues should the parties be unable to resolve all issues at the hearing officer conference.
- 6th JDC. The 6th JDC reported that it initiated a
 district-wide system for Code of Criminal Procedure
 Article 230.2 probable cause determinations via
 Internet transmission utilizing encrypted signatures.
- 7th JDC. The 7th JDC reported that it installed and implemented video arraignments in one parish, which improves the judicial process on criminal court dates.
- **10th JDC.** The 10th JDC reported that the installation of systems for hearing-impaired participants in both courtrooms was a major step in improving the ability of persons with those limitations to fully participate in court proceedings.

The court also reported that its juvenile drug court program held its first session in November 2008, and that it has continued to expand since then.

- 12th JDC. The 12th JDC reported that the judges are appearing more often as speakers at events, such as GED and/or vocational technical school graduations, Jobs for America programs in the high schools, and at more civic events.
- 13th JDC. The 13th JDC judges visit schools to promote academic achievement with a view toward showing students the advantages of completing high school, and advising them of programs such as TOPS and grants which will allow them to obtain a secondary education.
- 14th JDC. The 14th JDC reported that few cases are taken under advisement, and the court takes the jury into consideration.
- **15th JDC.** The 15th JDC reported that its website was expanded to aid in disaster preparedness and communication. Personnel now have access to an employee-only section of the site to receive internal staff instructions. Members of the bar and the general public are notified of closings and kept informed of when operations may resume.
- Plied for and received an American Recovery and Reinvestment Act Byrne/JAG grant award to hire a full-time Information Technology (IT) specialist to provide technological information systems support for the court. In addition to daily technology systems maintenance, the IT specialist will develop and implement technology strategies to provide for more efficient and expedient criminal trial procedures, criminal case processing and management, more efficient juvenile case management, and improvement of criminal jury procedures. The IT specialist will also develop a web-based calendaring system and design an integrated digital recording, audio and visual courtroom technology system.
- 19th JDC. The 19th JDC reported that the com-



pletion of the design and 80 percent of the actual construction of the 19th JDC's new courthouse was a huge focus of the court during the period, and the court eagerly anticipates moving into the new courthouse in the next several months.

• 21st JDC. The 21st JDC reported that it completed its first year with a new juvenile judge, who implemented truancy court in one parish and looks to expand the program to the other parishes in the district in the upcoming year.

The court also created new office space in Livingston Parish, and it obtained additional space within the courthouse in Livingston Parish. The court will also create new courtroom space for its juvenile court.

• 22nd JDC. The 22nd JDC reported that the transition resulting from the retirement of four judges and the creation of two new divisions for family and juvenile matters was significant for the court and all agencies related to the court. In connection with this effort, personnel issues were addressed within the court and related funding issues were addressed with parish governments. Space allocation for judges and staff required the cooperation of judges and facility management. Court schedules were worked out with judges' staff and Clerk of Court's Office.

In addition, new judges and their staffs were trained in courthouse security by the Sheriff's Department. New judges attended training at the National Judicial College in Reno.

The new hearing officer system has addressed case management of family matters, as hearing officer conferences are scheduled with individual appointments and with attorney scheduling conflicts in mind, which results in less wait-time on a court date and need for fewer continuances. With the ten general jurisdiction judges being relieved of family and juvenile matters, case management for felonies was addressed through major revisions to the court rules, which included revised felony allotment procedures. With two judges assigned to Washington

Parish, criminal jury trials are now conducted more often there, resulting in more timely dispositions. The cooperation of the District Attorney's office allowed each judge to be assigned one Assistant District Attorney. This has enabled the scheduling of additional criminal jury trial weeks for eight judges assigned to hear felonies in St. Tammany Parish, again resulting in more timely case dispositions.

- 23rd JDC. The 23rd JDC reported that it began installation of new audio equipment in each courtroom at the Gonzales courthouse, and that planning has taken place to install such equipment in the St. James courthouse. The equipment will greatly enhance all participants' (i.e., parties, jurors, and court reporters) ability to hear the proceedings. The court has completed one courtroom and all participants are extremely pleased with the quality of the audio. The system will greatly assist the court reporters in providing a complete and accurate transcript of the proceedings. It is expected that the system will be completely installed in all courtrooms in Gonzales by the end of the year. Installation is planned for the St. James courthouse but the court is awaiting the parish council's plans to build a new courthouse in Convent. Assumption Parish installed a different audio-visual system in Napoleonville which has greatly assisted in the smooth operations of the court.
- 24th JDC. The 24th Judicial District Court reported that it is extremely proud of the multimedia evidence presentation system which was installed in all division courtrooms. The court is also proud of the work accomplished by the Security Task Force in making the public, employees and facility safe.
- 25th JDC. The 25th JDC reported that it set up and implemented an adult drug court in November 2009. The court has also dedicated one section to handle all of the juvenile matters (FINS, CINC, etc.).

The court reports that it is committed to implementing "best practices and procedures" in the courtrooms.



- 27th JDC. The 27th JDC reported that it installed video conferencing in the court annex for the criminal court to handle morning line-up, which cuts time in half and helps with security issues.
- **28th JDC.** The 28th JDC reported that it has worked with the local bar, the District Attorney's Office, and the Clerk of Court's office to do more to control the docket and improve case management. A mandatory pre-trial conference date in criminal court was implemented, which has resulted in alleviating some of the caseload backup. In civil court, the number of continuances has been limited and the court reports that it has been able to resolve more of the docketed cases.
- **30th JDC.** The 30th JDC reported that the court was able to increase the efficiency with which the caseload was handled.
- 32nd JDC. The 32nd JDC reported that the court initiated discussions with the District Attorney's Office and law enforcement to reduce the time within which the District Attorney's Office receives police reports.

The court also reduced the time misdemeanor offenders remain in jail if they are unable to post bail. The District Attorney's Office now sends an employee to magistrate court to screen misdemeanor offenders for expedited court hearings.

33rd JDC. The 33rd JDC reported that its website, which has been online for several years now, originally included general information about the court, its dockets, etc. During the period, the court made some changes to the website, which are very helpful to users. In addition to the information already on the site, it has been updated to include the links to the Louisiana Supreme Court, the Third Circuit Court of Appeal, the Louisiana Protective Order Registry, and to the Rules of Court and Appendices. Contact information for the Clerk of Court's Office, the Sheriff and District Attorney's Office have been added to the website.

- 34th JDC. The 34th JDC reported that during the period it completed assessment and planning for the complete renovation and remediation of the courthouse necessitated by Hurricane Katrina and assorted mold-related problems.
- **35th JDC.** The 35th JDC reported that it developed a website with current docket information, and that it also developed a truancy court. The FINS program was also reorganized.
- **36th JDC.** The 36th JDC reported that both judges took office on January 1, 2009, and that they have greatly improved the technology of the court system. Previously, there was no computer networking between the two judges, and everything was done manually. The judges' offices are now networked with the court reporters and the Misdemeanor Probation Office.

In addition, the court dockets can be viewed by all court personal online. There is now video-conferencing set up with the jail for 72-hour hearings and arraignments, and there are printer-copiers in each court room to allow "real-time" judgments for Office of Community Support matters and civil motion hour matters.

- **37th JDC.** The 37th JDC reported that during the period it implemented a new adult drug court program.
- **38th JDC.** The 38th JDC reported that it has improved overall security of the courtroom by installing security cameras inside the courtroom and around the perimeter of the courthouse. A metal detector has also been installed. Additional training was provided for the bailiff and sheriff's deputy assigned to the courtroom, and video conferencing was set up for 72-hour court hearings.
- 39th JDC. The 39th JDC reported that it takes pride in keeping its caseload – especially the criminal caseload – current.



- **40th JDC.** The 40th JDC reported that it worked with the parish on a bond issue for needed improvements to the courthouse, especially regarding security, safety and compliance with the Americans with Disabilities Act.
- 42nd JDC. The 42nd JDC reported that it is proud that the police jury agreed to a security audit, which will be conducted by an outside provider.
- Criminal District Court. Criminal District Court reported that under the leadership of the chief judge and the Office of the Court Administrator, the judges of Criminal District Court conducted a 2009 Judicial Workshop. Two outside facilitators agreed to participate in the process at no cost. The facilitators helped the discussions stay "on point" with the designated topic. The intent is to have quarterly workshops focusing on limited areas. The workshop began on Friday at 12:00 p.m. and ran until 5:00 p.m. and continued Saturday from 9:00 a.m. until 4:00 p.m. All judges were present. Workshop topics included leadership and governance, funding, facility and operations, court rules, media relations, and security. The Katrina DVD was shown the second day at lunch. Although this piece has been used in courts all over the world, many of the judges had yet to see it. This powerful video educated the newer judges on the court's Katrina experience. The court reported that the workshop was a complete success, and that it hopes to continue this process in 2010.
- East Baton Rouge Family Court. East Baton Rouge Family Court reported that it continued to operate on a frugal basis, noting that no additional personnel have been added to the staff in over five years.
- Baton Rouge Juvenile Court. East Baton Rouge Parish Juvenile Court reported that it was awarded a Byrne/JAG Stimulus Grant in the amount of \$86,682 by the Louisiana Commission on Law Enforcement to implement a juvenile drug court program. These funds have allowed the court to hire a full-time case manager and a part-time

administrative assistant. In addition, the grant also provides funding for substance abuse evaluations and treatment.

Parish Juvenile Court. Jefferson Parish Juvenile Court reported that it took it upon itself to review and update the fines and fees that the court assesses the public. Each fine and fee was researched to ensure that it was consistent with statutory authority to charge each fine/fee and a spreadsheet was drafted that included the title of the fine/fee, the amount of said fine/fee, and the statutory authority for each fine/fee. This spreadsheet will be reviewed each year to guarantee that the fines/fees are current and conform to the law.

The court also began a review of Adoption and Safe Families Act (ASFA) regulations during the period to make sure that it is in compliance with all the Act's requirements. ASFA sets forth strict guidelines for courts with juvenile jurisdiction to follow to ensure that all hearings in CINC cases are held in a timely manner. The court reviewed its processes, as well as the language used in its minute entries, and is in the process of possibly adopting a new system that would include pre-printed forms that would hopefully increase the efficiency in which the CINC cases are handled.

Orleans Parish Juvenile Court. Orleans
Parish Juvenile Court reported that it convened
multiple stakeholder initiatives to address delinquency and dependency issues post-Katrina,
including model courts in collaboration with the
National Council of Juvenile and Family Court
Judges (NCJFCJ), dual jurisdiction in collaboration
with the Office of Juvenile Justice and Delinquency
Prevention (OJJDP), and the Juvenile Detention
Alternatives Initiatives (JDAI) in partnership with
the Annie E. Casey Foundation.

These efforts include meaningful stakeholder and community participation. In January 2009, the court began organizing a stakeholder collaborative around the Integrated Juvenile Justice Information System to implement further data sharing among agencies, and by the end of February 2009, the



New Orleans City Council will appoint the Children, Youth, and Family Planning Board (CYPB) comprised of participants from current collaborative efforts to bring together all initiatives in New Orleans.



ACTIONS TAKEN IN FY 2008-2009 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1

| Objective 1,1 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Posted the court's schedule on the doors or walls of the courtrooms | Developed or maintained a website which has informa- tion on court schedules and accessibility | Published and distributed court calendars | Provided an information desk in the courthouse | Other |
|----------------|----------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------------------------------------|-------|
| DISTRICT COURT | | | | | | | |
| 1 | | ✓ | 1 | | 1 | 1 | |
| 2 | | ✓ | | | ✓ | | |
| 3 | | ✓ | | | ✓ | | |
| 4 | | ✓ | 1 | 1 | ✓ | | 1 |
| 5 | | | ✓ | ✓ | ✓ | | |
| 6 | | | ✓ | ✓ | ✓ | | |
| 7 | | ✓ | ✓ | | ✓ | | |
| 8 | | | | | ✓ | | |
| 9 | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 10 | | ✓ | | ✓ | ✓ | | 1 |
| 11 | | | | | ✓ | | |
| 12 | | | ✓ | | | | |
| 13 | | | | | | | |
| 14 | | ✓ | | ✓ | ✓ | ✓ | 1 |
| 15 | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 16 | | ✓ | ✓ | ✓ | ✓ | | 1 |
| 17 | | ✓ | | ✓ | | | 1 |
| 18 | | | ✓ | | ✓ | | |
| 19 | | ✓ | ✓ | | | ✓ | ✓ |
| 20 | | | | | ✓ | | |
| 21 | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 22 | | | | ✓ | ✓ | | ✓ |
| 23 | | ✓ | ✓ | ✓ | ✓ | | |
| 24 | | ✓ | | ✓ | | | ✓ |
| 25 | | | | | ✓ | | |



ACTIONS TAKEN IN FY 2008-2009 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1

| Objective 1.1 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Posted the court's schedule on the doors or walls of the courtrooms | Developed or maintained a website which has information on court schedules and accessibility | Published and distributed court calendars | Provided an information desk in the courthouse | Other |
|------------------------------|----------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------|---------------------------------------------------|-------|
| DISTRICT COURT | | | | | | | |
| 26 | | ✓ | 1 | | ✓ | | |
| 27 | 1 | | | | | | |
| 28 | | | | | ✓ | | |
| 29 | | ✓ | | | | | ✓ |
| 30 | | ✓ | 1 | | 1 | | |
| 31 | | ✓ | 1 | | 1 | | |
| 32 | | | | | | | 1 |
| 33 | | 1 | 1 | 1 | 1 | | |
| 34 | | ✓ | 1 | ✓ | | | |
| 35 | | | | ✓ | | | |
| 36 | | | 1 | ✓ | ✓ | | |
| 37 | | | | | | | |
| 38 | | | 1 | | ✓ | | |
| 39 | 1 | | | | | | |
| 40 | | | ✓ | | | | ✓ |
| 42 | | | | | ✓ | | |
| Caddo Juvenile | | | ✓ | | ✓ | | ✓ |
| East Baton Rouge Family | | ✓ | 1 | ✓ | | ✓ | |
| East Baton Rouge Juvenile | | 1 | 1 | | | 1 | ✓ |
| Jefferson Juvenile | ✓ | | | | | | |
| Orleans Civil | | | ✓ | ✓ | ✓ | | |
| Orleans Criminal | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Orleans Juvenile | | ✓ | | | | ✓ | |
| TOTALS | 3 | 25 | 26 | 20 | 31 | 10 | 13 |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT (ADA)--Exhibit 2

| | | • | | | | | ` | | | |
|----------------|-------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------|
| Objective 1.2 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or maintained ADA non-discrimination policies or court rules | Posted public notices or communications of availability of reasonable accommodations | Established or maintained a complaint procedure | Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.) | Developed or maintained written essential functions for court jobs | Established or maintained a list of available realtime court reporters and sign language interpreters | Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees | Other |
| DISTRICT COURT | | | | | | | | | | |
| 1 | | 1 | 1 | 1 | 1 | 1 | | 1 | 1 | |
| 2 | | 1 | 1 | | | 1 | | 1 | | |
| 3 | 1 | | | | | | | | | |
| 4 | | / | 1 | 1 | 1 | 1 | 1 | | | 1 |
| 5 | | / | 1 | 1 | 1 | | | | | |
| 6 | | | | 1 | | 1 | | | | |
| 7 | | 1 | 1 | 1 | 1 | 1 | 1 | | | |
| 8 | | | | | | | 1 | | | 1 |
| 9 | | 1 | | 1 | 1 | 1 | | 1 | | |
| 10 | 1 | | | | | | | | | 1 |
| 11 | | | | | | ✓ | | | | |
| 12 | | | | 1 | | ✓ | | | | |
| 13 | | | | | | | | | | |
| 14 | | 1 | ✓ | 1 | ✓ | | ✓ | ✓ | 1 | |
| 15 | | ✓ | | | | | | ✓ | | |
| 16 | | ✓ | ✓ | | | ✓ | ✓ | ✓ | | ✓ |
| 17 | | ✓ | | 1 | | ✓ | ✓ | | | |
| 18 | | | | | | ✓ | | | | |
| 19 | | 1 | 1 | 1 | 1 | 1 | ✓ | ✓ | | ✓ |
| 20 | | | | | 1 | | | _ | | |
| 21 | | / | | | | | | ✓ | | |
| 22 | | 1 | 1 | 1 | | √ | ✓ | ✓ | √ | √ |
| 23 | | ✓ · | ✓ · | | | ✓ · | | ✓ | ✓ · | ✓ |
| 24 | | 1 | ✓ | ✓ | | ✓ | ✓ | | ✓ | ✓ |
| 25 | ✓ | | | | | | | | | |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT (ADA)--Exhibit 2

| | | | | | | - TIDO 1 | ` | · · · · · · · · · · · · · · · · · · · | | |
|------------------------------|-------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------|
| Objective 1.2 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or maintained ADA non-discrimination policies or court rules | Posted public notices or communications of availability of reasonable accommodations | Established or maintained a complaint procedure | Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.) | Developed or maintained written essential functions for court jobs | Established or maintained a list of available real- time court reporters and sign language interpreters | Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees | Other |
| DISTRICT COURT | | | | | | | | | | |
| 26 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 27 | | 1 | | | | | | | | 1 |
| 28 | | | | | | 1 | | | 1 | |
| 29 | | 1 | 1 | 1 | | | | 1 | | |
| 30 | | 1 | 1 | 1 | | 1 | | | 1 | |
| 31 | | 1 | | | | | | 1 | | |
| 32 | | | | | | | | | | ✓ |
| 33 | | ✓ | | ✓ | | ✓ | | | | |
| 34 | | 1 | 1 | | | | | 1 | | |
| 35 | | | 1 | 1 | | | | | | |
| 36 | | | | 1 | | | ✓ | 1 | 1 | |
| 37 | | | | | | | | | | |
| 38 | | | 1 | | | | | | | |
| 39 | | | 1 | | | | | | | |
| 40 | | ✓ | | | | | | | | ✓ |
| 42 | | | | | | | | 1 | | ✓ |
| Caddo Juvenile | | | | ✓ | ✓ | ✓ | | 1 | | |
| East Baton Rouge Family | | 1 | 1 | | 1 | 1 | | 1 | 1 | |
| East Baton Rouge Juvenile | | 1 | 1 | | | 1 | 1 | 1 | | 1 |
| Jefferson Juvenile | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | ✓ |
| Orleans Civil | | | 1 | 1 | ✓ | | | 1 | 1 | |
| Orleans Criminal | | 1 | 1 | | ✓ | 1 | ✓ | | 1 | ✓ |
| Orleans Juvenile | | 1 | | | | ✓ | ✓ | | | |
| TOTALS | 3 | 28 | 23 | 21 | 14 | 25 | 14 | 21 | 13 | 15 |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENT-ING SAFETY AND SECURITY MEASURES-Exhibit 3

| | | | | | | | WILL | | | | | | |
|----------------|-------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------|-----------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------|----------------------------|-------------------------------------------|--------------------------------------------|--------------------------------------------------------------|-------|
| Objective 1.2 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Implemented or continued coordination of security with law enforcement officials | Had a security audit performed | Developed or maintained a safety policy | Developed or maintained a security policy | Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms | Trained court personnel in better security | Appointed a safety officer | Sponsored safety and/or security training | Installed or maintained security equipment | Implemented or maintained an emergency evacuration procedure | Other |
| DISTRICT COURT | | | | | | | | | | | | | |
| 1 | | 1 | 1 | | ✓ | ✓ | ✓ | ✓ | | 1 | ✓ | ✓ | |
| 2 | | 1 | 1 | | | | 1 | ✓ | | ✓ | ✓ | | |
| 3 | ✓ | | | | | | | | | | | | |
| 4 | | 1 | ✓ | ✓ | | 1 | 1 | ✓ | ✓ | ✓ | 1 | 1 | |
| 5 | | 1 | 1 | | | | 1 | | | | ✓ | | |
| 6 | | | 1 | | | | ✓ | | | | 1 | | |
| 7 | | 1 | 1 | | 1 | 1 | 1 | \ | > | \ | ✓ | 1 | |
| 8 | | | | | | | | ✓ | | | | | |
| 9 | | 1 | | | | | 1 | | | | | | |
| 10 | | 1 | 1 | | 1 | 1 | 1 | 1 | | | 1 | 1 | |
| 11 | | | 1 | | | | | | | | | | |
| 12 | | | | | | 1 | | | | | 1 | | |
| 13 | | | | | | | | | | | | | |
| 14 | | 1 | 1 | 1 | | 1 | 1 | 1 | | 1 | 1 | 1 | 1 |
| 15 | | 1 | 1 | | | 1 | | 1 | | | 1 | 1 | |
| 16 | | 1 | 1 | | | 1 | 1 | | 1 | | | | 1 |
| 17 | | 1 | 1 | | | 1 | 1 | | | | 1 | | |
| 18 | | | 1 | | | | | ✓ | | | 1 | | |
| 19 | | 1 | 1 | | | | 1 | 1 | | 1 | 1 | | 1 |
| 20 | | | 1 | | | | | | | | | | |
| 21 | | 1 | 1 | | 1 | 1 | 1 | | | | | | 1 |
| 22 | | 1 | 1 | | 1 | 1 | 1 | | | | 1 | 1 | 1 |
| 23 | | 1 | | | 1 | 1 | 1 | 1 | | | | 1 | |
| 24 | | 1 | 1 | 1 | 1 | | 1 | 1 | | 1 | 1 | 1 | 1 |
| 25 | | | ✓ | | | ✓ | | | ✓ | | | | |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENT-ING SAFETY AND SECURITY MEASURES-Exhibit 3

| Objective 1.2 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Implemented or continued coordination of security with law enforcement officials | Had a security audit performed | Developed or maintained a safety policy | Developed or maintained a security policy | Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms | Trained court personnel in better security | Appointed a safety officer | Sponsored safety and/or security training | Installed or maintained security equipment | Implemented or maintained an emergency evacu- ation procedure | Other |
|------------------------------|-------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------|----------------------------|-------------------------------------------|--------------------------------------------|------------------------------------------------------------------|----------|
| DISTRICT COURT | | | | | | | | | | | | | |
| 26 | | 1 | 1 | | 1 | 1 | ✓ | ✓ | ✓ | ✓ | 1 | 1 | 1 |
| 27 | | 1 | | | | | | | | | | | ✓ |
| 28 | | | 1 | | | 1 | | | | | 1 | 1 | |
| 29 | | 1 | 1 | | | | | | | | | | 1 |
| 30 | | 1 | 1 | | 1 | 1 | | 1 | | | | | |
| 31 | | 1 | 1 | | | | 1 | | | | | | 1 |
| 32 | | | | | | | | | | | | | 1 |
| 33 | | 1 | 1 | | | | 1 | | | | 1 | | |
| 34 | | 1 | 1 | | | 1 | | | | | 1 | 1 | |
| 35 | | | 1 | | | | 1 | 1 | | 1 | 1 | | |
| 36 | | | 1 | | 1 | | 1 | | | 1 | | 1 | |
| 37 | | | | | | | | | | | | | |
| 38 | | | 1 | 1 | | | 1 | 1 | | 1 | 1 | | |
| 39 | | | 1 | | | | | | | | | | |
| 40 | | 1 | | | | | | | | | | | 1 |
| 42 | | | | | | | 1 | | | | | | |
| Caddo Juvenile | | | | | | | | | | | 1 | | 1 |
| East Baton Rouge Family | | 1 | 1 | | | | 1 | 1 | | | 1 | 1 | |
| East Baton Rouge Juvenile | | 1 | 1 | | | | 1 | | | | | | 1 |
| Jefferson Juvenile | | 1 | 1 | ✓ | | 1 | 1 | | | | 1 | 1 | 1 |
| Orleans Civil | | ✓ | 1 | ✓ | | 1 | 1 | ✓ | | ✓ | 1 | 1 | |
| Orleans Criminal | | 1 | 1 | | 1 | 1 | | 1 | | 1 | | 1 | ✓ |
| Orleans Juvenile | | 1 | 1 | | | | | | | | | | |
| TOTALS | 1 | 30 | 36 | 6 | 11 | 19 | 27 | 19 | 5 | 13 | | 17 | 16 |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN~Exhibit 4

| Objective 1.2 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or updated a COOP/ DRP | Coordinated the COOP/DRP with all parish/city officials | Tested the COOP/DRP on a regular basis | Other |
|----------------|----------------------------------------------|-------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------|----------------------------------------|-------|
| DISTRICT COURT | | | | | | |
| 1 | | ✓ | ✓ | | | |
| 2 | | ✓ | ✓ | | | |
| 3 | | | ✓ | | | |
| 4 | | ✓ | ✓ | ✓ | | ✓ |
| 5 | | ✓ | ✓ | | | |
| 6 | | | ✓ | ✓ | | |
| 7 | | ✓ | ✓ | ✓ | | |
| 8 | ✓ | | | | | |
| 9 | | ✓ | ✓ | ✓ | | |
| 10 | | ✓ | ✓ | | | |
| 11 | | | ✓ | | | |
| 12 | ✓ | | | | | |
| 13 | | | | | | |
| 14 | | ✓ | / | ✓ | | |
| 15 | | ✓ | ✓ | | | |
| 16 | | ✓ | ✓ | | | ✓ |
| 17 | | 1 | ✓ | ✓ | | ✓ |
| 18 | 1 | | | | | |
| 19 | | | 1 | 1 | 1 | ✓ |
| 20 | | | | 1 | | |
| 21 | | 1 | 1 | | | |
| 22 | | 1 | 1 | 1 | | ✓ |
| 23 | | 1 | | 1 | | |
| 24 | | 1 | 1 | 1 | | ✓ |
| 25 | | | | ✓ | | |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN~Exhibit 4

| Objective 1.2 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or updated a COOP/ DRP | Coordinated the COOP/DRP with all parish/city officials | Tested the COOP/DRP on a regular basis | Other |
|------------------------------|----------------------------------------------|-------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------|----------------------------------------|----------|
| DISTRICT COURT | | | | | | |
| 26 | | ✓ | 1 | 1 | | |
| 27 | | ✓ | | | | ✓ |
| 28 | | | 1 | | | |
| 29 | | ✓ | 1 | 1 | | |
| 30 | | ✓ | 1 | | | |
| 31 | | | 1 | 1 | | |
| 32 | | | | 1 | | ✓ |
| 33 | | 1 | 1 | 1 | | |
| 34 | | 1 | 1 | 1 | | |
| 35 | | | 1 | | | |
| 36 | | | 1 | 1 | ✓ | |
| 37 | | | | | | |
| 38 | | | | 1 | | ✓ |
| 39 | | ✓ | | | | |
| 40 | | ✓ | | | | ✓ |
| 42 | | | | | | ✓ |
| Caddo Juvenile | ✓ | | | | | |
| East Baton Rouge Family | | ✓ | | 1 | | |
| East Baton Rouge Juvenile | | 1 | 1 | | | |
| Jefferson Juvenile | | 1 | 1 | 1 | 1 | 1 |
| Orleans Civil | | 1 | 1 | 1 | 1 | |
| Orleans Criminal | | 1 | 1 | 1 | | 1 |
| Orleans Juvenile | | 1 | 1 | | | |
| TOTALS | 4 | 29 | 32 | 24 | 4 | 13 |



ACTIONS TAKEN IN FY 2008-2009 TO GIVE ALL WHO APPEAR BEFORE THE COURT REASONABLE OPPORTUNITIES TO PARTICIPATE EFFECTIVELY WITHOUT UNDUE HARDSHIP OR INCONVENIENCE: ASSISTING PATRONS WITH LIMITED ENGLISH PROFICIENCY-Exhibit 5

| Objective 1.3 | Did not address this area in FY2008- 2009 | Continued to address this objective through the actions indicated | Complied with DOJ LEP guidelines | Installed or maintained signage regard- ing services to LEP persons | Provided foreign language interpreter services when necessary | Developed or maintained a list of pro- fessional interpreters for non-English- speaking patrons | Adopted or maintained an oath for language interpreters | Adopted or maintained a policy for the provision of language interpreters | Other |
|----------------|----------------------------------------------|----------------------------------------------------------------------|----------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------|-------|
| DISTRICT COURT | | | | | | | | | |
| 1 | | ✓ | | | ✓ | ✓ | ✓ | ✓ | |
| 2 | | ✓ | | | ✓ | ✓ | | | |
| 3 | | | | | ✓ | ✓ | ✓ | | |
| 4 | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 1 |
| 5 | | 1 | | | 1 | | ✓ | | |
| 6 | | 1 | | | 1 | 1 | ✓ | | |
| 7 | | ✓ | ✓ | | 1 | ✓ | ✓ | 1 | |
| 8 | | | | 1 | 1 | | | | |
| 9 | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 10 | | ✓ | | | ✓ | ✓ | | | |
| 11 | | | | | ✓ | | ✓ | | |
| 12 | | ✓ | | | ✓ | | | | |
| 13 | | | | | ✓ | | ✓ | | |
| 14 | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | 1 |
| 15 | | ✓ | | | ✓ | ✓ | ✓ | ✓ | |
| 16 | | 1 | ✓ | | ✓ | 1 | | ✓ | ✓ |
| 17 | | 1 | | | 1 | 1 | ✓ | | |
| 18 | | | | | 1 | | | | |
| 19 | | 1 | | | ✓ | 1 | | | |
| 20 | | | | | ✓ | | | | |
| 21 | | 1 | | | ✓ | 1 | ✓ | | |
| 22 | | 1 | | | 1 | 1 | ✓ | 1 | ✓ |
| 23 | | 1 | | | 1 | 1 | ✓ | 1 | |
| 24 | | 1 | | | 1 | 1 | ✓ | | ✓ |
| 25 | | ✓ | | | ✓ | ✓ | ✓ | | |



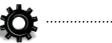
ACTIONS TAKEN IN FY 2008-2009 TO GIVE ALL WHO APPEAR BEFORE THE COURT REASONABLE OPPORTUNITIES TO PARTICIPATE EFFECTIVELY WITHOUT UNDUE HARDSHIP OR INCONVENIENCE: ASSISTING PATRONS WITH LIMITED ENGLISH PROFICIENCY-Exhibit 5

| Objective 1.3 | Did not address this area in FY2008- 2009 | Continued to address this objective through the actions indicated | Complied with DOJ LEP guidelines | Installed or maintained signage regarding services to LEP persons | Provided foreign language interpreter services when necessary | Developed or maintained a list of professional interpreters for non-English-speaking patrons | Adopted or maintained an oath for language interpreters | Adopted or maintained a policy for the provision of language interpreters | Other |
|------------------------------|----------------------------------------------|-------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------|-------|
| DISTRICT COURT | | | | | | | | | |
| 26 | | 1 | ✓ | | ✓ | 1 | ✓ | / | |
| 27 | | 1 | | | ✓ | | | | |
| 28 | | | | | | ✓ | | | |
| 29 | | ✓ | | | ✓ | | | | ✓ |
| 30 | | | | | | | | | 1 |
| 31 | | ✓ | | | ✓ | ✓ | ✓ | | |
| 32 | | | | | ✓ | | | | |
| 33 | | 1 | | | ✓ | ✓ | ✓ | 1 | |
| 34 | | ✓ | | | 1 | 1 | | 1 | |
| 35 | | ✓ | | | ✓ | ✓ | | | |
| 36 | | ✓ | ✓ | | 1 | ✓ | ✓ | 1 | |
| 37 | | | | | ✓ | | | | |
| 38 | | | | | ✓ | | | | |
| 39 | ✓ | | | | | | | | |
| 40 | | | | | ✓ | | | | ✓ |
| 42 | | ✓ | | | ✓ | ✓ | ✓ | | |
| Caddo Juvenile | | | ✓ | | ✓ | ✓ | | | |
| East Baton Rouge Family | | ✓ | √ | | | ✓ | | | |
| East Baton Rouge Juvenile | | ✓ | ✓ | | 1 | 1 | | | |
| Jefferson Juvenile | | ✓ | | | | | ✓ | 1 | |
| Orleans Civil | | | | | 1 | 1 | 1 | | |
| Orleans Criminal | | 1 | | | 1 | 1 | 1 | | 1 |
| Orleans Juvenile | | 1 | | | 1 | 1 | | | |
| TOTALS | 1 | 33 | 10 | 3 | 43 | 32 | 25 | 13 | 9 |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BLDIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO DISTRICT COURT PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE: ASSISTING PRO SE LITIGANTS-Exhibit 6

| Objective 1.5 Continued to address this area in FY 2008-2009 Dig not address this objective through the actions indicated the actions indicated the actions indicated bar to provide information Worked with the derk of court and/or local bar to provide information Continued to address this objective through the actions indicated the actility of indigent defendents to indigent defendants Continued the availability of indigent defendants Provided generic peritions and other forms Other |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Image: square of the content of th |
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| 16 |
| 17 / / / / |
| 18 |
| 19 |
| 20 |
| 21 |
| 22 |
| 23 |
| 24 |
| 25 |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BLDIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO DISTRICT COURT PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE: ASSISTING PRO SE LITIGANTS-Exhibit 6

| | | 1 | | | | | |
|------------------------------|-------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------|-------|
| Objective 1.5 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Worked with the clerk of court and/or local bar to provide information | Referred pro se litigants to legal service corporations | Ensured the availability of indigent defenders to indigent defendants | Provided generic petitions and other forms | Other |
| DISTRICT COURT | | | | | | | |
| 26 | | 1 | ✓ | | 1 | | |
| 27 | | ✓ | | | 1 | | |
| 28 | | | ✓ | ✓ | ✓ | | |
| 29 | | ✓ | ✓ | √ | ✓ | ✓ | |
| 30 | | 1 | ✓ | 1 | 1 | | |
| 31 | | ✓ | ✓ | ✓ | ✓ | | |
| 32 | | | ✓ | ✓ | ✓ | | ✓ |
| 33 | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 34 | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 35 | | ✓ | ✓ | ✓ | ✓ | | |
| 36 | | ✓ | ✓ | ✓ | ✓ | | |
| 37 | | | ✓ | | | | |
| 38 | | | ✓ | ✓ | ✓ | | |
| 39 | | | | ✓ | ✓ | | |
| 40 | | ✓ | | | | | ✓ |
| 42 | | ✓ | ✓ | ✓ | ✓ | | |
| Caddo Juvenile | | | | ✓ | ✓ | ✓ | |
| East Baton Rouge Family | | 1 | ✓ | ✓ | | | |
| East Baton Rouge Juvenile | | ✓ | 1 | | 1 | | ✓ |
| Jefferson Juvenile | | ✓ | | | ✓ | | |
| Orleans Civil | | ✓ | ✓ | ✓ | | ✓ | |
| Orleans Criminal | | ✓ | ✓ | | 1 | | |
| Orleans Juvenile | | ✓ | | ✓ | 1 | ✓ | ✓ |
| TOTALS | 0 | 37 | 34 | 37 | 42 | 15 | 8 |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE TIMELY CASE MANAGEMENT AND PROCESSING-Exhibit 7

| Objective 2.1 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Installed or maintained an automated case allorment system | Installed or maintained an automated case management system | Planned the development of an automated case management system | Improved the manual system of case processing | Used docket status reports | Improved communication with police, sheriffs and marshal's offices | Improved docketing and scheduling | Employed case managers to expedite court pro- cesses | Took steps to reduce cases under advisement | Implemented or maintained the use of pre-trial conferences | Encouraged alternative dispute resolutions | Implemented or maintained time standards for case processing | Other |
|----------------|-------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------|----------------------------|--------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------|---------------------------------------------|------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------|-------|
| DISTRICT COURT | | | | | | | | | | | | | | | |
| 1 | | 1 | | | | | | 1 | ✓ | 1 | | 1 | 1 | | |
| 2 | | 1 | | | | | | 1 | 1 | | 1 | 1 | 1 | | |
| 3 | | | | | | 1 | 1 | | 1 | | 1 | 1 | 1 | | |
| 4 | | 1 | 1 | 1 | 1 | 1 | | 1 | 1 | | | 1 | | | 1 |
| 5 | | 1 | | | | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | | |
| 6 | | 1 | | | | / | | 1 | / | | | / | 1 | | |
| 7 | | 1 | 1 | 1 | | | | 1 | / | | 1 | / | | | |
| 8 | | | | | | | | | \ | | / | / | | | |
| 9 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 |
| 10 | | 1 | | | | | | 1 | 1 | | | ✓ | | 1 | |
| 11 | | | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | | |
| 12 | | 1 | | | | 1 | | 1 | | | | 1 | 1 | | |
| 13 | | | | | | 1 | | | 1 | 1 | | 1 | | | 1 |
| 14 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 |
| 15 | | 1 | 1 | | | | | | | | | 1 | 1 | 1 | 1 |
| 16 | | 1 | | 1 | 1 | 1 | | | 1 | 1 | | 1 | | | 1 |
| 17 | | 1 | | | | 1 | | 1 | 1 | | 1 | 1 | 1 | | |
| 18 | | | 1 | | | | | | | | | 1 | 1 | | |
| 19 | | 1 | 1 | 1 | | | | | | | | | 1 | | |
| 20 | 1 | | | | | | | | | | | | | | |
| 21 | | 1 | | | | | | 1 | | | | 1 | 1 | | |
| 22 | | 1 | 1 | | | 1 | | 1 | 1 | | 1 | 1 | | | 1 |
| 23 | | 1 | 1 | | | | | | | | | 1 | 1 | | |
| 24 | | 1 | 1 | 1 | | | 1 | 1 | | | | 1 | 1 | | 1 |
| 24 | | 🗸 | ' | | | | • | | | | | | | | |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE TIMELY CASE MANAGEMENT AND PROCESSING-Exhibit 7

| | | , | | | | | | | | , | | | | | |
|------------------------------|-------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------|----------------------------|--------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------|---------------------------------------------|------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------|-------|
| Objective 2.1 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Installed or maintained an automated case allor ment system | Installed or maintained an automated case management system | Planned the development of an automated case management system | Improved the manual system of case processing | Used docket status reports | Improved communication with police, sheriffs and marshal's offices | Improved docketing and scheduling | Employed case managers to expedite court pro- cesses | Took steps to reduce cases under advisement | Implemented or maintained the use of pre-trial conferences | Encouraged alternative dispute resolutions | Implemented or maintained time standards for case processing | Other |
| DISTRICT COURT | | | | | | | | | | | | | | | |
| 26 | | 1 | | 1 | | 1 | | 1 | 1 | | 1 | 1 | | 1 | |
| 27 | | 1 | 1 | | | | | 1 | | | | | | | |
| 28 | | | | | | 1 | | 1 | 1 | | | 1 | | | |
| 29 | | 1 | | | | | | 1 | 1 | | 1 | 1 | 1 | | |
| 30 | | 1 | | | | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | |
| 31 | | 1 | | | | | | 1 | 1 | | 1 | 1 | | 1 | |
| 32 | | 1 | | | | 1 | | 1 | | | | 1 | | | 1 |
| 33 | | 1 | | | | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 34 | | 1 | | | | 1 | | 1 | 1 | | 1 | 1 | 1 | | |
| 35 | | 1 | | | | | 1 | 1 | 1 | | 1 | 1 | | | |
| 36 | | 1 | | 1 | 1 | | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 |
| 37 | | | | | | | | | | | | 1 | | | |
| 38 | | | | | | 1 | | | 1 | | 1 | | 1 | 1 | |
| 39 | | | | | | | | | | | | / | 1 | | |
| 40 | | | | | | 1 | | | 1 | | | 1 | | | 1 |
| 42 | | 1 | | | | 1 | | | 1 | | | 1 | 1 | | |
| Caddo Juvenile | | | | 1 | | | | 1 | 1 | | | | | | |
| East Baton Rouge Family | | 1 | 1 | 1 | 1 | 1 | | 1 | | | 1 | 1 | 1 | 1 | |
| East Baton Rouge Juvenile | | 1 | 1 | 1 | | | | 1 | | | | ✓ | | 1 | 1 |
| Jefferson Juvenile | | 1 | ✓ | ✓ | | | | | 1 | 1 | | | 1 | | |
| Orleans Civil | | 1 | ✓ | | | | | 1 | 1 | | 1 | 1 | 1 | | |
| Orleans Criminal | | 1 | | | ✓ | ✓ | 1 | 1 | 1 | | | 1 | | 1 | 1 |
| Orleans Juvenile | | 1 | ✓ | ✓ | | | | | 1 | | | 1 | | 1 | |
| TOTALS | 1 | 36 | 17 | 15 | 7 | 24 | 11 | 32 | 34 | 5 | 21 | 42 | 28 | 15 | 13 |



ACTIONS TAKEN IN FY 2008-2009 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE-Exhibit 8

| Objective 2.3 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Designated a person or 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 | | 1 | | | ✓ | |
| 2 | | 1 | 1 | | 1 | |
| 3 | | 1 | | | 1 | ✓ |
| 4 | | 1 | 1 | | ✓ | 1 |
| 5 | | 1 | 1 | ✓ | ✓ | |
| 6 | | 1 | | | ✓ | ✓ |
| 7 | | 1 | 1 | 1 | 1 | |
| 8 | | | | 1 | ✓ | |
| 9 | | 1 | | | ✓ | |
| 10 | | 1 | | | 1 | 1 |
| 11 | | | 1 | | 1 | |
| 12 | | 1 | | | 1 | |
| 13 | | | ✓ | | ✓ | |
| 14 | | 1 | 1 | ✓ | 1 | 1 |
| 15 | | 1 | 1 | | ✓ | |
| 16 | | 1 | 1 | ✓ | ✓ | ✓ |
| 17 | | 1 | 1 | | ✓ | |
| 18 | 1 | | | | | |
| 19 | | 1 | | | ✓ | |
| 20 | | | 1 | | | |
| 21 | | 1 | | | ✓ | |
| 22 | | 1 | | ✓ | ✓ | 1 |
| 23 | | 1 | | | ✓ | |
| 24 | | 1 | 1 | ✓ | ✓ | 1 |
| 25 | | ✓ | | | ✓ | |



ACTIONS TAKEN IN FY 2008-2009 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE-Exhibit 8

| Objective 2.3 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Designated a person or 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 | | 1 | 1 | ✓ | ✓ | |
| 27 | | 1 | 1 | | | |
| 28 | | | | | ✓ | |
| 29 | | 1 | 1 | | ✓ | |
| 30 | | 1 | | | ✓ | |
| 31 | | 1 | | 1 | | |
| 32 | | | | | | ✓ |
| 33 | | 1 | 1 | 1 | ✓ | |
| 34 | | 1 | 1 | | ✓ | |
| 35 | | 1 | | | ✓ | 1 |
| 36 | | 1 | 1 | | ✓ | 1 |
| 37 | | | | | | 1 |
| 38 | | | | | ✓ | |
| 39 | | | | | | ✓ |
| 40 | | 1 | | | | ✓ |
| 42 | | 1 | ✓ | | ✓ | |
| Caddo Juvenile | | | ✓ | | ✓ | |
| East Baton Rouge Family | | 1 | √ | | ✓ | |
| East Baton Rouge Juvenile | | 1 | | | | ✓ |
| Jefferson Juvenile | | 1 | 1 | | ✓ | |
| Orleans Civil | 1 | | | | | |
| Orleans Criminal | | 1 | 1 | ✓ | ✓ | ✓ |
| Orleans Juvenile | | 1 | 1 | ✓ | ✓ | |
| TOTALS | 2 | 36 | 24 | 12 | 38 | 16 |



ACTIONS TAKEN IN FY 2008-2009 TO ENHANCE JURY SERVICE-Exhibit 9

| Objective 2.4 Objective 3.4 Object | | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------|-----------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------|----------|
| 1 J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J | Objective 2.4 | Not applicable to this court | Did not address this area in FY 2008- 2009 | Continued to address this objective through the actions indicated | Developed or maintained jury management policies | Developed or maintained a telephone call-in system for potential jurors | Utilized a "plea cut-off" policy in criminal cases | Utilized post-jury survey instruments to develop ways to enhance jury service | Other |
| 1 J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J | DISTRICT COURT | | | | | | | | |
| 2 | | | | 1 | 1 | / | | | |
| 3 | | | | 1 | | 1 | 1 | | |
| 4 | | | | ✓ | 1 | 1 | | 1 | |
| 6 | | | | ✓ | | 1 | | | 1 |
| 7 V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V | 5 | | | ✓ | 1 | 1 | ✓ | | |
| 8 J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J | 6 | | | ✓ | 1 | 1 | ✓ | | |
| 9 | 7 | | | ✓ | 1 | 1 | | | |
| 9 | 8 | | | | | 1 | ✓ | | |
| 11 / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / / | 9 | | | ✓ | | 1 | | | 1 |
| 12 J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J | 10 | | | ✓ | 1 | 1 | ✓ | | |
| 13 J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J | 11 | | | | 1 | 1 | | 1 | |
| 14 J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J | 12 | | | ✓ | | 1 | ✓ | | |
| 15 J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J | 13 | | | | | 1 | ✓ | | |
| 16 J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J </td <td>14</td> <td></td> <td></td> <td>✓</td> <td>1</td> <td>1</td> <td></td> <td>1</td> <td>1</td> | 14 | | | ✓ | 1 | 1 | | 1 | 1 |
| 17 J J J J 18 J J J 19 J J J 20 J J J 21 J J J 22 J J J 23 J J J 24 J J J | 15 | | | 1 | 1 | / | 1 | | |
| 18 19 20 21 22 23 24 | 16 | | | ✓ | ✓ | / | | / | ✓ |
| 19 | 17 | | | ✓ | | 1 | ✓ | 1 | |
| 20 21 22 23 24 | 18 | | | | | / | 1 | ✓ | |
| 21 J 22 J 23 J 24 J | 19 | | | 1 | | | | | 1 |
| 22 | 20 | | | | | / | | | |
| 22 | 21 | | | ✓ | | 1 | | | |
| 24 | | | | √ | 1 | 1 | | | 1 |
| | 23 | | | 1 | | 1 | 1 | | |
| | 24 | | | | ✓ | / | | ✓ | / |
| | 25 | | | 1 | | / | | | |



ACTIONS TAKEN IN FY 2008-2009 TO ENHANCE JURY SERVICE-Exhibit 9

| | | | · | | | | | |
|------------------------------|------------------------------|-----------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------|-------|
| Objective 2.4 | Not applicable to this court | Did not address this area in FY 2008- 2009 | Continued to address this objective through the actions indicated | Developed or maintained jury management policies | Developed or maintained a telephone call-in system for potential jurors | Utilized a "plea cut-off" policy in crimir nal cases | Utilized post-jury survey instruments to develop ways to enhance jury service | Other |
| DISTRICT COURT | | | | | | | | |
| 26 | | | 1 | | 1 | | | |
| 27 | | | 1 | | 1 | | | |
| 28 | | | | | 1 | √ | | |
| 29 | | | 1 | | 1 | | | |
| 30 | | | 1 | 1 | 1 | | 1 | |
| 31 | | | 1 | | 1 | 1 | | |
| 32 | | | | | ✓ | ✓ | | ✓ |
| 33 | | | 1 | 1 | ✓ | ✓ | 1 | |
| 34 | | | ✓ | | ✓ | | | ✓ |
| 35 | | | ✓ | 1 | | | | |
| 36 | | | ✓ | ✓ | ✓ | | | ✓ |
| 37 | | | | | ✓ | | 1 | |
| 38 | | | | | ✓ | | | |
| 39 | | | | | ✓ | ✓ | ✓ | |
| 40 | | | | | ✓ | | | ✓ |
| 42 | | | ✓ | ✓ | ✓ | | ✓ | |
| Caddo Juvenile | 1 | | | | | | | |
| East Baton Rouge Family | 1 | | | | | | | |
| East Baton Rouge Juvenile | 1 | | | | | | | |
| Jefferson Juvenile | ✓ | | | | | | | |
| Orleans Civil | | | ✓ | ✓ | ✓ | | | ✓ |
| Orleans Criminal | | | 1 | 1 | | | 1 | ✓ |
| Orleans Juvenile | 1 | | | | | | | |
| TOTALS | 5 | 0 | 31 | 19 | 40 | 16 | 13 | 14 |



ACTIONS TAKEN IN FY 2008-2009 TO GIVE INDIVIDUAL ATTENTION TO CASES, DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON LEGALLY RELEVANT FACTORS-Exhibit 10

| Objective 3.3 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or used a standardized bail bond schedule | Developed or used standardized Boykin language | Developed or used some form of sentencing or dispositional guidelines | Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards | Used focus groups to solicit feedback on the court's equality and fairness in the treatment of court users | Other |
|----------------|-------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------|
| DISTRICT COURT | | | | | | | | |
| 1 | | ✓ | ✓ | ✓ | | | | |
| 2 | | 1 | 1 | 1 | / | | | |
| 3 | | 1 | 1 | 1 | | | | |
| 4 | 1 | | | | | | | |
| 5 | | 1 | ✓ | 1 | 1 | | 1 | |
| 6 | | ✓ | ✓ | ✓ | | | | |
| 7 | | ✓ | ✓ | ✓ | ✓ | | | |
| 8 | | | | ✓ | ✓ | | | |
| 9 | | ✓ | ✓ | ✓ | ✓ | | | |
| 10 | | ✓ | ✓ | ✓ | ✓ | | | |
| 11 | | | ✓ | ✓ | ✓ | | | |
| 12 | | 1 | | ✓ | | | | |
| 13 | | | ✓ | ✓ | | | | |
| 14 | | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 15 | | ✓ | ✓ | ✓ | ✓ | | | |
| 16 | | ✓ | ✓ | | | | | ✓ |
| 17 | | ✓ | | ✓ | | | | |
| 18 | | | ✓ | ✓ | | | | |
| 19 | | | ✓ | | | | | |
| 20 | | | ✓ | ✓ | | | | |
| 21 | | ✓ | ✓ | ✓ | 1 | | | |
| 22 | | ✓ | ✓ | ✓ | | ✓ | | ✓ |
| 23 | | 1 | | 1 | | | 1 | |
| 24 | | | ✓ | 1 | | | | |
| 25 | | ✓ | ✓ | ✓ | ✓ | | | |



ACTIONS TAKEN IN FY 2008-2009 TO GIVE INDIVIDUAL ATTENTION TO CASES, DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON LEGALLY RELEVANT FACTORS-Exhibit 10

| Objective 3.3 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or used a standardized bail bond schedule | Developed or used standardized Boykin language | Developed or used some form of sentencing or dispositional guidelines | Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards | Used focus groups to solicit feedback on the court's equality and fairness in the treatment of court users | Other |
|------------------------------|-------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------|
| DISTRICT COURT | | | | | | | | |
| 26 | | 1 | ✓ | 1 | 1 | | | |
| 27 | | ✓ | ✓ | √ | | | | |
| 28 | | | ✓ | √ | | | | |
| 29 | | 1 | ✓ | 1 | | | | |
| 30 | | 1 | 1 | 1 | 1 | | 1 | |
| 31 | | 1 | 1 | 1 | | | | |
| 32 | | | | | | | | ✓ |
| 33 | | 1 | 1 | 1 | 1 | 1 | | |
| 34 | | 1 | ✓ | 1 | | | | |
| 35 | | 1 | | 1 | | | ✓ | |
| 36 | | 1 | 1 | 1 | | 1 | 1 | |
| 37 | | | ✓ | 1 | 1 | | | |
| 38 | | | ✓ | ✓ | | | | |
| 39 | | | ✓ | ✓ | | | | |
| 40 | | | ✓ | ✓ | | | | |
| 42 | | ✓ | ✓ | ✓ | | | | |
| Caddo Juvenile | ✓ | | | | | | | |
| East Baton Rouge Family | | ✓ | | | 1 | | | |
| East Baton Rouge Juvenile | | ✓ | | ✓ | | | | |
| Jefferson Juvenile | | ✓ | | ✓ | ✓ | | | ✓ |
| Orleans Civil | | ✓ | | | | | | |
| Orleans Criminal | | ✓ | ✓ | ✓ | | | ✓ | ✓ |
| Orleans Juvenile | | ✓ | | ✓ | ✓ | | | |
| TOTALS | 2 | 33 | 35 | 41 | 18 | 4 | 6 | 5 |



ACTIONS TAKEN IN FY 2008-2009 TO ENSURE THAT ALL COURT RECORDS OF RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PROPERLY PRESERVED-Exhibit 11

| | | | | 1 | | | | | | | 1 |
|----------------|-------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------|------------------------------------------------------|------------------------------------|----------------------------------|-------|
| Objective 3.6 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or maintained policies or rules relating to the issue | Developed or maintained a system of bar-coding to track location of manual files and documents | Met with clerk on a continuing basis to improve procedures and address problems | Standardized and automated minute entries | Used real-time court reporting | Developed or implemented a records retention plan | Performed periodic audits of files | Used scanning on filed documents | Other |
| DISTRICT COURT | | | | | | | | | | | |
| 1 | | 1 | | | 1 | | 1 | | | | |
| 2 | | 1 | | | 1 | | | | | 1 | |
| 3 | | 1 | | | 1 | | | | 1 | | |
| 4 | | 1 | | | 1 | | | 1 | 1 | 1 | 1 |
| 5 | | 1 | | | 1 | | | | 1 | | |
| 6 | | 1 | | | | | | | 1 | | |
| 7 | | ✓ | ✓ | | 1 | ✓ | | 1 | | 1 | |
| 8 | | | | | | | 1 | | | | |
| 9 | | 1 | | | 1 | 1 | | | | | |
| 10 | | 1 | | | 1 | | | | | | |
| 11 | | | 1 | | | | | | | 1 | |
| 12 | | 1 | | | 1 | | | | 1 | | |
| 13 | | | | | 1 | ✓ | 1 | | | | |
| 14 | | 1 | | 1 | 1 | ✓ | 1 | 1 | 1 | 1 | 1 |
| 15 | | 1 | | 1 | 1 | | 1 | | | | |
| 16 | | 1 | ✓ | | 1 | | | 1 | | | 1 |
| 17 | | 1 | | | 1 | | 1 | | | | |
| 18 | | | | | | | 1 | | | | |
| 19 | | 1 | | 1 | | | 1 | | 1 | | 1 |
| 20 | | | | | | | | 1 | | | |
| 21 | | 1 | | | 1 | 1 | 1 | | | 1 | |
| 22 | | 1 | 1 | | 1 | | 1 | | | | 1 |
| 23 | | 1 | | | 1 | | | 1 | | 1 | |
| 24 | | 1 | | | | 1 | | | | 1 | 1 |
| 25 | | 1 | ✓ | | 1 | ✓ | | 1 | | 1 | |



ACTIONS TAKEN IN FY 2008-2009 TO ENSURE THAT ALL COURT RECORDS OF RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PROPERLY PRESERVED-Exhibit 11

| Objective 3.6 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or maintained policies or rules relating to the issue | Developed or maintained a system of bar-coding to track location of manual files and documents | Met with clerk on a continuing basis to improve procedures and address problems | Standardized and automated minute entries | Used real-time court reporting | Developed or implemented a records retention plan | Performed periodic audits of files | Used scanning on filed documents | Other |
|------------------------------|-------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------|--------------------------------|---------------------------------------------------|------------------------------------|----------------------------------|-------|
| DISTRICT COURT | | | | | | | | | | | |
| 26 | | 1 | | | 1 | 1 | | | | 1 | |
| 27 | | 1 | | | 1 | | | | | | |
| 28 | | | | | 1 | | | | 1 | | |
| 29 | | 1 | | | 1 | 1 | 1 | | | 1 | |
| 30 | | 1 | 1 | | 1 | 1 | 1 | | | | |
| 31 | | 1 | | | 1 | 1 | 1 | 1 | | | |
| 32 | | | | | 1 | | | | | | 1 |
| 33 | | 1 | 1 | 1 | 1 | 1 | | 1 | | 1 | |
| 34 | | 1 | 1 | | 1 | | 1 | 1 | | 1 | |
| 35 | | 1 | | | 1 | | | | | | |
| 36 | | 1 | 1 | | 1 | 1 | 1 | 1 | | 1 | |
| 37 | | | | | 1 | | | | | | |
| 38 | | | | | 1 | | | | | 1 | |
| 39 | | | | | | ✓ | | | | 1 | |
| 40 | | | | | | ✓ | 1 | | | | |
| 42 | | 1 | | | | | | | | | 1 |
| Caddo Juvenile | | ✓ | | | ✓ | | | | | | |
| East Baton Rouge Family | | 1 | 1 | | | 1 | | | | 1 | |
| East Baton Rouge Juvenile | | 1 | 1 | | 1 | 1 | 1 | 1 | | 1 | 1 |
| Jefferson Juvenile | | 1 | 1 | | 1 | 1 | | 1 | | 1 | |
| Orleans Civil | | | | | | ✓ | 1 | | | 1 | |
| Orleans Criminal | | 1 | | | 1 | ✓ | | | | | |
| Orleans Juvenile | | 1 | 1 | | 1 | | | | 1 | | 1 |
| TOTALS | 0 | 36 | 13 | 4 | 36 | 20 | 18 | 13 | 9 | 20 | 10 |



ACTIONS TAKEN IN FY 2008-2009 TO MAINTAIN THE CONSTITUTIONAL INDEPENDENCE OF THE JUDICIARY WHILE OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF GOVERNMENT-Exhibit 12

| Opiective 4.1 Did not address this area in FY Continued to address this object tive through the actions indicated to address this object tive through the actions indicated to communicate, coordinate and cooperate with the other branches of government to the other branches of government to the rule of law protection of the rule of law Other | |
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ACTIONS TAKEN IN FY 2008-2009 TO MAINTAIN THE CONSTITUTIONAL INDEPENDENCE OF THE JUDICIARY WHILE OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF GOVERNMENT-Exhibit 12

| Objective 4.1 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Continued to communicate, coordinate and cooperate with the other branches of government | Used outreach programs to promote judicial independence and protection of the rule of law | Other |
|------------------------------|----------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------|
| DISTRICT COURT | | | | | |
| 26 | | 1 | ✓ | ✓ | |
| 27 | | 1 | ✓ | | |
| 28 | | | ✓ | ✓ | |
| 29 | | 1 | ✓ | ✓ | |
| 30 | | 1 | ✓ | ✓ | |
| 31 | | √ | √ | | |
| 32 | | | √ | | |
| 33 | | 1 | √ | | |
| 34 | | 1 | ✓ | | |
| 35 | | √ | ✓ | | |
| 36 | | 1 | ✓ | ✓ | |
| 37 | | | ✓ | | |
| 38 | | | ✓ | ✓ | |
| 39 | | | ✓ | | |
| 40 | | | ✓ | | ✓ |
| 42 | | 1 | ✓ | | |
| Caddo Juvenile | | | ✓ | | |
| East Baton Rouge Family | | 1 | ✓ | ✓ | |
| East Baton Rouge Juvenile | | ✓ | ✓ | | |
| Jefferson Juvenile | | ✓ | ✓ | | |
| Orleans Civil | | ✓ | ✓ | ✓ | |
| Orleans Criminal | | ✓ | ✓ | ✓ | |
| Orleans Juvenile | | ✓ | ✓ | | |
| TOTALS | 1 | 32 | 45 | 20 | 4 |



ACTIONS TAKEN IN FY 2008-2009 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES-Exhibit 13

| Opiective through the actions indicated the action indicated the actions indicated the actions indicated the action indicated the actions indicated the action | |
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| | / |
| 23 | |
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| 25 | |



ACTIONS TAKEN IN FY 2008-2009 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES-Exhibit 13

| Objective 4.3 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Implemented or updated court personnel policies | Provided technology training to employees | Provided in-house training and/or outside employee training and/or education | Implemented or maintained employee training on civility and professionalism | Other |
|------------------------------|-------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------|
| DISTRICT COURT | | | | | | | |
| 26 | | 1 | ✓ | ✓ | 1 | ✓ | |
| 27 | | 1 | | | 1 | | 1 |
| 28 | | | | | 1 | | |
| 29 | | 1 | 1 | 1 | 1 | 1 | |
| 30 | | ✓ | 1 | 1 | | 1 | |
| 31 | | 1 | | 1 | 1 | | |
| 32 | | | | | | | 1 |
| 33 | | 1 | 1 | 1 | 1 | 1 | |
| 34 | | 1 | | 1 | 1 | 1 | |
| 35 | | 1 | 1 | | | | |
| 36 | | 1 | 1 | 1 | 1 | 1 | |
| 37 | | | 1 | | | | |
| 38 | | | | | 1 | | |
| 39 | | | | | 1 | | |
| 40 | | | | | 1 | | |
| 42 | | ✓ | | ✓ | 1 | | |
| Caddo Juvenile | | | | √ | ✓ | | |
| East Baton Rouge Family | | √ | √ | √ | ✓ | | |
| East Baton Rouge Juvenile | | √ | √ | | ✓ | ✓ | |
| Jefferson Juvenile | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Orleans Civil | | ✓ | | ✓ | | | |
| Orleans Criminal | | ✓ | ✓ | ✓ | 1 | ✓ | ✓ |
| Orleans Juvenile | | ✓ | | | ✓ | | |
| TOTALS | 0 | 36 | 24 | 33 | 40 | 23 | 11 |



ACTIONS TAKEN IN FY 2008-2009 TO INFORM THE COMMUNITY OF THE COURT'S STRUCTURE, FUNCTIONS AND PROGRAMS-Exhibit 14

| Objective 4.4 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Created or maintained a website containing information about the court | Appeared on radio or 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 |
|----------------|-------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------|--------------------|--------------------------------|------------------------------|------------------------------|----------------------------------------------|---------------------------------|-------|
| DISTRICT COURT | | | | | | | | | | | |
| 1 | | 1 | | 1 | ✓ | ✓ | ✓ | ✓ | | 1 | |
| 2 | | ✓ | | | ✓ | | ✓ | ✓ | | | |
| 3 | | ✓ | | | | | ✓ | ✓ | ✓ | 1 | ✓ |
| 4 | | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | 1 | ✓ |
| 5 | | ✓ | ✓ | | | | ✓ | | | | |
| 6 | | 1 | ✓ | | ✓ | | | ✓ | | | |
| 7 | | 1 | | | 1 | | 1 | 1 | | 1 | |
| 8 | | | | | | | ✓ | | | | |
| 9 | | 1 | 1 | | 1 | 1 | 1 | 1 | | 1 | |
| 10 | | 1 | 1 | | ✓ | 1 | ✓ | 1 | 1 | | ✓ |
| 11 | | | | 1 | 1 | | 1 | 1 | | | |
| 12 | | 1 | | | 1 | 1 | ✓ | 1 | 1 | | |
| 13 | | | | | ✓ | | ✓ | 1 | | 1 | |
| 14 | | 1 | ✓ | 1 | ✓ | ✓ | ✓ | ✓ | 1 | ✓ | |
| 15 | | ✓ | ✓ | | | | ✓ | ✓ | | | |
| 16 | | 1 | ✓ | | | | ✓ | 1 | 1 | | ✓ |
| 17 | | 1 | ✓ | 1 | ✓ | | | | | | |
| 18 | | | | | ✓ | | | | ✓ | ✓ | |
| 19 | ✓ | ļ | | | | | | | | | |
| 20 | | | | | | | 1 | 1 | | | |
| 21 | | ✓ | ✓ | | ✓ | | ✓ | | 1 | | |
| 22 | | ✓ | ✓ | | | | ✓ | ✓ | 1 | | |
| 23 | | 1 | ✓ | | | | ✓ | 1 | | | |
| 24 | | ✓ | ✓ | | | ✓ | | 1 | | | 1 |
| 25 | | 1 | | | ✓ | | ✓ | ✓ | | | ✓ |



ACTIONS TAKEN IN FY 2008-2009 TO INFORM THE COMMUNITY OF THE COURT'S STRUCTURE, FUNCTIONS AND PROGRAMS-Exhibit 14

| Objective 4.4 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Created or maintained a website containing information about the court | Appeared on radio or 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 |
|------------------------------|-------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------|--------------------|--------------------------------|------------------------------|------------------------------|----------------------------------------------|---------------------------------|-------|
| DISTRICT COURT | | | | | <u> </u> | | | | | <u> </u> | |
| 26 | | / | | | 1 | 1 | 1 | 1 | | 1 | |
| 27 | | 1 | | | 1 | | | 1 | 1 | | |
| 28 | | | | | 1 | | 1 | 1 | | | |
| 29 | | 1 | 1 | | 1 | | 1 | ✓ | 1 | 1 | |
| 30 | | 1 | | | 1 | | | | 1 | | |
| 31 | | 1 | | | | | 1 | 1 | | | |
| 32 | | | | 1 | 1 | | 1 | | 1 | 1 | |
| 33 | | 1 | 1 | | 1 | | 1 | 1 | | | |
| 34 | | 1 | ✓ | | 1 | 1 | ✓ | ✓ | ✓ | 1 | |
| 35 | | 1 | ✓ | | | | ✓ | ✓ | | | ✓ |
| 36 | | 1 | ✓ | | 1 | | ✓ | ✓ | | 1 | ✓ |
| 37 | | | | | | | ✓ | | ✓ | ✓ | |
| 38 | | | | | ✓ | | ✓ | ✓ | | | |
| 39 | | | | | | | | | | | ✓ |
| 40 | | | | | | | ✓ | ✓ | | ✓ | |
| 42 | | 1 | | | | | ✓ | ✓ | | 1 | |
| Caddo Juvenile | | | ✓ | | ✓ | | ✓ | ✓ | ✓ | ✓ | |
| East Baton Rouge Family | | | 1 | 1 | 1 | | | ✓ | 1 | | |
| East Baton Rouge Juvenile | | 1 | 1 | ✓ | | 1 | ✓ | ✓ | | | 1 |
| Jefferson Juvenile | | 1 | 1 | ✓ | 1 | | ✓ | ✓ | ✓ | | |
| Orleans Civil | | 1 | ✓ | ✓ | 1 | | ✓ | ✓ | | | |
| Orleans Criminal | | 1 | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | ✓ |
| Orleans Juvenile | | 1 | ✓ | ✓ | 1 | 1 | ✓ | | | | |
| TOTALS | 1 | 34 | 25 | 11 | 31 | 10 | 39 | 37 | 19 | 17 | 11 |



ACTIONS TAKEN IN FY 2008-2009 TO RECOGNIZE NEW CONDITIONS OR EMERG-ING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY: IMPLEMENT-ING TECHNOLOGIES-Exhibit 15

| | | ч | ls | | Ė. | DD. | | | ý | | e | |
|----------------|-------------------------------------------|----------------------------------------------------------------------|----------------------------------------------|--------------------------------------|--------------------------------------------------------------|--------------------------------------------|--------------------------------------|-----------------------------------|-----------------------------------------------------|------------------------------------------|----------------------------------------------|-------|
| Objective 4.5 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Acquired or updated legal research materials | Bought additional personal computers | Installed or used video-conferencing/arraign- ment system | Installed or updated electronic monitoring | Installed or updated e-mail/internet | Upgraded word processing software | Installed or updated new audiovisual equip- ment | Installed or updated digital audio/video | Installed or updated legal research software | Other |
| DISTRICT COURT | | | | | | | | | | | | |
| 1 | | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | | |
| 2 | | 1 | 1 | 1 | | | 1 | | | | 1 | |
| 3 | | 1 | 1 | 1 | | | 1 | 1 | | 1 | 1 | |
| 4 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 5 | | 1 | 1 | 1 | | | 1 | 1 | | | 1 | |
| 6 | | 1 | 1 | 1 | İ | | 1 | | 1 | 1 | | |
| 7 | | 1 | 1 | | / | | 1 | | | | 1 | |
| 8 | | | 1 | 1 | | | 1 | 1 | | | 1 | |
| 9 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 1 | |
| 10 | | 1 | 1 | | 1 | | | | 1 | | | 1 |
| 11 | | | 1 | 1 | | | ✓ | ✓ | 1 | 1 | 1 | |
| 12 | | ✓ | 1 | ✓ | | | ✓ | ✓ | | | 1 | |
| 13 | | | 1 | 1 | | | 1 | | | | 1 | |
| 14 | | ✓ | 1 | 1 | ✓ | ✓ | ✓ | 1 | 1 | 1 | 1 | 1 |
| 15 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 16 | | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 |
| 17 | | 1 | 1 | 1 | | | 1 | 1 | 1 | | 1 | |
| 18 | | | | 1 | 1 | | | 1 | | 1 | | |
| 19 | | ✓ | ✓ | 1 | 1 | ✓ | ✓ | ✓ | ✓ | 1 | 1 | 1 |
| 20 | | | | 1 | | | | | | 1 | | |
| 21 | | ✓ | | ✓ | ✓ | | ✓ | | | | ✓ | |
| 22 | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | | ✓ | 1 |
| 23 | | 1 | ✓ | 1 | ✓ | | ✓ | ✓ | | ✓ | | |
| 24 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 25 | | ✓ | 1 | ✓ | | | ✓ | ✓ | | | ✓ | |



ACTIONS TAKEN IN FY 2008-2009 TO RECOGNIZE NEW CONDITIONS OR EMERG-ING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY: IMPLEMENT-ING TECHNOLOGIES-Exhibit 15

| | | 1 | | | | i | i | İ | 1 | | 1 | 1 |
|------------------------------|-------------------------------------------|----------------------------------------------------------------------|----------------------------------------------|--------------------------------------|---------------------------------------------------------|--------------------------------------------|--------------------------------------|-----------------------------------|------------------------------------------------------|------------------------------------------|----------------------------------------------|-------|
| Objective 4.5 | Did not address this area in FY 2008-2009 | Continued to address this objective through the actions indicated | Acquired or updated legal research materials | Bought additional personal computers | Installed or used video-conferencing/arraignment system | Installed or updated electronic monitoring | Installed or updated e-mail/internet | Upgraded word processing software | Installed or updated new audio-visual equip- ment | Installed or updated digital audio/video | Installed or updated legal research software | Other |
| DISTRICT COURT | | | | | ĺ | | | | | | | |
| 26 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 1 | 1 | |
| 27 | | 1 | | | 1 | 1 | | | 1 | | | |
| 28 | | | | 1 | | | 1 | 1 | | | 1 | |
| 29 | | 1 | | | 1 | | 1 | 1 | 1 | 1 | | |
| 30 | 1 | | | | | | | | | | | |
| 31 | | 1 | 1 | 1 | | | 1 | 1 | | | 1 | |
| 32 | | | | 1 | 1 | 1 | | | | | | 1 |
| 33 | | 1 | 1 | 1 | | | 1 | 1 | | | 1 | |
| 34 | | 1 | 1 | 1 | 1 | | 1 | 1 | | | 1 | |
| 35 | | 1 | 1 | | | | | 1 | 1 | | | |
| 36 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| 37 | | | 1 | | | | | | | | | |
| 38 | | | 1 | 1 | 1 | | 1 | 1 | | 1 | | |
| 39 | | | 1 | 1 | 1 | | | | | | | |
| 40 | | | 1 | | | 1 | 1 | | 1 | | 1 | |
| 42 | | 1 | 1 | 1 | 1 | 1 | | | | 1 | | |
| Caddo Juvenile | | | ✓ | 1 | | 1 | | 1 | | | | |
| East Baton Rouge Family | | 1 | ✓ | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | |
| East Baton Rouge Juvenile | | 1 | 1 | 1 | | | | | | | 1 | |
| Jefferson Juvenile | | 1 | ✓ | 1 | | | 1 | | 1 | | | |
| Orleans Civil | | 1 | 1 | 1 | | | 1 | 1 | | | | |
| Orleans Criminal | | ✓ | ✓ | 1 | 1 | 1 | ✓ | 1 | | | | 1 |
| Orleans Juvenile | | ✓ | ✓ | 1 | | | 1 | | | | | |
| TOTALS | 1 | 35 | 40 | 40 | 24 | 15 | 36 | 31 | 20 | 19 | 28 | 9 |





PERFORMANCE REPORTS:

PERFORMANCE OF THE CITY & PARISH COURTS

PERFORMANCE OF THE CITY AND PARISH COURTS

INTRODUCTION

The board of the Louisiana City Court Judges Association 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 "Intent of the Objective" sections of this report was taken primarily from the Bureau of Justice Assistance publication entitled, "Trial Court Performance Standards With Commentary (July 1997).

The information presented in the "Responses to the Objective" and "Major Strategies Initiated or Completed" sections of this part of the report was compiled from the responses of each city and parish court to a survey of chief judges, which was prepared by the Supreme Court Judicial Administrator's Office and distributed to all city and parish courts during the fall of 2009.

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 court personnel are courteous and responsive to the public and accord respect to all with whom they come in contact.
- 1.5 To encourage all responsible public bodies and public officers to make the costs of access to the court's 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.



- 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 clearly address 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 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 and to train and develop the court's human resources.
- 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.
- 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 intent of this 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, courts should ensure that 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 reported the following:

- Alexandria City Court. Alexandria City Court reported that it provides court rules to the public that contain a schedule of court dates.
- Bastrop City Court. Bastrop City Court reported that court personnel provide forms and assistance in filing civil cases. The court also contracted with a company to provide online payment capabilities for payment of fines.
- Baton Rouge City Court. Baton Rouge City Court has installed digital/electronic monitors throughout the courthouse so that the public can view dockets for each courtroom and which allow for the identification of the proper courtroom for a scheduled appearance by name.
- Breaux Bridge City Court. Breaux Bridge City Court reported that it maintains weekly schedules throughout the year.
- Hammond City Court. Hammond City Court reported that an information desk is provided in cooperation with the City Marshal's Office, and that brochures are available outlining court services.

• **Jefferson Parish First Parish Court.** First Parish Court reported that the court provided a 24/7 recorded phone service which provides callers with information about the court. The court also reported that traffic tickets can be paid on the court website.

The court also provides a receptionist in the two public lobbies of the building. During traffic court, which includes dockets of 150-200 defendants, an additional employee is available in hallways to direct parties to the proper location in the courthouse. The court's website provides links to other websites for payment of traffic tickets and redlight photo violations. In addition, the court is open to the public from 8:30 a.m. until 7:00 p.m. Monday through Friday for payments.

- Jefferson Parish Second Parish Court.
 Second Parish Court reported that employees are available in the court's lobby during busy times to assist the public. Also, employees who are fluent in both Spanish and Vietnamese are available to assist the public as needed.
- **Jennings City Court.** Jennings City Court reported that it established an online payment system for traffic violations.
- Leesville City Court. Leesville City Court reported that the court is working toward developing a website.
- Marksville City Court. Marksville City Court reported that the court is open to host school visits for civics class projects.
- Minden City Court. Minden City Court reported that it is working toward developing a website.
- Morgan City Court. Morgan City Court reported that criminal defendants and juveniles and their parents are given specific days and a specific time to see the public defender.



- Natchitoches City Court. Natchitoches City Court replied that it began sending its criminal dockets to the local newspaper to publish.
- Shreveport City Court. Shreveport City Court replied that it is in the process of developing an interactive web site, with the goal of allowing online access to information about schedules and case status, as well as for online fine payments.
- **Slidell City Court.** Slidell City Court reported that it has devoted significant staff resources to develop and oversee the design of a new website that will greatly expand the ability of local residents to have continuous access to court information, including the court calendar. When the site is ready, the court plans to conduct extensive publicity efforts in the community so that residents know of the website and the many services that will now be available online.

The judge conducted numerous speaking engagements on the court's operations before civic, business and volunteer groups during the period. In his briefings, he educates the audience on the court.

All staff at the lobby information desk make great efforts to work with and educate the public, many of whom need guidance on forms, procedures and court services, the court calendar, and accessibility.

- **Springhill City Court.** Springhill City Court reported that the court's docket and minutes of the court proceedings are published in the local newspaper.
- Winnfield City Court. Winnfield City Court's office is open from 8:30 to 4:30 daily, except for legal holidays and court days when the staff is in court. Notice of court days is provided to the city police, district court and the city prosecutor's office.
- Zachary City Court. Zachary City court reported that it implemented a program that allows fines and costs to be paid on-line.

Objective 1.2

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

Intent of Objective

This objective addresses three distinct but related 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 for providing suitable courtrooms, offices, juror facilities, furniture, and equipment to courts and other court-related functions and for providing the necessary heat and lighting in these buildings. They are also responsible for the safety, accessibility, and overall convenience of access to court facilities. The intent of Objective 1.2 is to encourage courts and judges to work with others to make court facilities safe, accessible, and convenient.

Responses to the Objective

In addition to the responses provided in Exhibits 2, 3 and 4, the city and parish courts reported the following:

- Abbeville City Court. Abbeville City Court reported that it maintained back-ups of computer files through the Vermilion Parish Sheriff's Office.
- Alexandria City Court. Alexandria City court reported that it will purchase a new metal detector in conjunction with the City Marshal's Office. The court also reported that if necessary, fireproof cabinets and backed-up computer files should allow continued court operations.
- Bastrop City Court. Bastrop City Court reported that the office entrance was renovated to be compliant with the ADA. This renovation also allowed room for additional computer and workspace for employees to assist the public.

The court also remodeled the front office entrance



and enhanced security by installing bullet-proof glass and access codes for entry into the office and courtroom. The court discontinued the prior policy of allowing defendants to enter through the court office from court to sign subpoenas. Also, an additional court bailiff was provided by the City Marshal.

The court changed the computer backup system from tapes to external hard drive. In addition, battery backups were purchased for the computers. Employee cross-training is taking place, with detailed job descriptions created for each employee.

Baton Rouge City Court. Baton Rouge City
Court reported that information is provided on
its website to allow patrons to make an electronic
request for an accommodation prior to an initial
court appearance in order to avoid delays.

The court has also placed hand sanitizer stations throughout the courthouse.

- Crowley City Court. Crowley City Court reported that the City Marshal's Office is present during all court proceedings. Additionally, the court is located one floor above the local police department to allow for ready access to additional police presence if warranted. Police officers are also present in court for all criminal trials.
- Jeanerette City Court. Jeanerette City Court reported that the court has offsite backup storage which includes spreadsheets with financial information.
- Jefferson Parish First Parish Court. First Parish Court reported that it is in the process of reviewing and completing an Americans with Disabilities Act compliance procedure. Also, signage has been created which is posted throughout the building showing exits during a time of emergency.

The court also annually tests its 1-800 phone line for employees to call during an emergency.

The court installed handrails in the courtrooms to make the witness area and access to judge's bench area safer.

Jefferson Parish Second Parish Court.
 Second Parish Court reported that information is printed on court notices that provides guidance to anyone requiring physical assistance to access the court's services.

Second Parish Court also employs security staff to provide security to the building as needed, including but not limited to staffing the x-ray machines at the entrance to the building and monitoring the security cameras that are placed throughout the building. The security staff, including the court bailiffs, are trained in security matters, disaster response, and emergency response.

The court's Continuity of Operations/Disaster Recovery Plan has been downloaded to flash drives and is distributed to all relevant personnel. Also, a toll free number was established to be used to transmit information to employees if necessary. The system is tested periodically to ensure that it is functioning properly.

Since Second Parish Court is housed in a relatively new facility, the building is compliant with the provisions of the ADA.

- **Jennings City Court.** Jennings City Court reported that additional ramps were installed at the entrances to provide individuals with disabilities easier access to the court.
- **Kaplan City Court.** Kaplan City Court reported that standing orders of accommodation for all individuals with special needs are maintained. The court continues to satisfy its obligation to provide for the orderly and efficient administration of justice.
- Lafayette City Court. Lafayette City Court reported that automatic doors that meet ADA standards were added. The court reported that a



security and alarm system which uses a swipe card keyless entry system was also installed. The court updated the fire box and added an alarm system, and also installed a real-time offsite back up at the city's main computer location, and at their offsite backup locations. Exterior lighting was also added around the building, as well as a pavilion to cover the courthouse main entrance.

- Leesville City Court. Leesville City Court reported that the court is located inside the city municipal building, and security throughout the building is maintained by the city and the city's police department.
- Minden City Court. Minden City Court reported that it is in the early stages of developing an ADA non-discrimination policy manual, and that there was discussion with the Court Administrator concerning disaster recovery.
- Morgan City Court. Morgan City Court reported that it installed an additional external computer backup hard drive.
- New Iberia City Court. New Iberia City
 Court reported that it addressed issues related to
 this objective with the City Court of New Iberia's
 Administrative Office, which is located in the same
 building.
- New Orleans Municipal Court. New Orleans Municipal Court reported that the court participated in the October 2008 Law Enforcement District Proposition, which will bring \$7.5 million dollars in capital improvements to the Municipal and Traffic Court Building. This investment will help make the building ADA compliant, and the renovations are slated to begin in 2010.

The Orleans Parish Criminal Sheriff's Office provides security for the building. There is a security checkpoint at the entrance, and all persons entering the building are subject to search. Patrons must also must walk through a stand-up scanner in addition to putting all belongings through an X-ray

machine. This security system will be updated with the building renovation.

The court sent a representative to all meetings concerning a Continuity of Operations/Disaster Recovery Plan that were held with other Orleans Parish criminal justice agencies, courts and the New Orleans Police Department. The court has developed an emergency plan that will provide for continuity of court operations in case of an emergency and/or disaster. The court has purchased a portable server and PC network that will allow for court operations to mobilize and follow the Sheriff's Office so that detained defendants will be afforded their constitutional and statutory rights. In addition, the court has purchased an emergency cellular phone with internet capability and an area code from northern Texas so that court communications will not be disrupted.

- **Pineville City Court.** Pineville City Court reported that all of the information on the server is backed up to another location.
- Port Allen City Court. Port Allen City Court reported that it updated the security cameras in the chamber and in the courtroom.
- Ruston City Court. Ruston City Court reported that security and emergency lighting was installed in the courtroom. The court also upgraded the security surveillance system with new digital recording equipment.

The court also reported that its facilities comply with the ADA. The court's location, in a city with two universities as well as the Louisiana Center for the Blind, puts it in a position to readily address requests for assistance.

The court reported that as their location is in north central Louisiana, they do not feel they are as prone to natural disasters as courts located in the southern portions of the state, so they have not actively addressed this issue. However, the court is considering the impact of the possible spread of the H1N1 virus, and they are trying to prepare by giving



personnel some exposure to limited cross-training as to other areas and departments within the small office setting.

• Shreveport City Court. Shreveport City Court reported that emergency evacuation of the court is governed by the City Marshal's Office security plan. The court has upgraded security throughout the court building by adding security cameras and upgrading the security desk manned by the City Marshal's Office.

Since Shreveport City Court is housed in a relatively new court facility, it was built to be, and is, ADA compliant.

Slidell City Court. Slidell City Court and the
City Marshal have developed written public education material on court security. In addition, the
court has instituted a written dress code guidance
policy and a guide to proper court decorum for visitors. These materials are intended to be accessed
on the court's website.

Security video cameras have been installed in the court cashier's office as well as in the holding room for juvenile offenders in custody, and the court has replaced and updated lighted exit signs and the flood-light system.

- Springhill City Court. Springhill City Court reported that the court is accessible for individuals with disabilities.
- Sulphur City Court. Sulphur City Court reported that the judge attended Peace Officers Standards and Training (POST) with the Third Circuit Judges in order to be able to carry a concealed weapon. The court also maintains contact information for all employees and a list of potential evacuation sites. Calcasieu Parish also has text messaging of information, and the city provides letters for court employees to have entrance when restricted due to evacuations.
- Thibodaux City Court. Thibodaux City Court

- reported that a deputy city marshal was hired to help with security.
- West Monroe City Court. West Monroe City Court reported that it has designated parking spots for individuals with disabilities and that the building is easy accessible.
- Winnsboro City Court. Winnsboro City
 Court reported that it is purchased and implemented an online, offsite backup system for preserving court records in the event of any disasters, such as fire or flooding.
- Zachary City Court. Zachary City Court reported that since the court and police department are located in the same building, the court follows the same guidelines as the city of Zachary.

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

This objective focuses on how a court should accommodate participants in its proceedings, especially those with disabilities, difficulties communicating in English, or mental impairments. For example, courts can meet the objective by their efforts to comply with the programmatic requirements of the Americans with Disabilities Act and by the adoption of policies and procedures for ascertaining the need for and the securing of the services of competent language interpreters.

Responses to the Objective

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

 Alexandria City Court. Alexandria City Court reported that a language interpreter prepared summons and probation forms in Spanish.



- Baton Rouge City Court. Baton Rouge City Court has installed user-friendly monitors and hardware in the courtrooms that allow pro se litigants to display evidence in proceedings. Kiosks have been placed in the courthouse facility to allow patrons to pay red light camera citations online without the necessity of processing payments at a cashier location.
- Jefferson Parish First Parish Court. Jefferson Parish First Parish Court reported that it converted all First Parish Court Boykin forms to Spanish, and that a language interpreter computer program to schedule interpreters in court was created and implemented. A contract with World Wide Translation Interpreters is in effect for guaranteed access to language interpreters.

The court also reported that it creates an atmosphere of ease and convenience for defendants. If a defendant is in good standing and needs additional time to pay, he or she can appear at the clerk's counter and receive a time extension without going to court. Defendants may pay traffic tickets over the Internet as long as there is not an attachment issued. In addition, the court is open from 8:30 a.m. until 7:00 p.m. Monday through Friday.

• Jefferson Parish Second Parish Court.

Jefferson Parish Second Parish Court has implemented a computer program that will allow court personnel to request interpreter services. The program preserves this request as a minute entry in the court's record and forwards the request to the proper court employee so that the interpreter's appearance can be secured.

The court has three employees on staff, one of whom works at the court's information counter, who are fluent in either Spanish or Vietnamese. Also, a court employee who is fluent in Spanish works in the evenings in the traffic hearing officer court to assist as needed.

• Lafayette City Court. Lafayette City Court reported that it is Boykin forms printed in both

Spanish and English.

- Minden City Court. Minden City Court reported that the judge took a Spanish course.
- New Orleans Municipal Court. New Orleans Municipal Court reported that in 2009 it was awarded a grant to hire interpreters to assist individuals with limited English proficiency. The court has a Spanish interpreter present on a daily basis for all sections of court, including holiday and weekend sessions. The court has also contracted with an outside agency to provide a Russian interpreter on several occasions to assist a witness in a case.

The court has four sessions of court daily, Monday through Friday, with two sessions in the morning and two sessions in the afternoon. There is no cost imposed on litigants other than fines on those who are convicted or who have plead guilty. If a defendant cannot pay a fine, the court has extensive alternative sentencing programs.

- Ruston City Court. Ruston City Court reported that it acquired and began testing translation software for possible use in simple, routine matters.
- Slidell City Court. Slidell City Court reported
 that in order to raise public awareness of the availability of interpreters for either individuals with
 limited English proficiency or those needing hearing assistance, the court has developed a guide
 for members of the public that will be on the new
 website.

Objective 1.4

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

Intent of the Objective

City and parish courts were not surveyed regarding this objective in 2008-2009. Information regarding these



courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 1.5

To encourage all responsible public bodies and public officers to make the costs of access to the court's 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 city and parish courts can face financial barriers to accessing them. These include fees and court costs, third-party expenses (e.g. deposition costs and expert witness fees), attorney fees and costs, costs associated with time delays and overall lengthiness of proceedings, and the cost of accessing records.

This objective addresses the need for court leaders to work with other public bodies and officers to make the costs of access to district court proceedings and records reasonable, fair, and affordable.

Responses to the Objective

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

- Baton Rouge City Court. Baton Rouge City Court reported that its website has expanded the availability of interactive forms.
- Crowley City Court. Crowley City Court reported that an indigent defender attorney is present during all criminal, juvenile and Child In Need of Care proceedings in the court.
- **Jefferson Parish Second Parish Court.** Second Parish Court reported that the judges provide assistance and guidance to prose litigants when necessary.

- **Jennings City Court.** Jennings City Court reported that the court developed an information sheet for the public on small claim and eviction procedures, and that it is in the process of putting that same information on the website.
- New Orleans Municipal Court. New Orleans Municipal Court reported that every section of court has an Orleans Parish Public Defender assigned to it who is available to assist pro se litigants as needed. In addition, the Chief Judge has been appointed to the Pro Se Litigant Task Force by the Louisiana Supreme Court.

The court has also taken a proactive and aggressive stance with the legislative and executive branches to fulfill their statutory obligations relative to funding the courts. Their failure to provide proper funding requires the court to burden defendants with the costs of operating the criminal justice system.

• West Monroe City Court. West Monroe City Court reported that on occasion, the court will not charge financially needy individuals for copy work. Also, the judge encourages and allows in proper person civil cases to be continued to allow the plaintiff and defendant time to prove up their cases.

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 are 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 the courts of appeal, per-



formance against time standards is measured with the assistance of automated case management information systems. At the other levels of court, however, performance against time standards cannot be easily measured, due to the low level of automation.

Time standards are also included in the Louisiana Children's Code in the form of maximum time limits for the holding of hearings in Child in Need of Care cases and other types of juvenile cases. However, performance against these time standards cannot be easily measured due to a general lack of automation.

This objective 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 as it relates to the need for the timely commencement of proceedings.

Responses to the Objective

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

- Baton Rouge City Court. Baton Rouge City Court expects that the Louisiana Court Connection project will be fully activated and implemented in 2010 in all sections of the court, which will greatly enhance and improve case management and accessibility of records and information to all users.
- Jefferson Parish First Parish Court. Jefferson Parish First Parish Court reported that in all divisions of criminal and traffic court, minute clerks monitor dockets and the availability of future dates to ensure that trial dates given to defendants are set in a reasonable time frame. The availability of computer reports helps them complete this task.

Civil dockets are maintained by court reporters who monitor dates for reasonable time length. The court has a management information system administrator on staff who works closely with the court administrator to review, update and create new components and programs in the court management system.

- **Jennings City Court.** Jennings City Court reported that the number of public defenders was increased from one to three.
- Minden City Court. Minden City Court reported that the court created a self-imposed guideline to rule on all cases taken under advisement within seven days.
- New Orleans Municipal Court. Municipal
 Court reported that the court has a case management system that is updated on an ongoing basis.
 The court continues to work on an electronic subpoena system for the New Orleans Police Department and an electronic warrant system.

The court is also pursuing funding for a scanning system to implement a purging of approximately 500,000 old cases and to provide a backup system/microfiche of all current cases. The court has also purchased an additional server to ensure current backup of our case management system.

- Plaquemine City Court. Plaquemine City Court reported that the court is installing new computers and software in the first quarter of 2010.
- Port Allen City Court. Port Allen City Court reported that there are no delays on the court docket.
- Slidell City Court. Slidell City Court reported that the court developed case processing time guidelines for use by all case managers in juvenile, criminal, civil divisions so that cases are handled in accordance with law and court procedures.
- Sulphur City Court. Sulphur City Court reported that the court had the Clerk of Court's Office follow-up on subpoenas filed by prosecutors to prevent payment where the case is being continued or the defendant fails to appear.

The court also helped reduce costs, and established a witness fee fund.



• Thibodaux City Court. Thibodaux City Court reported that it tracks the time to disposition in criminal and civil matters and noted that criminal cases are typically processed in three to four months and civil matters are processed in one to three months.

Objective 2.2

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

Intent of the Objective

City and parish courts were not surveyed regarding this objective in 2008-2009. Information regarding these courts' activities pursuant to this objective can be found in prior years' Justice at Work 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 by whom. City and parish courts should make certain that necessary changes to law and procedure are implemented promptly and correctly.

Responses to the Objective

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

• Bastrop City Court. Bastrop City Court reported that during the period, employees attended conferences and earned continuing legal education credits, legislation was monitored through the Internet, the court received emails from different organizations providing notification of changes in law and procedure, and that training for online legal research was provided.

- Bossier City Court. Bossier City Court reported that the Louisiana City Court Clerks Association tries to keep its members informed of new laws that will affect city courts. This is accomplished by emails and newsletters.
- Crowley City Court. Crowley City Court reported that the court is currently utilizing the Forms/Topics for Best Practices for Criminal Court "bench book" which was distributed at the Summer School for Judges by the Louisiana District Judges Association.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that after each session of the legislature, the court updates the court fine schedule and posts it in a public area.
- Jefferson Parish Second Parish Court. Jefferson Parish Second Parish Court reported that changes to the law are reviewed and implemented as necessary.
- Jennings City Court. Jennings City Court reported that the court subscribes to Westlaw, which allows almost immediate access to new law and procedures. The court also receives Acts of the Louisiana Legislature books from the Secretary of State after each session, and the judge and the Clerk of Court's staff attend continuing legal education classes which contain legislative updates.
- New Orleans Municipal Court. New Orleans
 Municipal Court reported that updated ordinances
 from the City of New Orleans were circulated as
 they were received from the City Council, and that
 they replaced the set of Louisiana Revised Statutes
 lost during Hurricane Katrina. The court also
 obtained Westlaw access for judges and purchased
 updates for the municipal code.
- Port Allen City Court. Port Allen City Court reported that seminars sponsored by the Louisiana Judicial College were attended.



- Rayne City Court. Rayne City Court reported that the judge and clerks have attended several seminars per year to make sure they are aware of changes in law and procedure.
- Ruston City Court. Ruston City Court reported that as a single judge court, the responsibility to be current resides with the judge, and that the judge tries to remain current through updated library resources and by attending judicial continuing legal education seminars focusing on changes in legislation.
- Slidell City Court. Slidell City Court reported that the judge met with all Child In Need of Care attorneys to discuss changes in law pertaining to CINC cases to ensure their smooth implementation and to expeditiously docket these matters.
- Sulphur City Court. Sulphur City Court reported that the court sends employees to seminars and checks the Louisiana Legislature's website to get the latest legislation. The court also reported that the clerks are informed of these changes.
- Thibodaux City Court. Thibodaux City Court reported that the judge attended continuing legal education events and continued to maintain a law library.
- Zachary City Court. Zachary City Court reported that the court implemented a procedure to have new criminal laws updated to local ordinances for the city of Zachary.

Objective 3.1

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

City and parish courts were not surveyed regarding this objective in 2008-2009. Information regarding these courts' activities pursuant to this objective can be found in prior years' Justice at Work 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 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 matter.

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 9, the city and parish courts also reported the following:

- Bastrop City Court. Bastrop City Court reported that alternative sentencing programs were implemented, including public service work, theft prevention and anger management classes, and alcohol/drug abuse education.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that since the judges do not have law clerks, they do their own research. In addition, the judges are provided with extensive convictions and driving history information for sentencing in enhanced penalty DWI cases.
- New Orleans Municipal Court. New Orleans



Municipal Court reported that the court continues to develop alternative sentencing programs.

- Rayne City Court. Rayne City Court developed standardized questioning in order to determine indigence.
- Shreveport City Court. Shreveport City Court reported that sentencing and sentencing disparities are a recurrent discussion topic in judicial meetings. The judges generally agree about the sentences used, and they try to maintain uniform sentencing to discourage judge-shopping or disparities in sentencing that can be unfair or appear unfair.
- Sulphur City Court. Sulphur City Court reported that the judge attended summer school where "bench books" were distributed.

Objective 3.3

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

City and parish courts were not surveyed regarding this objective in 2008-2009. Information regarding these courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 3.4

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

City and parish courts were not surveyed regarding this objective in 2008-2009. Information regarding these courts' activities pursuant to this objective can be found in prior years' Justice at Work 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 part on the accuracy, availability, and accessibility of records. Although other officials may maintain court records, this objective recognizes 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 10, the city and parish courts also reported the following:

- Bastrop City Court. Bastrop City Court scheduled a computer upgrade, which will provide for scanning of court documents.
- Baton Rouge City Court. Baton Rouge City Court reported that with the activation of the Louisiana Court Connection project in 2010, this objective will be fulfilled at a greater level.
- Hammond City Court. Hammond City Court reported that the court continued the use of professional services for accurate filing, storage and preservation of records, and adhered to the court's records retention plan.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that in addition to all court reporters being certified in stenography, each division of court uses a digital recording system which will be upgraded in 2010. For further backup each court reporter will have a CD recorder, which have been recently purchased.

In addition to all filings, documents, and court decisions being scanned in the Clerk of Court's Office, the court maintains a tiered system for back-ups for court reporting to ensure preservation and accuracy.

 Jefferson Parish Second Parish Court. Jefferson Parish Second Parish Court reported that the Jefferson Parish Clerk of Court's office scans



documents that are filed in both civil cases and DWI cases.

Second Parish Court also installed a digital court reporting system in all of the courtrooms, and backup copies of the recordings are stored in an offsite storage vault.

- New Orleans Municipal Court. New Orleans Municipal Court reported that the court is in the process of applying for a grant to obtain scanning equipment to implement a records retention plan.
- Ruston City Court. Ruston City Court reported that records retention and the vast volume of records is an ongoing problem, and the court is regularly expanding the storage options. The court has also made initial inquiries as to the costs associated with scanning all records.
- Thibodaux City Court. Thibodaux City Court continued to lease a storage facility for old records.
- West Monroe City Court. West Monroe City Court reported that all civil petitions are filed in a book of pleadings, which is maintained for years.

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, 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

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

- Bastrop City Court. Bastrop City Court reported that the court worked with both city and parish law enforcement agencies to coordinate a bench warrant round-up.
- Jefferson Parish First Parish Court. Jefferson Parish First Parish Court reported that the court works with officials of Jefferson Parish through a cooperative endeavor agreement. The court reports that this arrangement promotes court independence but also allows the court to participate in the yearly budget process, to work on funding issues, and to provide payroll and purchasing support.
- New Orleans Municipal Court. New Orleans Municipal Court reported that the court advises both the legislative and executive branches of city government of their legal obligations, under the constitutions of the United States and Louisiana, regarding the funding of the court.
- Slidell City Court. Slidell City Court reported that the judge met regularly with law enforcement to discuss changes in the law, and the court created and/or updated standardized forms to ensure compliance with the law.

Objective 4.2

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

Intent of the Objective

City and parish courts were not surveyed regarding this



objective in 2008-2009. Information regarding these courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 4.3

To use fair employment practices, and to train and develop the court's human resources.

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 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 Exhibit 12, the city and parish courts also reported the following:

• **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that the court purchased and reviewed a Family Medical Leave Act webinar regarding January 16, 2009 changes in the law.

First Parish Court judges value well-trained employees that take initiative, and they show their interest and appreciation by sending employees to a variety of seminars and trainings. The court also allows membership and participation in professional organizations.

• **Jefferson Parish Second Parish.** Jefferson Parish Second Parish Court reported that the judges and key personnel attend seminars that cover ethics, professionalism, and management issues.

Second Parish Court's administrative staff also com-

municates with Jefferson Parish's Human Resource Department on a regular basis for guidance when needed, and the court supports the membership of certain employees in relevant professional associations.

- New Orleans Municipal Court. New Orleans Municipal Court reported that several court employees and Clerk of Court's Office personnel attended classes and seminars offered by the Security Assessment Group through a Louisiana Supreme Court grant.
- **Slidell City Court.** Slidell City Court reported that the court adopted and implemented a revised personnel manual.

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 obtained through the media, lawyers, litigants, jurors, political leaders, and others.

This objective suggests that courts have a direct responsibility to inform the community of their structure, functions and programs. The sharing of such information increases public awareness of and confidence in the operations of the courts.

Response to the Objective

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

Bastrop City Court. Bastrop City Court reported that the court assisted in the development of newspaper articles that reference newly elected officials, the purpose of the court, issues relating to failure to appear warrants, and the services available in the court.



- Baton Rouge City Court. Baton Rouge City
 Court reported that the court increased its expenditures in this area to upgrade all of these types of
 programs, including new video and PowerPoint
 presentations.
- Breaux Bridge City Court. Breaux Bridge City Court reported that the court continues to hold juvenile drug court.
- Denham Springs City Court. Denham Springs City Court reported that the court participated in the Latch Key Program with the local police department by conducting a mock trial, with children playing the roles. Assistance in this effort was provided by the District Attorney, Clerk of Court, City Marshal and Public Defender's Office.
- Jefferson Parish First Parish Court. Jefferson Parish First Parish Court reported that the court utilizes student workers, which offers them the opportunity to have a firsthand view of how the court functions and to better understand the criminal justice system. The probation office also sends out informative letters advising attorneys of various changes in the court's procedures.
- Jefferson Parish Second Parish Court. Jefferson Parish Second Parish Court reported that every year the court hosts a practice competition for the Judge Richard N. Ware, IV Memorial Statewide High School Mock Trial Competition for local participating high schools.
- Minden City Court. Minden City Court reported that it is working on a website, and that it also encourages visits from students.
- New Orleans Municipal Court. New Orleans Municipal Court reported that the court continues to work on the development of a website through the City of New Orleans. The court is also getting ready to distribute information to the media regarding an attachment amnesty program that the court is implementing for the month of February 2010. This program will allow any defendant with a pend-

- ing attachment or warrant to appear in Municipal Court to have the attachment or warrant recalled without a contempt of court charge being assessed.
- Ruston City Court. Ruston City Court reported that it participated in a mock trial program with court personnel.
- Shreveport City Court. Shreveport City Court reported that the judges visited classrooms, and that in the past, they have taken small claims court to high schools in the area. The court welcomes school classes, and also runs a program that allows a student to "shadow" a judge for a day.
- Slidell City Court. Slidell City Court reported that the court works with local newspapers to educate the public on the value and workings of juvenile drug court, which the court sees as an essential service to the community. This was done by providing the media with news releases on drug court graduations in which participants and/or speakers were able to raise public awareness of the positive values they learned through counseling and through drug court. The media responded by covering these stories, taking great care to protect the privacy of participants. The courthouse was opened to the Slidell Police Department's inaugural Citizen's Academy class one evening, and tours and briefings from court officials, including the judge, were provided.

A court official also conducted a two-day juvenile detention prevention event at a local junior high school, in which students were educated about the law, the legal system and the importance of making good choices throughout life. Another court official attends monthly principal's meetings in conjunction with law enforcement, school board officials, and state Office of Juvenile Justice representatives, to discuss juvenile issues and solutions within the schools. The court sends a representative to the Proud Coalition meeting monthly to discuss underage drinking with community members from law enforcement, the school board, therapists, and representatives from the 22nd Judicial District Court.



- Thibodaux City Court. Thibodaux City Court reported that the court continued to participate in the "Mayor For a Day Program."
- West Monroe City Court. West Monroe City Court reported that the judge gives speeches to the local high school's drivers education department.
- Winnsboro City Court. Winnsboro City
 Court reported that the court coordinated the
 tenth annual "Stay On Court Not In Court" tennis
 clinic to highlight the importance of obeying the
 law.

Objective 4.5

To recognize new conditions or emerging events and to adjust court operations accordingly.

Intent of the Objective

Effective courts are responsive to trends and emerging issues. This objective requires courts to recognize and respond appropriately. A court that moves deliberately in response to such 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 14, the city and parish courts also reported the following:

- Bastrop City Court. Bastrop City Court reported that it purchased software to help locate defendants and witnesses, and that it is in the process of purchasing digital recording equipment.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that it has installed software that images the servers and keeps that image up-to-date in the event of a disaster. In addition, the court has installed software that images the data for email storage. Both of these invest-

ments provide a level of security for the servers and data.

The red light camera trend has caused the court to make changes in procedures and create new software to handle the influx of violations and to provide access, assistance, and trials.

- **Jefferson Parish Second Parish.** Second Parish Court has installed computer software that provides backup for information on the court's computer servers.
- New Orleans Municipal Court. New Orleans Municipal Court reported that it has purchased new servers, personal computers, Westlaw, and municipal code updates and that it contracts with a company for electronic monitoring.
- Opelousas City Court. Opelousas City Court reported that it has installed an online ticket payment system. The court also reports that it has provided employees with Internet access.
- Slidell City Court. Slidell City Court installed video security cameras in the court's cashier's office and in the holding room for juveniles in custody.

Slidell City Court also reported that the community this court serves has been dramatically impacted by Hurricane Katrina. One long-term impact has been the change in the community's population. Not only has the population grown significantly, but that population influx has brought unanticipated changes that impact the court. The judge reported that he has spoken out consistently to raise public, business and government leadership awareness of how the increased population is stressing law enforcement and the courts. The needs of juveniles are an important part of this message.

• Sulphur City Court. Sulphur City Court reported that it is working with nCourt to develop electronic civil filing, and can now process the electronic payment of traffic fines through nCourt.



Objective 5.1

To ensure that the court and the justice it renders are accessible and are perceived by the public to be accessible.

Information regarding city and parish courts' activities pursuant to this objective may be found in the exhibits and individual court responses to Objectives 1.1 through 1.5 and 4.5 in current and previous years' Justice at Work reports.

Objective 5.2

To ensure that the court functions fairly, impartially, and expeditiously, and is perceived by the public to be so.

Information regarding city and parish courts' activities pursuant to this objective may be found in the exhibits and individual court responses to Objectives 2.1 through 3.5 in current and previous years' Justice at Work reports.

Objective 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.

Information regarding city and parish courts' activities pursuant to this objective may be found in the exhibits and individual court responses to Objectives 4.1 through 4.5 in current and previous years' Justice at Work reports.

Major Strategies Initiated or Completed in FY 2008-2009.

• Baker City Court. Baker City Court reported that it installed a security door threshold for patrons entering the courtroom. The entrance is monitored by an armed police officer.

- Bastrop City Court. Bastrop City Court reported that it increased security for court personnel and utilized alternative sentencing methods and education.
- Baton Rouge City Court. Baton Rouge City Court reported that it has expanded the Judicial Administrator's Office to add two Deputy Judicial Administrator positions. These two new staffers concentrate on the financial component of the court and professional development.

Regarding professional development, expenditures have been increased in this area to provide this position with the tools to implement in-house training, to support off-site attendance at seminars, on-line education, and guest speaker appearances. Additionally, a library of materials, including audio and video DVDs, has been made available to the staff for personal use that provide current practices in the area of personnel and professional development.

The court will also be implementing the Louisiana Court Connection software and case management system in 2010. The court intends to incorporate imaging capabilities and e-filing with this activation.

- Bossier City Court. Bossier City Court reported that it has initiated a "one time appearance" for minor traffic infractions, whereby arraignments and trials are held on the same day for defendants electing to plead not guilty. Once this is fully implemented, the court feels this will save everyone time, and that it will eliminate the need for a defendant to have to appear in court twice.
- Bunkie City Court. Bunkie City Court reported that it worked hard to get the civil and juvenile dockets current.
- Crowley City Court. Crowley City Court reported that it contracted with nCourt, a company designed to facilitate on-line payments of fines. This system has made payment of fines easier and less burdensome on out-of-town traffic offenders.



nCourt also set up a court web site for the court free of charge.

- PHammond City Court. Hammond City Court reported that the judge implemented a Court Appointed Mentoring Program (CAMP) which is designed to serve children through the Families In Need of Services and drug court programs. Community volunteers age 18 years or older are screened and trained by the CAMP Coordinator, and 31 mentors are currently trained and dedicate at least one hour per week to this cause. The feedback from both the mentors and mentees has been positive and the court is proud of the encouragement and support that is offered to children through this program.
- Jeanerette City Court. Jeanerette City Court reported that the court has instituted online bonding.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that the court has completed a capital budget project of installing large windows in each inner office of the probation office. This change created easy viewing of fellow employees so that each employee can see the others to immediately handle security breaches and problem defendants.

In addition, the court provided all probation employees with a radio for immediate connection to court bailiffs and security. Both of these changes have provided a safer atmosphere for not only those that use the probation office and work in that office, but all that use the court building.

• Jefferson Parish Second Parish Court. Jefferson Parish Second Parish Court reported that the website it has wanted to create for years has become a reality, offering vital information to the public, as well as links to other relevant websites. More recently, the court has taken customer service one step further. In cooperation with the Jefferson Parish Sheriff's Office, the court now offers the public the ability to pay traffic fines for certain citations

online. This new feature offers a significant convenience to the public in that certain traffic violations can be resolved without ever having to visit the courthouse.

- Jennings City Court. Jennings City Court reported that the court is setting up a system that allows individuals to pay traffic citations online.
- Kaplan City Court. Kaplan City Court reported that the 15th Judicial District Court has agreed to reinstate prosecution of Ninth Ward state traffic prosecutions. This use of city court could provide more efficient use of district court judges, personnel, courtroom facilities, etc., while at the same time help with budget shortfalls.
- Lafayette City Court. Lafayette City Court reported that the court installed new hardware, a state of the art server and backup system, and that the court is in the process of updating all case management software. The court also made major improvements to the court facilities and installed a state of the art security and alarm system.
- Minden City Court. The Minden City Court
 judge reported that at the end of trials, he announces to litigants that a decision will be rendered
 within seven days.
- Monroe City Court. Monroe City Court reported that some progress was made on developing a court website. The court also worked diligently to locate foreign language interpreters, and provided non-English speaking patrons with limited English proficiency (LEP) with needed interpreter services. The court, having received increased requests for these services, has developed a list of language interpreters in the area (particularly Spanish-speaking interpreters), thereby increasing access to the court and court services. The court has also located and utilized the services of a sign language interpreter.
- Natchitoches City Court. Natchitoches City Court reported that it has instituted a new system of information flow between the court and the city



police.

- New Iberia City Court. New Iberia City Court reported that its strategy for the year was to upgrade items such as computers, the copy machine, the telephones, and the refrigerator, as all were old.
- New Orleans Second City Court. New Orleans Second City Court reported that the judge has worked hard this year helping senior law students learn the "dos and don'ts" of trial practice. Loyola Law School is now in the courtroom two days a week, with students acting as mediators under the supervision of a professor.

The judge also worked with Tulane law School last year and the program was very successful. The judge enjoys this student interaction and believes this program will be of great benefit to the young lawyers as they begin their careers in Louisiana.

• New Orleans Municipal Court. New Orleans Municipal Court reported that it participated in the New Orleans Law Enforcement District bond election which was passed by the electorate. This provides for money to renovate the court's 46-year-old building. Along with the planning of the physical renovation, the court has initiated a strategic plan designed to impact the court's ability to service the public as a comprehensive community court. This includes providing services to the public related to truancy, homelessness, mental health and veteran affairs.

The court has also developed a comprehensive alternative sentencing program, and a weekend/holiday court. The court has also completely updated its technology system and recording and maintenance of court records. After the renovation of the building, the court will be in a position to implement a very progressive and ambitious strategic plan.

• New Orleans Traffic Court. New Orleans Traffic Court reported that it now scans the physical ticket to keep a back-up record of the case if anything happens to original ticket. Also the com-

puter system has anti-virus software to keep it from crashing.

- Oakdale City Court. Oakdale City Court reported that it has been working more with the City Marshal's Office and Police Department to provide more service to the public and ensure that the community knows what services the court provides in criminal and civil matters. The court has also built a stronger relationship with city officials to address any issues that may arise.
- Pineville City Court. Pineville City Court reported that it purchased a new civil program as well as a new server to ensure the backup of all programs.
- Port Allen City Court. Port Allen City Court reported that its docket for civil, traffic, criminal and juvenile cases is current, and that the judge usually offers court dates sooner than the attorney's schedules will allow. Also, the number of traffic cases has increased by 46%, yet the docket remains current.
- that for the last eight years a homeless gentleman appeared in the court for various offenses related to drug and alcohol abuse. Despite sentencing him on numerous occasions to the maximum extent, he continued to reappear before the judge. At one of these appearances, the judge and this gentleman discussed his possible placement in a thirteen month rehabilitation program, and the court subsequently learned that the gentleman was doing very well. The judge continues to correspond with him and feels confident that he will successfully complete the program and be in a position to help others.
- Ruston City Court. Ruston City Court reported that it is proud to have installed emergency lighting in the windowless courtroom following a couple of rare experiences of power failure this year which occurred during court proceedings.



 Shreveport City Court. Shreveport City Court reported that it has updated its security system and established procedures for accepting credit, debit cards and checks with a goal toward minimizing cash transactions.

The court also initiated work on a project for an interactive web page with a goal of implementing it in Spring 2010.

- **Slidell City Court.** Slidell City Court reported that to address the impact of the growth of the community, the court has purchased three lots to provide parking access for citizens utilizing the services of the court. This new space will provide for the safety and convenience of all court users.
- Sulphur City Court. Sulphur City Court reported that electronic civil filing should be online soon.
- Zachary City Court. Zachary City Court has taken a firm stand against domestic abuse and has developed a domestic violence program. The program involves the city court, local police department, city government, hospitals and the local school system. This group meets frequently to discuss any suggestions or changes that could be made to better serve the public. The program is

based on the Duluth Model of batterer intervention treatment. The program not only focuses on the perpetrator but also attempts to assist the victim and children in the home with information on resources in the area that are available to them. Children are interviewed and appropriate counseling is recommended and followed by the court to make sure it is completed. One of the first steps is to get the perpetrator in court as soon as possible. The judge has set aside every Wednesday to hear domestic violence cases. If a perpetrator is in court and either admits guilt or has been found guilty he or she is referred to an area social worker, who determines what type of treatment is appropriate. Although each case is different, some perpetrators are ordered to complete a 27-week domestic abuse intervention program. Each case is monitored closely by the court system.



ACTIONS TAKEN IN FY 2008-2009 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1

| OBJECTIVE 1.1 | Did not address this objective in FY 2008- | Continued to address this objective through the actions indicated | Posted the court's schedule on the doors or walls of the courtrooms | Developed or maintained a website 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 | | | | ✓ | | 1 | |
| Breaux Bridge | | ✓ | | | | | ✓ |
| Bunkie | ✓ | | | | | | |
| Crowley | | ✓ | ✓ | 1 | ✓ | | |
| Denham Springs | | ✓ | | ✓ | ✓ | ✓ | |
| Eunice | | ✓ | ✓ | | | ✓ | |
| Franklin | ✓ | | | | | | |
| Hammond | | ✓ | ✓ | | 1 | ✓ | ✓ |
| Houma | | ✓ | 1 | ✓ | ✓ | ✓ | |
| Jeanerette | | | | | ✓ | | |
| Jefferson - 1st Parish Ct. | | ✓ | ✓ | ✓ | 1 | ✓ | ✓ |
| Jefferson - 2nd Parish Ct. | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Jennings | | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Kaplan | | | 1 | | | | |
| Lafayette | | √ | 1 | | ✓ | | |
| Lake Charles | | ✓ | | 1 | | | |
| Leesville | | | ✓ | | | | 1 |
| Marksville | 1 | | | | | | |
| Minden | | ✓ | | ✓ | ✓ | | 1 |
| Monroe | | ✓ | | | ✓ | ✓ | |
| Morgan City | | | √ | | | | 1 |



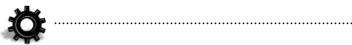
ACTIONS TAKEN IN FY 2008-2009 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1

| OBJECTIVE 1.1 | Did not address this objective in FY 2008- 2009 | Continued to address this objective through the actions indicated | Posted the court's schedule on the doors or walls of the courtrooms | Developed or maintained a website 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 | | | | | | | 1 |
| New Iberia | | | | | | 1 | |
| N.O 1st City Ct. | | | ✓ | ✓ | | | |
| N.O 2nd City Ct. | | | | | | ✓ | |
| N.O Municipal Ct. | | 1 | 1 | | | 1 | |
| N.O Traffic Ct. | | 1 | 1 | | | 1 | |
| Oakdale | | | 1 | | 1 | | |
| Opelousas | | | | 1 | ✓ | 1 | |
| Pineville | | ✓ | ✓ | | ✓ | | |
| Plaquemine | | | ✓ | | | | |
| Port Allen | | | | ✓ | | | |
| Rayne | | ✓ | ✓ | | ✓ | | |
| Ruston | | | | ✓ | | | |
| Shreveport | | ✓ | 1 | | | | ✓ |
| Slidell | | ✓ | 1 | ✓ | ✓ | ✓ | ✓ |
| Springhill | | | | | | | ✓ |
| Sulphur | | | | ✓ | | | |
| Thibodaux | ✓ | | | | | | |
| Vidalia | ✓ | | | | | | |
| Ville Platte | | ✓ | ✓ | | | | |
| West Monroe | | ✓ | ✓ | | | | |
| Winnfield | ✓ | | | | | | |
| Winnsboro | | ✓ | ✓ | | ✓ | | |
| Zachary | | ✓ | ✓ | | | | ✓ |
| TOTALS | 6 | 26 | 26 | 18 | 18 | 19 | 16 |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT (ADA)--Exhibit 2

| Objective 1.2 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or maintained ADA non-discrimination policies or court rules | Posted public notices/communications of availability of reasonable accommodations | Established/maintained a complaint procedure | Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.) | Developed or maintained written essential functions for court jobs | Established or maintained a list of available realtime court reporters and sign language interpreters | Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees | Other |
|----------------------------|------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------|
| CITY/PARISH COURT | | | | | | | | | | |
| Abbeville | | | 1 | | | | | 1 | | |
| Alexandria | | | 1 | | | 1 | | | | 1 |
| Ascension Parish Ct. | | | 1 | | 1 | 1 | | 1 | | |
| Baker | 1 | | | | | | | | | |
| Bastrop | | 1 | | | | | ✓ | | | 1 |
| Baton Rouge | | 1 | 1 | 1 | 1 | 1 | ✓ | 1 | 1 | 1 |
| Bogalusa | | | | | 1 | | | | | |
| Bossier City | | | | | 1 | | | | | |
| Breaux Bridge | 1 | | | | | | | | | |
| Bunkie | | 1 | | | | | | ✓ | | |
| Crowley | | 1 | 1 | | | ✓ | | | ✓ | |
| Denham Springs | | ✓ | ✓ | | ✓ | | | ✓ | | |
| Eunice | | ✓ | | | | | | ✓ | | |
| Franklin | | | | | | 1 | | | | |
| Hammond | | ✓ | | | | | | ✓ | | |
| Houma | | 1 | 1 | | | | ✓ | 1 | | |
| Jeanerette | | | 1 | | ✓ | | | | | |
| Jefferson - 1st Parish Ct. | | 1 | 1 | 1 | | 1 | ✓ | 1 | 1 | ✓ |
| Jefferson - 2nd Parish Ct. | | 1 | 1 | 1 | ✓ | 1 | ✓ | 1 | 1 | ✓ |
| Jennings | | 1 | | | | | | | | ✓ |
| Kaplan | | 1 | | | ✓ | | | | | ✓ |
| Lafayette | | 1 | ✓ | | | 1 | ✓ | | | ✓ |
| Lake Charles | | 1 | 1 | | ✓ | | ✓ | ✓ | | |
| Leesville | | | | | | | | ✓ | ✓ | |
| Marksville | 1 | | | | | | | | | |
| Minden | | ✓ | ✓ | | | | ✓ | ✓ | | ✓ |
| Monroe | | ✓ | | ✓ | | | | ✓ | | |
| Morgan City | ✓ | | | | | | | | | |



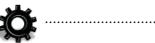
ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT (ADA)--Exhibit 2

| WITH THE INVENIENCE WITH DIORDIETTE THE TAINING EARNING | | | | | | | | | | |
|---------------------------------------------------------|------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------|
| Objective 1.2 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or maintained ADA non-discrimination policies or court rules | Posted public notices/communications of availability of reasonable accommodations | Established/maintained a complaint procedure | Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.) | Developed or maintained written essential functions for court jobs | Established or maintained a list of available real- time court reporters and sign language interpret- ers | Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees | Other |
| CITY/PARISH COURT | | | | | | | | | | |
| Natchitoches | | | 1 | | | | | | | |
| New Iberia | 1 | | | | | | | | | |
| N.O 1st City Ct. | | 1 | 1 | 1 | | 1 | | | 1 | |
| N.O 2nd City Ct. | | | 1 | 1 | 1 | 1 | | 1 | 1 | |
| N.O Municipal Ct. | | 1 | | 1 | | 1 | | 1 | | 1 |
| N.O Traffic Ct. | | 1 | 1 | 1 | 1 | 1 | | | | |
| Oakdale | | | | 1 | | | | | | |
| Opelousas | | | | | | 1 | | 1 | | |
| Pineville | | 1 | | | | | | 1 | | |
| Plaquemine | 1 | | | | | | | | | |
| Port Allen | | | | 1 | | | | 1 | | |
| Rayne | | ✓ | | | | ✓ | | 1 | ✓ | |
| Ruston | ✓ | | | | | | | | | |
| Shreveport | | ✓ | | | | ✓ | ✓ | 1 | ✓ | ✓ |
| Slidell | | ✓ | 1 | | 1 | | | | | |
| Springhill | 1 | | | | | | | | | ✓ |
| Sulphur | | | | | | 1 | | 1 | | |
| Thibodaux | | 1 | | | | | | 1 | | |
| Vidalia | | 1 | 1 | | | | | | | |
| Ville Platte | | 1 | | | | ✓ | | | | |
| West Monroe | | 1 | | | | | | | | ✓ |
| Winnfield | 1 | | | | | | | | | |
| Winnsboro | | 1 | | 1 | | | | | | |
| Zachary | | 1 | | | | | | 1 | | |
| TOTALS | 9 | 29 | 19 | 11 | 12 | 17 | 9 | 24 | 9 | 13 |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENT-ING SAFETY AND SECURITY MEASURES-Exhibit 3

| | | | | - | | | | | | | - | | | |
|----------------------------|------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------|-----------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------|----------------------------|-------------------------------------------|--------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------|-------|
| Objective 1.2 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Implemented or continued coordination of security with law enforcement officials | Had a security audit performed | Developed or maintained a safety policy | Developed or maintained a security policy | Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms | Trained court personnel in better security | Appointed a safety officer | Sponsored safety and/or security training | Installed or maintained security equipment | Implemented or maintained an emergency evacuation procedure | Coordinated security with law enforcement officials | Other |
| CITY/PARISH COURT | | | | | | | | | | | | | | |
| Abbeville | | | 1 | | | 1 | | | | | 1 | | | |
| Alexandria | | 1 | 1 | | | | 1 | | | | | | | |
| Ascension Parish Ct. | | | | | | | 1 | 1 | | | | | | |
| Baker | | 1 | 1 | | | | | 1 | | | 1 | | 1 | |
| Bastrop | | 1 | 1 | | | | 1 | | | | 1 | | 1 | 1 |
| Baton Rouge | | 1 | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Bogalusa | | | | | 1 | 1 | 1 | | | | | | | |
| Bossier City | | | 1 | | | | 1 | | | | | | | |
| Breaux Bridge | 1 | | | | | | | | | | | | | |
| Bunkie | | 1 | | | | | | | | | | | 1 | |
| Crowley | | 1 | 1 | | | | | | | | | | | 1 |
| Denham Springs | | 1 | | | | | 1 | 1 | | | 1 | | 1 | |
| Eunice | | 1 | 1 | | | | | 1 | 1 | | 1 | | | |
| Franklin | | | | | | | | | | | 1 | | | |
| Hammond | | 1 | | | | 1 | | | | | | | 1 | |
| Houma | | 1 | 1 | | 1 | 1 | | 1 | | 1 | 1 | 1 | 1 | |
| Jeanerette | | 1 | 1 | | | | 1 | 1 | | | | 1 | 1 | |
| Jefferson - 1st Parish Ct. | | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 1 |
| Jefferson - 2nd Parish Ct. | | 1 | 1 | | | 1 | 1 | | 1 | | 1 | | | 1 |
| Jennings | | 1 | 1 | | | | 1 | 1 | 1 | | 1 | | 1 | |
| Kaplan | | 1 | 1 | | | | | | | | | | 1 | |
| Lafayette | | 1 | 1 | | | 1 | 1 | 1 | | 1 | 1 | | 1 | 1 |
| Lake Charles | | 1 | 1 | 1 | | | | 1 | | | | 1 | | |
| Leesville | | | | | | | | | | | | | | |
| Marksville | | 1 | 1 | | | 1 | | 1 | | | | | 1 | |
| Minden | | 1 | 1 | | | | 1 | 1 | | | | | 1 | 1 |
| Monroe | | 1 | | 1 | | | 1 | | | | 1 | 1 | 1 | |
| Morgan City | | 1 | 1 | | | | 1 | | | | | | 1 | |
| | | | | | | | | | | | | | | |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENT-ING SAFETY AND SECURITY MEASURES-Exhibit 3

| | | | | | | | | | | | | 1 | | |
|-------------------|------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------|-----------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------|----------------------------|-------------------------------------------|--------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------|-------|
| Objective 1.2 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Implemented or continued coordination of security with law enforcement officials | Had a security audit performed | Developed or maintained a safety policy | Developed or maintained a security policy | Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms | Trained court personnel in better security | Appointed a safety officer | Sponsored safety and/or security training | Installed or maintained security equipment | Implemented or maintained an emergency evacuation procedure | Coordinated security with law enforcement officials | Other |
| CITY/PARISH COURT | | | | | | | | | | | | | | |
| Natchitoches | | | | | | | | | | | 1 | | | |
| New Iberia | | | 1 | | | | 1 | | | | 1 | | 1 | |
| N.O 1st City Ct. | | 1 | 1 | | | 1 | 1 | | | | 1 | 1 | 1 | |
| N.O 2nd City Ct. | | | 1 | | | | | | | | 1 | 1 | 1 | |
| N.O Municipal Ct. | | ✓ | ✓ | | | | 1 | | | | | 1 | ✓ | 1 |
| N.O Traffic Ct. | | ✓ | ✓ | | 1 | | 1 | ✓ | | | 1 | 1 | ✓ | |
| Oakdale | | | ✓ | | | | 1 | | | | 1 | | ✓ | |
| Opelousas | | | ✓ | | | | | | | | | | ✓ | |
| Pineville | | ✓ | ✓ | | | | 1 | | | | | | | |
| Plaquemine | | | | | | | | | | | | | ✓ | |
| Port Allen | | 1 | | | | | | | | | 1 | | 1 | 1 |
| Rayne | | 1 | ✓ | | | | 1 | | | | 1 | 1 | 1 | |
| Ruston | | 1 | | | | | | | | | 1 | | | 1 |
| Shreveport | | 1 | 1 | 1 | | 1 | 1 | | | | 1 | 1 | ✓ | 1 |
| Slidell | | 1 | 1 | | 1 | 1 | | | | | | | 1 | 1 |
| Springhill | | | | | | | | | | | 1 | | | |
| Sulphur | | | | | | | | | | | | | | 1 |
| Thibodaux | | 1 | ✓ | | | | | | | | 1 | | | 1 |
| Vidalia | | 1 | ✓ | | | | 1 | | | | | | | |
| Ville Platte | | 1 | | | | | | | | | 1 | | 1 | |
| West Monroe | | 1 | | | | | | | | | | | ✓ | |
| Winnfield | | 1 | ✓ | | | | | | | | | | | |
| Winnsboro | | 1 | | | | | | 1 | | | | | ✓ | |
| Zachary | | 1 | | | | | | | 1 | | 1 | | 1 | |
| TOTALS | 1 | 37 | 33 | 4 | 6 | 12 | 23 | 15 | 6 | 4 | 27 | 12 | 31 | 14 |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN-Exhibit 4

| Objective 1.2 | Did not address this objective in FY 2008- 2009 | Continued to address this objective through the actions indicated | Developed or updated a COOP/DRP | Coordinated the COOP/DRP with all parish/city officials | Tested the COOP/DRP on a regular basis | Other |
|----------------------------|----------------------------------------------------|-------------------------------------------------------------------|---------------------------------|---------------------------------------------------------|----------------------------------------|-------|
| CITY/PARISH COURT | | | | | | |
| Abbeville | | 1 | | | | 1 |
| Alexandria | | √ | | | | 1 |
| Ascension Parish Ct. | | √ | | | | |
| Baker | 1 | | | | | |
| Bastrop | | √ | | | | 1 |
| Baton Rouge | | ✓ | 1 | 1 | ✓ | 1 |
| Bogalusa | 1 | | | | | |
| Bossier City | | | 1 | | | |
| Breaux Bridge | | | | √ | | |
| Bunkie | 1 | | | | | |
| Crowley | | 1 | | 1 | | |
| Denham Springs | | ✓ | 1 | | | |
| Eunice | ✓ | | | | | |
| Franklin | ✓ | | | | | |
| Hammond | | ✓ | ✓ | | | |
| Houma | | ✓ | ✓ | ✓ | | |
| Jeanerette | | ✓ | | | | ✓ |
| Jefferson - 1st Parish Ct. | | ✓ | ✓ | | | ✓ |
| Jefferson - 2nd Parish Ct. | | ✓ | ✓ | | | ✓ |
| Jennings | | | 1 | ✓ | | |
| Kaplan | ✓ | | | | | |
| Lafayette | | ✓ | | ✓ | | 1 |
| Lake Charles | | ✓ | ✓ | ✓ | | |
| Leesville | | ✓ | | | | |
| Marksville | 1 | | | | | |
| Minden | | ✓ | | | | ✓ |
| Monroe | | | 1 | | | |
| Morgan City | | ✓ | | ✓ | ✓ | ✓ |



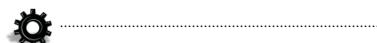
ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN-Exhibit 4

| Objective 1.2 | Did not address this objective in FY 2008- 2009 | Continued to address this objective through the actions indicated | Developed or updated a COOP/DRP | Coordinated the COOP/DRP with all parish/city officials | Tested the COOP/DRP on a regular basis | Other |
|-------------------|----------------------------------------------------|-------------------------------------------------------------------|---------------------------------|---------------------------------------------------------|----------------------------------------|-------|
| CITY/PARISH COURT | | | | | | |
| Natchitoches | | | | | 1 | |
| New Iberia | | | | 1 | | |
| N.O 1st City Ct. | | 1 | 1 | | | 1 |
| N.O 2nd City Ct. | | | 1 | | | |
| N.O Municipal Ct. | | 1 | 1 | 1 | | ✓ |
| N.O Traffic Ct. | | ✓ | ✓ | ✓ | | |
| Oakdale | | | | ✓ | | |
| Opelousas | ✓ | | | | | |
| Pineville | | ✓ | | | | ✓ |
| Plaquemine | ✓ | | | | | |
| Port Allen | | | ✓ | | | |
| Rayne | | ✓ | | ✓ | | |
| Ruston | ✓ | | | | | |
| Shreveport | | ✓ | | | | |
| Slidell | | ✓ | ✓ | | | |
| Springhill | ✓ | | | | | |
| Sulphur | | | ✓ | 1 | | 1 |
| Thibodaux | 1 | | | | | |
| Vidalia | ✓ | | | | | |
| Ville Platte | | ✓ | | 1 | | |
| West Monroe | 1 | | | | | |
| Winnfield | 1 | | | | | |
| Winnsboro | | ✓ | | | | 1 |
| Zachary | | ✓ | | | | ✓ |
| TOTALS | 15 | 27 | 17 | 15 | 3 | 13 |



ACTIONS TAKEN IN FY 2008-2009 TO GIVE ALL WHO APPEAR BEFORE THE COURT REASONABLE OPPORTUNITIES TO PARTICIPATE EFFECTIVELY WITHOUT UNDUE HARDSHIP OR INCONVENIENCE: ASSISTING PATRONS WITH LIMITED ENGLISH PROFICIENCY-Exhibit 5

| OBJECTIVE 1.3 | Did not address in FY 2008-2009 | Continued to address this objective through the actions indicated | Complied with DOJ LEP guidelines | Installed or maintained signage regarding LEP | Provided foreign language interpreter services when necessary | Developed or maintained a list of professional interpreters for non-English-speak-ing patrons | Adopted or maintained an oath for language interpreters | Adopted or maintained a policy for the provision of language interpreters | Other |
|----------------------------|---------------------------------|-------------------------------------------------------------------|----------------------------------|--------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------|----------|
| CITY/PARISH COURT | | | | | | | | | |
| Abbeville | | | 1 | | 1 | 1 | 1 | 1 | |
| Alexandria | | ✓ | | | ✓ | | | | 1 |
| Ascension Parish Ct. | | | | | 1 | 1 | 1 | | |
| Baker | | 1 | | | 1 | | | | |
| Bastrop | | 1 | | | 1 | 1 | | | |
| Baton Rouge | | 1 | 1 | 1 | 1 | ✓ | 1 | 1 | |
| Bogalusa | | | | | 1 | | | | |
| Bossier City | | | | | 1 | 1 | 1 | 1 | |
| Breaux Bridge | | | | | 1 | | | | |
| Bunkie | | 1 | | | 1 | | | | |
| Crowley | | 1 | | | 1 | 1 | | | |
| Denham Springs | | ✓ | | | ✓ | ✓ | ✓ | ✓ | |
| Eunice | | ✓ | | 1 | ✓ | ✓ | | | |
| Franklin | | | | | ✓ | | | | |
| Hammond | | 1 | | | 1 | 1 | 1 | | |
| Houma | | ✓ | | ✓ | ✓ | ✓ | | ✓ | |
| Jeanerette | | ✓ | 1 | | 1 | ✓ | ✓ | ✓ | |
| Jefferson - 1st Parish Ct. | | ✓ | | ✓ | ✓ | ✓ | | | ✓ |
| Jefferson - 2nd Parish Ct. | | ✓ | | ✓ | ✓ | ✓ | | | ✓ |
| Jennings | | ✓ | | | 1 | ✓ | ✓ | ✓ | |
| Kaplan | | ✓ | | | ✓ | | | | |
| Lafayette | | ✓ | 1 | | 1 | ✓ | ✓ | ✓ | ✓ |
| Lake Charles | | ✓ | 1 | | ✓ | ✓ | | | |
| Leesville | | | | | 1 | | | | |
| Marksville | 1 | | | | | | | | |
| Minden | | 1 | | | 1 | ✓ | | | ✓ |
| Monroe | | 1 | 1 | | 1 | 1 | 1 | | |
| Morgan City | | ✓ | | | 1 | ✓ | 1 | | |



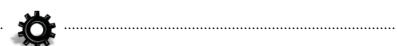
ACTIONS TAKEN IN FY 2008-2009 TO GIVE ALL WHO APPEAR BEFORE THE COURT REASONABLE OPPORTUNITIES TO PARTICIPATE EFFECTIVELY WITHOUT UNDUE HARDSHIP OR INCONVENIENCE: ASSISTING PATRONS WITH LIMITED ENGLISH PROFICIENCY-Exhibit 5

| OBJECTIVE 1.3 | Did not address in FY 2008-2009 | Continued to address this objective through the actions indicated | Complied with DOJ LEP guidelines | Installed or maintained signage regarding LEP | Provided foreign language interpreter services when necessary | Developed or maintained a list of professional interpreters for non-English-speaking patrons | Adopted or maintained an oath for language interpreters | Adopted or maintained a policy for the provision of language interpreters | Other |
|-------------------|---------------------------------|----------------------------------------------------------------------|----------------------------------|--------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------|----------|
| CITY/PARISH COURT | | | | | | | | | |
| Natchitoches | | | | | | | | 1 | |
| New Iberia | | | | | 1 | 1 | √ | | |
| N.O 1st City Ct. | | | | 1 | 1 | 1 | ✓ | | |
| N.O 2nd City Ct. | | | | | 1 | 1 | | | |
| N.O Municipal Ct. | | ✓ | | | 1 | 1 | | | 1 |
| N.O Traffic Ct. | | √ | 1 | | 1 | 1 | | | |
| Oakdale | | | | | 1 | | | | |
| Opelousas | | | | | 1 | | | | |
| Pineville | | ✓ | | | ✓ | | ✓ | | |
| Plaquemine | | | | | ✓ | | | | |
| Port Allen | | | | | ✓ | ✓ | ✓ | | |
| Rayne | | ✓ | | | ✓ | ✓ | | 1 | |
| Ruston | | ✓ | | | ✓ | ✓ | | | ✓ |
| Shreveport | | ✓ | | | ✓ | ✓ | ✓ | | |
| Slidell | | ✓ | 1 | | ✓ | ✓ | ✓ | ✓ | ✓ |
| Springhill | | ✓ | | | ✓ | | | | |
| Sulphur | | | | ✓ | 1 | 1 | ✓ | ✓ | |
| Thibodaux | | ✓ | | | 1 | 1 | ✓ | | |
| Vidalia | | 1 | | | 1 | | | 1 | |
| Ville Platte | | ✓ | | | 1 | 1 | | | |
| West Monroe | | 1 | | | 1 | | ✓ | | |
| Winnfield | | ✓ | | | 1 | | | | |
| Winnsboro | | 1 | | | 1 | | | | |
| Zachary | | ✓ | | | 1 | 1 | | | |
| TOTALS | 1 | 35 | 8 | 7 | 50 | 33 | 20 | 13 | 8 |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO THE COURT'S PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE: ASSISTING PRO SE LITIGANTS-Exhibit 6

| | | | | IOAN 15°L | | | |
|----------------------------|------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------|-------|
| OBJECTIVE 1.5 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Worked with the clerk of court and/or local bar to provide information | Referred pro se litigants to legal service corporations | Ensured the availability of indigent defenders to indigent defendants | Provided generic petitions and other forms | Other |
| CITY/PARISH COURT | | | | | | | |
| Abbeville | | | 1 | | ✓ | 1 | |
| Alexandria | | √ | | | ✓ | 1 | |
| Ascension Parish Ct. | | | 1 | | ✓ | | |
| Baker | | ✓ | 1 | 1 | ✓ | 1 | |
| Bastrop | | ✓ | | | ✓ | 1 | |
| Baton Rouge | | ✓ | 1 | 1 | ✓ | 1 | 1 |
| Bogalusa | | | | 1 | | | |
| Bossier City | | | | | ✓ | | |
| Breaux Bridge | | ✓ | | 1 | ✓ | | |
| Bunkie | | ✓ | 1 | | | 1 | |
| Crowley | | ✓ | 1 | ✓ | ✓ | ✓ | 1 |
| Denham Springs | | ✓ | | ✓ | ✓ | 1 | |
| Eunice | | ✓ | ✓ | ✓ | ✓ | √ | |
| Franklin | | | | | ✓ | | |
| Hammond | | ✓ | | ✓ | ✓ | | |
| Houma | | ✓ | | ✓ | ✓ | ✓ | |
| Jeanerette | | ✓ | 1 | ✓ | ✓ | ✓ | |
| Jefferson - 1st Parish Ct. | | ✓ | 1 | | ✓ | ✓ | |
| Jefferson - 2nd Parish Ct. | | ✓ | 1 | | ✓ | | 1 |
| Jennings | | ✓ | 1 | ✓ | ✓ | ✓ | 1 |
| Kaplan | | ✓ | | ✓ | ✓ | 1 | |
| Lafayette | | ✓ | 1 | ✓ | ✓ | ✓ | |
| Lake Charles | | ✓ | | ✓ | ✓ | ✓ | |
| Leesville | | ✓ | | | | | |
| Marksville | | ✓ | ✓ | | ✓ | ✓ | |
| Minden | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Monroe | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Morgan City | | ✓ | ✓ | | ✓ | ✓ | |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO THE COURT'S PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE: ASSISTING PRO SE LITIGANTS-Exhibit 6

| | i | | i | | | | |
|-------------------|------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------|-------|
| OBJECTIVE 1.5 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Worked with the clerk of court and/or local bar to provide information | Referred pro se litigants to legal service corporations | Ensured the availability of indigent defenders to indigent defendants | Provided generic petitions and other forms | Other |
| CITY/PARISH COURT | | | | | | | |
| Natchitoches | | | | / | 1 | | |
| New Iberia | | | | / | 1 | | |
| N.O 1st City Ct. | | 1 | / | ✓ | | 1 | |
| N.O 2nd City Ct. | | | / | / | | / | |
| N.O Municipal Ct. | | 1 | / | / | / | | / |
| N.O Traffic Ct. | | 1 | | ✓ | ✓ | | |
| Oakdale | | | | | ✓ | | |
| Opelousas | | | | 1 | 1 | 1 | |
| Pineville | | ✓ | | 1 | 1 | 1 | |
| Plaquemine | 1 | | | | | | |
| Port Allen | | | 1 | 1 | 1 | 1 | |
| Rayne | | 1 | 1 | 1 | 1 | | |
| Ruston | | 1 | | | 1 | 1 | |
| Shreveport | | 1 | 1 | | ✓ | ✓ | |
| Slidell | | ✓ | | ✓ | ✓ | | |
| Springhill | | ✓ | | | ✓ | ✓ | |
| Sulphur | | | | | ✓ | ✓ | |
| Thibodaux | | ✓ | | | ✓ | ✓ | |
| Vidalia | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Ville Platte | | ✓ | ✓ | | | | |
| West Monroe | | ✓ | | ✓ | ✓ | ✓ | |
| Winnfield | | ✓ | | ✓ | ✓ | | |
| Winnsboro | | ✓ | | ✓ | | ✓ | |
| Zachary | | ✓ | | ✓ | ✓ | | |
| TOTALS | 1 | 39 | 24 | 32 | 44 | 33 | 5 |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE TIMELY CASE MANAGEMENT AND PROCESSING: REDUCING DELAYS AND IMPROVING CASE MANAGEMENT-Exhibit 7

| OBJECTIVE 2.1 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Installed or maintained an automated case allotment system | Installed or maintained an automated case manage- ment system | Planned the development of an automated case management system | Improved the manual system of case processing | Used docket status reports | Improved communication with police, sheriff's and marshal's offices | Improved docketing and scheduling | Employed case managers to expedite court processes | Took steps to reduce cases under advisement | Implemented or maintained the use of pre-trial conferences | Encouraged alternative dispute resolutions | Implemented or maintained time standards for case processing | Other |
|----------------------------|------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------|----------------------------|------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------|---------------------------------------------|------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------|-------|
| CITY/PARISH COURT | | | | | | | | | | | | | | | |
| Abbeville | | | | 1 | | | | | 1 | | 1 | 1 | 1 | | |
| Alexandria | | 1 | | | | | | | | | | 1 | | | |
| Ascension Parish Ct. | | | | | | | | | | | 1 | | | | |
| Baker | | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | | 1 | 1 | | | |
| Bastrop | | 1 | | 1 | | | | 1 | | | 1 | 1 | | | |
| Baton Rouge | | 1 | 1 | | 1 | 1 | | 1 | 1 | | | 1 | 1 | 1 | 1 |
| Bogalusa | | | | | | 1 | | 1 | | | | | | | |
| Bossier City | | | | | | 1 | 1 | 1 | 1 | | | 1 | 1 | | |
| Breaux Bridge | | 1 | | | | 1 | | | | | | | | | |
| Bunkie | | 1 | | | | | | 1 | 1 | | | 1 | | | |
| Crowley | | 1 | | 1 | | 1 | | 1 | 1 | | 1 | 1 | | 1 | |
| Denham Springs | | 1 | | | | 1 | | 1 | 1 | | | | | | |
| Eunice | | 1 | | | | | 1 | | 1 | | 1 | 1 | | | |
| Franklin | | | | | | | | 1 | | | | | | | |
| Hammond | | 1 | | | | | | 1 | 1 | 1 | | | | | |
| Houma | | 1 | | 1 | 1 | | | | 1 | | | 1 | 1 | 1 | |
| Jeanerette | | 1 | | 1 | | | 1 | 1 | 1 | | | 1 | | 1 | |
| Jefferson - 1st Parish Ct. | | 1 | 1 | 1 | | | | 1 | 1 | | | 1 | | | |
| Jefferson - 2nd Parish Ct. | | 1 | 1 | 1 | | 1 | | | 1 | 1 | | 1 | | | |
| Jennings | | 1 | | | | | | 1 | | | | 1 | | | 1 |
| Kaplan | | 1 | | | | / | | 1 | 1 | | 1 | 1 | 1 | 1 | 1 |
| Lafayette | | 1 | 1 | 1 | 1 | | | 1 | 1 | | | 1 | 1 | | |
| Lake Charles | | 1 | | ✓ | | ✓ | 1 | 1 | | | 1 | | | 1 | |
| Leesville | | | | | | | | | 1 | | | | | | |
| Marksville | 1 | | | | | | | | | | | | | | |
| Minden | | 1 | | | | ✓ | | | | | 1 | | | | 1 |
| Monroe | | 1 | | 1 | | | | 1 | 1 | | | 1 | | | |
| Morgan City | | 1 | | 1 | | 1 | | 1 | 1 | | | | | | |



ACTIONS TAKEN IN FY 2008-2009 TO ENCOURAGE TIMELY CASE MANAGEMENT AND PROCESSING: REDUCING DELAYS AND IMPROVING CASE MANAGEMENT-Exhibit 7

| OBJECTIVE 2.1 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Installed or maintained an automated case allotment system | Installed or maintained an automated case manage- ment system | Planned the development of an automated case management system | Improved the manual system of case processing | Used docket status reports | Improved communication with police, sheriffs and marshal's offices | Improved docketing and scheduling | Employed case managers to expedite court processes | Took steps to reduce cases under advisement | Implemented or maintained the use of pre-trial conferences | Encouraged alternative dispute resolutions | Implemented or maintained time standards for case processing | Other |
|-------------------|------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------|----------------------------|-----------------------------------------------------------------------|-----------------------------------|----------------------------------------------------|---------------------------------------------|------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------|-------|
| CITY/PARISH COURT | | | | | | | | | | | | | | | |
| Natchitoches | | | | 1 | | | | 1 | | | 1 | | | | |
| New Iberia | | | | | | | 1 | 1 | | | | | | | |
| N.O 1st City Ct. | | | | | | | 1 | | | | 1 | 1 | 1 | | |
| N.O 2nd City Ct. | | | 1 | 1 | | 1 | 1 | | 1 | | 1 | 1 | 1 | 1 | |
| N.O Municipal Ct. | | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | 1 | | | 1 |
| N.O Traffic Ct. | | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | | | | 1 | |
| Oakdale | | | | | | 1 | | 1 | 1 | | | | | | |
| Opelousas | | | | 1 | 1 | | 1 | 1 | 1 | | 1 | | | | |
| Pineville | | 1 | | 1 | | 1 | 1 | | 1 | | | 1 | | | |
| Plaquemine | | 1 | | | | | | | | | | | | | 1 |
| Port Allen | 1 | | | | | | | | | | | | | | |
| Rayne | | 1 | | 1 | | | | / | 1 | | 1 | / | / | | |
| Ruston | | 1 | | | | | | 1 | | | 1 | 1 | | | |
| Shreveport | | 1 | 1 | ✓ | | | 1 | | | | | | | | |
| Slidell | | 1 | | | | 1 | | 1 | | 1 | | 1 | | 1 | 1 |
| Springhill | 1 | | | | | | | | | | | | | | |
| Sulphur | | | | 1 | | | | | | | | | | | 1 |
| Thibodaux | | | | | | | | | | | | | | | |
| Vidalia | | 1 | | | | 1 | 1 | | | | | 1 | 1 | | |
| Ville Platte | | 1 | | | | | | | 1 | | | 1 | | | |
| West Monroe | | 1 | | | | | | 1 | | | | 1 | | | |
| Winnfield | | 1 | | 1 | | 1 | | 1 | 1 | | | | | | |
| Winnsboro | | 1 | | | | ✓ | | | | | | | | | |
| Zachary | | 1 | | 1 | | | | | | | 1 | 1 | 1 | | |
| TOTALS | 3 | 35 | 9 | 23 | 4 | 19 | 14 | 29 | 27 | 5 | 17 | 28 | 11 | 9 | 8 |



ACTIONS TAKEN IN FY 2008-2009 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE-Exhibit 8

| OBJECTIVE 2.3 OBJECTIVE 2.3 OBJECTIVE 2.3 OBJECTIVE 2.3 OBJECTIVE 2.4 OBJECTIVE 2.4 OBJECTIVE 2.4 OBJECTIVE 2.4 OBJECTIVE 2.4 OBJECTIVE 2.5 OBJECTIVE 2.5 OBJECTIVE 2.5 OBJECTIVE 2.5 OBJECTIVE 2.5 OBJECTIVE 2.5 OBJECTIVE 3.5 OBJECT | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Abbeville Alexandria Ascension Parish Ct. Baker Bastrop V Baton Rouge V Bogalusa Bossier City Breaux Bridge Bunkie Crowley Crowley Thankin Hammond Houma Houma Jeanerette Jefferson - 1st Parish Ct. Jefferson - 2nd Parish Ct. Lafagette Lafagette Lafagette V V V V V V V V V V V V V | OBJECTIVE 2.3 | Did not address this objective in FY 2008- 2009 | Continued to address this objective through the actions indicated | Designated a person/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 |
| Alexandria | CITY/PARISH COURT | | | | | | |
| Ascension Parish Ct. Baker Baker | Abbeville | | | | | ✓ | |
| Baker | Alexandria | 1 | | | | | |
| Bastrop | Ascension Parish Ct. | | 1 | | | ✓ | |
| Baton Rouge ✓ ✓ ✓ ✓ Bogalusa ✓ ✓ ✓ ✓ Breaux Bridge ✓ ✓ ✓ ✓ ✓ Bunkie ✓ ✓ ✓ ✓ ✓ ✓ Crowley ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | Baker | | 1 | | | ✓ | |
| Bossier City Breaux Bridge Bunkie Crowley Denham Springs ✓ Franklin Hammond ✓ Houna ✓ Jefferson - Ist Parish Ct. Jefferson - 2nd Parish Ct. Jefferson Lafayette Lafayette ✓ Lake Charles | Bastrop | | 1 | | | | ✓ |
| Bossier City | Baton Rouge | | 1 | 1 | ✓ | ✓ | |
| 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 | Bogalusa | | | | | 1 | |
| Bunkie J Crowley J Denham Springs J Eunice J Franklin J Hammond J Houma J Jeanerette J Jefferson - 1st Parish Ct. J Jefferson - 2nd Parish Ct. J Kaplan J Lafayette J Lafayette J Lake Charles J | | | | 1 | | / | / |
| Crowley J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J </td <td>Breaux Bridge</td> <td>/</td> <td></td> <td></td> <td></td> <td></td> <td></td> | Breaux Bridge | / | | | | | |
| Denham Springs ✓ ✓ Eunice ✓ ✓ Franklin ✓ ✓ Hammond ✓ ✓ Houma ✓ ✓ Jeanerette ✓ ✓ Jefferson - 1st Parish Ct. ✓ ✓ Jefferson - 2nd Parish Ct. ✓ ✓ Jennings ✓ ✓ Kaplan ✓ ✓ Lafayette ✓ ✓ Lake Charles ✓ ✓ | Bunkie | | 1 | | | / | |
| Eunice | Crowley | | 1 | | 1 | / | / |
| Eunice Franklin Hammond Houma ✓ Jeanerette Jefferson - 1st Parish Ct. Jefferson - 2nd Parish Ct. Jennings Kaplan Lafayette ✓ Lake Charles | Denham Springs | | 1 | 1 | | 1 | |
| Hammond ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓< | | | 1 | 1 | | | |
| Houma ✓ ✓ ✓ Jeanerette ✓ ✓ ✓ Jefferson - 1st Parish Ct. ✓ ✓ ✓ ✓ Jefferson - 2nd Parish Ct. ✓ ✓ ✓ ✓ ✓ Jennings ✓ ✓ ✓ ✓ ✓ Kaplan ✓ ✓ ✓ ✓ ✓ Lafayette ✓ ✓ ✓ ✓ ✓ Lake Charles ✓ ✓ ✓ ✓ ✓ | Franklin | | | | | 1 | |
| Jeanerette J Jefferson - 1st Parish Ct. J Jefferson - 2nd Parish Ct. J Jennings J Kaplan J Lafayette J Lake Charles J | Hammond | | 1 | | | 1 | |
| Jefferson - 1st Parish Ct. J J J J Jefferson - 2nd Parish Ct. J J J J Jennings J J J J Kaplan J J J J J Lafayette J J J J J Lake Charles J J J J J | Houma | | 1 | 1 | | 1 | |
| Jefferson - 2nd Parish Ct. J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J J </td <td>Jeanerette</td> <td></td> <td>1</td> <td></td> <td></td> <td>1</td> <td></td> | Jeanerette | | 1 | | | 1 | |
| Jennings Kaplan Lafayette Lake Charles | Jefferson - 1st Parish Ct. | | 1 | 1 | | ✓ | √ |
| Kaplan Lafayette Lake Charles | Jefferson - 2nd Parish Ct. | | 1 | 1 | | 1 | √ |
| Lafayette | Jennings | | 1 | | | ✓ | √ |
| Lake Charles | Kaplan | / | | | | | |
| Lake Charles | | | 1 | 1 | / | / | |
| | | | 1 | 1 | | / | |
| Leesville | Leesville | | | | | / | |
| Marksville 🗸 | | | 1 | | | / | |
| Minden 🗸 | | | 1 | | | / | |
| Monroe 🗸 | Monroe | | 1 | | | √ | |
| Morgan City / / | Morgan City | | 1 | 1 | | 1 | |



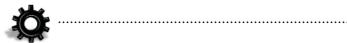
ACTIONS TAKEN IN FY 2008-2009 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE-Exhibit 8

| OBJECTIVE 2.3 | Did not address this objective in FY 2008- 2009 | Continued to address this objective through the actions indicated | Designated a person/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 | | | | | 1 | |
| New Iberia | | | | | 1 | |
| N.O 1st City Ct. | | 1 | 1 | ✓ | | |
| N.O 2nd City Ct. | | | ✓ | ✓ | 1 | |
| N.O Municipal Ct. | | 1 | | ✓ | 1 | ✓ |
| N.O Traffic Ct. | | 1 | ✓ | ✓ | ✓ | |
| Oakdale | | | | | ✓ | |
| Opelousas | | | ✓ | | ✓ | |
| Pineville | | ✓ | | | ✓ | |
| Plaquemine | ✓ | | | | | |
| Port Allen | | ✓ | | | | ✓ |
| Rayne | | 1 | | | ✓ | ✓ |
| Ruston | | 1 | ✓ | | | ✓ |
| Shreveport | | 1 | | | ✓ | |
| Slidell | | | | | | ✓ |
| Springhill | | | | ✓ | | |
| Sulphur | | | ✓ | | | ✓ |
| Thibodaux | | 1 | | | | ✓ |
| Vidalia | | 1 | | | 1 | |
| Ville Platte | | 1 | | | 1 | |
| West Monroe | | 1 | | | 1 | |
| Winnfield | 1 | | | | | |
| Winnsboro | | 1 | ✓ | | | |
| Zachary | | 1 | ✓ | | | ✓ |
| TOTALS | 5 | 34 | 18 | 8 | 36 | 14 |



ACTIONS TAKEN IN FY 2008-2009 TO GIVE INDIVIDUAL ATTENTION TO CASES, DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON LEGALLY RELEVANT FACTORS-Exhibit 9

| OBJECTIVE 3.2 | Did not address this objective in FY 2008- 2009 | Continued to address this objective through the actions indicated | Developed or used a standardized bail bond schedule | Developed or used a standardized Boykin language | Developed or used some form of sentencing or dispositional guidelines | Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards | Used attorney focus groups to solicit feedback on the court's equality and fairness in the treatment of court users | Other |
|----------------------------|----------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------|
| CITY/PARISH COURT | | | | | | | | |
| Abbeville | | | | ✓ | 1 | ✓ | | |
| Alexandria | | ✓ | | ✓ | ✓ | | | |
| Ascension Parish Ct. | | | ✓ | ✓ | 1 | | | |
| Baker | | ✓ | ✓ | ✓ | 1 | | | |
| Bastrop | | ✓ | ✓ | ✓ | ✓ | | | ✓ |
| Baton Rouge | | ✓ | 1 | ✓ | | | | |
| Bogalusa | | | 1 | 1 | | | | |
| Bossier City | | | 1 | 1 | 1 | | | |
| Breaux Bridge | | ✓ | | 1 | | | | |
| Bunkie | 1 | | | | | | | |
| Crowley | | ✓ | 1 | 1 | 1 | | | |
| Denham Springs | | ✓ | 1 | ✓ | 1 | | | |
| Eunice | | ✓ | ✓ | ✓ | | | | |
| Franklin | | | 1 | | | | | |
| Hammond | | ✓ | ✓ | ✓ | 1 | | | |
| Houma | | ✓ | 1 | | 1 | | | |
| Jeanerette | | ✓ | 1 | ✓ | 1 | | | |
| Jefferson - 1st Parish Ct. | | ✓ | ✓ | ✓ | 1 | | | |
| Jefferson - 2nd Parish Ct. | | ✓ | 1 | ✓ | 1 | | | |
| Jennings | | ✓ | 1 | 1 | 1 | | | |
| Kaplan | | ✓ | 1 | 1 | 1 | | | |
| Lafayette | | ✓ | 1 | 1 | 1 | ✓ | | |
| Lake Charles | | ✓ | / | 1 | 1 | | | |
| Leesville | | ✓ | | | | | | |
| Marksville | | ✓ | 1 | 1 | 1 | | | |
| Minden | | ✓ | 1 | 1 | | | | |
| Monroe | i | ✓ | 1 | 1 | | | | |
| | | | | | | | | |



ACTIONS TAKEN IN FY 2008-2009 TO GIVE INDIVIDUAL ATTENTION TO CASES, DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON LEGALLY RELEVANT FACTORS-Exhibit 9

| | | | | , | | | | |
|-------------------|----------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------|
| OBJECTIVE 3.2 | Did not address this objective in FY 2008- 2009 | Continued to address this objective through the actions indicated | Developed or used a standardized bail bond schedule | Developed or used a standardized Boykin language | Developed or used some form of sentencing or dispositional guidelines | Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards | Used attorney focus groups to solicit feedback on the court's equality and fairness in the treatment of court users | Other |
| CITY/PARISH COURT | | | | | | | | |
| Natchitoches | | | ✓ | 1 | 1 | | | |
| New Iberia | | | 1 | 1 | | | | |
| N.O 1st City Ct. | ✓ | | | | | | | |
| N.O 2nd City Ct. | | 1 | | | | | ✓ | |
| N.O Municipal Ct. | | 1 | 1 | 1 | 1 | | | 1 |
| N.O Traffic Ct. | | 1 | 1 | 1 | 1 | ✓ | | |
| Oakdale | | | | | 1 | | | |
| Opelousas | | | 1 | | 1 | | | |
| Pineville | | 1 | 1 | 1 | 1 | | | |
| Plaquemine | ✓ | | | | | | | |
| Port Allen | | | | 1 | 1 | | | |
| Rayne | | ✓ | ✓ | ✓ | | | | ✓ |
| Ruston | | ✓ | ✓ | ✓ | ✓ | | | |
| Shreveport | | ✓ | ✓ | ✓ | 1 | ✓ | | |
| Slidell | | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Springhill | | ✓ | | ✓ | 1 | | | |
| Sulphur | | | ✓ | ✓ | | | | ✓ |
| Thibodaux | | ✓ | ✓ | 1 | ✓ | | | |
| Vidalia | | ✓ | ✓ | 1 | ✓ | | | |
| Ville Platte | | ✓ | ✓ | / | | | | |
| West Monroe | | ✓ | ✓ | 1 | ✓ | | | |
| Winnfield | | ✓ | | ✓ | ✓ | | | |
| Winnsboro | | ✓ | ✓ | 1 | ✓ | | | |
| Zachary | | ✓ | ✓ | 1 | ✓ | | | |
| TOTALS | 3 | 38 | 40 | 43 | 36 | 5 | 1 | 4 |



ACTIONS TAKEN IN FY 2008-2009TO ENSURE THAT ALL COURT RECORDS OF RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PROPERLY PRESERVED-Exhibit 10

| OBJECTIVE 3.5 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or maintained policies or rules relat- ing to the issue | Developed or maintained a system of bar-coding to track the location of manual files and documents | Met with the clerk on continuing basis to improve procedures and address problems | Standardized and automated minute entries | Used real-time court reporting | Developed or implemented a records retention plan | Performed periodic audits of files | Used scanning on filing documents | Other |
|----------------------------|------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------|--------------------------------|------------------------------------------------------|------------------------------------|-----------------------------------|-------|
| | Dř | Cor | Dev | Dev | M | S. | | De | | | |
| CITY/PARISH COURT | | | | ļ | | | | | | | |
| Abbeville | | | 1 | | ✓ | | | 1 | | | |
| Alexandria | | 1 | | | ✓ | | | | | | |
| Ascension Parish Ct. | 1 | | | | | | | | | | |
| Baker | | 1 | 1 | | ✓ | 1 | | | | 1 | |
| Bastrop | | 1 | | | 1 | 1 | | | | | 1 |
| Baton Rouge | | 1 | 1 | | 1 | | | 1 | | | 1 |
| Bogalusa | | | | | ✓ | | | | ✓ | | |
| Bossier City | | | | 1 | | 1 | | | | 1 | |
| Breaux Bridge | 1 | | | | | | | | | | |
| Bunkie | | 1 | | | ✓ | | | | | | |
| Crowley | | 1 | 1 | | ✓ | 1 | | | ✓ | | |
| Denham Springs | | 1 | 1 | | ✓ | | 1 | ✓ | ✓ | | |
| Eunice | | 1 | 1 | | ✓ | | | ✓ | | | |
| Franklin | | | | | 1 | 1 | | | | | |
| Hammond | | 1 | | 1 | 1 | 1 | | | | | 1 |
| Houma | | 1 | | | ✓ | 1 | 1 | ✓ | | 1 | |
| Jeanerette | | 1 | 1 | | ✓ | 1 | | | ✓ | | |
| Jefferson - 1st Parish Ct. | | 1 | 1 | | ✓ | 1 | | 1 | ✓ | 1 | 1 |
| Jefferson - 2nd Parish Ct. | | ✓ | 1 | | ✓ | ✓ | 1 | | | 1 | |
| Jennings | | | | | | 1 | | ✓ | | | |
| Kaplan | | 1 | 1 | | ✓ | ✓ | | | | | |
| Lafayette | | 1 | 1 | | ✓ | 1 | | 1 | | | |
| Lake Charles | | 1 | 1 | | ✓ | ✓ | | 1 | ✓ | | |
| Leesville | | | | | ✓ | | | | | | |
| Marksville | | 1 | 1 | | ✓ | | | | | | |
| Minden | | 1 | | | ✓ | | | 1 | | | |
| Monroe | | 1 | 1 | | 1 | 1 | | | 1 | | |
| Morgan City | | 1 | | | ✓ | ✓ | | ✓ | | 1 | |



ACTIONS TAKEN IN FY 2008-2009TO ENSURE THAT ALL COURT RECORDS OF RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PROPERLY PRESERVED-Exhibit 10

| OBJECTIVE 3.5 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Developed or maintained policies or rules relating to the issue | Developed or maintained a system of bar-coding to track the location of manual files and documents | Met with the clerk on continuing basis to improve procedures and address problems | Standardized and automated minute entries | Used real-time court reporting | Developed or implemented a records retention plan | Performed periodic audits of files | Used scanning on filing documents | Other |
|-------------------|------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------|--------------------------------|---------------------------------------------------|------------------------------------|-----------------------------------|-------|
| CITY/PARISH COURT | | | | | | | | | | | |
| Natchitoches | | | ✓ | | √ | 1 | | | _ | _ | |
| New Iberia | | | | | ✓ | | | | 1 | / | |
| N.O 1st City Ct. | | | | | | 1 | 1 | | | 1 | |
| N.O 2nd City Ct. | | ✓ | 1 | | 1 | 1 | 1 | 1 | 1 | | |
| N.O Municipal Ct. | | 1 | 1 | 1 | ✓ | 1 | 1 | | 1 | | 1 |
| N.O Traffic Ct. | | ✓ | 1 | ✓ | ✓ | | | | | 1 | |
| Oakdale | | | | | ✓ | | 1 | | | | |
| Opelousas | | | | | 1 | 1 | 1 | | | 1 | |
| Pineville | | ✓ | 1 | | ✓ | | | | | | |
| Plaquemine | | | | | | | 1 | | | | |
| Port Allen | | | | | ✓ | | | 1 | | 1 | |
| Rayne | | 1 | | | ✓ | ✓ | 1 | | 1 | | |
| Ruston | | 1 | | | ✓ | | | | | | 1 |
| Shreveport | | 1 | | 1 | ✓ | 1 | 1 | 1 | 1 | 1 | |
| Slidell | | ✓ | | | ✓ | 1 | | 1 | 1 | | |
| Springhill | | | | | | | | ✓ | | | |
| Sulphur | | | | | ✓ | | | | | | |
| Thibodaux | | ✓ | | | | 1 | 1 | | | | 1 |
| Vidalia | | 1 | | | ✓ | | | | 1 | | |
| Ville Platte | | 1 | | | | 1 | | | | 1 | |
| West Monroe | | 1 | | | | ✓ | | | | | 1 |
| Winnfield | | 1 | | | 1 | | 1 | | 1 | | |
| Winnsboro | | 1 | | | | 1 | | | | | |
| Zachary | | 1 | | | | 1 | | | | | |
| TOTALS | 2 | 35 | 19 | 5 | 40 | 29 | 13 | 16 | 15 | 13 | 8 |



ACTIONS TAKEN IN FY 2008-2009 TO MAINTAIN JUDICIAL INDEPENDENCE WHILE OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF GOVERNMENT-Exhibit 11

| | | | | ν, | |
|----------------------------|------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------|
| Objective 4.1 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Continued to communicate, coordinate and cooperate with the other branches of government | Used outreach programs to promote judicial independence and protection of the rule of law | Other |
| CITY/PARISH COURT | | | | | |
| Abbeville | | | ✓ | | |
| Alexandria | | | ✓ | | |
| Ascension Parish Ct. | | | 1 | | |
| Baker | | 1 | 1 | | |
| Bastrop | | ✓ | ✓ | | ✓ |
| Baton Rouge | | ✓ | ✓ | ✓ | |
| Bogalusa | | | ✓ | | |
| Bossier City | | | ✓ | | |
| Breaux Bridge | | ✓ | ✓ | | |
| Bunkie | | ✓ | ✓ | | |
| Crowley | | ✓ | ✓ | ✓ | |
| Denham Springs | | ✓ | ✓ | | |
| Eunice | 1 | | | | |
| 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 2008-2009 TO MAINTAIN JUDICIAL INDEPENDENCE WHILE OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF GOVERNMENT-Exhibit 11

| Objective 4.1 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Continued to communicate, coordinate and cooperate with the other branches of government | Used outreach programs to promote judicial independence and protection of the rule of law | Other |
|-------------------|------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------|
| CITY/PARISH COURT | | | | | |
| Natchitoches | | | 1 | | |
| New Iberia | | | ✓ / | | |
| N.O 1st City Ct. | | | √ · | | |
| N.O 2nd City Ct. | | 1 | 1 | 1 | |
| N.O Municipal Ct. | | ✓ / | √ · | • | 1 |
| N.O Traffic Ct. | | ✓ / | √ · | √ | · |
| Oakdale | | - | √ · | ✓ | |
| Opelousas | | | 1 | √ | |
| Pineville | | 1 | 1 | | |
| Plaquemine | | | ✓ | | |
| Port Allen | | | ✓ | | |
| Rayne | | ✓ | ✓ | | |
| Ruston | | √ | ✓ | | |
| Shreveport | | ✓ | ✓ | | |
| Slidell | | √ | √ | | / |
| Springhill | 1 | | | | |
| Sulphur | | | ✓ | 1 | |
| Thibodaux | | √ | ✓ | | |
| Vidalia | | ✓ | 1 | | |
| Ville Platte | | | ✓ | ✓ | |
| West Monroe | | 1 | ✓ | | |
| Winnfield | 1 | | | | |
| Winnsboro | | ✓ | ✓ | | |
| Zachary | | ✓ | ✓ | | |
| TOTALS | 4 | 34 | 47 | 13 | 4 |



ACTIONS TAKEN IN FY 2008-2009 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES-Exhibit 12

| OBJECTIVE 4.3 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Implemented or updated court personnel policies | Provided technology training to court employees | Provided in-house and/or outside employee training and/or education | Implemented or maintained training on civility and professionalism for judges and/or court personnel | Other |
|----------------------------|------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------|
| CITY/PARISH COURT | | | | | | | |
| Abbeville | | | | | 1 | | |
| Alexandria | | 1 | | 1 | 1 | | |
| Ascension Parish Ct. | | | | | | 1 | |
| Baker | | 1 | 1 | 1 | 1 | 1 | |
| Bastrop | | / | / | / | 1 | 1 | |
| Baton Rouge | | 1 | 1 | 1 | 1 | 1 | |
| Bogalusa | | | | 1 | 1 | | |
| Bossier City | | | | 1 | 1 | 1 | |
| Breaux Bridge | / | | | | | | |
| Bunkie | 1 | | | | | | |
| Crowley | | 1 | 1 | √ | √ | √ | |
| Denham Springs | | 1 | 1 | 1 | 1 | | |
| Eunice | | | | √ | √ | √ | |
| Franklin | | | 1 | | | 1 | |
| Hammond | | 1 | | 1 | √ | 1 | |
| Houma | | 1 | 1 | 1 | √ | 1 | |
| Jeanerette | | 1 | | 1 | √ | 1 | |
| Jefferson - 1st Parish Ct. | | 1 | 1 | 1 | 1 | 1 | 1 |
| Jefferson - 2nd Parish Ct. | | 1 | | 1 | √ | 1 | 1 |
| Jennings | | 1 | | 1 | √ | √ | |
| Kaplan | | 1 | | | | ✓ | |
| Lafayette | | / | / | / | ✓ | ✓ | |
| Lake Charles | | 1 | 1 | 1 | √ | √ | |
| Leesville | | / | | | | | |
| Marksville | | 1 | 1 | 1 | | | |
| Minden | | 1 | | 1 | 1 | 1 | |
| Monroe | | 1 | 1 | 1 | 1 | | |
| Morgan City | | 1 | | | 1 | 1 | |



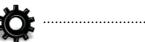
ACTIONS TAKEN IN FY 2008-2009 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES-Exhibit 12

| OBJECTIVE 4.3 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Implemented or updated court personnel policies | Provided technology training to court employees | Provided in-house and/or outside employee training and/or education | Implemented or maintained training on civility and professionalism for judges and/or court personnel | Other |
|-------------------|------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------|
| CITY/PARISH COURT | | | | | | | |
| Natchitoches | | | | 1 | 1 | | |
| New Iberia | | | | √ | √ | | |
| N.O 1st City Ct. | | | 1 | ✓ | ✓ | ✓ | |
| N.O 2nd City Ct. | | ✓ | 1 | ✓ | √ | ✓ | |
| N.O Municipal Ct. | | ✓ | 1 | 1 | 1 | 1 | 1 |
| N.O Traffic Ct. | | ✓ | 1 | √ | √ | ✓ | |
| Oakdale | | | | ✓ | √ | | |
| Opelousas | | | | 1 | 1 | 1 | |
| Pineville | | ✓ | | 1 | 1 | 1 | |
| Plaquemine | | | | | 1 | | |
| Port Allen | | | | ✓ | 1 | | |
| Rayne | | ✓ | | ✓ | ✓ | ✓ | |
| Ruston | | ✓ | | ✓ | ✓ | | |
| Shreveport | | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Slidell | | ✓ | ✓ | | ✓ | | ✓ |
| Springhill | | | | | ✓ | | |
| Sulphur | | | | ✓ | | ✓ | |
| Thibodaux | 1 | | | | | | |
| Vidalia | | ✓ | | | ✓ | | |
| Ville Platte | | ✓ | | | ✓ | | |
| West Monroe | | ✓ | | | ✓ | ✓ | |
| Winnfield | / | | | | | | |
| Winnsboro | | ✓ | | | ✓ | | |
| Zachary | | ✓ | | | ✓ | ✓ | |
| TOTALS | 4 | 33 | 18 | 34 | 42 | 30 | 4 |



ACTIONS TAKEN IN FY 2008-2009 TO INFORM THE COMMUNITY OF THE COURT'S STRUCTURE, FUNCTIONS AND PROGRAMS-Exhibit 13

| | 5009 | th the | ing | | | | | | ams | | |
|----------------------------|------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------|--------------------|--------------------------------|------------------------------|------------------------------|----------------------------------------------|---------------------------------|----------|
| | ctive in FY 2008 | objective throu, licated | a website contain out the court | io or tv shows | srooms | court program | cious forums | of the court | Ride-Along prog | ıdow programs | T. |
| OBJECTIVE 4.4 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Created or maintained a website containing information about the court | Appeared on radio or 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 | | , v | 1 | / | ✓ ✓ | | ✓ ✓ | | | | |
| Ascension Parish Ct. | | | · · | | | | | | | | |
| Baker | | √ | | | √ | | ✓ | <u> </u> | | <u> </u> | |
| Bastrop | | | | | | | | | | | √ |
| Baton Rouge | | ✓ | ✓ | ✓ | / | | √ | √ | | √ | ✓ |
| Bogalusa | | | | | 1 | | ✓ | 1 | | | |
| Bossier City | | | 1 | | | 1 | / | 1 | | | |
| Breaux Bridge | | | | | | | | | | | 1 |
| Bunkie | | / | | | 1 | 1 | 1 | | | | |
| Crowley | | 1 | ✓ | | ✓ | 1 | 1 | | | | |
| Denham Springs | | ✓ | ✓ | | | | | | | | 1 |
| Eunice | | 1 | | | 1 | | 1 | | | 1 | |
| Franklin | | | ✓ | | | | | | | | |
| Hammond | | ✓ | ✓ | ✓ | ✓ | | ✓ | 1 | ✓ | | |
| Houma | | 1 | 1 | | 1 | | 1 | | | | |
| Jeanerette | | 1 | | | 1 | | 1 | | | 1 | |
| Jefferson - 1st Parish Ct. | | 1 | 1 | | 1 | 1 | 1 | 1 | | | 1 |
| Jefferson - 2nd Parish Ct. | | 1 | 1 | | 1 | 1 | 1 | 1 | | | |
| Jennings | | 1 | 1 | | | | 1 | 1 | | | |
| Kaplan | 1 | | | | | | | | | | |
| Lafayette | | 1 | | 1 | 1 | | 1 | | | | |
| Lake Charles | | 1 | 1 | | | | | | | | |
| Leesville | | 1 | | | | | | | | | |
| Marksville | | 1 | | | | 1 | 1 | | | | |
| Minden | | 1 | | | / | 1 | 1 | | | 1 | 1 |
| Monroe | | / | | | / | | / | 1 | | 1 | |
| Morgan City | | / | | | / | | 1 | 1 | | | |



ACTIONS TAKEN IN FY 2008-2009 TO INFORM THE COMMUNITY OF THE COURT'S STRUCTURE, FUNCTIONS AND PROGRAMS-Exhibit 13

| OBJECTIVE 4.4 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Created or maintained a website containing information about the court | Appeared on radio or 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. | | | 1 | | 1 | | 1 | | | | |
| N.O 2nd City Ct. | | ✓ | ✓ | | ✓ | | ✓ | ✓ | | | |
| N.O Municipal Ct. | | | 1 | | 1 | | | 1 | | | 1 |
| N.O Traffic Ct. | | ✓ | 1 | ✓ | | | | | | | |
| Oakdale | | | | | ✓ | | ✓ | ✓ | | | |
| Opelousas | | | 1 | ✓ | 1 | | ✓ | | | | |
| Pineville | | 1 | | | | | | ✓ | | ✓ | |
| Plaquemine | | | | | | ✓ | | | | | |
| Port Allen | | | | | ✓ | | | ✓ | | ✓ | |
| Rayne | | 1 | | | ✓ | | ✓ | | 1 | | |
| Ruston | | 1 | ✓ | | | | ✓ | | | | 1 |
| Shreveport | | 1 | | | | | ✓ | ✓ | | 1 | |
| Slidell | | 1 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 1 | | 1 |
| Springhill | | | | | | | ✓ | | | | |
| Sulphur | | | 1 | 1 | | | ✓ | | | | |
| Thibodaux | | 1 | | | 1 | | | | | | 1 |
| Vidalia | | 1 | | | | | ✓ | 1 | | | |
| Ville Platte | | 1 | | | | | | ✓ | | 1 | |
| West Monroe | | ✓ | 1 | | ✓ | | | | | | 1 |
| Winnfield | 1 | | | | | | | | | | |
| Winnsboro | | 1 | | | | | | | | | 1 |
| Zachary | | ✓ | | | | | ✓ | | | | |
| TOTALS | 3 | 33 | 21 | 8 | 28 | 10 | 34 | 19 | 3 | 9 | 12 |



ACTIONS TAKEN IN FY 2008-2009 TO RECOGNIZE NEW CONDITIONS OR EMERG-ING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY: IMPLEMENT-ING TECHNOLOGIES-Exhibit 14

| | 1 | | | | 1 | 1 | 1 | 1 | | | 1 | | | 1 |
|----------------------------|------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------|--------------------------------------|------------------------------------------------------------|------------------------------------------|--------------------------------------------|--------------------------------------|-----------------------------------|--------------------------------------------|------------------------------------------|----------------------------------------------|------------------------------------------------|-------|
| OBJECTIVE 4.5 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Acquired or updated legal research materials | Bought additional personal computers | Installed or updated video-conferencing/arraignment system | Installed or updated real-time reporting | Installed or updated electronic monitoring | Installed or updated e-mail/internet | Upgraded word processing software | Installed or updated audiovisual equipment | Installed or updated digital audio/video | Installed or updated legal research software | Installed or updated automated security system | Other |
| CITY/PARISH COURT | | | | | | | | | | | | | | |
| Abbeville | | | 1 | 1 | | | | 1 | | | | 1 | | |
| Alexandria | 1 | | | | | | | | | | | | | |
| Ascension Parish Ct. | | | 1 | 1 | 1 | | | 1 | | | | 1 | | |
| Baker | | 1 | 1 | | 1 | | | | | 1 | 1 | | | |
| Bastrop | | 1 | 1 | 1 | | | | | 1 | | 1 | 1 | 1 | 1 |
| Baton Rouge | | 1 | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| Bogalusa | | | | | | | | | 1 | | | | | |
| Bossier City | | | 1 | 1 | | 1 | | 1 | 1 | | | | | |
| Breaux Bridge | 1 | | | | | | | | | | | | | |
| Bunkie | | 1 | 1 | | | | | | | | | | | |
| Crowley | | 1 | | 1 | | | | 1 | 1 | | | | | |
| Denham Springs | | 1 | | 1 | | | | 1 | | | | 1 | | |
| Eunice | | 1 | | 1 | | | 1 | | | | | | 1 | |
| Franklin | | | 1 | | | | | | | | | | 1 | |
| Hammond | | 1 | | 1 | 1 | | | / | 1 | | | 1 | | |
| Houma | | 1 | 1 | 1 | | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | |
| Jeanerette | | 1 | 1 | 1 | | | | 1 | 1 | | | | 1 | |
| Jefferson - 1st Parish Ct. | | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Jefferson - 2nd Parish Ct. | | 1 | 1 | 1 | | | | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Jennings | | | 1 | | | | | 1 | | | 1 | 1 | 1 | |
| Kaplan | | 1 | 1 | | | | | | | | 1 | | | |
| Lafayette | | 1 | 1 | 1 | 1 | | | 1 | 1 | 1 | 1 | 1 | 1 | |
| Lake Charles | | 1 | 1 | 1 | 1 | | | 1 | 1 | | | | | |
| Leesville | | 1 | | 1 | | | | | | | | | | |
| Marksville | | 1 | 1 | | | | | | 1 | | | | | |
| Minden | | 1 | | 1 | | | | | | | | 1 | | |
| Monroe | | 1 | | 1 | | | | 1 | 1 | | | 1 | | |
| Morgan City | | 1 | 1 | 1 | | | | 1 | | | 1 | | | |



ACTIONS TAKEN IN FY 2008-2009 TO RECOGNIZE NEW CONDITIONS OR EMERG-ING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY: IMPLEMENT-ING TECHNOLOGIES-Exhibit 14

| OBJECTIVE 4.5 | Did not address this objective in FY 2008-2009 | Continued to address this objective through the actions indicated | Acquired or updated legal research materials | Bought additional personal computers | Installed or updated video-conferencing/arraignment system | Installed or updated real-time reporting | Installed or updated electronic monitoring | Installed or updated e-mail/internet | Upgraded word processing software | Installed or updated audiovisual equipment | Installed or updated digital audio/video | Installed or updated legal research software | Installed or updated automated security system | Other |
|-------------------|------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------|--------------------------------------|------------------------------------------------------------|------------------------------------------|--------------------------------------------|--------------------------------------|-----------------------------------|--------------------------------------------|------------------------------------------|----------------------------------------------|------------------------------------------------|-------|
| CITY/PARISH COURT | | | | | | | | | | | | | | |
| Natchitoches | | | | 1 | | | | 1 | | | | 1 | | |
| New Iberia | | | | | | | | 1 | 1 | 1 | | 1 | | |
| N.O 1st City Ct. | | | ✓ | | | \ | | | 1 | | | | | |
| N.O 2nd City Ct. | | ✓ | | 1 | | ✓ | | | 1 | | | | | |
| N.O Municipal Ct. | | ✓ | \ | 1 | | | 1 | | 1 | | | 1 | | 1 |
| N.O Traffic Ct. | | ✓ | ✓ | 1 | | | | 1 | 1 | | | | 1 | |
| Oakdale | | | | 1 | | 1 | | 1 | | | | 1 | | |
| Opelousas | | | 1 | 1 | | | | 1 | 1 | | | 1 | | 1 |
| Pineville | | 1 | | | | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | |
| Plaquemine | | | | | | 1 | | | | | | | | |
| Port Allen | | | 1 | 1 | | | | | | | | 1 | 1 | |
| Rayne | | 1 | 1 | 1 | | | | 1 | 1 | | | 1 | | |
| Ruston | | 1 | 1 | | | | | | 1 | | | | 1 | |
| Shreveport | | ✓ | | 1 | 1 | 1 | | 1 | | 1 | 1 | | 1 | |
| Slidell | | 1 | 1 | 1 | | | | 1 | | | 1 | 1 | | 1 |
| Springhill | | 1 | | | | | | | | 1 | | | | |
| Sulphur | | | 1 | | | | | | | | | | | 1 |
| Thibodaux | | 1 | 1 | | | | | 1 | | | | | | |
| Vidalia | 1 | | | | | | | | | | | | | |
| Ville Platte | | | 1 | 1 | | | | | | | | 1 | | |
| West Monroe | | 1 | | | | | 1 | | | | | | | |
| Winnfield | | 1 | ✓ | | | | | 1 | | | | | | |
| Winnsboro | | 1 | 1 | | | | | | 1 | | | | 1 | |
| Zachary | | 1 | | | | | | 1 | 1 | 1 | 1 | | | |
| TOTALS | 3 | 34 | 31 | 30 | 7 | 8 | 5 | 27 | 25 | 11 | 14 | 23 | 16 | 7 |





PERFORMANCE REPORTS:

SUPREME COURT DATA GATHERING SYSTEMS

SUPREME COURT DATA GATHERING SYSTEMS

The Supreme Court has developed, is in the process of developing, or supports 12 automated and manual systems for gathering data on itself, the courts of appeal, the district courts, and the city and parish courts. These are as follows:

- The Louisiana Supreme Court Case Management Information System
- The Criminal Disposition Data Collection System
- The Criminal Justice Information System (formerly known as MetroServe)
- The Drug Court Case Management System
- The Integrated Juvenile Justice Information System
- The Louisiana Court Connection
- The Louisiana Protective Order Registry
- The Traffic Violation Data Collection System
- The Court of Appeal Reporting System
- The Trial Court Reporting System
- The Juvenile and Family Court Reporting System
- The Parish and City Court Reporting System

Each of these systems is briefly described below.

LOUISIANA SUPREME COURT CASE MANAGEMENT SYSTEM AND BUSINESS PROCESS MANAGEMENT

The Louisiana Supreme Court currently engages in the practice of digital media on all fronts, from its Case Management System and electronic filing to scanning writ applications and the development of a Judicial Dashboard. These programs and practices streamline the business process and increase the efficiency of the justices.

In 2003 the Court began working on the implementation of a web portal. Also known as a links page, this portal presents information from diverse sources in a unified way. The portal provides employees with a consistent look and feel with access control and procedures for multiple applications and databases. If not for the portal, these applications would have been different entities altogether. The court took on a horizontal implementation of a portal design, allowing a number of bodies to share resources.

The Court adopted a document management project using the Intact Document Software Solution. Each document associated with a Filing in the Clerk's Office is scanned and then assigned to that specific filing in the Court's Case Management System.

The Court began a pilot electronic filing project with the Louisiana Disciplinary Board and Counsel through its portal site. The virtual court allows them to upload a document to the Court Filing System and integrate that document into the Case Management System.

The Louisiana Supreme Court stays on the forefront of technology. In the last year, the Court began the consolidation of servers at its production and disaster recovery sites using server virtualization. This project is scheduled for completion in early 2010.



THE CRIMINAL DISPOSITION DATA COLLECTION SYSTEM

The Criminal Disposition Data Collection System is an electronic database of criminal filing, disposition, and sentencing information. Fifty-nine of the state's 64 district court clerks participate in the program. Through the Supreme Court's Case Management Information Systems division (CMIS), information in the database is collected and transmitted to other state and federal agencies for use in their criminal information systems. CMIS currently houses more than 3 million records in the database.

After the data is received from each clerk of court, it is audited by CMIS to ensure its accuracy and transferability. CMIS works with clerks of court and software providers to ensure a quick resolution to any problems that may be discovered during the data audits. Regular visits to the district courts assist in resolving hardware, software, and data input and transmission issues.

After the data is audited, it is transmitted electronically to state and federal agencies. The Louisiana Department of Public Safety and Corrections receives this information for use in its Computerized Criminal History (CCH) records, the official state depository of arrest records. The disposition record is matched with the CCH arrest record, creating a complete offense record. In 2009, 16,999 criminal disposition records were successfully matched to arrest records in the State Police CCH database.

Criminal disposition information is also transmitted to the FBI for inclusion in their National Instant Criminal Background Check System (NICS) database. The NICS database is used to establish eligibility when a citizen has requested to purchase a firearm in the United States. In 2009, a total of 23,891 criminal disposition records from 33 parishes were posted to the FBI's NICS database.

CMIS also facilitates the transmission of criminal information between the Louisiana District Attorneys Association database and the case management systems of those clerks of court that are currently reporting criminal data.

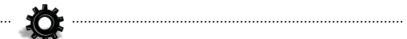
THE CRIMINAL JUSTICE INFORMATION SYSTEM

The Criminal Justice Information System (formerly Metro Serve) is a web-based query program supported by CMIS that allows criminal justice agencies to access state and federal criminal justice information systems. The system provides a standardized, user-friendly format for judicial officials to interface with state and federal agency criminal history databases, protective order registries, and motor vehicle records. The information is governed by federal and state rules for criminal justice information systems and is restricted to use for criminal justice purposes.

THE DRUG COURT CASE MANAGEMENT SYSTEM

In 2004, the Supreme Court Drug Court Office (SCDCO) launched its statewide Drug Court Case Management System (DCCM), which is designed to meet local drug court case management needs. The system provides an important statewide link between criminal justice, treatment, corrections and other professionals in the drug court arena.

The DCCM is a web-based system which allows multiple users to input and access critical offender data in a real-time format and was developed by the SCDCO with significant input from representatives of the state's local drug court programs. The DCCM allows local drug court programs to track clients through the drug court process by providing a single database in which demographic, program status, treatment, and discharge data can be main-



tained, quickly accessed, and easily shared.

The system is also used by the SCDCO 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 ensures program accountability by providing data needed to objectively monitor and evaluate the state's drug court programs. DCCM data is also used to educate the public, the legislature and other key stakeholders about the efficacy of drug court programs.

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 nationally recognized performance indicators.

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.) through 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, probation and parole agencies, treatment facilities, corrections agencies, the public school system, and other agencies).

IJJIS also includes case management functionality for Families in Need of Services, Child in Need of Care and other juvenile case types such as those relating to juvenile delinquency, traffic, mental health proceedings, and others.

THE LOUISIANA COURT CONNECTION

The Louisiana Court Connection (LCC) is a web-interfaced, centrally or locally hosted court case management system under development by CMIS. The LCC is designed to assist the courts of Louisiana in managing/reporting criminal, traffic, civil, and juvenile court proceedings. The LCC will also help courts track probation, caseloads, appeals, and individual service activities.

An especially important feature of the LCC is that, in conjunction with the Traffic Violation Data Collection System, the LCC will enable traffic violations to be captured by CMIS and forwarded to the Louisiana Office of Motor Vehicles (OMV) in a timely manner. The LCC will expedite the process by which OMV, as well as judges and prosecutors around the state, receive traffic case data.



THE LOUISIANA PROTECTIVE ORDER REGISTRY

The Louisiana Protective Order Registry (LPOR) is 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. LPOR was established by legislative act (La. R.S. 46:2136.2) in 1997. The Supreme Court Judicial Administrator's Office was given the responsibility for developing standardized order forms mandated for use by all courts and for collecting the order data and entering it into the registry. The registry was launched in 1999.

Records contained in the registry are available to state and local law enforcement agencies, district attorneys' offices; the Department of Social Services; the Department of Health and Hospitals; 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 Protection Order File and NICS databases.

When the registry was launched, LPOR staff conducted a multi-disciplinary training program. This program 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, the LPOR training team continues to provide seminars and workshops across the state. During 2009, the LPOR training team conducted one round table discussion program, five regional seminars, and three legal seminars, reaching 256 individuals. In addition, LPOR collaborated with the Office of the Attorney General to provide six P.O.S.T. approved training programs attended by 252 law enforcement officers, and six training programs specifically for N.O.P.D. officers and recruits which were attended by 212 members of that department.

In 2009, the registry received and entered 21,592 orders from courts across the state. Of these, 16,512 (76%) were civil orders and 5,080 (24%) were criminal orders.

From the pilot phase of the project through the close of 2009, the registry has received and entered a total of 211,718 orders. Of these, 160,954 (76%) were civil orders and 50,764 (24%) were criminal orders. A breakdown of the total orders entered into the registry since its inception, by order type, is provided in the tables below.

Table One: Civil Orders

| Civil Orders: | <u>Total</u> |
|------------------------------|--------------|
| Temporary Restraining Orders | 118,106 |
| Protective Orders | 46,572 |
| Preliminary Injunctions | 897 |
| Permanent Injunctions | 1,379 |
| Total Civil Orders | 160,954 |



Table Two: Criminal Orders

| Criminal Orders: | <u>Total</u> |
|-------------------------------|--------------|
| Bail Restrictions | 26,254 |
| Peace Bonds | 17,482 |
| Combined Bail/Peace Bonds | 4,714 |
| Sentencing Orders | 0 |
| Probation Conditions | 0 |
| Combined Sentencing/Probation | 2,314 |
| Total Criminal Orders | 50,764 |

THE TRAFFIC VIOLATION DATA COLLECTION SYSTEM

The Traffic Violation Data Collection System is used by city, district and mayor's courts to electronically report driver history records to the Louisiana Office of Motor Vehicles (OMV). The courts transmit the data to the (CMIS), where it is audited to ensure its accuracy and transferability. CMIS works with each court and software provider to ensure a quick resolution to any problems that may be discovered during the data audit.

Once the data meets reliability criteria, it is placed 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.

One of the many benefits of the system is reduced paperwork for the clerks of court. In the past, clerks sent traffic information to OMV by mailing the original tickets to the OMV with the dispositions written on them. OMV staff would then type the violations into their case management system, a time consuming and often error-prone process. The electronic transmission of driver history information is faster and less error-prone, resulting in more efficient traffic violations management.

Another benefit is the rapid notification to OMV of driver license suspensions when a defendant fails to appear in court. Defendants are notified that their licenses have been suspended immediately following a failure to appear.

During the period, 64 clerks (46 district, 12 city, and 6 mayor's courts) sent traffic dispositions to CMIS. Forty-three of these courts transmitted traffic data which is being retrieved by OMV and posted to OMV driver history records. Additional clerks intend to participate in the project and are currently at various stages of updating their systems in order to capture and transmit traffic data.

THE COURT OF APPEALS REPORTING SYSTEM

The Court of Appeals Reporting System (CARS) is a software system in which case information from all five of the appellate courts is stored. The information received includes that related to every stage of an appeal from the lodging to the disposition of the case. The information is used to analyze performance relative to time standards and the workload at each appellate court. Additionally, the caseload statistics are reported to the National Center for State Courts as a part of its Court Statistics Project and aggregated for inclusion in the Supreme Court's An-



nual Report. CMIS staff is beginning the process of upgrading the CARS database to improve the efficiency of caseload reporting.

THE TRIAL COURT REPORTING SYSTEM

The Trial Court Reporting System is an electronic case database that stores information from each of the trial courts on civil, domestic, criminal, traffic, and juvenile cases. The trial courts submit their information monthly via a website: www.lajudicial.gov. The website offers clerks of court immediate access to current year-to-date caseload information. Out of 64 parishes statewide, 57 have registered and are using the website to submit their caseload data. The remaining seven parishes send in manual forms and CMIS staff members transfer the information to the website for them. Filing data from the courts is aggregated and reported in the Supreme Court's Annual Report.

THE JUVENILE AND FAMILY COURT REPORTING SYSTEM

The Juvenile and Family Court Reporting System is a manual system, administered by CMIS, that collects case information from the four specialized juvenile courts and the one designated family court. Information received includes data on juvenile delinquency cases, juvenile traffic cases, adoption cases, child support cases, Termination of Parental Rights cases, and Child in Need of Care cases. In addition, the one family court in the state 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 case types and outcomes. The data, derived from the manual forms submitted monthly by each court, is entered into a database by CMIS staff, aggregated by year, and reported in the Supreme Court's Annual Report. The Supreme Court is currently working to automate the juvenile court reporting through the Integrated Juvenile Justice Information System.

THE PARISH AND CITY COURT REPORTING SYSTEM

The Parish and City Court Reporting System is a manual system, administered by CMIS, that collects case information from each city and parish court. Information received includes that related to the number of civil, criminal, traffic, and juvenile cases filed and terminated in each calendar year. The data, derived from the manual forms submitted by each court, is entered into a database by CMIS staff. Filing data from the courts is aggregated and presented in the Supreme Court's Annual Report.





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

- Clerk of Court Case Management Information System
- CMIS Criminal Disposition Data System
- The Louisiana Protective Order Registry
- The Drug Court Information 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)

Basis of Standards

- State
- National Center of Crime Information (NCIC); State
- NCIC; State
- Drug Court Program Office
- State
- National Center for State Courts (NCSC)
- NCSC
- NCSC: State
- NCSC
- State; Louisiana Children's Code

BARRIERS TO DATA GATHERING AND DEVELOPMENT

Barriers impacting court-related data gathering and data systems development include the fragmented court system and the lack of standardization within and across courts and their justice system partners.

The court system in Louisiana is quite decentralized, involving more than 765 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 42 elected district attorneys, 67 elected clerks of court, 65 elected sheriffs, 64 coroners, approximately 385 elected constables serving the same number of justices of the peace, 47 elected city court marshals or constables, and 250 mayors or their designees managing mayors' courts—all of whom exercise individual, independent authority.

The varied financial arrangements in place to support the operations of these justice entities also impacts data gathering and information systems development. Local governments are generally required to carry the burden of funding the courts, the district attorneys, and the coroners. Citizens are also required to pay fees, fines, court costs and assessments to help pay for the costs of judicial branch functions. These arrangements create a situation



of "rich" and "poor" jurisdictions and offices, and they can force entities that should work together to compete with one another for limited resources.

The decentralized court structure and lack of uniform financing for justice entities significantly affects the Supreme Court's ability to gather data, to achieve coordination and collaboration within the system, and to use data as a means of improving the administration of justice.

A related barrier exists relative to the use of data currently available – that of the lack of data standardization within and across courts and their justice system partners. Standardization of data collection and reporting is essential to producing meaningful indicators on judicial performance. However, as discussed above, each court operates autonomously. While this independence gives each court a welcome degree of flexibility, it can also present challenges to the development of uniform standards, which in turn limits the uses to which available data can be used.

Outside agencies present another standardization challenge to the courts in collecting meaningful data. Very few standards exist relating to what information needs to be shared with courts and other justice entities during the course of each case. This lack of standard data collection procedures may often result in missing or inaccurate case data.

Despite these barriers and a deficit in financial, staffing, and technological resources throughout the state, courts and their justice system partners continue to work together to achieve progress in data gathering and information systems development. The Supreme Court continues to strive toward standardization by working with all levels of court as well as outside agencies in the data gathering process. In addition, Supreme Court Case Management Information Systems division members are working toward adopting the National Information Exchange Model (NIEM). NIEM was created to assist with enterprise-wide information sharing standards across agencies including justice and public safety, among others.

At the district court level, most courts use standards that have been created by the Supreme Court for criminal case data collection. A traffic case data standard has been developed by the Supreme Court and is in use by most district and some city courts. A standard for counting caseload for all categories has been in use by all levels of court for many years. Supreme Court staff members continue to train court and clerk of court personnel on the standards. The Supreme Court believes that its capacity to promote, support, and make use of information related to judicial performance will continue to improve.





THE SUPREME COURT OF LOUISIANA

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