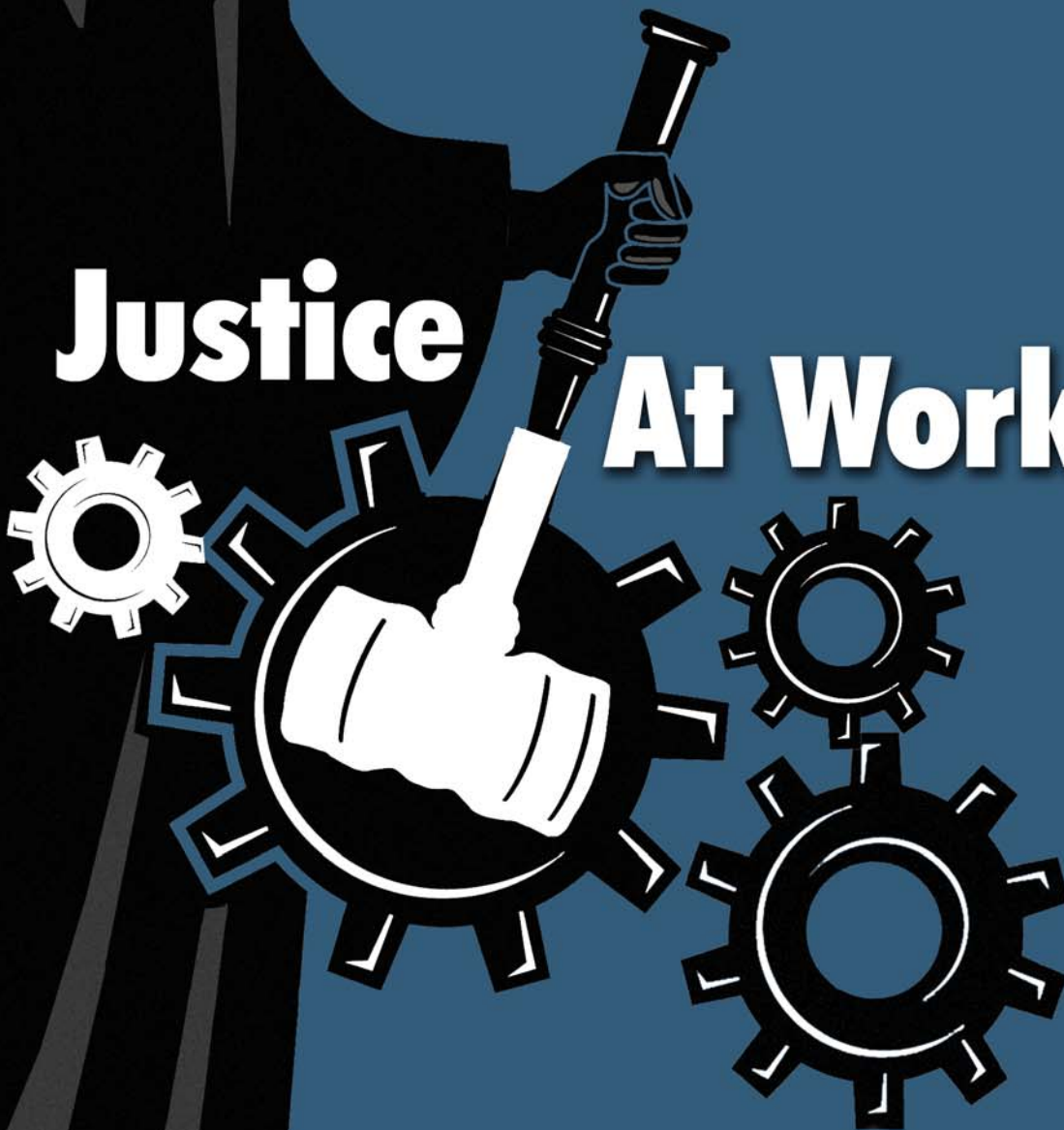


THE SUPREME COURT OF LOUISIANA

2010  
2011

# Justice At Work



**The State of  
Judicial Performance  
in Louisiana**



FY 2010 – 2011  
**The State of Judicial Performance In Louisiana**

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# The State Of Judicial Performance In Louisiana

The twelfth 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. This report 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 July 1, 2010 to June 30, 2011.

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.

A review of the major strategies initiated or completed by Louisiana courts during the period will reveal that courts reported notable progress in the areas of enhancing services to court users; improving internal court processes and court security; and implementing, developing, or augmenting court-managed programs and partnerships.

**Enhancing services to court users.** Several courts reported that court users are now able to review and obtain court records via in-court terminals or by ordering compact disks, saving time and money for both the court and the user. E-filing is also being planned or pilot-tested. Several courts also instituted or enhanced websites with information on court personnel, procedures, schedules, and forms. Some court websites now allow fines to be paid online. Renovations were completed at several courts, enabling the courts to be more secure, accessible, and user-friendly for court staff, attorneys, and the public. Finally, courts reported enhancing courtroom technology for more effective and convenient presentation of cases and improved access for individuals with disabilities.

**Improving court processes.** Various courts reported that they increased the efficiency of internal court processes by implementing video arraignments, electronic signature pads, electronic warrant-signing, document scanning, digital record storage, improved case management systems, and remote access to court records. Courts also developed and deployed or improved court forms, implemented new jury management systems, filmed a juror orientation video, planned or implemented jury room improvements, or re-examined the juror process in light of current or expected stresses to the jury system.



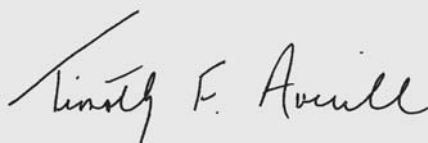
In addition, courts reported that they improved internal court processes by expediting hearings for child support and domestic violence matters; streamlined warrant procedures, traffic matters, and probation compliance hearings; and collected formerly uncollected court fines and fees via the state tax intercept program. Other courts reported that they developed or enhanced processes important to court administration such as policies and procedures, strategic planning, and employee professionalism and development.

**Upgrading court security.** Courts reported that they improved courthouse safety by building safety walls, adding rooms to allow separation of victims and offenders, employing video arraignments, and updating or improving surveillance/security systems already in place.

**Advancing court-sponsored programs and partnerships.** To aid citizens involved with the criminal or juvenile justice systems, courts reported that they implemented or enhanced probation departments, probation compliance hearings, and problem-solving courts such as drug courts or DWI courts. Courts also partnered with their communities to address problems such as truancy, juvenile crime, representation of indigent defendants, mental health/suicide prevention, and adult prisoner re-entry through joint committees or task forces.

These innovations and improvements helped the courts become more efficient and accessible to the public in 2010-2011.

Respectfully submitted,

A handwritten signature in black ink, reading "Timothy F. Averill". The signature is fluid and cursive, with a large initial 'T' and 'A'.

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. The plan was reviewed in 2005 and 2010.

The goals and objectives of the Strategic Plan of the Supreme Court reflect the Supreme Court's Performance Standards.<sup>1</sup> The information comprising the "Intent of the Objectives" sections of this report was derived primarily from "Appellate Court Performance Standards and Measures," a joint publication of the National Center for State Courts and the State Justice Institute (1999). The information presented in the "Responses to the Objective" sections of this report was derived from the responses of various divisions of the Supreme Court to a request from the Judicial Administrator's Office in the early spring of 2012.

## 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.

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<sup>1</sup>Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10.



- 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 Supreme 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 Supreme 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 that litigants are afforded a reasonable opportunity to have such decisions reviewed by a higher court through the appellate process. The Supreme Court of Louisiana is the state's appellate court of last resort composed of seven Justices, four of which must concur to render judgment. The full-panel review structure of the Court allows for a breadth and diversity of review of matters before it. This review process creates an opportunity for the development, clarification and unification of the law in a manner that offers guidance to judges, attorneys, and the public, 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. In 2011, the Court disposed of 2,915 of the 2,852 cases filed for a clearance rate of 102 per cent, up from 97.4 per cent in 2010.

The Supreme Court has three types of jurisdiction: original, appellate, and supervisory. Having original jurisdiction means that the Supreme Court is the only court that may 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 over those cases in which 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 falling under the Court's supervisory jurisdiction are initiated through a writ application requesting the Court to exercise its discretionary supervisory jurisdiction by deciding whether or not to hear the case.

Writ applications must be filed within 30 days of the mailing of the notice of judgment and opinion of the court of appeal, or within 10 days of the mailing by the Clerk of Court of the notice of first application for certiorari in the case, whichever is later. No extensions are given. Writ applications are usually scheduled for review by the Court within 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 respondent's 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, as in other appeals, attorneys are given 30 and 60 days, respectively, from the date of lodging to file their briefs. The Court hears up to two capital cases per argument cycle, allowing the Court to handle up to 12 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 argument, typically up to 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 weekly to consider new writ applications. Approximately 80 writ applications are considered each 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 on. If an opinion receives four or more votes, it passes. If it does not receive at least four 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 argument following the opinion-signing conference.

In the performance of its adjudicative function, the Court is assisted by the Clerk of Court's Office, the Civil Staff, the Central Staff, the personal staff of each Justice, and the Law Library of Louisiana. The function of each of these entities is briefly described below.

- **The Clerk of Court.** The Office of the Clerk of Court receives and processes all filings, checking each filing for timeliness, recusals, and anything that appears unique, such as the need for expediting the case. The Calendaring Division randomly assigns cases to an original and duplicate Justice and schedules cases on conference lists.

If the case involves a writ application, the Court first decides whether to hear the case. If a writ is granted by the Court, the Clerk's Office schedules the case for oral argument and coordinates, with the Justices' staffs and the Civil and Central staffs, the preparation of a brief abstract of facts and other factors relating to the case for use by the Justices. While matters are under consideration, the Clerk's front office is the liaison between the Court and counsel and the Court and the lower courts. In 2011, 2,852 cases were filed with the Clerk of Court, slightly down from 2,875 cases in 2010.

In 2011, the Clerk of Court's Office fulfilled the following key responsibilities or accomplished the following:

- Processed all filings and dispositions including dissemination of actions to the parties, courts and public via U.S. mail, e-mail and the Web.
- Scanned all filings and dispositions, which are available to staff via the Court's case management system.
- Continued e-filing pilot testing with the Orleans and Jefferson Parish district attorneys and public defenders.
- Admitted 746 new attorneys to the practice of law, up 11 per cent from the 673 admitted in 2010.
- Issued Certificates of Good Standing. The demand for issuance of Certificates of Good Standing fell in 2011 to 4,888, a 1.8 per cent decrease from the 4,978 certificates issued in 2010.
- Processed and maintained minute book entries and orders. The number of minute book entries declined from 2,523, in 2010 to 2,291 in 2011. Likewise, orders decreased from 2,225 in 2010 to 2,059 in 2011. These orders are primarily orders of appointment of judges to sit in lower courts and do not include orders relating to cases before the Court.
- Managed logistics for 247 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 waterproofing, a new security system, and the refurbishing of the chillers.
- Participated in the Enterprise Resource Planning design process as the Court moved toward



installation of an integrated, computer-based system designed to manage financial resources, materials, and human resources.

- **The Civil Staff Department.** The Civil Staff was created by the Supreme Court in 1997 to prepare abstracts of fact summaries for specialized cases involving interlocutory or pre-trial civil writs, bar discipline matters, judicial disciplinary matters, and in cases on civil summary dockets. The Civil Staff also prepares bench memoranda for cases on direct appeal in matters where a lower court has declared a law to be unconstitutional.
- **The Central Staff Department.** 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 and cases in which a statute or ordinance has been declared unconstitutional. At the time, the Supreme Court had exclusive appellate jurisdiction in criminal cases.

In 1982 the Louisiana Constitution was amended to vest criminal appellate jurisdiction in non-capital felony cases in the courts of appeal. Central Staff became primarily a writ-screening unit, preparing reports on writ applications requesting the Court to exercise its supervisory jurisdiction to review court of appeal decisions in criminal matters.

During the period, Central Staff continued to screen writs and to prepare extensive bench memoranda for all criminal cases set on the regular docket as well as the capital cases and cases in which a statute or ordinance has been declared unconstitutional. The Central Staff also continued to review and report on inmate applications for post-conviction relief, including those cases in which a sentence of death had been returned and in which the conviction and sentence were affirmed on direct appeal by the Supreme Court. The Central Staff also assisted the Justices and their personal staffs on other criminal matters when requested.

- **Personal Staff of the Justices.** Each Justice is assisted by clerical support and by three law clerks or research attorneys. The Chief Justice's Office 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. 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 and are regularly offered continuing legal education training and courses in legal research issues.
  - **Law Library of Louisiana.** The nine full-time staff members of the Law Library of Louisiana provide research assistance to the Justices, their law clerks, other court staff, and outside users in several ways that enhance the opportunities for litigants to seek review of lower court decisions in the Louisiana Supreme Court. The library's collection development policy is based on the needs of all users, with a heavy emphasis on Louisiana practice materials in civil and criminal law. The library also possesses an excellent historical collection featuring all versions of the Louisiana Civil Code and all superseded Louisiana Statutes Annotated volumes, including all pocket part updates from the early 1970s forward.
- The library's Technical Services staff members order and process materials and assign classification locations to 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 2011, the library added 545 new titles and 2,768 new volumes to the collection. Also, when the Court's new ERP system went live in January, Technical Services staff immediately began to determine how EOS (the library's online bibliographic record system) and the ERP's procedures would work together. The Head of Technical Services analyzed the interplay between the two systems and, in consultation with the Director, shifted some duties and responsibilities within the department to improve workflow.



While managing their regular and extra responsibilities, Technical Services staff also made progress on special projects. The Serials/Acquisitions Librarian began to add holdings information to non-current serial titles and completed adding access restriction notes to the library's Hein OnLine titles. The Technical Services Assistant changed the holding location from "Stacks" to "State Wing" in EOS for all of the 49 state materials to clarify their location in the library. The Serials Librarian ran the claims report regularly, with the goal of cleaning up the serials check-in database. Additionally, daytime student workers became a part of the Technical Services department.

At the end of the year, with the Director's approval, the Law Library discontinued receiving Congressional hearings on microfiche and print House and Senate Documents and Reports from the library's federal documents item selection list. The library will maintain access electronically to the hearings, documents, and reports through its subscription to the Marcive service. Electronic records are searchable in the library's catalog, providing easy and direct access to the materials through links in each record. The electronic records become available through Marcive shortly after tangible items have been printed by GPO. The library will save space since fewer tangible items will be added to the collection.

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 the 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 attorneys who work for the Court. 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 2011, the library borrowed 26 books or journal articles from other libraries for Court staff, and 102 for outside users. Outside users are charged for this service.

Since the library is the public law library for the state of Louisiana, the Public Services staff members also serve a large number of outside attorneys and non-attorneys. Some of the non-attorney users are self-represented litigants who do their own legal research. In an effort to better assist them, the library is one of the stakeholders in a group facilitated by LawHelp.org, an online resource that provides information to individuals representing themselves before the courts. When all of these users have the opportunity to do such research using the best and most recent resources, and with adequate guidance from experienced law librarians, their access to the Court and the quality of the content of their filings are enhanced.

During the period, the library's Public Services staff continued their outreach efforts by setting up display tables at the Louisiana State Bar Association's Solo and Small Firm Conference. 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 e-mail research results to those users who cannot come into the library. This service enhances access to the library's impressive legal resources.

- **Recusal.** In accordance with the legislature's intent in promulgating Louisiana Code of Civil Procedure article 152(d), the following procedure has been 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 to sit 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 among various bodies of law, resolving conflicts among lower courts, and by addressing apparent ambiguities in the law. Our complex society turns 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 among its regular, ongoing activities. See the Responses to Objective 1.1 in addition to those below.
- **Judicial Legal Resources.** The Law Library of Louisiana's collection provides access to an 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 workers compensation
  - All published Louisiana opinions, legislative acts, codes, statutes, and digests, including su-

perseded volumes of the codes, statutes, and any pocket part supplements for historical research

- An extensive collection of Louisiana repository 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 set of Louisiana and federal court rules
- 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 *New Orleans Times-Picayune* from 1837 to the present
- A complete collection of federal statutes and case law as well as the statutes and appellate case law of all fifty states
- Digests, reporters, and legal encyclopedias such as the *Federal Practice Digest*, *American Law Reports (ALR)*, and *Corpus Juris Secundum (CJS)*, covering all American jurisdictions
- The complete legislative acts of all 50 states from the beginning (in paper or microform) to the present (online)





- Federal legislative materials and a select U.S. government documents depository collection featuring publications from Congress, executive agencies, and the federal courts
- 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 purchased 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 flat-rate contracts for Court users to these two major legal research databases
- **Loislaw** - Free access for all users through the library's flat-rate contract to this competitive legal research database
- **PACER** - A product of the federal judiciary that is run on a cost-recovery basis which provides access to federal court docket items such as complaints, motions, answers, and briefs
- **LexisNexis Congressional** - Digitized copies of historical U.S. House and Senate documents and reports 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 indexes
- **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
- Access to some smaller databases, such as the Bureau of National Affairs' *Labor and Employment Law Library* and *Tax Management U.S. Income Portfolios Library* and the National Fire Protection Association codes and standards.

The library's Director and staff members regularly review and monitor all of these paper and electronic resources to ensure that library funds are spent in the most effective and productive manner possible. The library staff solicits feedback from users, especially 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 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 may pertain to constitutional rights, may affect large segments of the population within the Court's jurisdiction, and/or may 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 La. 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 cases, termination or 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 the Justice 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 to call a conference immediately, take the votes of the other Justices by phone or email, or discuss the matter at the next regularly scheduled writ conference. In all cases, all 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 six 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. These internal procedures provide for, among other things, a schedule of duty on weekends and during the summer months when the Court is not in session (July and part of August). Each Justice selects a ten-day period in the summer to handle emergency filings (although all members of the Court still participate in all Court actions) and other Court business 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 or holiday.

### Objective 1.4

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

##### Intent of Objective

A key function of appellate courts is the correction of prejudicial errors in fact or law made by lower tribunals. Appellate court systems should have sufficient capacity to provide review to correct these errors. The error-correcting function of a court of last resort 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, the primary function of which is to interpret and 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 sufficient 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 handled – from beginning to end – in a manner consistent with the principles of fairness and justice.

## Responses to Objective

- **Due Consideration of Cases.** The Court's efforts to meet this objective are part of its regular, ongoing activities. See the Response to Objective 1.1 above.
- **Writ Guidelines.** The Supreme Court has 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 continues to maintain and monitor the writ considerations set forth in Supreme Court Rule X, Section 1, and may, from time to time, make such adjustments to these guidelines as it shall deem necessary in the interest of justice. Application of the writ grant considerations helps ensure that the Court's discretionary jurisdiction is exercised in cases and controversies where the Court's review is most urgently needed.

### Objective 2.2

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

## Intent of Objective

Clarity is essential in 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 for further information. The Justices also address this objective by participating in and teaching workshops for judges attending judicial education sessions. Important Supreme Court decisions are routinely 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 curiam* opinions to explain their decisions and actions – sometimes at the request of the Supreme Court and sometimes on their own initiative. In many cases, these *per curiam* opinions assist the Supreme Court in better addressing the dispositive issues, stating the holdings, and articulating more clearly the 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 believes that the actions below promote the timely progress of an appeal or writ through the appellate process.

## Responses to Objective

- **Consistently Current Docket.** Each year, the Court holds 31 to 35 weekly conferences (meeting two days each week) to discuss and cast votes on filings, often voting on more than 100 writ applications per conference. The Court also holds at least six oral argument sittings annually with approximately 15 to 25 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 self-represented post conviction applications by retaining contract attorneys to assist in these cases and by retaining court consultants to evaluate the processing of cases. The Court develops and uses strategies as necessary to bring its case processing in line with its standards.
- **Cases Under Advisement.** The Court has developed 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 identifying those cases on which action(s) may still be needed. This can reduce 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 processes.

#### 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.** The Law Library of Louisiana is open to the public and the bar free of charge. Also available free of charge is access to the library's online catalog, which is available through a link on the main page of the Court's website. Six computers are available in the main section of the library to provide access to the public Westlaw database, the Internet for legal research purposes, 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, (800) 820-3038, that can be dialed from anywhere in the state. Information about the library's resources is available by calling this number. Library staff also answer questions sent by e-mail to [reference@lasc.org](mailto:reference@lasc.org). This e-mail address is accessible through a link on the Court's website.

- **Communications Accessibility.** During the period covered by this report, the Court continued to obtain and maintain state-of-the-art telecommunications equipment, software, and processes to facilitate communication between the Court and the public. The Court also made live streaming of oral argument accessible via the website.
- **Physical Accessibility.** During the period covered by this report, the Court continued to comply with all Americans with Disabilities Act standards and requirements and responded to requests for reasonable accommodation.



- **Information Accessibility.** The Law Library of Louisiana's print and electronic holdings and the research expertise of its law librarians are 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 6 p.m. and Friday 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.

In 2011, library staff answered a total of 11,849 questions. According to type-of-question data collected by staff, that number breaks down to 708 directional questions (6 per cent), 4,480 ready-reference questions (38 per cent), and 6,661 reference questions (56 per cent). Regarding the methods by which the questions were posed, the library answered 3,592 telephone questions (30 per cent), 3,973 in-person questions (34 per cent), and 4,284 e-mail/mail questions (36 per cent). As for the type of patron, the library received 2,711 questions from court patrons (23 per cent), and 9,138 from outside users (77 per cent). The library staff uses data like these to analyze patterns and to ensure that the library is providing the best possible service to all users.

Library staff members also respond to mail requests from Louisiana prisoners, sending an individual prisoner up to fifty pages of statutes, cases, or other legal information up to twice a month at no charge. During the period the library responded to 1,050 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 lawyer computer users groups, and they promote the library's resources to potential users there. They produce 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 is distributed to nearly 400 people,

including attorneys, judges, and members of the general public who have requested it. Current and past issues are also posted on the Court's website. In addition, the librarians maintain relationships with the staff 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 the 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](http://www.lasc.org)). The website 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 website with new information and work to ensure all links are functional. The website includes a language translation tool, making the entire website 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. The Clerk of Court is currently conducting an e-filing pilot program to investigate enhancing court accessibility through e-filing.
- **Court Security.** The Court maintains a staff of highly qualified security officers, who are properly equipped and trained with up-to-date security technology and other resources, to efficiently control, direct, and facilitate public and employee accessibility. All points of access to the Court are controlled by security. All Court officials and staff are issued ID/access badges. The Court also uses electronic security cameras and software that enable the security department to monitor activity, access to restricted areas, and building alarms.



## 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 Court decisions available to all is a logical extension of the Court's 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.

#### 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 receives hard copies of the Court's opinions as well as the opinions of the state's five courts of appeal soon after they are handed down. The library's Public Services staff maintains a file of these decisions and retains 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 from the websites of the lower courts.
- **Website Improvements.** See the 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 litigation or for historical purposes.

- **File Room Technology.** The Clerk of Court's Office continuously monitors, assesses, and incorporates new 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 justice system agencies and partners. This objective suggests that courts have a direct responsibility to inform the community of their structure, function, and programs. The sharing of such information through outreach programs increases the influence of the courts on the development of the law, and 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

- **Public Information Program.** The Supreme Court maintains a highly-qualified staff in the Community Relations Department of the Judicial Administrator's Office as a means of informing the public of the Court's operations and activities. During the period, the Community Relations Department was engaged in the following:
  - **Media Releases.** A total of 21 court-generated press releases were sent to local, state and occasionally the national press.





- **Number of Recipients of Releases.** There were approximately 2,876 recipients of news releases.
- **Courthouse Tours.** The 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 related materials.
- **Cameras in the Courtroom Requests.** Media requests for exceptions to the Code of Judicial Conduct Canon 3(A) (9) prohibition on broadcasting, televising, recording, or taking photographs in the courtroom were handled by the 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 open houses, and ceremonial events.
- **Publications.** The Community Relations Department was involved in writing, designing, and/or producing several publications, including the following: *Annual Report of the Judicial Council of the Supreme Court, Louisiana Bar Journal Judicial Notes, Court Column Online Newsletter*, daily news updates, and Louisiana Judicial College Electronic course agenda and registration materials.
- **Court Department Community Outreach Assistance.** The Community Relations Department provided media and community outreach assistance to other Supreme Court departments, including website page

writing, brochure design production, and event planning.

- **Speakers Bureau.** Community Relations Department personnel represented the Supreme Court before civic groups, law-related organizations and schools.
- **Website Development & Website Coordination (ongoing).** During the period, the Court maintained a Project Coordinator who continued to re-design, develop, and improve the Supreme Court's award-winning website. The department was responsible for providing home site education pages for children, and schools.
- **Public Information Program of the Law Library of Louisiana and the Louisiana Supreme Court.** Law Library staff members wrote, designed, and produced a library newsletter, *De Novo*, which featured articles on various topics related to the library, library services, events taking place at the library, individuals in the library and the Court, and Louisiana legal history. In addition, the law library was a popular stop for tours arranged by the Community Relations staff.

Library staff members created exhibits aimed at informing and educating court users and the public about various legal topics, including an exhibit commemorating Law Day, which is celebrated each year on May 1. The theme for 2011 was "The Legacy of John Adams: From Boston to Guantanamo." The exhibit consisted of four display cases that presented a retrospective of Adams's life. The cases contained portraits of John Adams and his wife, Abigail; photos of his homes; a discussion of Adams's role in the Boston Massacre; and scans of book plates from his personal library. John Adams successfully defended the British soldiers who fired upon colonists in what became known as the Boston Massacre. Adams was the nation's first Vice President and second President, and one of the signers of the Declaration of Independence. Additionally, Adams signed the law that established the



Library of Congress. Adams was a devoted scholar of the law, and a bibliophile as well.

The Law Library of Louisiana sponsored two free CLE programs during 2011. The first program, *A.P. Tureaud – A More Noble Cause*, was co-sponsored by the Law Library of Louisiana and several other organizations. The life and legal career of the late civil rights leader Alexander Pierre Tureaud, Sr. was highlighted by A. P. Tureaud, Jr. and Dr. Rachel Emanuel, co-authors of a recent biography of A.P. Tureaud, Sr. The second program, *An Ethical Guide to the Professional in Practice*, was co-sponsored by the Law Library of Louisiana and the A.P. Tureaud Inn of Court. The speakers, Bobby Delise and Val Exnicios, examined the current law on legal malpractice with an emphasis on strategies for law office management designed to eliminate the possibility for lawyers to make ethical or professional mistakes. Additionally, the Law Library of Louisiana partnered with the Howard University Law Library in Washington, D. C. to prepare an exhibit on the life of A. P. Tureaud. Photographs depicting Tureaud's life in New Orleans were submitted by the Law Library of Louisiana for inclusion in the exhibit.

All of these exhibits and programs were free and open to the public as well as to members of the bar. The exhibits and programs not only helped educate the attendees on interesting and relevant legal topics; they also promoted the resources and services of the library.

- **Oral Arguments.** As part of the overall program of public information described above, Supreme Court arguments can be viewed live over 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 facilitate the activities of the Louisiana Judicial College. Justices chair and co-chair 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.
- **Judiciary Commission.** The Judiciary Commission of Louisiana is a constitutionally-created body which 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 pre-



sented 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; 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 judicial candidates 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 and judicial candidates regarding the Code of Judicial Conduct.
- **Financial Disclosures.** The Supreme Court, through the Judicial Administrator’s Office, continued to collect annual financial disclosure statements from all state court judges and justices of the peace, as required by Supreme Court Rule XXXIX, and from non-incumbent candidates for elective judicial office, as required by Supreme Court Rule XL. The provisions of Rule XXXIX are consistent with, and comparable to, the financial disclosure provisions adopted by the state legislature for legislators and other public officials.
- **Cooperation with Judges.** The Supreme Court 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 and secretarial services to all major judicial associations and includes information on all levels of court in its newsletters.
- **Judicial Campaign Conduct.** The Court has 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 regarding campaign conduct. During the fall 2010 election cycle, there were ten contested judicial races that fell within the committee's oversight jurisdiction. Participating in these contested races were thirty candidates. The committee received ten complaints regarding candidates in these races. During the spring 2011 election cycle, there was only one contested judicial race that fell within the committee's oversight jurisdiction. Participating in this contested race were two candidates. The committee did not receive any complaints regarding this race.

- **Costs of Judiciary Commission Matters.** Supreme Court rules 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 by the Court. The procedures continue as an integral part of the process.

## 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 Louisiana State Bar Association.** 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 in 1941. According to the Articles of Incorporation, the purpose of the LSBA 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 LSBA from time to time recommends changes to its Rules of Professional Conduct for Attorneys to the Supreme Court for adoption. In 2010, at the LSBA's request, the Court revised Louisiana Supreme Court Rule XIX, Section 8.C to mandate attorneys who have email addresses to report such addresses to the LSBA on their annual registration statement.

- **Attorney Continuing Legal Education.** The Court exercises supervision over all continuing legal education through its Mandatory Continuing Legal Education (MCLE) Committee. The committee was established in 1988 by Supreme Court Rule XXX. The committee exercises general supervisory authority over the administration of the Court's mandatory continuing legal education requirements affecting lawyers and judges and performs 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 Supreme Court created a permanent, state-wide agency, the Attorney Disciplinary Board, 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. The agency consists of:

- The Disciplinary Board, which is divided into a nine-member Adjudicative Committee and a five-member Administrative Committee. The Adjudicative Committee performs appellate review functions, administers reprimands, issues admonitions, imposes probation, and rules on procedural matters. The Administrative Committee handles such duties as human resource management, financial management, systems management and facilities management.
- Hearing committees, which are appointed by the Disciplinary Board. Each hearing committee consists of two lawyer members and one public member. A lawyer member of each hearing committee is appointed chair of the committee by the board. The hearing committees review admonitions proposed by disciplinary counsel and also review recommendations of disciplinary counsel to file formal charges against a lawyer. Additionally, hearing committees conduct prehearing conferences and, when necessary, conduct hearings regarding formal charges of misconduct, petitions for reinstatement or readmission, and petitions for transfer to and from disability inactive status.
- The Office of Disciplinary Counsel, which performs prosecutorial functions for the board.

Since 1998, the Court has taken several steps to support the Disciplinary Board and improve the disciplinary 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 board's efforts to ensure the proper reception, investigation, prosecution, and adjudication 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 Disciplinary Board. The Court and the 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. In December 2010, the Court began considering changes proposed by the Committee on Bar Admissions that would result in a comprehensive and complete overhaul of the Louisiana Bar Examination. The Court invited comments on the proposed changes from members of the bar and the public. In addition, the Court enacted Part O, Rule XLI of the Rules of the Louisiana Supreme Court, which provides authority for and regulates the provision of *pro bono* civil legal services by attorneys outside the jurisdiction following the determination of a major disaster.

- **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 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.



- **Attorney Fee Review Board.** The legislature created the Attorney Fee Review Board (La. R.S. 13:5108.3 -13:5108.4) in 2001 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. Requests for payment or reimbursement of legal fees and expenses are 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 \$125 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 as to the reasonableness of such fees and expenses and to whether the fees are in accordance with the hourly rates for legal fees for such matters as established by the board.

## 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 a co-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 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 Budget-

ary 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 provisions of the Judicial Budget and Performance Accountability Act (La. R.S. 13:81 - 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 prepare an annual operational plan, which contains key objectives, performance indicators, and mission statements as required by statute.
- **Performance Audits.** The Court continued to arrange for 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, the performance of district courts with regard to key limited English proficiency practices, the role and



function of diversion programs in district courts, and an assessment of district courts' readiness to continue operations in the event of a weather or other disaster. Audits dealing with issues relating to district courts' use of technology, and district courts' compliance with the uniform district court rules were initiated 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 in 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 attracting and retaining 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 were in compliance with the rules and regulations of such programs.
- **Supreme Court Facilities.** In 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. In the fall of that year 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. In the fall of 2005, the building sustained damage as a result of Hurricane Katrina. This damage was repaired and the Court returned to the building prior to the end of the year.

## 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 Fiscal Office of the Judicial Administrator's Office and the Clerk of Court continued to manage the Court's fiscal resources efficiently and productively. A summary of fiscal workload is provided in Exhibit 3 at the end of this section.
- **Office of the Internal Auditor.** 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 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 as it relates to audits. Such oversight includes ensuring financial and programmatic reporting, instituting a process of internal controls process, and maintaining independence and objectivity in 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

Following the conclusion of each audit, a written report is prepared by the Internal Auditor and issued to the Audit Committee and Court management. The Internal Auditor includes a response from management in each audit report, which includes any corrective action that management indicates 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 Article V, Section 6 of the Louisiana Constitution of 1974, 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. Also, the Court also has the authority under the Article V, Section 7 of the Louisiana Constitution, to select a judicial administrator, clerks, and other personnel to assist in the exercise of administrative responsibility.

The Court, therefore, through the Chief Justice, the Judicial Administrator, the Clerk of Court, and other personnel, has the constitutional authority to improve trial and appellate court performance. Furthermore, under the provisions of the Judicial Budget and Performance Accountability Act, the Court has a 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 continued.
- **Judicial Budget and Performance Accountability Act.** The Supreme Court, through its Judicial Administrator's Office, continued to provide 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 of 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 its 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, 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 can be found in the Supreme Court Data Gathering Systems section of this report.
- **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 can be found in the Supreme Court Data Gathering Systems section of this report.
- **Uniform Commitment Document.** During the period, CMIS staff worked 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.
- **Case Management System Grants.** During the period CMIS awarded \$184,521 in federal grant funds to the Tensas, Lafayette, Tangipahoa and West Baton Rouge district courts for the acquisition and deployment of criminal case management systems for reporting criminal filing and disposition data.
- **Appellate Court Assistance.** The Supreme Court, through its Judicial Administrator's Office, and in association with the Conference of Appellate Court Judges, continued to support the courts' efforts to improve those aspects of the administration of justice identified in the Courts of Appeal strategic plan.
- **Trial Court Assistance.** The Supreme Court, through its Judicial Administrator's Office, and in association with the Louisiana District Judges Association and the Louisiana Court Administrators Association, continued to support the courts' efforts to improve those aspects of the administration of justice identified in the strategic plans of the district courts or the Supreme Court. 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.
- **District Court Rules.** In October 2001, 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 practice of law before the district courts. In 2002, the Court adopted the Louisiana District Court Rules, including appendices and numbering systems for Louisiana family and domestic relations courts and



juvenile courts. The Court also established a Court Rules Committee and charged it with receiving related comments and with making recommendations for proposed additional rules or amendments to these rules. In 2002, the Judicial Council created the Family and Juvenile Rules Committee to develop rules for juvenile and domestic courts. This committee completed its juvenile rules work in 2007 and was disbanded shortly thereafter. A new committee – the Committee on Family Court Rules of the Judicial Council – then was created in February 2009 to address the family rules. This committee’s efforts are ongoing.

- **Supreme Court Drug Court Office.** The legislature authorized courts to establish “drug divisions” in 1997 to reduce the incidence of alcohol and drug addiction and the associated increased costs of crime. Each year the legislature appropriates funds for these divisions, known as drug courts. Drug court funds are administered through the Supreme Court Drug Court Office (SCDCO).

The SCDCO acts as the fiscal agent for federal Temporary Assistance to Needy Families (TANF) and state general funds, and provides fiscal and programmatic oversight to ensure local program compliance with all applicable state and federal laws and regulations. The SCDCO has promoted the institutionalization of drug courts within Louisiana by providing consultation, technical assistance and training to improve services and enhance professionalism. 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.** 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, some time ago. The Court’s website contains ADA policies which were revised to meet the requirements of the Americans with Disabilities

Act Amendments Act (ADAAA ). The Court’s website also contains a form for requests for accommodation. The division continued to coordinate ADA compliance for the Supreme Court and to provide lower courts with technical assistance relating to ADA and ADAAA compliance.

- **Delay Reduction and Case Management.** In 2004, the Judicial Council’s Task Force on Delay Reduction and Case Management completed its “Guidelines for Best Practices in Delay Reduction and Case Management,” a manual of materials indicating ways in which district courts may further reduce delays and improve case management. The guidelines are available for reading and downloading on the Supreme Court’s website.
- **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 self-represented 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 was furthered by the creation of a Self-Represented Litigant Task Force, the focus of which was 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, continued to support efforts to improve the exercise of juvenile and family jurisdiction in courts. Those efforts include:



- **Court Appointed Special Advocate (CASA) Assistance Program.** 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 in cases involving allegations of their abuse or neglect. 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 Temporary Assistance to Needy Families (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 the collection of detailed monthly financial and program activity reports and site visits, as well as independent audits of both local programs and the state CASA association. During the period, 18 CASA programs (including the Louisiana CASA Association) serving courts in 33 judicial districts across Louisiana assisted 3,616 abused and neglected children; more than 1,250 CASA children were placed in permanent homes.
- **Families in Need of Services Assistance Program.** The FINS Assistance Program works in partnership with individual judicial district courts, the 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 42 judicial districts, in more than 55 offices, with the primary goal of providing a continuum of voluntary diversion services to prevent delinquency and strengthen children and their families. During the period, local informal FINS program staff processed over 11,000 referrals and completed data collection using both paper and electronic forms. FINS staff continued to work in collaboration with child welfare and juvenile justice stakeholders to improve methods of collecting and using data in ways that will lead to measureable outcomes, improvements and alternatives to court intervention for children and families engaged in the informal FINS process.
- **Integrated Juvenile Justice Information System (IJJIS).** The Judicial Administrator's Office has developed the Integrated Juvenile Justice Information System, which 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 Orleans Parish Juvenile Court, deployed in part in other jurisdictions, and planned for gradual statewide implementation subject to availability of funding. For information on IJJIS, 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 as well as HCR 245 of 2010.
- **Task Force on Legal Representation in Child Protection Proceedings.** During the period, 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 continued to staff the task force and monitor funding provided by the Department of Children & Family Services for dissemination through the Louisiana Bar Foundation to regional legal services corporations for representation of children in districts not served by the Child Advocacy Program of the Mental Health Advocacy Service.
- **Court Improvement Program.** The Court Improvement Program administers three federal grants for improving the adjudication of child



abuse and neglect cases: a main grant, a training grant, and a data and technology grant. CIP staff continued to provide training and technical assistance for the rollout of the new statewide system for providing qualified legal representation of abused and neglected children and their indigent parents in child protection cases. CIP staff has actively participated in the federal Child & Family Services Review and in the development of the resultant Program Improvement Plan. CIP now will be an integral part of the implementation of the plan. Work under the plan will be focused on the role of courts in family engagement and child safety decision-making. In addition, CIP staff is completing a cold case review project in three jurisdictions for children who have been in foster care for an extended period of time, with a focus on issues relating to disproportionate minority representation and disparate treatment of children of color in the child protection system. The CIP Judicial Fellow works closely with both new and seasoned legal stakeholders to help ensure timely and effective decision-making. In addition, CIP staff is working diligently to establish the Pelican State Center for Children and Families, a formalized, multidisciplinary collaborative designed to improve global outcomes of safety, permanency and well-being for children in the foster care system.

- **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 processing of juvenile and family court cases. Uniform Rules for Louisiana District courts have been developed to include Title V Rules for juvenile proceedings.

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, the annual juvenile law update was provided to judges. In addition, numerous regional and statewide multi-disciplinary trainings were conducted on a variety of issues relating to children and families.

- **Cases Under Advisement.** The Supreme Court, through the Judicial Administrator's Office, continued to generate 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 2008 - 2011, the following number of orders was processed:

2008 - 2,122 orders  
 2009 - 2,105 orders  
 2010 - 2,206 orders  
 2011 - 2,166 orders

- **General Counsel.** The Supreme Court General Counsel's Office consists of the General Counsel and two staff attorneys who research legal issues involving the administration of justice, draft orders amending court rules, staff various Court committees and boards, review all contracts to which the Court is a party, and monitor litigation involving or of interest to the Court. Additional staff of the 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 engaged in the following strategies and activities during the period:

- Conducted new employee orientations.
- Participated in trainings for new judges.
- Conducted employee training on sexual harassment prevention and violence in the workplace.
- Reviewed all performance evaluations for the Supreme Court employees prior to discussions with the employee, to ensure consistency in ratings.
- As part of the consolidation and update of the computer programs for handling Court business services and human resource matters, the division completed data conversion for all human resource personnel information and position data and completed the build and testing of the HR/Position Management system.
- Coordinated, with the Chief Justice's Office, the freeze on filling Court positions.
- Provided consultative assistance to lower courts, upon request, with regard to matters such as recruitment, policy development and administration, disciplinary matters, and employee training.
- Coordinated the Employee Recognition Program awards and ceremony.
- Provided consultation to managers and prepared documentation for disciplinary actions and performance improvement plans as necessary.
- Participated in the selection process for most vacancies. Efforts involved designing the selection

process, reviewing resumes, selecting candidates for interviews, interviewing candidates, conducting reference checks, and writing recommendation memorandums.

- 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 review of monthly time sheets and calculated leave usage as well as earned annual, sick, and compensatory leave.
- Developed agenda and reports for the Human Resources Committee.
- Developed or revised policies governing the appellate and the Supreme Court personnel system.

## 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 entity with administrative authority of the state's entire judicial branch, 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 Judicial Administrator, the Clerk of Court, and their respective staffs, have responsibilities for coordinating, collaborating and communicating with executive and legislative branch officials on specific projects and inquiries.

- **Cooperation with the Other Branches of State Government.** The Court continued to cooperate 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.
- **Cooperation with Other Justice Agencies.** The Court continued 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, 2008-2011~Exhibit 1**

	2008	2009	2010	2011
Requests for Information	378	426	460	345
Number of Complaints Received and Docketed	609	664	586	561
Number Screened Out	354	396	408	389
Remaining Cases Reviewed	255	268	178	172
Number Requiring In-Depth Investigation	92	30	26	36
Number of Formal Charges	8	1	14	5
Number of Judges with Formal Charges	8	1	14	5
Cases Disposed Of	563	690	526	562
Cases Pending	255	274	338	348

**COMPLAINTS FILED AGAINST LAWYERS AND DISPOSITIONS OF  
ATTORNEY DISCIPLINARY BOARD BY CALENDAR YEAR, 2008-2011~Exhibit 2**

	2008	2009	2010	2011
Number of Complaints Filed Against Lawyers	3,101	3,168	3,240	3,000
Number of Complaints Filed Against Lawyers Resolved or Disposed of per Calendar Year	3,201	3,105	3,565	2,997



## INDICATORS OF FISCAL WORKLOAD BY FISCAL YEAR, 2008- 2011~Exhibit 3

	YEAR		
INDICATOR	2008-2009	2009-2010	2010-2011
Number of Vendors	4,060	4,213	3,493
Accounts Payable Dollar Amount	\$61,879,214	\$67,536,544	\$66,177,847
Number of Checks Processed for Accounts Payable	9,008	8,951	7,788
Automated Clearing House (ACH) Payments	N/A	N/A	136
Payroll Dollar Amount	\$58,902,274	\$61,828,147	\$63,623,620.77
Number of Checks Processed for Payroll	11,302	11,350	11,532

## LOUISIANA SUPREME COURT DRUG COURT PROGRAM STATISTICS , BY FISCAL YEAR, 2008- 2011~Exhibit 4

STATISTICS	2008 - 2009	2009-2010	2010-2011
Cumulative Number of Courts <sup>1</sup>	48	47	48
Number of Judicial Districts Served	26	25	25
Total Clients Served/Month <sup>2</sup>	3,353	3,213	2598
Drug-Free Babies Born <sup>3</sup>	52	20	22
Total Graduates <sup>4</sup>	988	885	885
Sources/Notes:			
1. Supreme Court Drug Court Office (SCDCO) Calendar Year Survey/ Office of Behavioral Health (OBH)			
2. SCDCO End of Fiscal Year Count			
3. SCDCO Calendar Year Survey/National Drug Court Institute Survey			
4. SCDCO Calendar Year Survey/OBH			





**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 in 2005 and 2010.

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.

The information comprising the “Intent of the Objective” sections of this report was taken primarily from “Appellate Court Performance Standards and Measures (June 1999),” a joint publication of the National Center for State Courts and the State Justice Institute. 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 early spring of 2012.

## 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, quo warranto, termination of parental rights, other matters affecting children’s rights, and election proceedings, and to consider expeditiously those writ applications filed under the court’s supervisory jurisdiction in which expedited consideration, or a stay, is required.
- 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 accessible procedurally, economically, and physically to the public and attorneys.
- 3.2 To facilitate public access to the decisions of the courts of appeal.
- 3.3 To inform the public of the operation and activities of the court.

<sup>1</sup>See Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10.

- 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 train and develop the court's human resources.
- 5.1 To vigilantly guard judicial independence while respecting the other coequal branches of government.
- 6.1 To conduct operational planning by the Operational Planning Team.





## Objective 1.1

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

### Intent of 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 maintained an internal rule that provides for increasing the number of panel members when a majority of the assigned panel do not agree on a result, i.e. a three-judge panel increases to a five-judge panel; a five-judge panel increases to a seven-judge panel; a seven-judge panel increases to a nine-judge (en banc) panel.
- **Second Circuit Court of Appeal.** The Second Circuit reported that panel members performed multi-judge reviews by interacting through pre- and post-argument conferences and written memoranda.

## Objective 1.2

To develop, clarify, and unify the law.

### 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 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 reported that its document management system allowed judges and staff to electronically search and review internal reports and prior decisions, both published and unpublished, to ensure uniformity in First Circuit decisions. The court also convened en banc during the period to clarify and unify prior First Circuit decisions.
- **Second Circuit Court of Appeal.** The Second Circuit reported that during the period members of the court participated in a continuing legal education seminar presented by the Second Circuit Judges' Association. At the seminars the appellate court judges discussed issues of law and procedure with trial court judges and their legal staff. The court continued to develop ongoing strategies to provide qualified legal support staff, cost effective electronic legal research, and pre-and post-argument conferences to clarify and unify the law.
- **Third Circuit Court of Appeal.** The Third Circuit judges again served as speakers for the recent developments seminar for district and city court judges as part of the annual Third Circuit Judges' Association meeting. The court's judges also served as speakers for the annual seminar for judges and their law clerks. Third Circuit judges also participated in recent development seminars for the local bar associations of Lafayette, Marksville, Leesville, Alexandria, and the Southwest Louisiana Bar Association.





### Objective 1.3

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

#### 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:

- **First Circuit Court of Appeal.** The First Circuit reported that the Clerk's office and Central Staff addressed the routing, communication and disposition of issues associated with emergency or expedited writ applications in conjunction with the judges of the court.
- **Second Circuit Court of Appeal.** The Second Circuit utilized a rotating system of duty judges each week. The staff of the Second Circuit always has access to a panel of judges. This access has been enhanced during the period by recent information technology advances such as mobile devices and remote access systems.

- **Third Circuit Court of Appeal.** The Third Circuit reported that all appeals and supervisory writs are screened by a law clerk or staff to determine if there is a need for expeditious consideration. Special reports are utilized to track expedited criminal and civil writ applications.

### Objective 2.1

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

#### Intent of 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 applied fully and fairly 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 the guideposts for the procedures developed and decisions made by the courts of appeal.

#### Responses to the Objective

In addition to the responses provided in Exhibits 4 and 5, the courts of appeal reported the following:

- **First Circuit Court of Appeal.** The First Circuit reported that it held writ conferences every two weeks.
- **Second Circuit Court of Appeal.** The Second Circuit continued to employ qualified legal support staff and provide adequate automated / electronic legal research tools. The court also con-



tinued internal practices of pre- and post-argument conferences, written memoranda, and draft opinion circulation to ensure that legally relevant factors are considered in each case. Members of the court actively participate in the Uniform Rules Committee, reviewing rules on an annual basis for changes to the current rules. The court also reported that legislative updates are circulated to all judges and legal staff via hard copy and email.

## Objective 2.2

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

### Intent of the Objective

Clarity is essential in 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. Understanding of the resolution of the dispositive issues is enhanced 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 an opinion does not necessarily determine its clarity. Clarity in an opinion is manifested when the court has conveyed its decision in an understandable fashion and when its directions to the lower tribunal are plain when the court remands a case for further proceedings.

## Response to the Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit continued to promote clarity and conformity of all opinions through a formal opinion circulation process, exchange of editorial comments, and review for compliance with Rule 2-16.
- **Third Circuit Court of Appeal.** The Third Circuit continued to update its citation handbook to ensure that the citations and form of court opinions were uniform. The court continued to follow the publication guidelines established by Rule 2-16, and court staff developed templates for the title pages of appeal and writ rulings.

## 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

See Exhibit 7 for the courts' responses to this objective.

## 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 8, the courts of appeal reported the following:

- **Second Circuit Court of Appeal.** The Second Circuit reported that it reduced the number of extensions to file briefs, which resulted in expeditious docketing. The court expedited all juvenile and custody matters to the first available docket after a reduced 30-day briefing period. The court has an internal formal procedure for reporting on the status of cases pending without disposition for over 60 days.
- **Third Circuit Court of Appeal.** The Third Circuit reported that the Chief Judge continued to receive timely and accurate monthly reports on the status of any holdover cases, including appeals and writ applications, and monitored these cases 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 and which acts as a constant reminder to each judge as to the status of each case.

## Objective 3.1

**To ensure that the courts of appeal are accessible procedurally, economically, and physically 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 courthouse can constitute formidable barriers to persons with disabilities who want to observe or participate in the appellate process. Accommodations should be made so that individuals with speech, hearing, vision, cognitive, or physical impairments can participate in the court’s processes.

## Responses to the Objective

In addition to the responses provided in Exhibits 9, 10, 11, 12, 13, and 14, the courts of appeal reported the following:

- **First Circuit Court of Appeal.** The First Circuit reported that the Clerk of Court’s office assisted self-represented litigants by answering procedural questions, without giving legal advice, and by issuing court orders involving self-represented litigants. The court generally provided a basic outline of the steps a self-represented litigant might take when technical problems associated with the submission of applications or pleadings cause the filing to be rejected prior to review on the merits.



The court also issued press releases to inform the public of the date, time and location of hearings held at locations away from the First Circuit courthouse.

- **Second Circuit Court of Appeal.** The Second Circuit reported that its pro-se/self-represented litigant manual is available on the court website and in printed form. The court continued to offer enhanced resources through its website, including West's Rules of Court, checklists for filings, and information regarding new court rules, changes in procedures, and fees. The court also enhanced its email listserve to immediately notify subscribers of opinions rendered and of emergency closings, and published the docket and court calendar on its website.

The court continued to take a proactive approach to ensure that the court was physically accessible to all citizens and reviewed its internal procedures and policies on a consistent basis to promote equal accessibility to all. In addition, the court continued to employ three court employees who are fluent in Spanish.

During the period, the U.S. Marshal's office performed a courthouse safety audit. The recommendations from the audit were implemented, including the installation of bulletproof glass around the security area and the Clerk's office. In addition, electronic duress buttons were installed in the Clerk's Office.

- **Third Circuit Court of Appeal.** The Third Circuit posted its *Pro Se Manual* and *Handbook of Louisiana Court of Appeal, Third Circuit Procedure* on its website. In addition, the court has adopted an Americans with Disabilities Act (ADA) policy and posted the policy on its website.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit continued to assist in providing an interpreter upon an attorney's request. The court also conducted emergency evacuation drills.

## 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

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

- **First Circuit Court of Appeal.** The First Circuit reported that patrons can now use credit cards to order copies of court documents off of the First Circuit website. For high-profile cases, the court proactively calls attorneys of record simultaneously upon the release of the decision, immediately posts the release in the announcement section of the court's website, and contacts the media.

The court also adopted an internal rule governing the release of cases outside of scheduled decision days. Such cases will be released two business days after receipt in the Clerk of Court's office or immediately if 90 days have elapsed from the submission date for the case.

- **Second Circuit Court of Appeal.** The Second Circuit continued efforts to provide timely decisions to the public and bar by providing court opinions to three publishing companies and immediately placing opinions on the court's website. News releases were also forwarded to all media and to those who subscribe to the electronic notice service.



### Objective 3.3

To inform the public of the operation and activities of the court.

#### 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 16, the courts of appeal reported the following:

- **First Circuit Court of Appeal.** The First Circuit posted information to the “Announcement” section of its website.
- **Second Circuit Court of Appeal.** Second Circuit judges and court employees spoke to various organizations, schools, and universities, and conducted student tours of the courthouse. The court also hired law student interns and hosted a law student extern, exposing them to the appellate process and the operation/activities of the court.

The court also held oral arguments outside of Shreveport and created and distributed brochures about the court to students who attended. Two judges are active in the Inns of Court, mentoring and providing education to lawyers, and several are involved in the “New Lawyer’s” seminar. Judges also participated in pro bono activities and in updating legal materials for police academies.

- **Third Circuit Court of Appeal.** The Third Circuit published news releases on its website and sent news release notices to local papers and television stations.

### 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

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

- **Second Circuit Court of Appeal.** The Second Circuit judges took an active role in local and state bar functions, including continuing legal education (CLE) seminars that encompass professionalism and ethics. Judges served on the LSBA Mandatory CLE Committee and donated their time teaching groups such as law enforcement officers, trial judge associations, clerks of court, legal secretaries and paralegals. Appellate and trial judges are encouraged to work cooperatively through the forum of the Second Circuit Judges’ Association.

### 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.

Courts of appeal were not surveyed regarding this objective in 2010-2011. Information regarding activities of the courts of appeal 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 reliant on public resources, the courts of appeal recognize their responsibility to ensure that resources are used prudently and cases are processed and resolved in an efficient manner.

### 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 established “EClerk,” whereby the public can order CD or paper copies of a record in an appeal or a writ application and pay online with a credit card. The court also maintained an “ENotification” program, whereby litigants voluntarily register to receive Clerk’s office issuances via email.
- **Second Circuit Court of Appeal.** The Second Circuit implemented a system to allow remote email access from cellular devices and iPads and installed virtualization technology within the court infrastructure to lower the costs of ownership and improve efficiency of technological resources. The court also continued to expand the existing case management system to include, among other functions, e-filing and e-notification.
- **Third Circuit Court of Appeal.** The Third Circuit passed Internal Rule 28, providing that attorneys and self-represented litigants may receive the appellate record by e-mail if the record is two volumes or less. If the record is greater than two volumes, the court will provide the record on a compact disc for a fee.

## 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 19, the courts of appeal reported the following:

- **First Circuit Court of Appeal.** The First Circuit Clerk of Court continued to participate actively in the Louisiana Clerks of Court Association, a group that facilitates communication between administrators and resolution of administrative issues.
- **Second Circuit Court of Appeal.** The Second Circuit reported that its Clerk of Court participated in the educational program presented to trial courts by the Louisiana Clerk’s Institute, addressing appellate court issues. The Clerk’s office also presented a seminar for trial court clerks that provided one-on-one instruction for preparation of appellate records, transcripts, and exhibits. In addition, deputy clerks often spoke to trial court clerks regarding specific record preparation issues, to ensure that appellate records are complete and correct.



- **Third Circuit Court of Appeal.** The Third Circuit provided the district clerks and worker's compensation clerks with a manual on how to prepare appellate records.

#### Objective 4.4

**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, courts should operate free of bias in their personnel practices and decisions. Fairness in the recruitment, compensation, supervision, and development of court personnel helps 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 20, the courts of appeal reported the following:

- **First Circuit Court of Appeal.** The First Circuit reported that the Administrative Services Coordinator pro-actively monitored new developments in human resource and promptly informed the judges and court employees of these developments via email.
- **Second Circuit Court of Appeal.** The Second Circuit continued to meet this objective through the Chief Judge's service on the Human Resource Committee. By serving on this committee, he took an active role in the appellate court's application of uniform and fair employment practices.

In addition, the court continued to participate in the state's Office of Risk Management's safety

program, which provides training and policies to all state employees. The court provided orientation to all new employees to create an awareness of the court's resources, training, and development. Also, the Judicial Administrator obtained additional training in human resources and employee training and development.

#### 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

In addition to the responses provided in Exhibit 21, the courts of appeal reported the following:

- **First Circuit Court of Appeal.** The First Circuit provided information to the legislative branch during organized meeting events and testimony at committee meetings of the legislature.



## Objective 6.1

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

#### Intent of the Objective

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

#### Responses to the Objective

The Courts of appeal were not surveyed regarding this objective in 2010-2011.

#### Major Strategies Initiated or Completed in FY 2010-2011.

- **First Circuit Court of Appeal.** The First Circuit reported that its in-house Information Technology staff implemented the First Circuit's e-commerce pilot project, EClerk's Counter, with a free software online "store." Court patrons may go online to order digital copies of case records and writ applications on CD, order paper copies, and check out case records to be picked up or shipped UPS-COD. Payment for web-based orders is made in advance by credit card, check, money order, or cash.

Considerable time and savings for both litigants and the Court resulted from making copies available on CD as an alternative to shipping the hard copy of a record. Shipping a record UPS-COD cost the litigant from \$20 to \$40 ~ even more for a large record. Ordering a record on a CD cost the litigant \$5.00, regardless of size.

- **Second Circuit Court of Appeal.** The Second Circuit reported that it completed a renovation project for the Clerk of Court's office that resulted in badly needed additional work space. Records are now easier to organize and stage for court.

The court also recognized the importance of employees' safety by implementing recommendations from a security audit. These changes increased security around the building and on the first floor.

In addition, innovations by the court computer programmer enabled the staff of the Clerk of Court to become more efficient and streamlined. The programmer continued to work on a new case management system and moved the court toward e-filing. Through these changes the court looks forward to delivering increased efficiency, accuracy, and uniformity in rendering rulings and opinions.

- **Third Circuit Court of Appeal.** The court reported that providing attorneys with the appellate record through e-mail or CD has been very beneficial for the bar. Some firms indicated that they spent hundreds of dollars in the past to have the record copied or scanned, a service the court can now provide at little or no charge.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit revised the internal rules of the court and published them so all court users could become familiar with them.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit upgraded its legal software and successfully completed the review and re-issuance of approximately 3,000 pro se writs.



## ACTIONS TAKEN IN FY 2010-2011 TO PROVIDE A REASONABLE OPPORTUNITY FOR MULTI-JUDGE REVIEW OF DECISIONS MADE BY LOWER TRIBUNALS-Exhibit 1

Objective 1.1	Did not address this objective in FY 2010-2011	Continued to address this objective through the actions indicated	Controlled absences of judges from docketed hearings	Maintained sufficient staff to support greater opportunities for multi-judge review	Scheduled five-judge hearing days to provide greater multi-judge review	Improved random allotment through better manual procedures	Improved random allotment through programmed electronic devices	Controlled recusal	Initiated or maintained systems for tracking appeals and writs by type and comparing the numbers year- by-year	Other
APPELLATE COURT										
1		✓		✓	✓	✓		✓	✓	✓
2		✓								✓
3		✓		✓	✓		✓	✓	✓	
4	✓									
5		✓		✓		✓		✓	✓	
TOTALS	1	4	0	3	2	2	1	3	3	2

## ACTIONS TAKEN IN FY 2010-2011 TO DEVELOP, CLARIFY, AND UNIFY THE LAW-Exhibit 2

Objective 1.2	Did not address this objective in FY 2010-2011	Continued to address this objective through the actions indicated	Obtained or maintained sufficient legal resources to facilitate the clarification, harmonization, and development of the law	Developed or maintained specific strategies for encouraging and promoting effective collegiality among judges	Created or maintained a docket management system for electronically searching prior decisions	Used pre-and-post argument conferences	Conducted discussions between trial court judges and appellate court judges regarding issues of law	Developed or updated a standardized form of opinions	Other
APPELLATE COURT									
1		✓	✓						✓
2		✓	✓	✓		✓	✓		✓
3		✓	✓	✓	✓	✓	✓		✓
4		✓	✓	✓	✓	✓	✓		
5		✓	✓	✓	✓	✓	✓	✓	
TOTALS	0	5	5	4	3	4	4	1	3



**ACTIONS TAKEN IN FY 2010-2011 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 objective in FY 2010-2011	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
APPELLATE COURT									
1		✓		✓	✓	✓	✓		✓
2		✓		✓			✓		✓
3		✓		✓	✓	✓		✓	✓
4	✓								
5		✓		✓		✓	✓	✓	
TOTALS	1	4	0	4	2	3	3	2	3





**ACTIONS TAKEN IN FY 2010-2011 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 in FY 2010-2011	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		✓	✓			✓	✓	✓	✓
3		✓	✓	✓	✓			✓	
4		✓	✓	✓	✓			✓	
5		✓	✓		✓		✓	✓	
TOTALS	0	5	5	3	4	2	2	4	2

**ACTIONS TAKEN IN FY 2010-2011 TO PROMPTLY IMPLEMENT CHANGES  
IN LAW AND PROCEDURE-Exhibit 5**

Objective 2.1	Did not address in FY 2010-2011	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
APPELLATE COURT						
1		✓	✓	✓		
2		✓				✓
3		✓	✓			
4		✓			✓	
5		✓	✓	✓		
TOTALS	0	5	3	2	1	1



**ACTIONS TAKEN IN FY 2010 -2011 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 6**

Objective 2.2	Did not address this objective in FY 2010-2011	Continued to address this objective through the actions indicated	Developed or implemented a new rule outlining the ap- propriate 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 terminol- ogy for reporting summary and dispositive language used in the court	Other
APPELLATE COURT							
1		✓	✓	✓	✓		
2		✓					✓
3		✓		✓	✓		✓
4	✓						
5		✓		✓	✓		
TOTALS	1	4	1	3	3	0	2

**ACTIONS TAKEN IN FY 2010-2011 TO PUBLISH THOSE OPINIONS THAT DEVELOP,  
CLARIFY, OR UNIFY THE LAW~Exhibit 7**

Objective 2.3	Did not address this objective in FY 2010-2011	Continued to ad- dress this objective through the actions indicated	Developed or main- tained standards for publication	Met with district judges to address their concerns re- garding the publica- tions of opinions	Posted unpublished opinions to the court's website	Distributed un- published opinions to subscribers	Other
APPELLATE COURT							
1		✓	✓		✓	✓	
2		✓	✓		✓	✓	
3		✓	✓	✓	✓	✓	
4	✓						
5		✓	✓				
TOTALS	1	4	4	1	3	3	0



## ACTIONS TAKEN IN FY 2010-2011 TO RESOLVE CASES EXPEDITIOUSLY~Exhibit 8

Objective 2.4	Did not address this objective in FY 2010-2011	Continued to address this objective through the actions indicated	Improved docketing and scheduling	Installed or maintained an automated case management information system	Planned the development of an automated case management system	Employed case managers to expedite court processes	Improved the manual system of case processing	Took steps to reduce cases under advisement	Initiated or maintained summary dockets	Initiated or promoted 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		✓	✓	✓	✓		✓						✓	
2		✓			✓								✓	✓
3		✓	✓	✓		✓		✓				✓	✓	✓
4		✓	✓	✓	✓	✓	✓	✓	✓					
5		✓	✓	✓						✓	✓		✓	
TOTALS	0	5	4	4	3	2	2	2	1	1	1	1	4	2

## ACTIONS TAKEN IN FY 2010-2011 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ASSISTING SELF-REPRESENTED LITIGANTS~Exhibit 9

Objective 3.1	Did not address this issue in FY 2010-2011	Continued to address this objective through the actions indicated	Worked with the clerk of court and/or local bar to provide information to the public regarding appellate procedures	Referred pro se/self-represented litigants to legal service corporations	Provided generic petitions and other forms	Other
APPELLATE COURT						
1		✓	✓	✓		✓
2		✓				✓
3		✓	✓			✓
4	✓					
5		✓	✓			
TOTALS	1	4	3	1	0	3



**ACTIONS TAKEN IN FY 2010 - 2011 TO ENSURE THAT THE COURTS OF APPEAL  
ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE:  
ENSURING OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 10**

Objective 3.1	Did not address in FY 2010-2011	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
APPELLATE COURT							
1		✓	✓	✓	✓	✓	✓
2		✓		✓	✓	✓	✓
3		✓	✓	✓	✓		
4		✓	✓	✓	✓	✓	
5		✓	✓	✓			
TOTALS	0	5	4	5	4	3	2

**ACTIONS TAKEN IN FY 2010-2011 TO ENSURE THAT THE COURTS OF APPEAL ARE  
PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ASSISTING  
PATRONS WITH LIMITED ENGLISH PROFICIENCY-Exhibit 11**

Objective 3.1	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Complied with DOJ LEP guidelines	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
APPELLATE COURT								
1		✓						✓
2		✓			✓			✓
3		✓		✓	✓	✓		
4	✓							
5		✓						✓
TOTALS	1	4	0	1	2	1	0	3



**ACTIONS TAKEN IN FY 2010-2011 TO ENSURE THAT THE COURTS OF APPEAL ARE  
PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: COMPLYING  
WITH THE AMERICANS WITH DISABILITIES ACT-Exhibit 12**

Objective 3.1	Did not address in FY 2010-2011	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		✓	✓	✓	✓		✓			✓	
2		✓	✓	✓	✓				✓	✓	
3		✓	✓	✓	✓	✓	✓				✓
4		✓	✓	✓		✓				✓	
5		✓	✓	✓		✓	✓			✓	
TOTALS	0	5	5	5	3	3	3	0	1	4	1

**ACTIONS TAKEN IN FY 2010-2011 TO ENSURE THAT THE COURTS OF APPEAL ARE  
PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE:  
IMPLEMENTING SAFETY AND SECURITY MEASURES-Exhibit 13**

Objective 3.1	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Implemented or continued coordination of security with law enforcement officials and/or stakeholders	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	Installed or maintained closed-circuit security cameras at strategic locations	Installed or maintained metal detectors at courthouse entrances	Installed or maintained perimeter security for the courthouse	Trained court personnel in better security	Appointed a safety officer	Sponsored safety and/or security training	Implemented or maintained an emergency evacuation procedure	Other
APPELLATE COURT															
1		✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	
2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
4		✓	✓		✓	✓	✓	✓	✓	✓	✓		✓	✓	
5		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TOTALS	0	5	5	2	5	5	4	5	5	5	5	4	5	5	2





**ACTIONS TAKEN IN FY 2010-2011 TO ENSURE THAT THE COURTS OF APPEAL ARE  
PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: IMPLEMENT-  
ING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN~Exhibit 14**

Objective 3.1	Did not address in FY 2010-2011	Continued to address this objective through the action indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, records management, and/or access to court records in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
APPELLATE COURT														
1		✓		✓	✓	✓		✓	✓		✓	✓		
2		✓	✓	✓	✓	✓		✓		✓	✓	✓	✓	
3		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
TOTALS	0	5	4	5	4	5	3	5	4	4	5	4	4	0

**ACTIONS TAKEN IN FY 2010-2011 TO FACILITATE PUBLIC ACCESS  
TO DECISIONS~Exhibit 15**

Objective 3.2	Did not address in FY 2010-2011	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		✓	✓	✓	✓	✓	✓	✓	
5		✓	✓	✓	✓	✓	✓	✓	
TOTALS	0	5	4	5	5	5	5	5	2



**ACTIONS TAKEN IN FY 2010-2011 TO INFORM THE PUBLIC  
OF THE OPERATION AND ACTIVITIES OF THE COURT-Exhibit 16**

Objective 3.3	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Conducted oral arguments in various locations throughout the district	Created or maintained a website containing information about the court	Published informational court brochures or publications	Produced informational court videos	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
APPELLATE COURT														
1		✓	✓	✓	✓			✓		✓	✓			✓
2		✓	✓	✓	✓			✓		✓	✓		✓	✓
3		✓	✓	✓	✓			✓		✓	✓	✓		✓
4		✓	✓	✓	✓			✓		✓	✓	✓	✓	
5		✓		✓					✓	✓				
TOTALS	0	5	4	5	4	0	0	4	1	5	4	2	2	3

**ACTIONS TAKEN IN FY 2010-2011 TO ENSURE THE HIGHEST PROFESSIONAL  
CONDUCT OF THE BENCH AND THE BAR-Exhibit 17**

Objective 3.4	Did not address this in FY 2010-2011	Continued to address this objective through the actions indicated	Sponsored or led CLE for 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		✓	✓	✓				
2		✓	✓	✓			✓	✓
3		✓	✓	✓	✓			
4		✓	✓	✓			✓	
5		✓	✓	✓	✓			
TOTALS	0	5	5	5	2	0	2	1



**ACTIONS TAKEN IN FY 2010-2011 TO MANAGE CASELOADS EFFECTIVELY:  
INSTALLING OR IMPLEMENTING COURT TECHNOLOGIES-Exhibit 18**

Objective 4.2	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated below	Created or updated a court web site	Acquired or updated legal research materials	Bought additional personal computers	Installed/updated/used video-conferencing/arrangement system	Installed/updated/used electronic monitoring	Installed/updated/used e-mail/internet	Upgraded word processing software	Installed/updated/used new audio/visual equipment	Installed/updated/used digital audio/video equipment	Installed/updated/used legal research software	Planned or installed an "e-filing" system	Other
APPELLATE COURT														
1		✓	✓	✓	✓			✓	✓	✓				✓
2		✓	✓	✓				✓	✓	✓		✓	✓	✓
3		✓	✓	✓	✓		✓	✓	✓			✓		✓
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5		✓	✓	✓	✓			✓				✓	✓	
TOTALS	0	5	5	5	4	1	2	5	4	3	1	4	3	3

**ACTIONS TAKEN IN FY 2010-2011 TO DEVELOP METHODS FOR IMPROVING  
ASPECTS OF TRIAL COURT PERFORMANCE THAT AFFECT  
THE APPELLATE JUDICIAL PROCESS-Exhibit 19**

Objective 4.3	Did not address in FY 2010-2011	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		✓	✓		✓
3		✓	✓	✓	✓
4		✓	✓	✓	
5		✓	✓	✓	
TOTALS	0	5	5	4	3



## ACTIONS TAKEN IN FY 2010-2011 TO USE FAIR EMPLOYMENT PRACTICES AND IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT~Exhibit 20

Objective 4.4	Did not address this objective in FY 2010-2011	Continued to address this objective through the actions indicated	Adopted and/or updated personnel policies	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		✓	✓	✓	✓	✓	✓
2		✓	✓	✓	✓	✓	✓
3		✓	✓	✓	✓	✓	
4		✓	✓	✓	✓	✓	
5		✓		✓	✓		
TOTALS	0	5	4	5	5	4	2

## ACTIONS TAKEN IN FY 2010-2011 TO VIGILANTLY GUARD JUDICIAL INDEPENDENCE WHILE RESPECTING OTHER COEQUAL BRANCHES OF GOVERNMENT~Exhibit 21

Objective 5.1	Did not address in FY 2010-2011	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
APPELLATE COURT					
1		✓	✓	✓	✓
2	✓				
3		✓	✓	✓	
4		✓	✓	✓	
5		✓	✓		
TOTALS	1	4	4	3	1





**PERFORMANCE REPORTS:**

**PERFORMANCE OF THE  
DISTRICT COURTS**



# PERFORMANCE OF THE DISTRICT COURTS

## INTRODUCTION

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 revised and updated in 2005 and again in 2010.

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.<sup>1</sup>

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.” 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 early spring of 2012.

## 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 and court services 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.

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<sup>1</sup>See Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10.



- 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 preserved properly.
- 4.1 To maintain the constitutional independence of the judiciary while observing the principle of cooperation with other branches of government.
- 4.2 To seek, use, and account for public resources in a responsible manner.
- 4.3 To use fair employment practices, 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 as necessary.
- 4.6 To develop, implement, and promote ways to reform and restructure the juvenile justice system of Louisiana.
- 5.1 To provide for the implementation of the strategic plan of the District Courts.

## 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 continued to provide public tours to schools and youth organizations for educational purposes.

The court also installed a wall-mounted display monitor which displays docket information for probation review hearings and informs the public of scheduled closures due to court holidays. The court additionally sent information regarding unexpected closures to the local news media and posted available job openings on its website, [www.4jdc.com](http://www.4jdc.com).

- **11th JDC.** The 11th JDC provided a detailed calendar and court schedule to the Sabine Parish Clerk of Court, who published it on the clerk's website.
- **15th JDC.** The 15th JDC posted court schedules in elevators and main hallways.
- **16th JDC.** The 16th JDC reported that while juvenile adjudication hearings were closed to the public in accordance with the Louisiana Children's Code, all other proceedings were open to the

public. Family members of individuals involved in criminal proceedings were encouraged to attend court and were referred to the public defender's office, where they were notified when court dates were set. These individuals were allowed to speak in court when appropriate.

The court developed and maintained a website that provides general information about the court and the court calendars for all divisions of the court. The court used answering machines and public service announcements on local television stations, radio stations and newspapers to relay information regarding the court during emergency situations.

The publication of the court calendar was a regular, ongoing activity of the court. The court calendar was distributed annually to the clerks of court, sheriffs, the District Attorney, detention facilities, and members of the local bar. The court calendar was also sent electronically to the St. Mary Parish Bar Association for posting to that organization's website. Calendar revisions were distributed on an ongoing basis.

- **18th JDC.** The 18th JDC reported that Division "D" has an active website ([18thjdc.com](http://18thjdc.com)), where schedules and calendars were posted along with access to the hearing officer rules and forms.
- **19th JDC.** The 19th JDC reported that its dockets were posted on an electronic screen outside each courtroom. An electronic directory of the building was located in the lobby, as was an employee to answer questions. The court began planning for a website.
- **24th JDC.** The 24th JDC reported that a kiosk, centrally located in the lobby of the courthouse, displayed all cases set for the day. The judge, division of court, case name, and number were displayed. Visitors also entered case information on the keyboard provided to search for case information not listed on the docket.



- **29th JDC.** The 29th JDC continued to work with the parish government's website to provide contact information to all court personnel. The court also explored putting the court calendar on its website.
- **32nd JDC.** The 32nd JDC posted a daily docket for each division of court on a bulletin board outside the Clerk of Court's office.
- **34th JDC.** The 34th JDC reported that the Division "B" Judge maintained a website for Division "B." The website contains general information regarding the 34th JDC and its judges.
- **38th JDC.** The 38th JDC reported that it published court dates in the local newspaper.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court reported that those matters open by law to the public were announced when the case was called.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court posted placards throughout the building notifying the public that several courtrooms were relocated. Court staff also maintained the court's website, which has information regarding the court schedule and accessibility, and published and distributed court calendars.

## 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 for providing the necessary heat and lighting in these buildings. Local governments are also responsible for the safety, accessibility, and overall convenience of access to court facilities. 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:

- **3rd JDC.** The 3rd JDC offered accommodations to any individual with a disability, including services enabling the individual to serve on a jury.
- **4th JDC.** The 4th JDC maintained a list of available sign language interpreters and made special accommodations for hearing-impaired jurors. All job applicants offered an interview were given a list of job-specific essential functions with their job application.

The court changed the door codes to chambers and courtrooms, upgraded the wireless panic button systems in court rooms, and benefitted from the installation of new digital surveillance equipment in the court house. The court continued to maintain existing security measures such as the gated entrance to judges parking, the secure elevator, and the hallways for judges and/or prisoners. The court also maintained an emergency broadcast e-mail/text message system for all staff. The security committee met quarterly and included judges' and sheriff's staff members.

The court updated the existing disaster recovery plan to include all incumbent staff needed to execute the plan. The updated plan was disseminated to all involved parties. The court maintains off-site records storage and off-site data backup.

- **6th JDC.** The 6th JDC established courthouse safety committees, composed of stakeholders in and near the parish courthouses, and began to identify safety concerns and develop solutions.



- **9th JDC.** The 9th JDC formed a courthouse security task force, consisting of agencies located in the courthouse and local bar association representatives. A courthouse security assessment is scheduled to be performed in January 2012.
- **10th JDC.** The 10th JDC formed a security committee with representatives of all agencies in the courthouse, together with bar association representatives, to study and improve security measures. While the court is not the custodian of the courthouse, it continues to work with the police jury and Sheriff to promote courthouse safety.
- **11th JDC.** The 11th JDC ensured that the courtrooms and second floor remained accessible to individuals with disabilities and that elevators received regular maintenance.
- **14th JDC.** The 14th JDC formed a court security committee consisting of judges, law enforcement, and building maintenance personnel which met regularly to review security issues and develop more intensive security measures. 14th JDC staff also attended the courthouse security seminar sponsored by the Supreme Court.
- **15th JDC.** The 15th JDC reported that it installed surveillance cameras and scanning equipment in Acadia Parish court facilities.
- **16th JDC.** The 16th JDC judges worked with local officials on a regular, ongoing basis to ensure the court's physical facilities were in compliance with the Americans with Disabilities Act (ADA). The court maintained a policy providing for ADA accessibility and compliance, including the placement of the ADA accommodation language on its juror subpoenas and the appointment of the Court Administrator to serve as the ADA Coordinator for the court. The court continued to develop policy and procedures to ensure ADA compliance, while individual judges made accommodations for individuals with disabilities when requested.

Courtroom sound systems were monitored on a regular, ongoing basis and improvements were made as needed. The court upgraded courtroom equipment in Iberia Parish and began the planning and implementation of sound upgrades in St. Martin and St. Mary parishes. The court determined that the new sound equipment is compatible with wireless audio systems in courtrooms to accommodate the needs of those with hearing impairments.

The court maintained seven real-time court reporting systems and continued to provide support and training to court reporters to develop real-time court reporting skills. The court maintained a resource list of signage and Communication Access Realtime Translation service providers to secure services as they were needed, and will continue to develop this resource list and obtain hearing assistance equipment when needed.

The maintenance and development of security/emergency procedures were a regular, ongoing activity of the court during the period. The judges met periodically with the clerks of court, sheriffs, the District Attorney, parish government representatives and representatives from other courthouse agencies to identify and address current and future security needs. The court appointed one judge in each parish to head a parish courthouse security committee and to meet with other courthouse officials to address security needs.

During the period, court operations in St. Martin Parish were relocated to a temporary facility to allow for courthouse renovations. Security measures were maintained with one main ADA accessible public entrance and exit. A walk-through metal detector and x-ray machine were located at that entrance and were monitored by deputy sheriffs during business hours. Courthouse employees entered the facility at one rear entry, with an access card assigned by the St. Martin Parish Government, in accordance with procedures designed to preserve the security measures. A secure parking area continued to be provided for judges and court staff.



The court worked cooperatively with Iberia Parish courthouse agencies to secure the Iberia Parish courthouse, operating one ADA-accessible public entrance staffed by security officers to screen entrants. Security cameras were placed at every door to monitor the perimeter of the building. The court hired off-duty officers to provide additional security for non-support proceedings and appointed a security officer in Iberia Parish to follow Iberia Parish courthouse security procedures concerning bomb threats.

The second floor of the Iberia Parish courthouse, where the judges' chambers and courtrooms are located, continued to be secured by electronic walk-through devices which were monitored by security officers during business hours. An x-ray machine was installed on the second floor of the Iberia courthouse during the period to provide additional security screening. In addition, video cameras were maintained outside of the Iberia Parish judges' chambers and television monitors were used to screen persons seeking entrance.

The court continued to ban the general public from bringing cellular phones and personal digital assistant devices to the Iberia Parish courthouse, notifying the public of the ban through a statement on court appearance notices. Exceptions to the ban were allowed for attorneys and Office of Community Services supervisors.

The sixth floor of the St. Mary Parish courthouse, where the judges' chambers and courtrooms are located, continued to be secured by electronic walk-through devices which were monitored by security officers during normal business hours. The court worked cooperatively with the parish government to develop a plan to install security cameras on the sixth floor of the courthouse. Court personnel continued to use multiple monitors to screen persons seeking entrance.

The court contributed funding for court security officers in Iberia and St. Mary parishes and hired additional security officers for family court and non-support proceedings on an as-needed basis. Also,

the court maintains an appointed security officer in Iberia Parish to follow Iberia Parish courthouse security procedures concerning bomb threats.

The development and implementation of a detailed Continuity of Operations/Disaster Readiness Plan (COOP/DRP) was a regular, ongoing activity of the court. The court maintained a COOP/DRP which includes judges' and court employees' individual evacuation plans and updated emergency contact information. The court website continued to include an "Emergency Information" page. This page, posted during emergencies, 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 was a regular, ongoing activity of the court. The judges maintained a program to provide flu and H1N1 vaccinations for court employees.

- **18th JDC.** The 18th JDC reported that the Iberville courthouse was redesigning its large courtroom. The redesign will incorporate Americans with Disability Act requirements for the jury, witnesses and public areas and address security requirements resulting from two security audits.
- **19th JDC.** The 19th JDC reported that the entire courthouse, which opened in 2010, is architecturally compliant with the Americans with Disability Act. The court also formed a security committee consisting of representatives from the court and the sheriff's office and held a safety meeting during which the Court Administrator and the Building Superintendent explained the alarm system and evacuation routes. A safety person was designated for each floor and side of the building and instructed on his or her roles in case the alarm went off.

The court continued to use security cameras placed in various locations in the courthouse, including the entrances and exits. The court also continued to develop the Continuity of Operations/Disaster Readiness Plan (COOP/DRP) plan that was written after Hurricane Katrina.





- **24th JDC.** The 24th JDC reported that it produced juror handbooks in Braille.
- **26th JDC.** The 26th JDC conducted an emergency drill and determined the need for wheelchair lifts in the Bossier Parish courthouse stairwells. The lifts were purchased by the police jury.

The court also implemented a remote data backup system with a local vendor to preserve data in the event of a disaster. The court also created a court security committee in each parish. Representatives from the committees attended training in court security and security audits.

- **29th JDC.** The 29th JDC continued to meet with the Sheriff and Parish President to improve courthouse security, setting up a security team with members from each courthouse office or department. The team developed a plan to obtain funding to complete comprehensive improvements to the courthouse.
- **32nd JDC.** The 32nd JDC created a courthouse/courtroom security committee which met monthly to determine how to better secure the two parish courthouses.
- **33rd JDC.** The 33rd JDC provided the Supreme Court with an updated copy of its Continuity of Operations Plan (COOP).
- **38th JDC.** The 38th JDC appointed a courthouse security committee, which investigated implementing security measures when courthouse renovations are conducted.
- **40th JDC.** The 40th JDC worked with the parish to make ADA-related and security-related improvements to the courthouse. The court also worked with the Sheriff to improve courthouse security, including the naming of a new Supervisor of Security and bailiffs.

- **Caddo Parish Juvenile Court.** Caddo Parish Juvenile Court reported that it is working with the Caddo Parish Sheriff's Department to take over responsibility for front door security and screening.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court reported that it moved into a new courthouse which is ADA-compliant and more secure than the prior facility.
- **Orleans Parish Criminal Court.** Orleans Parish Criminal Court reported that it continued to hold quarterly safety meetings and conducted employee training for detecting workplace violence, blood-borne pathogens, and sexual harassment. Court delegates and representatives of the local sheriff's office jointly attended a judicial security training, hosted by the Louisiana Supreme Court and the United States Marshals Service, to improve court security. The court also updated its hurricane preparedness and Continuity of Operations plans and replaced its outdated magnetometer at the main entrance of the courthouse.

### 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 determining the need for, and obtaining 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 maintained services for telephonic interpretation and a list of language interpreters. The court maintained information on its website in both English and Spanish. Spanish language signs were posted throughout the court-houses.
- **10th JDC.** The 10th JDC continued to maintain a list of professional interpreters for non-English speaking patrons, and paid or provided for the payment of foreign language interpreters.
- **11th JDC.** The 11th JDC maintained and utilized a list of foreign language interpreters.
- **15th JDC.** The 15th JDC established a code of conduct and proper courtroom procedure applicable to interpreters. The court also held an orientation training for interpreters that must be attended before the interpreter may be hired by the court.
- **16th JDC.** The 16th JDC reported that language interpreters were provided on an as-needed basis. The court has developed a list of language interpreters to provide language interpretation services in the following languages: Spanish, Lao-tian, Vietnamese, Mandarin (Chinese dialect), and Cantonese (Chinese dialect). Additional language interpreters were located as needed and the list was revised on an ongoing basis.
- **19th JDC.** The 19th JDC reported that each judge maintains a list of interpreters and handles the hiring of an interpreter for his or her court.
- **24th JDC.** The 24th JDC reported that it purchased translation equipment to provide real-time translation during court proceedings. The transmitter is used by the court interpreter; listening devices are given to the party, the party's interpreter, and court observers.

- **29th JDC.** The 29th JDC continued to employ tri-lingual court employees.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court continued to employ Spanish and Vietnamese interpreters.

## 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 2010-2011. 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 barriers 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 the 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 public 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 continued to provide informational brochures on evictions and protective orders, including a best practices brochure on 1702 (E) divorces authored by Division “I.” The court also maintained on its website a list of downloadable forms and petitions in PDF format.

The court also addressed local needs of unrepresented litigants through discussion and action taken at Criminal Case Policy Board Committee meetings and in meetings of the Misdemeanor and Felony Work Group. The court had a judge serve as a representative on the Self-Represented Litigant Task Force of the Louisiana Supreme Court.

- **9th JDC.** The 9th JDC began forming a committee to launch a self-help desk.
- **10th JDC.** The 10th JDC continued to work regularly with the Chief Public Defender to insure competent and immediate legal representation to defendants in criminal cases. The court also continued to work with the Legal Services Corporation, the District Attorney, and a local domestic abuse victims’ agency to provide representation of those indigents needing civil legal assistance and to provide support for self-represented litigants in domestic abuse cases.
- **15th JDC.** The 15th JDC reported that the Lafayette Bar Association hosted free legal seminars on various topics, provided pro bono services, and provided forms for self-represented litigants.
- **16th JDC.** The 16th JDC maintained its system through which defendants in child support cases could request petitions for custody/visitation. Petitions and pauper forms were provided to defendants during court hearings, along with detailed instructions regarding the completion of the forms.

- **29th JDC.** The 29th JDC continued to work with the Clerk of Court’s office to assist self-represented litigants.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court provided accommodations at the self-help desk, a pilot project.
- **Orleans Parish Civil District Court.** Orleans Parish Civil District Court worked with the local bar association and clerk’s office to train and maintain volunteers for a self-help desk. The court also provided a staff member to assist victims of domestic violence as they work through the court system.

## 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 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 through the use of automated case management information systems. At the district court level, however, performance against time standards cannot be easily measured, due to generally low levels of automation in the courts.

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 in the courts handling these cases.

This objective focuses on strategies for developing interim manual case management systems and tech-



niques while automated case management information systems are being developed. The objective also focuses on timeliness as it relates to the commencement of proceedings.

## Responses to the Objective

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

- **4th JDC.** The 4th JDC maintained the Criminal Case Policy Board, comprised of all court agencies, and continued to generate reports detailing the pretrial detainee population.

The court implemented a traffic court during the year to speed up processing of certain misdemeanors and began electronic warrant signing through ViData, Inc. Electronic warrant signing made obtaining a warrant by outside agencies much easier and faster.

The Court also commissioned the Social Sciences Research Laboratory at the University of Louisiana at Monroe to provide a study on current case flow statistics. This study allowed the Court to compare their caseload practices to the American Bar Association's (ABA) standards and to determine whether to adopt ABA standards or create local performance standards.

The court maintained a standardized Boykin form for all judges and adopted the practice of taking multiple pleas in similar cases simultaneously, using the standardized Boykin process, to expedite case-flow.

- **10th JDC.** The 10th JDC continued to monitor its civil and criminal dockets to reduce delays. The court also conducted extra jury terms for criminal cases.
- **14th JDC.** The 14th JDC reported that the Bureau of Justice Assistance of the U.S. Department of Justice conducted a workshop on implementing caseload management. A task force was formed and

sub-committees established to initiate this process, with the goal of reducing the time for resolving felony cases. This major effort of the court will provide benefits to all of the Calcasieu Parish stakeholders in felony criminal justice administration. The court also instituted time-certain calendaring for Child in Need of Care cases.

- **15th JDC.** The 15th JDC utilized Hearing Officer conferences in Family Court to offer litigants the option of mediating, and possibly settling, a case without having to wait to be set on a judge's docket.

To better control criminal dockets, the court also allotted non-capital criminal cases (felony and juvenile) to sections or tracks by random allotment or by date of offense, with individual judges then assigned to a single section or track. Prior to the assignment of individual judges to each criminal track, during the course of a year several judges might rotate through one track, or a single judge might have hearings in more than one track. The current method of criminal case allotment created "ownership" of cases, which resulted in fewer continuances and eliminated an opportunity for attorneys to wait for a judge to rotate into or out of a track. Details on the allotment procedure in each parish can be found in the Rules for District Court under the Appendices for the 15th JDC.

- **16th JDC.** The 16th JDC continued to improve the docketing schedule and manual system of case processing and also continued to conduct review hearings to better manage criminal cases. The court maintained 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 maintained 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 Delinquency 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 continued to employ a Juvenile Docket Coordinator, who serves as a case manager for CINC cases throughout the district.

The court also maintained a Family Court Program in Iberia, St. Martin and St. Mary parishes, where three full-time hearing officers conducted pre-trial conferences in all family court matters. Hearing officers in all three parishes conducted intake hearings and conferences between involved parties and attorneys in domestic matters concerning divorce, child custody and visitation, child support, spousal support, use and occupancy of the home and of movables, community property, and petitions for protective orders, and made recommendations for the continued development and expansion of the program. The judges conducted periodic reviews of certain domestic abuse relations cases with the parties on an ongoing basis, especially in contested custody and visitation cases.

Division “E” maintained 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 maintained a policy regarding the allotment of non-support appeals cases to ensure timely and uniform processing throughout the district, and DWI courts were maintained in Iberia and St. Mary parishes for first and second offenders. Additional criminal misdemeanor dates were scheduled on the court calendars to accommodate the current case load and reduce delays in the processing of criminal cases throughout the district.

Court Appointed Special Advocates volunteers were authorized and encouraged to attend 72-hour hearings in CINC cases to help facilitate the timely appointment of curators. The judges maintained a policy to provide for protective order service to be made in open court and to be reflected in the court minutes. Judges continued to work cooperatively with sheriffs in all three parishes to develop a plan to provide for payment of fines by credit card and to develop a plan to implement electronic warrant procedures.

The court arranged for fathers in CINC cases to participate in the Best Dads Program. This program consists of ten group sessions with fathers in comparable circumstances. The program is designed to improve the participants’ parenting skills. The court also initiated quarterly benchmark conferences between the district judge presiding over CINC proceedings and each teen between the ages of 14 and 18. These are intensive conferences designed to be supportive of the teen, assuring that he or she receives appropriate assessments, planning and support services. Particular emphasis is placed on educational issues, ensuring that each teen has the tools and supports to be a successful student moving from graduation to post-secondary education. Emphasis is placed on the teen’s current educational performance and on providing support, if necessary, for improved classroom performance. Also addressed are the teen’s desires and aspirations for the future once he or she leaves foster care.

The court participated in the Louisiana’s Child Welfare Programs Improvement Plan and the 16th Judicial District Transformation Zone. Through these programs, the court worked with local and state agencies to focus on parents early in CINC matters, giving families greater opportunities to participate in their case plan and to promote placement of children in homes outside of the foster care system.

- **21st JDC.** The 21st JDC reported that the District Attorney implemented a new case management system.
- **26th JDC.** The 26th JDC reported it purchased and is currently creating a case management system to more easily access case information, generate routine reports, and to measure clearance rates, time to disposition, age of active pending caseload, and trial date certainty.
- **29th JDC.** The 29th JDC worked with the new Clerk of Court toward implementing an improved automated case management system.





- **30th JDC.** The 30th JDC met with the Public Defender and District Attorney to establish a procedure to reduce the delay for bond reduction hearings.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court reported that the Division “B” Judge modified the case management process to reduce the trial delay from approximately 90 days to within 30 days.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court obtained a technology grant from the National Center for State Courts to conduct an assessment of the case management system that supports the court. The grant will also aid the court and its partners in charting a course for improving the case management system in the future. A court technology committee convenes monthly to address issues and strategies.

## Objective 2.2

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

District courts were not surveyed regarding this objective in 2010-2011. 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:

- **4th JDC.** The 4th JDC updated bench books for criminal, juvenile, and drug court proceedings. The judges hosted their annual dinner with area state legislators regarding upcoming legislation and attended American Inns of Court programs to stay abreast of changes in the law.
- **9th JDC.** The 9th JDC reported that a family law committee, consisting of judges, judicial law clerks, court staff, and local bar members, met to discuss changes in law and procedure.
- **10th JDC.** The 10th JDC reported that both of its judges attended seminars in recent developments in the law and procedure. Upon learning of changes in law and procedure, the court implemented them immediately.
- **16th JDC.** The 16th JDC reported that the court addressed changes in the law and legal procedure at regular and special en banc meetings as an ongoing activity. Also, special guests were invited to regularly-scheduled judges’ meetings to provide information to judges regarding law and procedure requirements.
- **19th JDC.** The 19th JDC judges attended continuing legal education seminars to stay updated on the law.
- **21st JDC.** The 21st JDC reported that all administrative and other rules for the 21st JDC were updated.
- **27th JDC.** The 27th JDC appointed a committee to update local rules of procedure.
- **32nd JDC.** The 32nd JDC reported that monthly judges’ meetings addressed numerous matters including changes in law and procedure.





- **34th JDC.** The 34th JDC reported that judges of the 34th JDC conducted a continuing legal education seminar during which legislative changes were reviewed.
- **37th JDC.** The 37th JDC reported that the Judge reviews new laws and/or procedures and implements them when applicable.
- **40th JDC.** The 40th JDC judges held en banc meetings to discuss changes to law and procedure.
- **Orleans Parish Criminal District Court.** Criminal District Court reported that the court's legislative liaison provided judges with updates regarding legislation impacting the court, both during and after each legislative session.
- **14th JDC.** The 14th JDC reported that it encouraged the Clerk of Court to form a committee to study jury processing.
- **16th JDC.** The 16th JDC reported that the judges conducted surveys of jurors in civil and criminal cases in all three of its parishes. The information derived from the surveys was communicated to the parish governments and the sheriffs for their information and possible action. The judges also conducted exit questionnaires of jurors for feedback regarding jury service and sent letters of appreciation to jurors after their jury service was completed.

## 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 continued to provide jury certificates for those serving on jury duty and began work on a new juror orientation film, soliciting input for the film from past jurors. The Clerk of Court periodically provided new juror/voter lists. The court implemented standardized procedures

for handling jury excuses and imposed standardized, tighter controls for no-show jurors. Judges addressed each juror panel to express the court's appreciation for the jurors' time and service.

The court maintained jury pool procedures, by which petit and civil jurors may be chosen, and the judges continued to monitor and improve procedures for selecting and impaneling jurors. The court maintained the practice of mailing jury questionnaires with the juror subpoenas for jury duty, and these jury questionnaire procedures were utilized to eliminate unqualified persons and to constantly monitor the process for improvement. Americans with Disabilities Act accommodation language and an accommodation request form were included in the questionnaire and instruction sheets were mailed with juror summonses to provide general information to jurors regarding service. General jury information is posted on the court's website.

The judges met with jury commissioners periodically regarding commissioner authority, in accordance with Supreme Court rules and statutory provisions. Also, the clerks of court in the three parishes maintained voicemail 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. As they do every year, the judges also spoke to civic and church organizations regarding the judicial system, jury service, and what to expect when attending court.



- **19th JDC.** The 19th JDC purchased and implemented a new jury management software system and purchased a folding and envelope-stuffing machine that enabled much more efficient handling of jury summons.

The court also reported that when a case settled and jurors were no longer needed, the court called jurors who had reported for duty and been temporarily released so they would not have to return to the courthouse.

- **21st JDC.** The 21st JDC reported that it started using exit surveys at the conclusion of jury trials.
- **26th JDC.** The 26th JDC reported that during the period it researched methods to generate better returns on jury summons.
- **29th JDC.** The 29th JDC reported that it planned to improve/develop jury management policy with the incoming Clerk of Court.
- **32nd JDC.** The 32nd JDC renovated the jury room, adding televisions, additional seating, and a new sound system.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court posted jury procedures on the court's website. The court continued to review necessary updates to hardware for the current jury management system and has conducted meetings on jury issues with its partner, Orleans Parish Civil District Court.

### Objective 3.1

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

District courts were not surveyed regarding this objective in 2010-2011. 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 2010-2011. 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 any 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:

- **4th JDC.** The 4th JDC updated the felony bail bond schedule for all judges to use as guidance and to promote uniformity. The court maintained a standardized Boykin form for all judges and adopted the practice of taking multiple pleas simultaneously with the standardized Boykin process, in similar cases, to expedite caseflow.



Court officials kept abreast of criminal sentences in the Second Circuit Court of Appeal and other parts of the state, to keep local sentences within a reasonable range of other jurisdictions statewide. Also, focus groups in DWI court provided feedback on operational processes and outcomes in the courtroom.

- **10th JDC.** The 10th JDC updated the bail bond and fine schedules during the period. The court also continued to improve and standardize Boykin language to help ensure that persons appearing before the court are treated as similarly as possible.
- **16th JDC.** The 16th JDC reported that integrity, fairness and equality continued to be applied in all matters before the court. The court also maintained its pre-set standardized bail bond schedule.
- **19th JDC.** The 19th JDC reported that criminal judges refer to Code of Criminal Procedure 894.1 guidelines when sentencing.
- **32nd JDC.** The 32nd JDC reported that it held monthly judges' meetings addressing numerous matters, including a need for greater uniformity among like cases.

### 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 2010-2011. 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 2010-2011. 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 preserved properly.**

### Intent of the Objective

Equality, fairness, and integrity in district courts depend in substantial measure upon the accuracy, availability, and accessibility of records. 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 maintained a secure, above-ground tape storage facility for taped court proceedings and reported that Misdemeanor Probation Department files are scanned and backed up to multiple off-site locations. The court also regularly reviewed its records retention plan and disposed of old documents. After being reviewed by the rendering judge, each judge's published opinions and significant writ grants or denials are circulated to the other judges for study.
- **16th JDC.** The 16th JDC reported that it was a regular, ongoing activity of the court to ensure that court records are accurate and preserved properly. To do this, the court sent recordings of court proceedings through the network of digital courtroom equipment to the court's servers to provide backup and long-term storage of recordings. The court also provided for climate-controlled storage unit space for the long-term storage of cassette and CD-ROM recordings of court proceedings. Finally, the court



maintained a policy regarding lawyers checking out court files and implemented a policy allowing minute clerks access to audio recordings of court proceedings in order to assist in the preparation of accurate court minutes.

- **19th JDC.** The 19th JDC reported that it had a good, open line of communication with the Clerk's Office. The judicial administrator met with various department heads in the Clerk's Office on issues such as handling the mail and delivering records to judges' offices. Representatives of the Clerk's Office demonstrated new e-certification procedures during judges' meetings.
- **29th JDC.** The 29th JDC planned a barcode tracking system and records retention improvements with the incoming Clerk of Court.
- **32nd JDC.** The 32nd JDC included the accuracy and preservation of court decisions and actions as a topic during monthly judges' meetings.
- **Orleans Parish Civil District Court.** Orleans Parish Civil District Court maintained copiers capable of scanning in all divisions, and some judges have begun scanning judgments and other relevant pleadings.

#### 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. Further, 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:

- **3rd JDC.** The 3rd JDC invited students into the courtrooms to explain the role of courts in society.
- **4th JDC.** The 4th JDC reported that the Criminal Case Policy Board, comprised of representatives of all area law enforcement agencies as well as the Department of Corrections Division of Probation and Parole, the District Attorney's Office, the Clerk of Court's Office, the District Defender's Office, and the police jury, continued to meet quarterly to resolve problems and improve criminal case management. The court received correctional center inmate statistics weekly via e-mail.
- **14th JDC.** The 14th JDC reported that the Chief Judge presented "State of Judiciary," a presentation of the functions and the programs of the 14th JDC, to the Calcasieu Parish Police Jury. The court also hosted a legislative dinner for southwestern Louisiana legislators to discuss issues of importance to both. The dinner included legislative liaisons from the Louisiana District Judges Association and the Supreme Court.
- **16th JDC.** The 16th JDC reported that the judges communicated and cooperated 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 participated in the local Council of Government meetings as a regular, on-going activity, and the court hosted meetings with legislators to promote better judicial/legislative branch relations.



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

- **19th JDC.** The 19th JDC reported that the new Judicial Administrator made a point to meet and establish relationships with representatives of the District Attorney's office, the Public Defender's office, the Sheriff, the Clerk of Court's office, and parish government. The court continued to work closely with all these entities.
- **25th JDC.** The 25th JDC conducted quarterly judicial meetings to communicate with all branches of government.
- **32nd JDC.** The 32nd JDC hosted the Annual Judicial-Legislative Banquet to ensure the continued cooperation between the bench and the legislature.
- **34th JDC.** The 34th JDC regularly met with officials of other branches of government at en banc meetings.
- **Caddo Parish Juvenile Court.** Caddo Parish Juvenile Court reported that it conducted a very active judicial ride-along program for government officials.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court reported that judges served on inter-agency task forces and committees.

## Objective 4.2

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

District courts were not surveyed regarding this objective in 2010-2011. 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 court's personnel policy manual was maintained on Intranet for easy access by all employees and to ensure that the most current policies are circulated. Employees were trained on how to log in to the court's Intranet and to access the personnel manual and personnel policies.

As it does annually, the court sponsored trainers from local law firms and local universities to instruct personnel on "hot button" issues like sexual harassment, violence in the workplace and social networking. Monthly meetings of court managers and supervisors were held to review new issues in employment law, and monthly administrative staff meetings were held to review and discuss changes/current events in employment law.

The court provided funding for continuing legal education of all law clerks and provided monthly training for all employees of the court. Information technology personnel and misdemeanor probation administrative personnel attended the Court Technology Conference in California.





- **6th JDC.** The 6th JDC updated its employee handbook. The changes will be effective January 1, 2012.
- **10th JDC.** The 10th JDC reported that it continued to recognize that fair employment practices are a priority and strove to maintain such practices on an ongoing basis. The judges' administrative assistants attended training provided by the Louisiana Protective Order Registry.
- **16th JDC.** The 16th JDC provided in-house Microsoft Office 2010 training for secretaries, court reporters and other court employees and provided in-house training to court reporters regarding use of new courtroom audio equipment in Iberia Parish courtrooms.  
  
The court paid for continuing employee education and training, provided in-house information technology training, and sent employees to conferences on a regular, ongoing basis.
- **19th JDC.** The 19th JDC reported that it signed a contract with the Baton Rouge City Parish Human Resources Department so that court employees were able to attend all of the training classes offered by the city/parish government. Some of the classes were computer-oriented, others were management-oriented, and others dealt with general issues such as handling difficult customers and dealing with stress.
- **21st JDC.** The 21st JDC hired an in-house Information Technology person to assist employees with technology.
- **32nd JDC.** The 32nd JDC held monthly judges' meetings to discuss numerous matters, including ways to improve human resource issues and employee training and development. Law clerks meet every fifth week to discuss matters relevant to law and procedure.

- **34th JDC.** The 34th JDC reported that the court employs five law clerks, each of whom who are trained and managed by the individual judge for whom they work. Secretarial staff members, while working for and with individual judges, are employed by the parish government and follow parish personnel policies.

## Objective 4.4

**To inform the community of the court's structure, function, 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 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 conducted school programs in the courtrooms, with the goal of promoting understanding of the court system.
- **4th JDC.** The 4th JDC continued to participate in the Judges in the Classroom program, providing civics and law-related education and sharing practical legal experience with students. In addition, the court invited various school groups to attend court proceedings. The court also partnered with the local bar association to sponsor a mock trial pro-





gram for students and partnered with the Louisiana Center for Law and Civic Education (LCLCE) to work with a local high school.

The judges spoke to numerous community groups on a variety of legal topics. Also, one judge served on the board and formerly served as President of the LCLCE and one judge served on the Department of Corrections Liaison Committee of the Louisiana District Judges Association (LDJA). Two judges participated in the Train the Trainers Program, to train other judges, and one judge served as President of the LDJA.

- **10th JDC.** The 10th JDC reported that it continued to maintain a website that provides the public with information on the judges, the court's general schedule, information for individuals with disabilities, jury service information, the local rules of court, answers to frequently asked questions about the court, and contact information.
- **16th JDC.** The 16th JDC reported that the court regularly provided public education and public outreach services. The judges visited classrooms, gave talks at various forums, participated in the Judicial Ride-Along programs, sponsored tours of the courts, and participated in school shadow programs on a regular, ongoing basis. As they do annually, the judges also met with local legislators.

The judges also taught and lectured police and the public on domestic violence issues and issues specific to juveniles, including truancy, families in need of services, and delinquency. The judges spoke at schools and civic clubs and participated in the Judges in the Classroom and Chamber-to-Chamber programs.

The judges of the 16th JDC encouraged representatives of civic organizations to attend court sessions. The judges also maintained the Inn on the Teche (an American Inns of Court organization) and partnered with local Boys and Girls Clubs.

The court maintained website information about the court in general as well as information regard-

ing each individual division of court. As they do annually, the judges spoke at civic and church organizations regarding the importance of participating in the judicial system. While speaking, the judges also provided information regarding jury duty and shared information about what to expect when attending court.

- **18th JDC.** The 18th JDC participated in the Jobs for America's Graduates program for high school students, conducting the program graduation in the courtroom.
- **19th JDC.** The 19th JDC cooperated with the local bar association on "Law Day," which brought large numbers of school children into the courthouse and the courtrooms. The court also cooperated with the local bar on a Mock Trial program for high school students and planned a court website. Group tours of the court are available.
- **32nd JDC.** The 32nd JDC reported that one judge appeared on TV and another judge served on the Board of the Louisiana Center for Law and Civic Education (LCLCE), teaching over 1,000 students as part of the LCLCE Judges in the Classroom program. Judges also participated in the project L.E.A.D. regional Mock Trial Competition, through which middle and high school students earned service hours.
- **34th JDC.** The 34th JDC reported that the Division "B" Judge maintained a website for Division "B" and the 34th JDC generally.
- **35th JDC.** The 35th JDC invited Boy Scouts and public school classes to attend hearings, as appropriate.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court organized and conducted a mock trial for Audubon Elementary School students in Division B of the Family Court. The court also allowed college interns to work at court for 100 hours each semester.



- **Orleans Parish Civil District Court.** Orleans Parish Civil District Court reported that individual judges provide summer jobs for teens.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that the court continued its outreach recycling program.
- **16th JDC.** The 16th JDC maintained an information technology manager and continued to contract for the services of a network administrator service provider, in order 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 purchased new personal computers and peripheral equipment to replace outdated and inoperable equipment on an as-needed basis.

## 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 maintained the transcript invoicing system for court reporters to generate automatic invoices and year-end reports. The court also continued the Department of Public Safety and Corrections (DOC) initiative that provides a mobile video conferencing system to the court to allow hearings without transporting defendants from DOC institutions. This helped reduce transport costs and increase security.

The Sheriff became the local provider of a Metro E-Fiber connection, which will provide Green Oaks Juvenile Detention Center with a fully secure, private, and direct connection to the courthouse.

The court installed wireless audio systems, compatible with courtroom audio equipment, to accommodate individuals with hearing impairments, and upgraded the sound systems in Iberia Parish courtrooms by the installation of new microphones, mixers, amplifiers and speakers. 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. The system provides internet and email access to all judges and employees, to provide enhanced efficiency and the ability to manage future applications.

The court continued to subscribe to Westlaw for legal research online and upgraded subscriptions in St. Mary Parish in 2010 and in Iberia and St. Martin Parishes in 2011. The court upgraded e-mail service technology to provide for a more efficient and flexible communication application, and the court maintained centrally-managed-and-monitored anti-virus software on every court computer.

The court maintained 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 to provide future real-time court reporting capability to the court for seven of its nine court reporters.

Court audio backup digital recording equipment was standardized in all three parishes. Audio recordings were centrally stored and remote access provided to judges via a Virtual Private Network system. Court-recorded audio data was incorporated into the court's redundant backup system.



Servers were maintained in all three parishes for the processing and storage of court data and redundant backup systems were implemented to ensure data integrity and provide for the recovery of data in the event of a disaster.

The court maintained video conferencing arraignment systems in all three parishes and continued 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 website continued to be developed.

Wireless network access was maintained in all three courthouses, and wireless microphones were maintained in courtrooms to enhance sound systems where wired microphones cannot be accessed.

- **19th JDC.** The 19th JDC reported it continued to employ video conferencing for jail call-out and that all court room audio-visual equipment is new due to the move into the new courthouse.
- **28th JDC.** The 28th JDC reported receiving bids on a video-conferencing/arraignment system.
- **Orleans Parish Civil District Court.** Orleans Parish Civil District Court began to install new phone systems and to upgrade the juror software system.

## Objective 4.6

**To develop, implement, and promote ways to reform and restructure the juvenile justice system of Louisiana.**

### Intent of the Objective

The intent of the objective is to promote the use of evidence-based, effective, and measurable developments in science and law in juvenile justice case processing, administration and planning, with the goal of arriving at the best outcomes for all juveniles who come in contact with the justice system.

## Responses to the Objective

District Courts were not surveyed regarding this objective in 2010-2011.

### Objective 5.1

**To provide for the implementation of the strategic plan of the District Courts.**

### Intent of the Objective

The intent of the objective is to establish an ongoing mechanism, under the supervision of the Louisiana District Judges Association, for ensuring the continued implementation of the priorities contained in the Strategic Plan of the District Courts.

## Responses to the Objective

District courts were not surveyed regarding this objective in 2010-2011.

## Major Strategies Initiated or Completed in FY 2010-2011.

- **1st JDC.** The 1st JDC implemented a new jury management system, of which it is quite proud.
- **2nd JDC.** The 2nd JDC reported that the Bienville Parish Police Jury decided to build a new courthouse with courtrooms designed and built for state-of-the-art electronic technology. Building will begin in the fall of 2011.
- **3rd JDC.** The 3rd JDC reported that the court has recently taken over misdemeanor probation and is proud of the manner in which the probation community is responding to this program. Probationers are treated with respect and appreciation for the manner in which they approach their duties, and in return, appear to be responding to their responsibilities in a timelier manner.



- **4th JDC.** The 4th JDC is especially pleased with the results of the new juror orientation video. Filmed by a professional film crew, the 10 minute DVD is informative and inspiring to potential jurors.

The results of the court's partnership with ViData (electronic warrant signing) have been especially productive. Several judges report signing multiple warrants during times they would otherwise have been unavailable because of the electronic signing software. The court has experienced many benefits from the implementation of traffic court. Separating traffic citations from other misdemeanors has improved caseflow for both groups. Also, parking and traffic problems in and around the courthouse have significantly improved. In the next fiscal year, the court will be able to report the results of numerous other projects currently underway including the installation of a new telephone system, security training and new security procedures.

- **5th JDC.** The 5th JDC has launched a new website, which provides essential information to the public, including a court calendar. The judges also meet bi-monthly to discuss any and all issues affecting the court system.
- **6th JDC.** The 6th JDC initiated a strategy that improves access to judges by law enforcement. Due to the geographic size of the district (approximately 90 miles north to south), access to judges for consideration and signing of arrest warrants, search warrants and probable cause determinations can be problematic. This access was improved through the use of fax warrants and probable cause determinations by fax several years ago, but access to fax machines on each end of the communication was necessary. With the use of electronic signatures and mobile telephones with email or texting service and Internet access, search and arrest warrants and probable cause determinations can be signed almost anywhere.

- **7th JDC.** The 7th JDC reports that courthouse renovations were completed in Catahoula Parish, providing the judge with additional office space that improves the court's ability to serve the public. The judge's office and courtroom now occupy the entire second floor of the courthouse in Catahoula Parish.

- **8th JDC.** The 8th JDC developed new methods of monitoring probation compliance with respect to payment of fines and court costs. At sentencing, the court sets a review date and serves the defendant. If the defendant has taken care of all obligations prior to the review date, he or she need not attend the review hearing.

- **9th JDC.** The 9th JDC reported that a 9th JDC judges' committee began drafting a policy on ethics for judicial law clerks. The judges anticipate the completion and adoption of a policy in the very near future.

- **10th JDC.** The 10th JDC established an expedited hearing process for child support cases brought by the State of Louisiana.

- **12th JDC.** The 12th JDC reported that it updated the security system in courtroom hallways.

- **14th JDC.** The 14th JDC worked to develop a policy and procedure manual and continued to work toward improving criminal justice in the court system through Bureau of Justice Assistance initiatives.

- **15th JDC.** The 15th JDC was recognized by the Supreme Court as a pilot program for the Family Preservation Court (FPC). This program serves families whose children have been removed by the Louisiana Department of Children and Family Services due to substance abuse allegations. In conjunction with FPC, the 15th JDC Juvenile Drug Court has partnered with EarthShare Gardens, a local community-supported agriculture program. Families who participated in the garden shared the produce grown with local charity kitchens and food banks.



- **16th JDC.** The 16th JDC is especially proud of the court's technology improvements, some of which were implemented during the past year and others that are planned for the future. The court obtained funding in Iberia Parish for courtroom technology improvements. Legislation was enacted to dissolve the Iberia Parish Law Library Fund and to dedicate fund revenues for courtroom technology upgrades in Iberia Parish. To date, a portion of those funds have allowed the court to upgrade courtroom sound systems through the purchase and installation of new amplifiers, mixers, microphones and speakers. The remaining funds will be utilized in the upcoming year to provide video equipment in the courtrooms for use in criminal and civil proceedings.

The 16th JDC website was completed and launched during the year. The website provides general information about the court, a map of each courthouse location, and a jury page which provides prospective jurors with information regarding qualifications, service, criteria for being excused from service, and instructions for reporting for service upon receipt of a juror summons. The site also includes a page for each judicial division of court which includes an introduction of each judge, contact information and individual judges' calendars. The website will continue to be developed to include the family court programs in all three parishes, as well as to provide emergency notices and procedures when warranted, and other information to assist the public.

- **17th JDC.** The 17th JDC formed a court improvement committee after completion of the 2010 National Center for State Courts' Court Improvement Study, funded by a grant from the State Justice Institute. Meetings were held monthly with the judges, District Attorney, Sheriff, Clerk of Court, Indigent Defender, and probation representatives to discuss and implement changes to improve criminal case processing. The committee worked with the Supreme Court Judicial Administrator's staff to assist with implementing data exchange among all criminal justice agencies to eliminate duplication and improve overall efficiency.

The court also implemented arrest and search warrant digital signature capability for judges and law enforcement, to ensure unnecessary downtime is eliminated in the process of considering the probable cause affidavits and the issuing of warrants. The web-based system is almost simultaneous and addresses a public safety issue. Finally, the court instituted a court security committee to address safety concerns both internally and for the general public.

- **19th JDC.** The 19th JDC initiated and planned for the launch of the court's website. The court also created written policies to improve and streamline the administration/operation of the court, passing the first written policy and planning for six others for next year. The Judicial Administrator found the written policies very helpful for better court administration.
- **21st JDC.** The 21st JDC continued to update its probation office software, hired an in-house information technology person for the judges' offices, and continued the process of updating courtroom recording equipment. The court also upgraded the servers in the judges' offices, making the systems faster and more efficient.
- **22nd JDC.** The 22nd JDC began planning for a Behavioral Health Court in 2010-11, applying for federal funding and joining the St. Tammany Parish Task Force on suicide prevention and the improvement of mental health resources. As a result, St. Tammany Parish government has funded a case management position for the court. A Behavioral Health Court workgroup convenes regularly and includes representation from the Sheriff, Clerk, Coroner, St. Tammany Parish government, Florida Parishes Human Services Authority, state and misdemeanor probation, state forensic coordinator, and the local chapter of the National Alliance on Mental Illness.

The 22nd JDC designated certain funds in the criminal court fund to pay the costs associated with capital litigation as it began the first of what will be six jury selections for five capital cases to be tried in West Feliciana. This has required the coordination





of effort not only between the two courts, but also between Sheriffs, Clerks of Court, and administrative staff. The impact on the St. Tammany Parish jury pool is significant.

The court also accommodated two judges to support their participation in the Judicial Leadership Program.

- **23rd JDC.** The 23rd JDC completed a court security audit.
- **24th JDC.** The 24th JDC focused on collection of fines, fees, costs, and victim restitution. Through use of criminal procedure articles, driver's licenses were seized and civil money judgments issued. These judgments were satisfied through the tax refund intercept program. The Clerk of Court has made this a simple and streamlined process. Collections increased for the court despite declines in collections for other governmental agencies.
- **25th JDC.** The 25th JDC drafted a new, updated employee policy manual.
- **26th JDC.** The 26th JDC worked to implement a case management system that will assist the court in tracking cases and will empower the judges with information to manage their caseload more effectively. The case management system will incorporate the court performance measurements developed by the National Center for State Courts, more specifically CourTools 2 - Clearance Rates; CourTools 3 - Time to Disposition; CourTools 4 - Age of Active Pending Caseloads; and CourTools 5 - Trial Date Certainty. These performance measurements tools will enable the court to determine how long it takes cases to be disposed, using the time standards recently adopted by the American Bar Association, the Conference of State Court Administrators and the Conference of Chief Justices.
- **27th JDC.** The 27th JDC installed video-conferencing in the criminal court for morning line-ups and arraignments. This reduced security issues and saved time for the court and the sheriff's department.
- **28th JDC.** The 28th JDC reported that with the cooperation of the District Attorney, law enforcement, the Indigent Defender, and defense attorneys, the court established a felony case management program that allow cases to move more efficiently through the system. Using mandatory status conferences and making better use of plea dates and hearing dates, the court was able to reach disposition earlier in most instances. This allowed the court to decrease the number of continuances that prolong cases and upset trial dates.
- **29th JDC.** The 29th JDC took major steps toward a new courthouse security plan. The court worked cooperatively with all the departments in the courthouse and hopes to have the new plan in place by next year.
- **30th JDC.** The 30th JDC added additional petit jury trial weeks to the criminal calendar to provide additional time to try an unusually large number of murder cases during the year.
- **32nd JDC.** The 32nd JDC reported it continued the planning process for jury room improvements.
- **33rd JDC.** The 33rd JDC re-established the inactive 33rd JDC Children & Youth Services Advisory Board. Through the court's integral role, the board became very active in promoting and implementing community outreach programs and encouraged valuable information-sharing about the needs of local youth.
- **34th JDC.** The 34th JDC continued presenting and participating in lectures for the 34th Judicial District Bar Association's continuing legal education program. The court also presented a legislative update program to deputy sheriffs.
- **35th JDC.** The 35th JDC installed surveillance cameras and locks at all courthouse entrances to provide security for personnel as well as court users.
- **36th JDC.** The 36th JDC encouraged and supported the scanning of records, which was com-





pleted this year by the Clerk of Court. The court also interfaced with the Clerk of Court's computer system to allow the court access to civil and criminal records. This interface allows the judiciary to better access the criminal history of defendants and to timely review minutes and other valuable information.

- **37th JDC.** The 37th JDC worked with the local school system to improve the community's response to the problems associated with truancy.
- **38th JDC.** The 38th JDC worked with the parish government to secure funds to renovate the courthouse. The renovations will begin in approximately 12-18 months, after the new Police Jury building and the jail are completed. After the renovations are complete, the courthouse will be more secure and more accessible to individuals with disabilities.
- **40th JDC.** The 40th JDC continued the drug court program and implemented uniform criminal docket schedules. The court also provided the CHARM school, designed to provide offending female students with alternatives to violent, threatening, disruptive, disobedient, inconsiderate, and other inappropriate behavior through teaching the girls in good manners, stressing the practical importance of good behavior, and defining and developing character, health, attitude, and respect.
- **Caddo Juvenile Court.** Caddo Parish Juvenile Court implemented a random selection docket for the three juvenile judges. Now each judge has a delinquency docket and a Child in Need of Care docket.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court implemented a self-help desk as a pilot program and implemented additional strategies to ensure that self-represented litigants obtain reasonable assistance to get a fair, impartial hearing.

Also, state child support cases were moved from Juvenile Court, where they were heard by a hearing

officer, to Family Court, where they are heard by a judge. The move resulted in improved efficiencies and improved collections and case management. The cases are now heard in a court that has jurisdiction over both the child support and child custody matters – one court can hear all matters related to the children. An advantage to litigants is that the court does not charge an additional expedited process fee to hear the cases, resulting in all collected child support being passed on to children.

- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court worked with the Juvenile Detention Alternative Initiative Committee to develop and implement a Risk Assessment Instrument (RAI). The court is currently tracking the juveniles who have been released after assessment using the RAI, and analyzing the data as it relates to public safety. Also, the Judicial Administrator joined the Pro Bono Committee of the Baton Rouge Bar Association to be further involved with expanding the availability of legal services for the indigent in the community.
- **Jefferson Parish Juvenile Court.** Jefferson Parish Juvenile Court invested in customizing the Integrated Juvenile Justice Information System (IJJIS). The court transitioned several departments from AS/400 platform to the IJJIS/SQL platform and will continue until all departments have transitioned.
- **Orleans Parish Civil District Court.** Orleans Parish Civil District Court worked with the Clerk of Court to significantly improve and update the court's computer system after a major information technology failure. The court hopes to move to a more technologically-advanced jury system and phone system in the future.
- **Orleans Parish Criminal District.** Orleans Criminal District Court was selected in January of 2011 as one of five courts in the country to participate in The Network for the Improvement of Addiction Treatment (NIATx) Process Improvement Collaborative. The collaborative aims to improve



the intake process in drug court by developing strategies to increase admissions, reduce wait times from referral to treatment, enhance data collection and improve communication among team members. The Orleans Parish Adult Drug Court Program has transformed the intake process, from the point of sentencing to the first seat in a treatment group, by providing positive reinforcement for staff members and working with court team members to encourage them request drug court eligibility screening for defendants.

- **Orleans Parish Juvenile Court.** Orleans Parish Juvenile Court focused on the timely processing of cases, consistent with the provisions of the law. This focus included “going live” with the Integrated Juvenile Justice Information System (IJJIS), contracting with the National Council of Juvenile and Family Court Judges to become a delinquency model court, and continuing the Juvenile Detention Alternatives Initiative. Additional actions taken by the court to focus on timeliness included monitoring continuances, the length of stay of youth in the Youth Study Center, the use of the alternatives to detention, and the daily population of the Youth Study Center.

In addition to IJJIS’ use in Delinquency matters, the court also used IJJIS to determine if the Dependency Division is in compliance with the Adoption and Safe Families Act (ASFA).



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**ACTIONS TAKEN IN FY 2010-2011 TO CONDUCT JUDICIAL PROCEEDINGS THAT  
ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF  
THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1**

Objective 1.1	Did not address in FY 2010-2011	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		✓	✓	✓	✓	✓	
2		✓	✓		✓		
3		✓	✓		✓		
4		✓	✓	✓	✓		✓
5		✓		✓	✓		
6		✓	✓	✓	✓		
7		✓	✓		✓		
8		✓			✓		
9		✓	✓	✓	✓	✓	
10		✓	✓	✓	✓		
11		✓			✓		✓
12		✓	✓				
13		✓	✓				
14		✓		✓	✓	✓	
15		✓	✓	✓	✓	✓	✓
16		✓	✓	✓	✓		✓
17		✓		✓		✓	
18		✓					✓
19		✓	✓			✓	✓
20		✓	✓	✓	✓		
21		✓	✓	✓	✓	✓	
22		✓	✓	✓	✓		
23		✓		✓	✓	✓	
24		✓		✓	✓		✓
25		✓	✓		✓		



**ACTIONS TAKEN IN FY 2010-2011 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1**

Objective 1.1	Did not address in FY 2010-2011	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		✓	✓	✓	✓		
27	✓						
28		✓			✓		
29		✓					✓
30		✓	✓		✓		
31		✓		✓			
32		✓	✓		✓		✓
33		✓	✓	✓	✓		
34		✓		✓		✓	✓
35		✓	✓	✓			
36		✓		✓	✓		
37		✓			✓		
38		✓	✓				✓
39	✓						
40		✓		✓	✓		
42	✓						
Caddo Juvenile		✓	✓	✓	✓	✓	
East Baton Rouge Family		✓				✓	✓
East Baton Rouge Juvenile		✓				✓	✓
Jefferson Juvenile		✓		✓		✓	✓
Orleans Civil		✓	✓	✓	✓	✓	
Orleans Criminal		✓					✓
Orleans Juvenile		✓		✓			
TOTALS	3	45	25	26	30	14	15





**ACTIONS TAKEN IN FY 2010-2011 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 in FY 2010-2011	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 the 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										
1		✓		✓	✓		✓	✓	✓	
2		✓	✓		✓	✓		✓	✓	
3		✓	✓			✓		✓	✓	✓
4		✓	✓	✓	✓	✓	✓	✓		✓
5		✓		✓	✓			✓		
6		✓	✓		✓					
7		✓	✓	✓	✓	✓		✓	✓	
8		✓						✓		
9		✓		✓	✓			✓		
10		✓	✓							✓
11		✓								✓
12		✓		✓		✓				
13		✓		✓						
14		✓	✓	✓	✓			✓		
15		✓		✓				✓		
16		✓	✓			✓	✓	✓		✓
17		✓		✓	✓	✓				
18		✓								✓
19		✓	✓			✓	✓	✓	✓	✓
20	✓									
21		✓	✓							
22		✓	✓	✓	✓	✓	✓	✓	✓	
23		✓	✓		✓	✓		✓		
24		✓	✓	✓	✓	✓	✓	✓	✓	✓
25		✓		✓		✓				



**ACTIONS TAKEN IN FY 2010-2011 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 in FY 2010-2011	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 the 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		✓	✓	✓	✓	✓	✓	✓	✓	✓
27		✓		✓						
28		✓		✓		✓				
29		✓	✓	✓				✓		
30		✓			✓	✓		✓		
31		✓				✓		✓		
32		✓				✓		✓		
33		✓	✓	✓		✓		✓		
34		✓		✓	✓	✓				
35		✓				✓			✓	
36		✓	✓	✓		✓	✓	✓	✓	
37		✓	✓	✓						
38	✓									
39	✓									
40		✓						✓		✓
42	✓									
Caddo Juvenile		✓	✓	✓	✓	✓		✓	✓	
East Baton Rouge Family		✓								✓
East Baton Rouge Juvenile		✓	✓		✓		✓	✓	✓	
Jefferson Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Civil		✓	✓	✓	✓	✓		✓	✓	
Orleans Criminal		✓	✓	✓	✓		✓	✓	✓	
Orleans Juvenile		✓	✓				✓	✓		
TOTALS	4	44	24	25	20	24	12	29	15	11



**ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE RESPONSIBLE PARTIES TO  
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:  
IMPLEMENTING SAFETY AND SECURITY MEASURES-Exhibit 3**

Objective 1.2	Did not address in FY 2010-2011	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	Other
DISTRICT COURT													
1		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
2		✓	✓				✓	✓		✓	✓	✓	
3		✓	✓		✓	✓	✓		✓		✓	✓	
4		✓	✓		✓	✓	✓	✓		✓	✓		✓
5		✓					✓		✓		✓		
6		✓	✓				✓				✓		✓
7		✓	✓		✓	✓	✓	✓	✓		✓	✓	
8		✓	✓	✓							✓		
9		✓	✓				✓				✓		✓
10		✓	✓				✓				✓		✓
11		✓	✓	✓				✓		✓			
12		✓	✓								✓		
13	✓												
14		✓	✓		✓	✓	✓	✓		✓	✓		✓
15		✓	✓			✓	✓				✓	✓	✓
16		✓	✓			✓	✓		✓				✓
17		✓	✓			✓	✓				✓		✓
18		✓		✓									✓
19		✓	✓		✓		✓	✓	✓	✓	✓	✓	✓
20		✓						✓					✓
21		✓	✓					✓					
22		✓	✓		✓	✓	✓	✓	✓		✓	✓	
23		✓	✓	✓			✓				✓		
24		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
25		✓				✓	✓	✓		✓	✓		



**ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE RESPONSIBLE PARTIES TO  
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:  
IMPLEMENTING SAFETY AND SECURITY MEASURES-Exhibit 3**

Objective 1.2	Did not address in FY 2010-2011	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	Other
DISTRICT COURT													
26		✓	✓		✓	✓	✓	✓			✓		✓
27		✓					✓						
28		✓	✓				✓	✓			✓		
29		✓	✓										✓
30		✓			✓	✓					✓		
31		✓	✓	✓			✓		✓		✓		
32		✓	✓				✓				✓	✓	✓
33		✓	✓					✓			✓	✓	
34		✓	✓										
35		✓	✓	✓			✓	✓			✓		
36		✓	✓				✓			✓		✓	
37		✓	✓				✓				✓		
38		✓					✓			✓			✓
39	✓												
40		✓	✓										✓
42	✓												
Caddo Juvenile		✓	✓	✓	✓	✓	✓	✓			✓	✓	✓
East Baton Rouge Family		✓											✓
East Baton Rouge Juvenile		✓	✓	✓		✓						✓	
Jefferson Juvenile		✓	✓	✓	✓	✓	✓	✓			✓	✓	
Orleans Civil		✓			✓	✓	✓	✓	✓		✓	✓	
Orleans Criminal		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Orleans Juvenile		✓	✓									✓	
TOTALS	3	45	36	11	14	18	31	20	10	11	31	17	19



**ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE RESPONSIBLE PARTIES TO  
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENT-  
ING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN-Exhibit 4**

Objective 1.2	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
DISTRICT COURT														
1		✓			✓		✓		✓					
2		✓	✓	✓	✓		✓		✓					
3		✓	✓	✓	✓	✓	✓	✓	✓		✓			
4		✓	✓	✓	✓	✓		✓	✓	✓	✓			✓
5		✓		✓	✓		✓			✓				
6		✓	✓	✓	✓	✓	✓	✓	✓		✓			
7		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
8		✓					✓							
9		✓		✓	✓	✓	✓	✓	✓	✓	✓			
10		✓		✓	✓	✓	✓	✓			✓			
11		✓	✓	✓	✓	✓	✓	✓			✓			
12	✓													
13	✓													
14		✓	✓	✓	✓		✓	✓			✓			
15		✓	✓	✓	✓									
16		✓	✓	✓	✓	✓			✓					✓
17		✓	✓	✓	✓	✓	✓							
18	✓													
19		✓	✓	✓	✓	✓	✓	✓			✓			✓
20	✓													
21	✓													
22		✓	✓	✓	✓	✓	✓	✓	✓		✓			
23		✓	✓	✓	✓	✓	✓	✓	✓					
24		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
25		✓		✓	✓	✓			✓		✓			





**ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE RESPONSIBLE PARTIES TO  
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENT-  
ING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN-Exhibit 4**

Objective 1.2	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
DISTRICT COURT														
26		✓	✓			✓	✓	✓	✓		✓			✓
27	✓													
28		✓	✓				✓							
29		✓	✓	✓	✓		✓		✓					
30		✓		✓	✓									
31		✓		✓	✓									
32		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
33		✓	✓	✓	✓	✓	✓	✓	✓					✓
34		✓	✓	✓		✓	✓	✓		✓				
35		✓	✓	✓	✓	✓	✓							
36		✓	✓	✓			✓				✓	✓		
37		✓	✓											
38		✓	✓	✓	✓		✓	✓	✓					
39	✓													
40		✓												
42	✓													
Caddo Juvenile		✓	✓	✓	✓		✓	✓	✓	✓	✓			
East Baton Rouge Family	✓													
East Baton Rouge Juvenile		✓		✓	✓	✓	✓	✓	✓	✓	✓			
Jefferson Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Civil		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Criminal		✓	✓	✓	✓						✓			
Orleans Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
TOTALS	9	39	28	33	32	23	30	22	22	12	21	4	3	5



**ACTIONS TAKEN IN FY 2010-2011 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 2010-2011	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									
1		✓			✓	✓	✓		
2		✓			✓	✓			
3		✓	✓		✓	✓	✓	✓	
4		✓		✓	✓	✓	✓	✓	✓
5		✓			✓		✓		
6		✓	✓		✓	✓			
7		✓	✓	✓	✓	✓	✓	✓	
8		✓			✓				
9		✓	✓	✓	✓	✓	✓	✓	
10		✓			✓	✓	✓		✓
11		✓			✓	✓			✓
12	✓								
13	✓								
14		✓			✓	✓	✓		
15		✓	✓		✓	✓	✓	✓	✓
16		✓	✓		✓	✓		✓	✓
17		✓	✓		✓	✓	✓		
18		✓			✓	✓			
19		✓			✓	✓			✓
20	✓								
21		✓			✓				
22		✓			✓	✓	✓	✓	
23		✓			✓	✓	✓	✓	
24		✓	✓		✓	✓	✓	✓	✓
25		✓			✓	✓	✓		



**ACTIONS TAKEN IN FY 2010-2011 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 2010-2011	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		✓			✓	✓	✓		
27		✓			✓				
28		✓	✓		✓				
29		✓			✓	✓	✓	✓	✓
30		✓			✓	✓			
31		✓			✓	✓			
32		✓		✓	✓	✓	✓		
33		✓			✓	✓	✓	✓	
34		✓			✓	✓		✓	
35		✓				✓	✓		✓
36		✓	✓		✓	✓	✓	✓	
37		✓			✓				
38		✓			✓		✓		
39	✓								
40		✓			✓		✓		
42		✓			✓				
Caddo Juvenile		✓	✓		✓	✓			
East Baton Rouge Family		✓			✓	✓	✓		
East Baton Rouge Juvenile		✓			✓	✓	✓		
Jefferson Juvenile		✓	✓	✓	✓	✓	✓	✓	
Orleans Civil		✓	✓	✓	✓	✓		✓	
Orleans Criminal		✓			✓	✓	✓	✓	✓
Orleans Juvenile		✓			✓	✓			
TOTALS	4	44	13	6	43	35	26	16	10



**ACTIONS TAKEN IN FY 2010-2011 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:  
ASSISTING SELF-REPRESENTED LITIGANTS-Exhibit 6**

Objective 1.5	Did not address in FY 2010-2011	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/self-represented litigants to legal service corporations	Ensured the availability of indigent defenders to indigent defendants	Provided generic petitions and other forms	Other
DISTRICT COURT							
1		✓	✓	✓	✓		
2		✓	✓	✓	✓	✓	
3		✓	✓	✓	✓	✓	
4		✓	✓	✓	✓	✓	✓
5		✓		✓	✓		
6		✓		✓	✓	✓	
7		✓	✓	✓	✓	✓	
8		✓		✓	✓		
9		✓	✓	✓	✓		✓
10		✓	✓	✓	✓		✓
11		✓			✓		
12		✓		✓	✓		
13		✓		✓	✓		
14		✓	✓	✓	✓	✓	
15		✓	✓	✓	✓	✓	✓
16		✓			✓		✓
17		✓	✓	✓	✓	✓	
18		✓		✓	✓		
19	✓						
20	✓						
21		✓			✓		
22		✓	✓	✓	✓		
23		✓		✓	✓	✓	
24		✓	✓	✓	✓	✓	
25		✓		✓	✓		



**ACTIONS TAKEN IN FY 2010-2011 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:  
ASSISTING SELF-REPRESENTED LITIGANTS-Exhibit 6**

Objective 1.5	Did not address in FY 2010-2011	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/self-represented litigants to legal service corporations	Ensured the availability of indigent defenders to indigent defendants	Provided generic petitions and other forms	Other
DISTRICT COURT							
26		✓	✓		✓		
27		✓			✓		
28		✓		✓	✓		
29		✓	✓	✓	✓	✓	✓
30		✓	✓	✓	✓		
31		✓	✓	✓	✓	✓	
32		✓		✓	✓		
33		✓		✓	✓		
34		✓			✓	✓	
35		✓	✓	✓	✓		
36		✓	✓	✓	✓		
37		✓	✓	✓	✓		
38		✓	✓	✓	✓	✓	
39	✓						
40		✓	✓	✓	✓	✓	
42		✓			✓		
Caddo Juvenile		✓	✓	✓	✓		
East Baton Rouge Family		✓	✓	✓	✓	✓	✓
East Baton Rouge Juvenile		✓	✓	✓	✓	✓	
Jefferson Juvenile		✓	✓	✓	✓	✓	
Orleans Civil		✓	✓	✓		✓	✓
Orleans Criminal		✓			✓		
Orleans Juvenile		✓	✓	✓	✓	✓	
TOTALS	3	45	27	37	44	20	8





# ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE TIMELY CASE MANAGEMENT AND PROCESSING~Exhibit 7

Objective 2.1	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Installed or maintained an automated case allotment 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, 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
DISTRICT COURT															
1		✓	✓		✓			✓	✓			✓	✓		
2		✓						✓	✓		✓	✓	✓		
3		✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	
4		✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5		✓						✓			✓	✓	✓	✓	
6		✓				✓		✓	✓			✓	✓		
7		✓	✓	✓				✓	✓		✓	✓	✓		
8		✓									✓	✓	✓		
9		✓	✓	✓			✓		✓			✓		✓	
10		✓							✓			✓	✓		✓
11		✓				✓		✓	✓			✓			
12	✓														
13	✓														
14		✓	✓		✓	✓		✓	✓			✓	✓	✓	✓
15		✓										✓		✓	✓
16		✓		✓	✓	✓			✓	✓		✓			✓
17		✓			✓			✓	✓			✓	✓		
18		✓										✓	✓		
19		✓		✓				✓				✓	✓		
20	✓														
21		✓	✓	✓								✓			✓
22		✓	✓			✓		✓	✓			✓	✓	✓	
23		✓			✓		✓	✓	✓			✓	✓	✓	
24		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
25		✓		✓				✓	✓			✓	✓	✓	



# ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE TIMELY CASE MANAGEMENT AND PROCESSING~Exhibit 7

Objective 2.1	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Installed or maintained an automated case allotment 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, 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
DISTRICT COURT															
26		✓			✓			✓	✓		✓	✓		✓	✓
27		✓	✓												
28		✓				✓	✓		✓			✓			
29		✓						✓	✓	✓	✓	✓	✓	✓	✓
30		✓													✓
31		✓						✓	✓		✓				
32		✓										✓	✓		
33		✓				✓		✓	✓		✓	✓			
34		✓										✓			
35		✓				✓		✓	✓		✓	✓	✓		
36		✓	✓	✓			✓	✓	✓			✓	✓		
37		✓										✓			
38		✓							✓			✓	✓		
39	✓														
40		✓				✓						✓			
42		✓	✓									✓	✓		
Caddo Juvenile		✓	✓	✓					✓						
East Baton Rouge Family		✓	✓			✓		✓	✓			✓	✓		✓
East Baton Rouge Juvenile		✓	✓	✓	✓								✓	✓	
Jefferson Juvenile		✓	✓	✓						✓					
Orleans Civil		✓	✓	✓		✓						✓	✓		
Orleans Criminal		✓	✓		✓	✓	✓		✓		✓	✓		✓	✓
Orleans Juvenile		✓	✓	✓	✓			✓	✓	✓		✓		✓	
TOTALS	4	44	17	14	11	15	8	23	28	6	13	38	25	14	11



**ACTIONS TAKEN IN FY 2010-2011 TO PROMPTLY IMPLEMENT CHANGES IN LAW  
AND PROCEDURE~Exhibit 8**

Objective 2.3	Did not address in FY 2010-2011	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		✓	✓		✓	
2		✓	✓		✓	
3		✓	✓		✓	
4		✓	✓		✓	✓
5		✓	✓			
6		✓		✓	✓	
7		✓	✓	✓	✓	
8		✓		✓		
9		✓	✓		✓	✓
10		✓		✓	✓	✓
11	✓					
12		✓		✓	✓	
13	✓					
14		✓	✓		✓	
15		✓		✓	✓	
16		✓	✓	✓	✓	✓
17		✓	✓		✓	
18	✓					
19		✓				✓
20	✓					
21		✓	✓			✓
22		✓	✓	✓	✓	
23		✓	✓		✓	
24		✓	✓	✓	✓	
25		✓		✓	✓	



**ACTIONS TAKEN IN FY 2010-2011 TO PROMPTLY IMPLEMENT CHANGES IN LAW  
AND PROCEDURE~Exhibit 8**

Objective 2.3	Did not address in FY 2010-2011	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		✓	✓		✓	
27		✓				✓
28	✓					
29		✓	✓		✓	
30		✓	✓			
31		✓			✓	
32		✓			✓	✓
33		✓			✓	
34		✓	✓			✓
35		✓			✓	
36		✓	✓		✓	
37		✓				✓
38		✓			✓	
39	✓					
40		✓				✓
42	✓					
Caddo Juvenile		✓	✓		✓	
East Baton Rouge Family		✓	✓		✓	
East Baton Rouge Juvenile		✓	✓		✓	
Jefferson Juvenile		✓	✓	✓	✓	
Orleans Civil		✓			✓	
Orleans Criminal		✓	✓	✓	✓	✓
Orleans Juvenile		✓			✓	
TOTALS	7	41	24	12	32	12



# ACTIONS TAKEN IN FY 2010-2011 TO ENHANCE JURY SERVICE-Exhibit 9

Objective 2.4	Not applicable to this court	Did not address in FY 2010-2011	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
DISTRICT COURT								
1			✓	✓	✓			
2			✓		✓	✓		
3			✓	✓	✓		✓	
4			✓		✓		✓	✓
5			✓		✓	✓		
6			✓	✓	✓	✓	✓	
7			✓	✓	✓	✓		
8			✓		✓	✓		
9			✓		✓			
10			✓		✓	✓		
11			✓	✓	✓	✓	✓	
12		✓						
13			✓		✓			
14			✓	✓	✓	✓	✓	✓
15			✓	✓	✓			
16			✓	✓	✓		✓	✓
17			✓		✓		✓	
18			✓		✓			
19			✓	✓				✓
20			✓		✓			
21			✓		✓			✓
22			✓	✓	✓			
23			✓	✓	✓	✓		
24			✓	✓	✓			
25			✓		✓			



# ACTIONS TAKEN IN FY 2010-2011 TO ENHANCE JURY SERVICE-Exhibit 9

Objective 2.4	Not applicable to this court	Did not address in FY 2010-2011	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
DISTRICT COURT								
26			✓		✓			✓
27			✓	✓				
28			✓		✓	✓		
29			✓	✓	✓			✓
30			✓	✓				
31			✓		✓	✓	✓	
32			✓		✓			✓
33			✓	✓	✓	✓		
34			✓		✓			
35			✓		✓	✓	✓	
36			✓	✓	✓			
37			✓	✓	✓			
38			✓		✓			
39		✓						
40			✓		✓			
42			✓		✓			
Caddo Juvenile	✓							
East Baton Rouge Family	✓							
East Baton Rouge Juvenile	✓							✓
Jefferson Juvenile	✓							
Orleans Civil			✓	✓	✓		✓	
Orleans Criminal			✓	✓			✓	✓
Orleans Juvenile	✓							
TOTALS	5	2	41	20	37	13	11	10





**ACTIONS TAKEN IN FY 2010-2011 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 in FY 2010-2011	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		✓	✓	✓	✓			
3		✓	✓	✓	✓			
4		✓	✓	✓	✓		✓	✓
5		✓	✓	✓	✓			
6		✓	✓	✓				
7		✓	✓	✓	✓			
8		✓		✓	✓			
9		✓	✓	✓	✓			
10		✓	✓	✓				✓
11		✓	✓	✓	✓			
12		✓		✓				
13		✓		✓				
14		✓	✓	✓				✓
15		✓		✓				
16		✓	✓					✓
17	✓							
18		✓	✓	✓				
19		✓		✓				✓
20	✓							
21		✓	✓	✓	✓			
22		✓	✓					
23		✓	✓	✓				
24		✓	✓	✓	✓		✓	
25		✓	✓	✓	✓			



**ACTIONS TAKEN IN FY 2010-2011 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 in FY 2010-2011	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		✓	✓	✓	✓			
27		✓	✓					
28		✓	✓	✓				
29		✓	✓	✓				
30		✓		✓				
31		✓	✓	✓	✓			
32		✓						✓
33		✓	✓	✓	✓			
34	✓			✓				
35		✓	✓	✓				
36		✓		✓		✓		
37		✓	✓	✓	✓			
38		✓	✓	✓				
39	✓							
40		✓	✓	✓				
42	✓							
Caddo Juvenile		✓		✓				
East Baton Rouge Family		✓		✓	✓			
East Baton Rouge Juvenile		✓		✓				
Jefferson Juvenile	✓			✓	✓			
Orleans Civil	✓							
Orleans Criminal		✓	✓	✓	✓		✓	
Orleans Juvenile		✓		✓	✓			
TOTALS	7	41	29	39	19	1	3	6



ACTIONS TAKEN IN FY 2010-2011 TO ENSURE THAT ALL COURT RECORDS OF  
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PRESERVED  
PROPERLY-Exhibit 11

Objective 3.6	Did not address in FY 2010-2011	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 barcoding to track the location of manual files and documents	Met with the clerk on a continual 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		✓			✓		✓				✓
2		✓			✓	✓				✓	
3		✓	✓		✓	✓				✓	
4		✓	✓		✓	✓		✓	✓	✓	✓
5		✓					✓				
6		✓				✓		✓			
7		✓	✓		✓	✓		✓		✓	
8	✓										
9		✓			✓	✓	✓	✓		✓	
10		✓			✓					✓	
11	✓										
12		✓			✓						
13	✓										
14		✓			✓		✓			✓	
15		✓	✓		✓		✓	✓		✓	
16		✓	✓		✓			✓		✓	✓
17		✓			✓	✓	✓			✓	
18		✓			✓						
19		✓									✓
20		✓			✓						
21		✓				✓				✓	
22		✓	✓		✓	✓	✓	✓		✓	
23		✓	✓		✓	✓	✓			✓	
24		✓	✓		✓	✓		✓		✓	
25		✓			✓					✓	✓



ACTIONS TAKEN IN FY 2010-2011 TO ENSURE THAT ALL COURT RECORDS OF  
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PRESERVED  
PROPERLY-Exhibit 11

Objective 3.6	Did not address in FY 2010-2011	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 a continual 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		✓			✓				✓		
27		✓			✓						
28		✓								✓	
29		✓			✓	✓	✓			✓	✓
30		✓			✓		✓				
31		✓			✓						
32		✓			✓					✓	✓
33		✓	✓	✓	✓	✓				✓	
34		✓					✓	✓		✓	
35		✓					✓				
36		✓			✓			✓		✓	
37		✓			✓						
38		✓			✓					✓	
39	✓										
40		✓			✓					✓	
42	✓										
Caddo Juvenile		✓			✓		✓		✓	✓	
East Baton Rouge Family		✓			✓	✓				✓	
East Baton Rouge Juvenile		✓		✓		✓			✓		
Jefferson Juvenile		✓	✓		✓	✓	✓	✓		✓	
Orleans Civil		✓				✓	✓	✓		✓	✓
Orleans Criminal		✓			✓	✓	✓				
Orleans Juvenile		✓			✓	✓	✓	✓	✓		
TOTALS	5	43	10	2	34	19	17	13	5	27	8



**ACTIONS TAKEN IN FY 2010-2011 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 in FY 2010-2011	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					
1		✓	✓	✓	
2		✓	✓	✓	
3		✓	✓	✓	✓
4		✓	✓		✓
5		✓	✓		
6		✓	✓		
7		✓	✓	✓	
8		✓	✓		
9		✓	✓		
10		✓	✓	✓	
11		✓	✓		
12		✓	✓	✓	
13	✓				
14		✓	✓		✓
15		✓	✓		
16		✓	✓	✓	✓
17		✓	✓		
18		✓	✓		
19		✓	✓		✓
20		✓	✓		
21		✓	✓		
22		✓	✓	✓	
23		✓	✓	✓	
24		✓	✓	✓	
25		✓	✓	✓	✓



**ACTIONS TAKEN IN FY 2010-2011 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 in FY 2010-2011	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		✓	✓		
27		✓	✓		
28		✓	✓		
29		✓	✓	✓	
30		✓	✓		
31		✓	✓	✓	
32		✓			✓
33		✓	✓		
34		✓	✓		
35		✓	✓		✓
36		✓	✓	✓	
37		✓	✓		
38		✓	✓		
39	✓				
40		✓	✓		
42	✓				
Caddo Juvenile		✓	✓		✓
East Baton Rouge Family		✓	✓	✓	
East Baton Rouge Juvenile		✓	✓		✓
Jefferson Juvenile		✓	✓		
Orleans Civil		✓	✓		
Orleans Criminal		✓	✓	✓	
Orleans Juvenile		✓	✓		
TOTALS	3	45	44	16	10





**ACTIONS TAKEN IN FY 2010-2011 TO USE FAIR EMPLOYMENT PRACTICES AND TO  
TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES-Exhibit 13**

Objective 4.3	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Implemented or updated court personnel policies	Provided technology training to employees	Provided in-house and/or outside employee training and/or education	Implemented or maintained employee training on civility and professionalism	Other
DISTRICT COURT							
1		✓	✓		✓	✓	
2		✓		✓	✓	✓	
3		✓	✓	✓	✓	✓	
4		✓	✓	✓	✓	✓	✓
5		✓		✓			
6		✓	✓	✓			✓
7		✓	✓	✓	✓	✓	
8		✓	✓	✓	✓	✓	
9		✓		✓	✓		
10		✓			✓		✓
11		✓		✓	✓		
12		✓	✓		✓		
13		✓		✓	✓		
14		✓	✓	✓	✓		
15		✓	✓	✓	✓		
16		✓	✓	✓	✓		✓
17		✓	✓	✓			
18		✓	✓	✓			
19		✓	✓	✓	✓		✓
20		✓		✓			
21		✓	✓		✓		✓
22		✓	✓	✓	✓		
23		✓			✓		
24		✓	✓	✓	✓	✓	
25		✓	✓	✓	✓	✓	



**ACTIONS TAKEN IN FY 2010-2011 TO USE FAIR EMPLOYMENT PRACTICES AND TO  
TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES-Exhibit 13**

Objective 4.3	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Implemented or updated court personnel policies	Provided technology training to employees	Provided in-house and/or outside employee training and/or education	Implemented or maintained employee training on civility and professionalism	Other
DISTRICT COURT							
26		✓	✓	✓	✓	✓	
27	✓						
28		✓		✓	✓		
29		✓	✓	✓	✓	✓	
30		✓			✓		
31		✓			✓		
32		✓					✓
33		✓	✓		✓	✓	
34		✓					✓
35		✓		✓	✓	✓	
36		✓	✓	✓	✓	✓	
37		✓	✓	✓			
38		✓		✓			
39	✓						
40		✓			✓		
42		✓			✓		
Caddo Juvenile		✓		✓		✓	
East Baton Rouge Family		✓		✓	✓		
East Baton Rouge Juvenile	✓						
Jefferson Juvenile		✓	✓	✓	✓	✓	
Orleans Civil		✓	✓	✓			
Orleans Criminal		✓	✓	✓	✓	✓	
Orleans Juvenile		✓	✓	✓	✓	✓	
TOTALS	3	45	26	33	34	17	8



# ACTIONS TAKEN IN FY 2010-2011 TO INFORM THE COMMUNITY OF THE COURT'S STRUCTURE, FUNCTION, AND PROGRAMS-Exhibit 14

Objective 4.4	Did not address in FY 2010-2011	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		✓		✓	✓		✓	✓		✓	
2		✓			✓		✓	✓			
3		✓					✓	✓			✓
4		✓	✓		✓	✓	✓	✓		✓	✓
5		✓	✓		✓				✓	✓	
6		✓	✓		✓		✓	✓			
7		✓					✓	✓		✓	
8	✓										
9		✓	✓	✓	✓		✓	✓	✓		
10		✓	✓	✓	✓	✓	✓	✓	✓		✓
11		✓						✓			
12		✓			✓	✓	✓	✓	✓		
13	✓										
14		✓	✓	✓	✓	✓	✓	✓	✓	✓	
15		✓	✓		✓	✓	✓	✓			
16		✓	✓				✓	✓	✓		✓
17		✓	✓		✓		✓				
18		✓	✓		✓		✓	✓	✓	✓	✓
19		✓						✓			✓
20		✓					✓	✓			
21		✓	✓		✓		✓	✓	✓		
22		✓	✓	✓	✓		✓	✓	✓		
23		✓	✓				✓	✓			
24		✓	✓		✓		✓	✓	✓	✓	
25		✓			✓	✓	✓		✓		



# ACTIONS TAKEN IN FY 2010-2011 TO INFORM THE COMMUNITY OF THE COURT'S STRUCTURE, FUNCTION, AND PROGRAMS~Exhibit 14

Objective 4.4	Did not address in FY 2010-2011	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											
26		✓	✓				✓	✓		✓	
27		✓							✓		
28		✓			✓		✓	✓			
29		✓	✓		✓		✓	✓	✓	✓	
30		✓							✓	✓	
31		✓	✓					✓			
32		✓		✓	✓	✓	✓	✓		✓	✓
33		✓	✓		✓			✓			
34		✓			✓		✓	✓	✓		✓
35		✓	✓				✓	✓			✓
36		✓			✓		✓	✓			
37		✓					✓		✓		
38		✓			✓		✓	✓			
39	✓										
40		✓	✓		✓		✓				
42	✓										
Caddo Juvenile		✓	✓	✓	✓		✓	✓	✓		
East Baton Rouge Family		✓	✓	✓	✓		✓	✓		✓	✓
East Baton Rouge Juvenile		✓		✓	✓	✓	✓	✓		✓	
Jefferson Juvenile		✓	✓	✓	✓		✓	✓	✓	✓	
Orleans Civil		✓	✓	✓	✓		✓	✓		✓	✓
Orleans Criminal		✓	✓	✓	✓		✓	✓	✓		✓
Orleans Juvenile		✓	✓	✓	✓	✓	✓	✓			
TOTALS	4	44	26	13	31	9	37	37	19	15	12



**ACTIONS TAKEN IN FY 2010-2011 TO RECOGNIZE NEW CONDITIONS OR  
EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:  
IMPLEMENTING TECHNOLOGIES-Exhibit 15**

Objective 4.5	Did not address in FY 2010-2011	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 equipment	Installed or updated digital audio/video	Installed or updated legal research software	Other
DISTRICT COURT												
1		✓	✓	✓	✓		✓		✓	✓	✓	
2		✓	✓						✓		✓	
3		✓	✓	✓			✓	✓				
4		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
5		✓		✓			✓					
6		✓	✓	✓		✓	✓	✓	✓		✓	
7		✓	✓	✓	✓		✓			✓		
8	✓											
9		✓	✓	✓	✓		✓	✓	✓		✓	
10		✓	✓		✓			✓				
11		✓	✓	✓	✓		✓		✓		✓	
12		✓			✓				✓			
13	✓											
14		✓	✓	✓	✓	✓	✓		✓	✓	✓	
15		✓	✓	✓	✓	✓			✓	✓	✓	
16		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
17		✓	✓	✓	✓	✓	✓		✓	✓	✓	
18		✓	✓	✓	✓	✓				✓	✓	
19		✓									✓	✓
20		✓			✓	✓			✓	✓		
21		✓		✓	✓		✓					
22		✓	✓	✓	✓	✓	✓		✓	✓	✓	
23		✓	✓	✓	✓		✓		✓	✓	✓	
24		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
25		✓		✓				✓				



**ACTIONS TAKEN IN FY 2010-2011 TO RECOGNIZE NEW CONDITIONS OR  
EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:  
IMPLEMENTING TECHNOLOGIES-Exhibit 15**

Objective 4.5	Did not address in FY 2010-2011	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 equipment	Installed or updated digital audio/video	Installed or updated legal research software	Other
DISTRICT COURT												
26		✓	✓	✓	✓		✓	✓	✓	✓	✓	
27		✓			✓	✓				✓		
28		✓	✓									✓
29		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
30		✓					✓	✓	✓			
31		✓	✓	✓		✓		✓	✓			
32		✓	✓	✓	✓	✓	✓	✓	✓	✓		
33		✓	✓	✓			✓		✓			
34		✓	✓		✓		✓				✓	
35		✓	✓		✓		✓				✓	
36		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
37		✓	✓									
38		✓	✓								✓	
39	✓											
40		✓	✓	✓	✓			✓	✓		✓	
42		✓	✓		✓		✓		✓	✓		
Caddo Juvenile		✓	✓	✓	✓	✓	✓	✓		✓		
East Baton Rouge Family		✓	✓	✓			✓	✓	✓		✓	
East Baton Rouge Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Jefferson Juvenile		✓	✓	✓	✓		✓	✓	✓	✓	✓	
Orleans Civil		✓	✓	✓	✓		✓	✓	✓			✓
Orleans Criminal		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Juvenile		✓		✓	✓	✓	✓	✓	✓			
TOTALS	3	45	36	32	32	18	31	21	30	22	26	5







**PERFORMANCE REPORTS:**

**PERFORMANCE OF THE  
CITY & PARISH COURTS**

# PERFORMANCE OF THE CITY AND PARISH COURTS

## INTRODUCTION

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 revised and updated in 2007.

The goals and objectives in the Strategic Plan of the City and Parish Courts are based on the Trial Court Performance Standards as modified by the Louisiana Commission on Strategic Planning for Limited Jurisdiction Courts.

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.” 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.” 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 city and parish court to a survey of chief judges, which was prepared by the Supreme Court Judicial Administrator’s Office and distributed to the city and parish courts during the early spring of 2012.

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

- 3.3 To ensure that the decisions of the court address clearly the issues presented to it and, where appropriate, to specify how compliance can be achieved.
- 3.4 To ensure that appropriate responsibility is taken for the enforcement of court orders.
- 3.5 To ensure that all court records of relevant court decisions and actions are accurate and 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 so.
- 5.2 To ensure that the court functions fairly, impartially, and expeditiously, and is perceived by the public to be so.
- 5.3 To ensure that the court is independent, cooperative with other components of government, and accountable, and is perceived by the public to be so.

## Objective 1.1

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

### Intent of the Objective

The 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 not contrary to 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:

- **Baton Rouge City Court.** Baton Rouge City Court installed four kiosks throughout the courthouse to inform patrons of the daily docket and courtroom assignments. The patron can search by last name and find the courtroom assigned to his or her proceeding or be directed to the information desk for further assistance.
- **Crowley City Court.** Crowley City Court continued to make the court schedule available at Crowley City Hall, at the Crowley Police Station, on the website of the Crowley Police Department, and through the local newspaper.
- **Jeanerette City Court.** Jeanerette City Court included court schedules and other court information on the court's Facebook page.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court posted signs prior to court closings and re-openings on the outside of the courthouse building. In addition, court closing and re-opening dates, current fine information, building directions, and hours of operation were easily accessible via recorded telephone messages.

- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court reported that staff members were available at the information counter during business hours. Additional staff members were assigned to the lobby during peak hours to assist the public. The court's website was constantly monitored and updated with current information. Members of the public were able to pay traffic fines by entering the court's website and accessing a link to the Jefferson Parish Sheriff's Office.
- **Leesville City Court.** Leesville City Court continued to work on a website to provide court information.
- **Marksville City Court.** Marksville City Court participated in a local radio talk show segment.
- **Natchitoches City Court.** Natchitoches City Court partnered with the Natchitoches newspaper to publish criminal and traffic dockets.
- **Orleans Parish Municipal Court.** Orleans Parish Municipal Court worked with the City of New Orleans information technology department to create a website for Municipal Court with court schedule information.
- **Slidell City Court.** Slidell City Court continued its efforts to keep the community informed of court services by maintaining the court's website. The website provides useful information including hours of operation, physical address, an interactive map and directions, the court calendar, contact information and links, dress code policy, history of the court, and forms for small claims and evictions along with an explanation of the judicial process in these matters. Traffic tickets may also be paid online when court attendance is not mandatory.

Additionally, the court installed a computer station in the lobby area to provide the public with free access for viewing public records. Policy and procedure was established for use of this system.



- **Springhill City Court.** Springhill City Court published the docket and minutes of court in the local newspaper.

## 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 and for providing the necessary heat and lighting in these buildings. They are also responsible for the safety and accessibility of 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:

- **Baton Rouge City Court.** To avoid delays in the administration of justice, Baton Rouge City Court provided website information on the procedure for individuals with disabilities to electronically request accommodations prior to an initial court appearance. This information was also printed on all traffic citations, summons, and notices to appear. The court sponsored training sessions for interpreter applicants, conducted by certified interpreters with the mission to educate applicants on the practicalities of providing this service in a courtroom environment.

The court prohibited cell phones and other electronic devices from the courthouse unless approved by a judge or the court administration staff. Attor-

neys with a valid bar card are allowed to enter the building with these devices. The security entrance to the courthouse was renovated to decrease accessibility and to allow security personnel to more effectively screen patrons. Additional security pads were placed throughout the courthouse to further restrict access to sensitive areas and additional security cameras were placed on the interior and exterior of the courthouse building to expand and upgrade visibility. Additional clerical staff was added to the individual courtrooms in order to reduce the responsibilities of the bailiff, allowing the bailiff to concentrate on security concerns.

- **Crowley City Court.** Crowley City Court reported that access to the second floor courtroom was available for individuals with disabilities via ramp and elevator.
- **Denham Springs City Court.** Denham Springs City Court reported that it maintained a safety divider wall in the courtroom.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that all court notices contained accommodation information for individuals with disabilities.

The court maintained a two-way radio system for communication between court bailiffs, security officers and key offices, including the probation department and judges' chambers. Also, contract security personnel are subject to background checks and must go through security training each year. Enhanced security measures are coordinated by court administration with the court's security company employees, the court's bailiff, and key court employees. These measures are implemented in anticipation of the appearance of known difficult defendants. This team effort proved effective in keeping peace and order in the courthouse, and more particularly the courtrooms, during criminal sessions.

The court completed a generator project in 2011. The generator was installed to provide the court with full functionality during power outages, as





long as the building is not flooded. The court has also installed a cloud-based data backup system.

- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish reported that court notices contained information on how individuals with disabilities may request assistance.

Also, the court continued to maintain a comprehensive security system that includes security cameras mounted throughout the building and requires each individual to be screened prior to entering the court building. The court also maintained a toll-free number to allow remote communication with employees if necessary.

- **Kaplan City Court.** Kaplan City Court continued to stress the importance of previously-implemented security and continuity of operations emergency preparedness measures.
- **Lafayette City Court.** Lafayette City Court maintained a tape backup and off-site server.
- **Leesville City Court.** Leesville City Court reported that it is prepared to follow the district court disaster plan.
- **Minden City Court.** Minden City Court reported that it is located within Minden City Hall, which is responsible for all Americans with Disability Act (ADA) building requirements. The court is ADA-friendly, with facilities available to all visitors.
- **New Orleans First City Court.** New Orleans First City Court reported that the Civil District Court Judicial Administrator is in charge of the court's Americans with Disabilities Act compliance.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to participate in the Law Enforcement District Proposition, which will bring \$7.5 million dollars in capital improvements to the Municipal and Traffic Court Building. The improvements will make the building compliant with the Americans with Disabilities Act. The

renovations are slated to begin in the first quarter of 2012.

The Orleans Parish Sheriff's Office provided security for the court building. All persons entering the building are subject to search and must walk through a stand-up scanner in addition to putting all belongings through an x-ray machine. Commissioned police officers have the option of locking up a firearm upon entrance to the building in lockers provided at the security check-point. The security system will be updated when the building is renovated.

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

- **Opelousas City Court.** Opelousas City Court established a court security committee.
- **Shreveport City Court.** Shreveport City Court reported it realized the need to update contact information for judges and staff due to recent changes in the Continuity of Operations plan.
- **Slidell City Court.** Slidell City Court continued to comply with the Americans with Disabilities Act and strove to improve the safety, accessibility and convenience offered to the public. Also, the court continued to maintain and improve its Continuity of Operation/Disaster Recovery Plan.





The City Marshal is responsible for security within the courthouse, and the Marshal and the Judge met regularly regarding courthouse security. All scanning equipment was kept up-to-date and maintained by the Marshal. All visitors to the court were processed and cleared through the security checkpoint. Those visitors providing a service or meeting with court personnel were escorted through the non-public areas. All court personnel were issued photo identification and door access cards to their respective authorized areas. The court also maintained video cameras monitoring the lobby/cashier window and juvenile holding area. Additionally, the Marshal physically oversaw employee arrivals and departures.

- **Sulphur City Court.** The Sulphur City Court Judge attended handgun training, received a concealed weapon permit, and purchased a handgun. The gun is in the courtroom; the bailiff keeps the key to the gun drawer and unlocks the drawer during court. The court also maintained backup systems, including handheld storage devices and scanned records.
- **Thibodaux City Court.** Thibodaux City Court hired a full-time security officer to secure the entire building.
- **Winnfield City Court.** Winnfield City Court reported that individuals with disabilities have easy access to the courtroom and also that the court continued to maintain its emergency and backup procedures.

### 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 individuals with disabilities, with difficulty communicating in English, or with mental impairments. For

example, courts can meet the objective through their efforts to comply with the programmatic requirements of the Americans with Disabilities Act and through the adoption of policies and procedures for ascertaining the need for and securing 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:

- **Baton Rouge City Court.** Baton Rouge City Court partnered with certified interpreters to provide training to new interpreter applicants interested in providing this service in the courtroom.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court maintained a computer program for assignment of interpreters. A computer code input by the minute clerk generates the appropriate notification for the appointment of an interpreter. The court also adopted standardized Boykin language for Spanish-language defendants and investigated offering classes to assist those with limited English proficiency to learn English.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court maintained a contract with a company that provides language interpreter services as needed.
- **Kaplan City Court.** Kaplan City Court continued to maintain previously-implemented procedures to provide interpreters.
- **Lafayette City Court.** Lafayette City Court provided Boykin forms in English and in Spanish. The court continues to expand a list of interpreters to include French, Spanish, Vietnamese, Arabic, Swahili, and any other required language.
- **New Orleans Municipal Court.** New Orleans Municipal Court reported that the grant for the Spanish interpreter expired in February of 2011. The court continued to maintain a list of available



certified interpreters that were called on an as-need basis, after the court's request for funding from the New Orleans City Council for continued funding for the interpreter was denied.

- **Slidell City Court.** Slidell City Court continued to improve its policies and procedures for assisting patrons with limited English proficiency. The court provided all information on the court website in Spanish as well as English, issued subpoenas in both English and Spanish, and continued to develop a Boykin form in Spanish.

#### 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 2010-2011. 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 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 increased the availability of interactive and PDF forms on its website and in public reception areas. The court also upgraded its brochures to provide clearer instructions to those using court forms.
- **Hammond City Court.** Hammond City Court provided generic forms for small claims and eviction matters.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court provided personnel to direct the public to the desired location and provided information on procedures during busy times. The Clerk of Court continued to allow access to court data systems for the purpose of records search, date compliance, and other matters, for both civil and criminal cases. The Clerk also provided some limited forms for self-represented litigants. The court provided court forms, affidavits, and other documents to the general public via e-mail.
- **Jefferson Parish Second Parish Court.** The judges of Jefferson Parish Second Parish Court provided assistance to self-represented litigants when necessary.
- **Lafayette City Court.** Lafayette City Court discussed the need for an additional indigent defense attorney with the Indigent Defender Board Director, and received approval for the additional attorney.
- **New Orleans Municipal Court.** Every section of New Orleans Municipal Court had an Orleans Parish public defender assigned to it. The public



defenders have a satellite office at Municipal Court, where a defendant can be screened to see if he/she qualifies for defender services. These attorneys are available to assist self-represented litigants as needed.

- **Slidell City Court.** Slidell City Court maintained an on-going list of legal service corporations and provided the information to patrons as needed. All unrepresented criminal defendants are provided the services of an indigent defender at all proceedings. Additionally, the court website contains information to help the public understand small claims and evictions procedures and provides the necessary forms, which can be filled out online and printed.

## 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, performance 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. Performance against these time standards, however, 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 administration continued to use CourTools, developed by the National Center for State Courts, to generate performance in several component areas of case processing, including trial date certainty, clearance rates, time to disposition, and age of active pending caseload. The court partnered with Southern Law School and its students to provide voluntary mediation alternatives in small claims and eviction matters. The court continued to participate as a pilot court in the Supreme Court Louisiana Court Connection project, to upgrade the existing case management system, and plans to add an imaging component to the system at implementation.
- **Denham Springs City Court.** Denham Springs City Court added additional court days to its calendar for civil matters and Department of Children and Family Services cases.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that its Internet-based payment system continued to be a success. E-mail communication between judicial clerks and the Louisiana State Police to receive crash reports minimized time delays in creating court records for certain automobile accident related traffic tickets. Urging communication and cooperation between the Judicial Clerk's Office and other court offices to address old cases resulted in the processing of old, open, traffic court records. As some defendants have multiple traffic and misdemeanor charges emanating from one incident, effective communica-



tion between agencies is imperative for the correct case billing.

The court adjusted the computer program that allows docket setting to set the maximum number of cases, to ensure that trial dates are scheduled quickly and efficiently. The court also completed a project to expand the use of signature pads for all transactions at the clerk's counter.

- **Jefferson Parish Second Parish Court.** Second Parish Court is currently working on a plan to bring older, stagnant traffic records to completion.
- **Jennings City Court.** Jennings City Court began implementing a new court docket/case management operating system.
- **Kaplan City Court.** Kaplan City Court continued previously-implemented procedures to ensure timely completion of work and of court rulings under advisement.
- **Lafayette City Court.** Lafayette City Court developed new software to improve automation. The new software helped the court to increase both the number of court sessions and the number of cases handled per docket.
- **Leesville City Court.** Leesville City Court reported it is current on its caseload.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to use a case management system that is updated on an ongoing basis. The court continued to work on an electronic subpoena and warrant system for the New Orleans Police Department. The court implemented a scanning system to purge old cases and to increase the hard drive capacity of the main server. The court also maintained an additional server and off-site backup, to ensure proper storage of the contents of the case management system. The court, assisted by the staff of the Louisiana Secretary of State, continued to work on implementing a records retention policy.

- **Port Allen City Court.** Port Allen City Court reported that its docket is current.
- **Slidell City Court.** Slidell City Court continued efforts to reduce delays and maintain effective case management. The court also began to research and identify a new case management system that will allow better case management, reporting, and accounting and will ultimately reduce delays.
- **Thibodaux City Court.** Thibodaux City Court reported that after 50 years of commencing court at 2:00 p.m., court now begins at 9:00 a.m. to meet the demands of the court's growing dockets.

## 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 2010-2011. 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:



- **Crowley City Court.** The Crowley City Court Judge regularly attended seminars on recent developments in the law.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that after the legislative session the court updated its court management system and the fine schedule, posted the new schedule in public areas, and added the schedule to the recorded information on the public call-in line.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court reviewed and implemented pertinent legislative changes as needed.
- **Kaplan City Court.** The Kaplan City Court maintained prior efforts to implement changes in both substantive and procedural law.
- **Minden City Court.** The Judge of this single-judge court continued to receive and implement changes when required.
- **New Orleans Municipal Court.** New Orleans Municipal Court circulated updated ordinances from the City of New Orleans when they were received from the city council. The court purchased yearly updates for the Louisiana Revised Statutes, Code of Criminal Procedure, and Evidence Handbook and made copies available to all sections of court. The court continued to make Westlaw available for research purposes.
- **New Orleans Traffic Court.** New Orleans Traffic Court successfully lobbied the legislature to amend R.S. 13:2501.1, relative to increasing court costs.
- **Rayne City Court.** The Rayne City Court judge and clerks scheduled a meeting to discuss changes in law and procedure, to ensure that the necessary changes were carried out.
- **Slidell City Court.** Slidell City Court continued to promptly review and implement changes in law and procedure.
- **Sulphur City Court.** Sulphur City Court sent clerks and court staff to seminars and conventions to keep updated in changes to the law.

### Objective 3.1

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

City and parish courts were not surveyed regarding this objective in 2010-2011. 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 to the case or legally irrelevant characteristics of the parties. To the extent possible, persons similarly situated should receive similar treatment. The objective further recognizes that court decisions and actions must 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:

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that DWI trial dockets were prepared by giving attention to the personal driving record of the defendants. This attention meant that DWI sentences were better tailored, within legal guidelines, to the circumstances of the defendants as individuals.
- **Kaplan City Court.** The court continued previously-implemented measures in this area.
- **Lafayette City Court.** Lafayette City Court continued to access Westlaw by devices including mobile devices and computers in the court rooms. Even though this court handled more than 40,000 cases each year, all decisions by the court were based on legally relevant factors, taking into account the specific facts of each case.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to work with different stakeholders to develop alternative sentencing programs.
- **Shreveport City Court.** Shreveport City Court worked with the local Indigent Defender's Office to obtain a full-time indigent defender to be housed at the city court, with the goals of greater representation and ensuring fairness and equality of treatment.
- **Slidell City Court.** Slidell City Court continued to develop bench books to include Boykin language and guidelines for sentencing that are standardized and in compliance with the law. These standardized guidelines are then conveyed to the Clerk, City Prosecutor, and defense attorneys.

## Objective 3.3

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

City and parish courts were not surveyed regarding this objective in 2010-2011. 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 2010-2011. 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 properly preserved.**

## 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 properly preserved.

## Responses to the Objective

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

- **Baton Rouge City Court.** Baton Rouge City Court reported that imaging, scanning and bar coding will be included as components of the Supreme Court's Louisiana Court Connection system that is being developed.





- **Denham Springs City Court.** Denham Springs City Court certified seven employees as digital court reporters. The court also purchased, installed and obtained training for all digital reporters and bailiffs on a new digital recording system for the courtroom.
- **Hammond City Court.** Hammond City Court adhered to and updated its records retention plan.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court combined steno, digital recording, and additional backup of CD or cassette tape recorders to ensure there are no issues with any dialogue in the courtroom. The court's Judicial Clerk's Office has implemented a case-by-case check of defendants' records upon receipt of newly billed charges. Each defendant's case is checked for open records in an effort to enforce compliance upon defendant's appearance at court.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court reported that the Clerk of Court's Office continued a comprehensive records retention plan and scanned documents that were filed in civil and DWI cases. The Clerk is planning to scan all documents in the future.
- **New Orleans Municipal Court.** New Orleans Municipal Court purchased scanning equipment and implemented a scanning policy. The court also completed and received approval of its record retention plan from the Louisiana Secretary of State's Office.
- **Rayne City Court.** Rayne City court submitted its records retention plan to the Louisiana Secretary of State's Office on September 15, 2011, and looks forward to receiving the approved plan.
- **Ruston City Court.** Ruston City Court relocated and improved record storage conditions.
- **Slidell City Court.** Slidell City Court had a full-time court reporter to the staff that used real-time reporting, ensuring complete accuracy in all court

proceedings. Additionally, the court performed tests on the case management backup system to ensure that all data was properly saved and able to be restored. The Clerk of Court and the Judge met on a regular basis to discuss improving procedures and to address problems as they arose.

- **Thibodaux City Court.** Thibodaux City Court continued to lease an offsite storage facility for older records.

## 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:

- **Baton Rouge City Court.** Baton Rouge City Court instituted a Sobriety Court with the help of a grant from the Louisiana Highway Safety Commission. The elements, mission, and principles of the Sobriety Court have been publicized to the public, legal community, and civic leaders. The court has



also partnered with the Louisiana Department of Public Safety, Office of Motor Vehicles, to open a satellite office at the court. Matters relating to license suspensions and renewals can be handled at this location.

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court worked with parish government through a cooperative endeavor agreement, whereby the parish handled employee payroll, accounting, and collection of court fines.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court worked with the offices of the Jefferson Parish Sheriff, Clerk of Court, and District Attorney on a daily basis to provide timely and efficient service to the public.
- **New Orleans Municipal Court.** New Orleans Municipal Court advised both legislative and executive branches of government regarding their obligations under the Constitutions of the United States and Louisiana and the statutes of Louisiana relative to court funding.
- **New Orleans Traffic Court.** New Orleans Traffic Court met on many occasions with representatives of the city's executive and legislative branches to discuss the court, its operations, and its financial resources. Additionally, the court joined with other entities within the Criminal Justice Complex to develop and secure passage of bond referendum to fund necessary capital improvements to the complex.
- **Slidell City Court.** The Slidell City Court Judge continued to meet regularly with state and local representatives and various law enforcement agencies to discuss issues of mutual concern. He also regularly participated at meetings of various civic organizations, including the Louisiana State Bar Association and Slidell Chamber of Commerce.

## 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 2010-2011. 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:

- **Baton Rouge City Court.** Baton Rouge City Court continued to update in-house training by certifying staff members through a program offered by the City-Parish Human Resource Department, allowing ongoing training to occur on site. The court sponsored an annual professional development seminar, in which a nationally-recognized speaker offered guidance in personalized service and methods of servanthood in the court environment. The court also developed a printed and electronic library in all areas of public service, including



effective interaction with the public and proper standards in providing legal assistance. Network service staff provided electronic tips to other court staff on a weekly basis to enlighten them on short-cuts and available avenues to improve network case management. A committee, consisting of a cross-section of staff members, was assigned to the task of examining existing personnel rules and policies to make recommendations on changes, improvements, or additions.

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court provided specific, ongoing training for judicial clerks in communicating with other court entities in order to assist those entities in correctly closing all open records.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court judges and other court personnel regularly attended training sessions and seminars on various topics relevant to the court. In 2011, the court's administrative staff attended a seminar on changes and updates to the field of human resources.
- **Jennings City Court.** Jennings City Court reported that its employees attended seminars addressing human resource issues.
- **Slidell City Court.** Slidell City Court continued to update employee personnel policies and communicate expectations to its new and existing employees throughout the year. In addition to ongoing cross-training within the court, deputy clerks attended off-site seminars to increase proficiency in job skills and in communicating with other staff members and the public.

## Objective 4.4

To inform the community of the court's structure, function, 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:

- **Denham Springs City Court.** Denham Springs City Court sponsored a mock trial for children 8 to 12 years of age, in conjunction with the District Attorney and the local police department's Latch Key Program.
- **Jeanerette City Court.** Jeanerette City Court reported that it continued to utilize Facebook to post warrant information and inform the public about community events.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court held mock trials for local area high school students. The court also worked with local high schools and colleges to accommodate students seeking "intern" programs and continued to engage local students by providing hands-on training and insight into the judicial system as it relates to criminal, misdemeanor and traffic offenses.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court judges provided DWI awareness programs to local high school students. The programs are scheduled so that the students receive the information just prior to attending their proms.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to work on developing a website through the City of New Orleans.



- **Slidell City Court.** Slidell City Court maintained excellent working relationships with key individuals in local media and homeowner groups to ensure that the court remains as a resource for them whenever they discuss or report on the court, the law or the administration of justice. The court also took an active role in working with media to feature stories on the court, its services and the law. The Judge continued to be particularly active in speaking to civic and business groups in the community. Awareness of the court, its role in the community, and its jurisdiction has grown as a result of these speaking engagements.
- **Thibodaux City Court.** Thibodaux City Court continued to host the “Mayor for a Day” program.

## Objective 4.5

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

### 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:

- **Baton Rouge City Court.** Baton Rouge City Court installed kiosks throughout the courthouse that electronically informed the public regarding the date, time, and location of hearings. The court continued to upgrade court technologies and to expand the capability of on-line ticket payments. The court improved video/digital capabilities in the courtrooms and classrooms for better seminars, presentations, and displays of evidence. The court also

installed digital fingerprint hardware and software to facilitate time reporting by employees.

- **Denham Springs City Court.** Denham Springs City Court established a SKYPE account for video conferencing witness testimony.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court installed cloud-based data backup and improved information flow from other agencies to the court. The court also expanded and maintained the use of electronic signature pads for defendants accepting service of court notices.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court installed electronic signature pads at the Clerk of Court’s transaction counters as a step toward a future paperless system.
- **Jennings City Court.** Jennings City Court began implementing a new case management/docketing system.
- **Minden City Court.** Minden City Court reported that its building and courtroom were remodeled in 2011. The remodeled areas include new equipment and security systems.
- **New Orleans Municipal Court.** New Orleans Municipal Court purchased and installed a new backup server and upgraded the existing server to accommodate scanning equipment. The court has purchased 20 new central processing units for court computers.
- **New Orleans Traffic Court.** New Orleans Traffic Court reported that it mobilized its infrastructure to better serve the court staff and the public.
- **Slidell City Court.** Slidell City Court continued to update its technology to ensure effectiveness and efficiency. Online access to a variety of sites remains an integral part of the research the court uses



to manage its legal and administrative needs. Various software programs were purchased or upgraded to support court administrative and legal functions. The court continued to research a new case management system with the goal of reducing delays and improving court operations by facilitating better data management, reporting, and accounting.

### 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 2010-2011.

- **Abbeville City Court.** Abbeville City Court began to make defendants more aware of the consequences of failing to appear for court.
- **Alexandria City Court.** Alexandria City Court installed new court software which allowed easier access to probation and criminal information.
- **Ascension Parish Court.** Ascension Parish Court continued to strive to provide fair and equal justice to all who enter its courtroom whether for a civil, criminal or juvenile matter.
- **Baker City Court.** Baker City Court set shorter time frames to conclude traffic and criminal cases.
- **Bastrop City Court.** Bastrop City Court implemented the storage of cases and files online and in "the cloud" so that in the event of disaster, the court would be able to relocate to another location and have access to all cases and files.
- **Baton Rouge City Court.** Baton Rouge City Court has adopted a five-year plan, "Destination: Next Generation," with the objective to create a blueprint for the growth and future development of Baton Rouge City Court for the next generation, and to provide goals and initiatives that support and advance the mission of the court.
- **Bogalusa City Court.** Bogalusa City Court installed a new computer system, "Quick Court," which has updated several aspects of daily work and record keeping. The court is especially proud of this accomplishment.
- **Bossier City Court.** Bossier City Court developed the ability to produce statistical reports automatically, eliminating the need to count statistics by hand.





- **Breaux Bridge City Court.** Breaux Bridge City Court continued to maintain the Breaux Bridge City Court Juvenile Drug Court Program.
- **Bunkie City Court.** Bunkie City Court added additional juvenile court days to ensure that the juvenile docket was as current as possible.
- **Crowley City Court.** Crowley City Court updated the courtroom recording system, whereby audio is specifically recorded and sorted for each criminal case disposition and attaches directly to the electronic case file.
- **Denham Springs City Court.** Denham Springs City Court added a security wall in the courtroom to make the courtroom a safer environment for court staff, staff from other agencies, parents and children in juvenile cases, defendants and witnesses in criminal matters, and all litigants in civil cases. The wall also enhanced the appearance of the courtroom. The addition of the security wall was the most important recommendation of the U. S. Marshal who conducted the court security survey.
- **Franklin City Court.** Franklin City Court began posting court dates in the court room for the public to view, giving the public the opportunity to ask questions about upcoming dates and request a workable substitute hearing date, if one is needed.
- **Hammond City Court.** Hammond City Court continued to work cooperatively with the Tangipahoa Parish School System to address truancy issues. The court also implemented a One-Time Appearance procedure for traffic offenses. This procedure reduced time constraints and multiple court appearances for the public and offered more user-friendly payment procedures. The One-Time Appearance procedure also reduced the number of persons in court at one time which maximized the efficiency of court proceedings and ensured better security and safety for all.
- **Houma City Court.** Houma City Court conducted a surprise and secret inspection regarding

the professionalism and civility of court personnel, carried out by an individual with expertise in the field. The inspection went extremely well and the results were shared with court personnel and the Marshal's Office. Recommendations pertaining to visitors, such as posting a deputy marshal at the entrance to greet visitors and provide information, were implemented.

- **Jeanerette City Court.** Jeanerette City Court improved the juvenile court facility with conference rooms for attorney/client conferences and rooms for separation of offenders and victims.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court administration continually worked to implement strategies consistent with efficient and professional court functions. Promotion of open-minded communication among all employees encouraged a "think outside the box" strategy that facilitated team-binding, boosted morale, and positively and productively impacted staff attitude.

Through coordination and cooperation with the state, the court started to receive state tax garnishment funds for defendants who either pled guilty or were found guilty and were at least six months delinquent on payment of their assessed fines/fees. This process has helped the court financially as an additional way to receive delinquent monies (year-end total for 2011 was \$230,695.55). Plans are underway to expand the case management system for use of tablets and to move toward a paperless system.

- **Jefferson Parish Second Parish Court.** In 2011, Second Parish Court installed electronic signature pads at the Clerk's transaction counters. The signature pads capture a person's signature in acknowledgment of a new court date. This electronic signature is then incorporated into the minutes that become part of the permanent record. The signature pads saved the time and expense of printing the minutes and retrieving the records to file the minutes.





The judges and staff have been devising a plan to implement a paperless system at Second Parish Court. When this system is realized, it will incorporate the electronic signature pads that are presently in use at the Clerk of Court's transaction counters. The judges and staff envision a paperless system that will eventually utilize electronic pads in the courtrooms and District Attorney's conference rooms.

- **Jennings City Court.** Jennings City Court implemented the new case management/docketing operating system.
- **Kaplan City Court.** Kaplan City Court continued to work with the city to provide a new court building, with plans to implement better security, easier access, and better service for the public and the administration of justice for the 9th Ward of Vermilion Parish and Kaplan City Court.
- **Lafayette City Court.** Lafayette City Court reported it has a state of the art server in the court and off-site. The court updated all case management software and works daily to improve court case management. Due to these measures, the court has been able to handle a 25% increase in case load. Court staff also worked diligently to handle a backlog of cases that were received from the prosecutor's office in the past two years.
- **Lake Charles City Court.** Lake Charles City Court engaged a company to scan all of the court's dockets from past years. The court also uploaded all dockets onto the court server for access by all employees and initiated a procedure to continuously scan dockets into the court server within one week of the court date.
- **Marksville City Court.** Marksville City Court reported that it supported Mothers Against Drunk Driving (MADD) panels for DWI offenders and special juvenile proceedings for truancy cases.
- **Monroe City Court.** Monroe City Court continues to strive to improve accessibility to the court

and effective participation in court proceedings for all individuals, including persons with limited English proficiency (LEP). When necessary, the court will continue to use foreign language interpreter services to ensure accessibility.

- **Morgan City Court.** Morgan City Court installed new computers with 64-bit operating systems and Microsoft Windows 7, and purchased and upgraded the court's Winjuris software to the SQL computer language.
- **Natchitoches City Court.** Natchitoches City Court realized that it was rapidly running out of space for suit records as well as criminal and traffic records. The court administrator contracted for a new rolling cabinet system that will allow the court to have twice the file capacity in the same storage area.
- **New Orleans Second City Court.** New Orleans Second City Court instituted a wage dispute section of court where monthly hearings will address wage dispute claims, most of which were brought by self-represented litigants.
- **New Orleans Municipal Court.** New Orleans Municipal Court worked with the District Attorney's Office to facilitate the transfer of domestic violence cases back to Municipal Court. The court continued to work with the District Attorney as well as the City Attorney on new ordinances created by the City Council which mirror state misdemeanors. The court continued to provide services to the public as it relates to truancy, homelessness, mental health, veteran affairs and domestic violence. The court continued to develop alternative sentencing programs and update the technology system. The implementation of ONBASE, a scanning program, will improve recording and maintenance of court records. Renovations to Municipal Court are scheduled to begin April 2012. Once the renovations are complete, the court will be positioned to implement a very progressive and ambitious strategic plan.



- **New Orleans Traffic Court.** New Orleans Traffic Court successfully developed and passed a bond referendum, generating \$7.5 million to substantially renovate the courthouse. The court also successfully developed and implemented collection strategies concerning past due tickets which generated record-breaking revenues. The court also reduced the court's overhead from \$5.6 million to \$4.4 million.
- **Opelousas City Court.** Opelousas City Court has taken a leadership role in forming a local parish adult re-entry coalition. The coalition meets to address various needs of inmates reintegrating into the community.
- **Pineville City Court.** Pineville City Court updated the Civil Case Management System, which has expedited the litigation process for civil litigants. The court recently purchased a scanning system which will enhance the court's record retention.
- **Plaquemine City Court.** Plaquemine City Court conducted in-house software training, which enabled court personnel to maintain upgrades on reports, files and all records of the court.
- **Port Allen City Court.** Port Allen City Court, in conjunction with the Marshal's Office, instituted a community service program. This program is an option for defendants who may be unable to pay a fine, and it also helps the community.
- **Rayne City Court.** Rayne City Court improved the court's commercial bond forfeiture procedure, resulting in more efficient processing of outstanding warrants and fine collections. The Judge and Administrative Clerk met with the Chief of Police and information technology representatives in an effort to streamline warrant procedures.
- **Ruston City Court.** Ruston City Court's jurisdiction was increased to just below the jury trial minimum threshold to better serve the local bar

association and the needs of citizens and the business community.

- **Shreveport City Court.** Shreveport City Court implemented a court web page and contracted for services needed to support the payments of fines online. Both these improvements have proven beneficial.
  - **Slidell City Court.** Slidell City Court continued to improve its efficiency and effectiveness on a regular basis. The court is extremely proud that it was finally able to address the roof and mechanical issues that had plagued the building for so many years. Renovations were started in October 2010 to repair an on-going leaking roof and replace the mechanical heating and cooling system. These renovations were completed in May of 2011, allowing the building to be heated for the first time since Hurricane Katrina.
- The court also installed a computer terminal in the general lobby area for viewing court records. This technological advance offers the community a convenient and time-saving method to satisfy their public record requests.
- **Sulphur City Court.** Sulphur City Court scanned all files; removed most of the filing cabinets to provide more space; improved court technology; and employed video arraignments to reduce the number of prisoners that had to be transported to the courthouse from Calcasieu Correctional Center and the Sulphur Jail. The court also linked the audio files from hearings to the individual court user's digital file and was able to do the same with photos and other documents.
  - **Thibodaux City Court.** Thibodaux City Court implemented a new security policy, of which it is quite proud.
  - **Winnfield City Court.** Winnfield City Court set aside two days a month devoted solely to the administration of the court.



- **Winnsboro City Court.** Winnsboro City Court proudly continued an ongoing initiative to provide a low cost, user-friendly court for its citizens.
- **Zachary City Court.** Zachary City Court purchased a new software program, of which it is quite proud, which will increase case management efficiency and reporting. The court continued to address domestic abuse violations by having subjects appear for arraignment within one week of date of offense, and instituted a domestic violations program which addresses the issues quickly and efficiently.



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**ACTIONS TAKEN IN FY 2010-2011 TO CONDUCT JUDICIAL PROCEEDINGS THAT  
ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF  
THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS~Exhibit 1**

OBJECTIVE 1.1	Did not address in FY 2010-2011	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
CITY/PARISH COURT							
Abbeville		✓	✓				
Alexandria	✓						
Ascension Parish Ct.		✓		✓			
Baker		✓	✓		✓	✓	
Bastrop		✓		✓		✓	
Baton Rouge		✓	✓	✓	✓	✓	✓
Bogalusa		✓				✓	
Bossier City		✓		✓		✓	
Breaux Bridge	✓						
Bunkie		✓				✓	
Crowley		✓	✓	✓	✓		✓
Denham Springs		✓		✓	✓		
Eunice		✓	✓	✓		✓	
Franklin		✓	✓				
Hammond		✓	✓		✓	✓	
Houma		✓	✓	✓	✓	✓	
Jeanerette		✓					✓
Jefferson - 1st Parish Ct.		✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish Ct.		✓	✓	✓	✓	✓	✓
Jennings		✓	✓	✓			
Kaplan	✓						
Lafayette		✓	✓		✓		
Lake Charles		✓		✓		✓	
Leesville		✓					✓
Marksville		✓					✓
Minden		✓					
Monroe		✓		✓	✓	✓	
Morgan City		✓	✓				



**ACTIONS TAKEN IN FY 2010-2011 TO CONDUCT JUDICIAL PROCEEDINGS THAT  
ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF  
THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS~Exhibit 1**

OBJECTIVE 1.1	Did not address in FY 2010-2011	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
CITY/PARISH COURT							
Natchitoches		✓				✓	✓
New Iberia		✓				✓	
N.O. - 1st City Ct.		✓	✓	✓	✓		
N.O. - 2nd City Ct.	✓						
N.O. - Municipal Ct.		✓	✓			✓	✓
N.O. - Traffic Ct.		✓	✓	✓		✓	
Oakdale		✓	✓	✓	✓		
Opelousas		✓	✓	✓	✓		
Pineville		✓	✓				
Plaquemine		✓	✓				
Port Allen		✓		✓		✓	
Rayne		✓	✓	✓	✓		
Ruston	✓						
Shreveport		✓	✓	✓		✓	
Slidell		✓		✓	✓	✓	✓
Springhill		✓					✓
Sulphur		✓		✓			
Thibodaux	✓						
Vidalia	✓						
Ville Platte		✓	✓				
West Monroe		✓	✓	✓			
Winnfield		✓	✓				
Winnsboro		✓	✓			✓	
Zachary		✓	✓	✓			
TOTALS	7	45	27	24	15	21	11





**ACTIONS TAKEN IN FY 2010-2011 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 in FY 2010-2011	Continued to address this objective through the actions indicated	Developed or maintained ADA non-discrimination policies or court rules	Posted public notices/communications of the 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 interpreters	Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
CITY/PARISH COURT										
Abbeville		✓	✓	✓		✓		✓		
Alexandria		✓				✓				
Ascension Parish Ct.		✓	✓	✓	✓	✓		✓		
Baker		✓	✓							
Bastrop		✓					✓			
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa	✓									
Bossier City	✓									
Breaux Bridge	✓									
Bunkie		✓						✓		
Crowley		✓	✓	✓						✓
Denham Springs		✓						✓		
Eunice	✓									
Franklin		✓				✓				
Hammond		✓	✓					✓		
Houma		✓	✓				✓	✓		
Jeanerette		✓			✓					
Jefferson - 1st Parish Ct.		✓	✓	✓	✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish Ct.		✓	✓	✓	✓	✓	✓	✓	✓	✓
Jennings		✓	✓							
Kaplan	✓									
Lafayette		✓	✓			✓	✓	✓		
Lake Charles		✓	✓		✓		✓	✓		
Leesville		✓						✓		
Marksville	✓									
Minden		✓								✓
Monroe		✓	✓	✓	✓	✓	✓	✓	✓	
Morgan City		✓		✓						



**ACTIONS TAKEN IN FY 2010-2011 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 in FY 2010-2011	Continued to address this objective through the actions indicated	Developed or maintained ADA non-discrimination policies or court rules	Posted public notices/communications of the 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 interpreters	Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
CITY/PARISH COURT										
Natchitoches	✓									
New Iberia		✓						✓		
N.O. - 1st City Ct.		✓	✓	✓		✓			✓	✓
N.O. - 2nd City Ct.		✓	✓	✓	✓	✓			✓	
N.O. - Municipal Ct.		✓		✓		✓		✓		✓
N.O. - Traffic Ct.		✓	✓	✓		✓	✓	✓		
Oakdale		✓					✓			
Opelousas		✓	✓			✓				
Pineville		✓	✓							
Plaquemine	✓									
Port Allen		✓				✓		✓		
Rayne		✓				✓		✓	✓	
Ruston		✓						✓		
Shreveport		✓	✓	✓		✓	✓	✓	✓	
Slidell		✓	✓	✓	✓		✓	✓		✓
Springhill	✓									
Sulphur		✓	✓	✓		✓		✓		
Thibodaux		✓								
Vidalia	✓									
Ville Platte		✓				✓				
West Monroe	✓									
Winnfield		✓								✓
Winnsboro		✓		✓						
Zachary		✓		✓	✓	✓		✓	✓	
TOTALS	11	41	21	17	10	20	12	23	9	9



**ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE RESPONSIBLE PARTIES TO  
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:  
IMPLEMENTING SAFETY AND SECURITY MEASURES-Exhibit 3**

Objective 1.2	Did not address in FY 2010-2011	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		✓	✓					✓			✓	✓		
Alexandria		✓	✓								✓		✓	
Ascension Parish Ct.		✓	✓	✓			✓	✓			✓		✓	
Baker		✓	✓					✓	✓		✓		✓	
Bastrop		✓	✓			✓	✓				✓		✓	
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa		✓	✓		✓	✓	✓	✓	✓	✓	✓			
Bossier City		✓	✓				✓	✓	✓	✓	✓		✓	
Breaux Bridge		✓						✓	✓	✓			✓	
Bunkie		✓	✓											
Crowley		✓	✓									✓	✓	
Denham Springs		✓		✓			✓	✓			✓			✓
Eunice		✓											✓	
Franklin		✓	✓				✓				✓			
Hammond		✓	✓			✓		✓			✓	✓	✓	
Houma		✓	✓		✓	✓		✓		✓	✓	✓	✓	
Jeanerette		✓				✓						✓	✓	
Jefferson - 1st Parish Ct.		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓
Jefferson - 2nd Parish Ct.		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jennings		✓			✓	✓	✓				✓	✓	✓	
Kaplan		✓												✓
Lafayette		✓	✓			✓	✓	✓		✓	✓		✓	
Lake Charles		✓	✓		✓	✓		✓	✓		✓	✓	✓	
Leesville		✓	✓		✓								✓	
Marksville		✓	✓			✓		✓					✓	
Minden		✓	✓				✓				✓			
Monroe		✓	✓				✓							
Morgan City		✓	✓											



**ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE RESPONSIBLE PARTIES TO  
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:  
IMPLEMENTING SAFETY AND SECURITY MEASURES--Exhibit 3**

Objective 1.2	Did not address in FY 2010-2011	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		✓	✓								✓			
New Iberia		✓	✓	✓		✓	✓	✓			✓	✓	✓	
N.O. - 1st City Ct.		✓	✓								✓	✓		
N.O. - 2nd City Ct.		✓	✓								✓	✓	✓	
N.O. - Municipal Ct.		✓	✓				✓				✓	✓	✓	✓
N.O. - Traffic Ct.		✓						✓			✓	✓	✓	
Oakdale		✓									✓			
Opelousas		✓		✓										✓
Pineville		✓	✓				✓				✓			
Plaquemine	✓													
Port Allen		✓										✓	✓	
Rayne		✓	✓				✓	✓			✓	✓	✓	
Ruston	✓													
Shreveport		✓	✓			✓	✓	✓	✓		✓	✓		
Slidell		✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓
Springhill	✓													
Sulphur		✓	✓											✓
Thibodaux		✓	✓						✓		✓		✓	✓
Vidalia		✓					✓							
Ville Platte		✓					✓				✓		✓	
West Monroe		✓	✓				✓				✓			
Winnfield		✓	✓										✓	
Winnsboro		✓											✓	
Zachary		✓	✓		✓	✓	✓	✓			✓	✓	✓	
TOTALS	3	49	36	5	10	16	23	21	10	9	33	20	30	10



**ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE RESPONSIBLE PARTIES TO  
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENT-  
ING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN-Exhibit 4**

Objective 1.2	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
CITY/PARISH COURT														
Abbeville		✓			✓		✓							
Alexandria	✓													
Ascension Parish Ct.		✓		✓										
Baker		✓		✓										
Bastrop		✓					✓	✓	✓					
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Bogalusa		✓							✓					
Bossier City	✓													
Breaux Bridge	✓													
Bunkie	✓													
Crowley		✓	✓	✓		✓	✓	✓	✓				✓	
Denham Springs		✓							✓					
Eunice	✓													
Franklin		✓			✓									
Hammond		✓	✓	✓	✓	✓	✓				✓			
Houma		✓	✓	✓		✓					✓			
Jeanerette		✓							✓					
Jefferson - 1st Parish Ct.		✓	✓	✓	✓	✓	✓	✓	✓	✓				✓
Jefferson - 2nd Parish Ct.		✓	✓	✓		✓	✓	✓	✓	✓	✓			✓
Jennings		✓	✓	✓	✓	✓				✓	✓			
Kaplan		✓												✓
Lafayette		✓	✓	✓	✓			✓				✓		✓
Lake Charles		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Leesville		✓									✓			✓
Marksville	✓													
Minden		✓												
Monroe		✓	✓	✓	✓									
Morgan City		✓		✓		✓	✓		✓		✓	✓		



**ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE RESPONSIBLE PARTIES TO  
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENT-  
ING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN--Exhibit 4**

Objective 1.2	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
CITY/PARISH COURT														
Natchitoches		✓							✓					
New Iberia		✓	✓	✓		✓			✓		✓			
N.O. - 1st City Ct.		✓	✓	✓		✓	✓	✓	✓					
N.O. - 2nd City Ct.		✓		✓	✓	✓	✓	✓	✓	✓				
N.O. - Municipal Ct.		✓	✓	✓							✓	✓		✓
N.O. - Traffic Ct.		✓		✓	✓		✓		✓					
Oakdale	✓													
Opelousas	✓													
Pineville		✓	✓						✓					
Plaquemine	✓													
Port Allen		✓							✓					
Rayne		✓		✓	✓									
Ruston	✓													
Shreveport		✓							✓					✓
Slidell		✓	✓	✓							✓	✓		✓
Springhill	✓													
Sulphur		✓		✓		✓			✓					✓
Thibodaux	✓													
Vidalia		✓			✓		✓		✓					
Ville Platte		✓									✓			
West Monroe	✓													
Winnfield		✓												✓
Winnsboro		✓												
Zachary		✓			✓	✓			✓					
TOTALS	13	39	15	21	14	14	13	9	21	6	12	6	3	10





**ACTIONS TAKEN IN FY 2010-2011 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 2010-2011	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									
Abbeville		✓			✓	✓			
Alexandria		✓			✓	✓	✓		
Ascension Parish Ct.		✓			✓	✓	✓		
Baker		✓			✓		✓		
Bastrop		✓			✓	✓			
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa		✓			✓				
Bossier City		✓			✓	✓	✓		
Breaux Bridge		✓			✓	✓			
Bunkie		✓				✓			
Crowley		✓			✓	✓			
Denham Springs		✓			✓	✓	✓		
Eunice	✓								
Franklin		✓			✓				
Hammond		✓			✓	✓	✓		
Houma		✓		✓		✓		✓	
Jeanerette		✓			✓	✓			
Jefferson - 1st Parish Ct.		✓		✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish Ct.		✓		✓	✓	✓	✓	✓	✓
Jennings		✓			✓	✓	✓		
Kaplan		✓							✓
Lafayette		✓	✓		✓	✓	✓	✓	✓
Lake Charles		✓	✓		✓	✓	✓	✓	
Leesville		✓				✓			
Marksville	✓								
Minden		✓			✓				
Monroe		✓		✓	✓	✓			
Morgan City		✓			✓	✓		✓	



**ACTIONS TAKEN IN FY 2010-2011 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 2010-2011	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		✓						✓	
New Iberia		✓			✓	✓	✓	✓	
N.O. - 1st City Ct.		✓		✓	✓	✓	✓		
N.O. - 2nd City Ct.		✓			✓	✓			
N.O. - Municipal Ct.		✓			✓	✓			✓
N.O. - Traffic Ct.		✓			✓				
Oakdale		✓			✓				
Opelousas		✓			✓		✓		
Pineville		✓			✓	✓			
Plaquemine		✓			✓				
Port Allen		✓			✓	✓	✓		
Rayne		✓			✓	✓		✓	
Ruston		✓			✓				
Shreveport		✓	✓		✓	✓	✓	✓	
Slidell		✓	✓	✓	✓	✓	✓	✓	✓
Springhill		✓			✓				
Sulphur		✓		✓	✓	✓	✓	✓	
Thibodaux		✓			✓	✓	✓		
Vidalia		✓						✓	
Ville Platte		✓			✓	✓			
West Monroe		✓			✓		✓		
Winnfield		✓			✓				
Winnsboro		✓			✓				
Zachary		✓			✓	✓	✓	✓	
TOTALS	2	50	5	8	44	34	22	15	7



**ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO THE COURTS PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE:  
ASSISTING SELF-REPRESENTED LITIGANTS-Exhibit 6**

OBJECTIVE 1.5	Did not address in FY 2010-2011	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/self-represented 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		✓	✓	✓	✓	✓	
Alexandria		✓			✓	✓	
Ascension Parish Ct.		✓			✓	✓	
Baker		✓	✓	✓	✓	✓	
Bastrop		✓			✓	✓	
Baton Rouge		✓	✓	✓	✓	✓	✓
Bogalusa		✓		✓	✓		
Bossier City		✓		✓	✓	✓	
Breaux Bridge		✓			✓	✓	
Bunkie		✓	✓		✓	✓	
Crowley		✓	✓	✓	✓	✓	
Denham Springs		✓				✓	
Eunice		✓	✓				
Franklin		✓			✓		
Hammond		✓	✓	✓	✓		✓
Houma		✓		✓	✓	✓	
Jeanerette		✓			✓	✓	
Jefferson - 1st Parish Ct.		✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish Ct.		✓	✓		✓	✓	✓
Jennings		✓	✓	✓	✓	✓	
Kaplan	✓						
Lafayette		✓	✓	✓	✓	✓	✓
Lake Charles		✓	✓	✓	✓	✓	
Leesville		✓			✓		
Marksville		✓	✓	✓	✓		
Minden		✓		✓	✓	✓	
Monroe		✓	✓	✓	✓	✓	
Morgan City		✓	✓	✓		✓	



**ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO THE COURTS PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE:  
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CITY/PARISH COURT							
Natchitoches		✓		✓	✓	✓	
New Iberia		✓	✓	✓	✓	✓	
N.O. - 1st City Ct.		✓	✓	✓		✓	
N.O. - 2nd City Ct.		✓	✓	✓	✓	✓	
N.O. - Municipal Ct.		✓	✓	✓	✓	✓	✓
N.O. - Traffic Ct.		✓	✓	✓	✓	✓	
Oakdale		✓			✓		
Opelousas		✓	✓	✓	✓		
Pineville		✓		✓	✓	✓	
Plaquemine		✓			✓		
Port Allen		✓	✓	✓	✓	✓	
Rayne		✓	✓	✓	✓	✓	
Ruston		✓			✓		
Shreveport		✓	✓	✓	✓	✓	
Slidell		✓	✓	✓	✓	✓	✓
Springhill		✓			✓	✓	
Sulphur		✓	✓	✓	✓	✓	
Thibodaux		✓			✓	✓	
Vidalia		✓		✓	✓	✓	
Ville Platte		✓	✓				
West Monroe		✓	✓	✓	✓	✓	
Winnfield		✓		✓	✓	✓	
Winnsboro		✓			✓	✓	
Zachary		✓		✓	✓	✓	
TOTALS	1	51	28	33	46	40	7



# ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE TIMELY CASE MANAGEMENT AND PROCESSING: REDUCING DELAYS AND IMPROVING CASE MANAGEMENT-

## -Exhibit 7

OBJECTIVE 2.1	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Installed or maintained an automated case allotment 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, 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		✓				✓						✓			
Alexandria		✓						✓	✓			✓			
Ascension Parish Ct.		✓				✓						✓			
Baker		✓	✓			✓		✓	✓		✓	✓		✓	
Bastrop		✓	✓			✓	✓	✓				✓			
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa		✓				✓			✓			✓			
Bossier City		✓				✓						✓	✓		
Breaux Bridge	✓														
Bunkie		✓										✓		✓	
Crowley		✓		✓		✓		✓	✓		✓	✓	✓	✓	
Denham Springs		✓						✓	✓						✓
Eunice		✓		✓											
Franklin		✓						✓							
Hammond		✓			✓	✓		✓	✓	✓		✓			
Houma		✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	
Jeanerette		✓		✓	✓							✓			
Jefferson - 1st Parish Ct.		✓	✓	✓		✓		✓	✓			✓			✓
Jefferson - 2nd Parish Ct.		✓	✓	✓		✓	✓	✓	✓		✓	✓			✓
Jennings		✓				✓		✓	✓			✓			✓
Kaplan		✓													✓
Lafayette		✓		✓	✓	✓		✓	✓	✓		✓	✓		✓
Lake Charles		✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	
Leesville	✓														✓
Marksville		✓				✓									
Minden		✓				✓			✓						
Monroe		✓	✓	✓				✓							
Morgan City		✓				✓		✓	✓						



# ACTIONS TAKEN IN FY 2010-2011 TO ENCOURAGE TIMELY CASE MANAGEMENT AND PROCESSING: REDUCING DELAYS AND IMPROVING CASE MANAGEMENT-

## -Exhibit 7

OBJECTIVE 2.1	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Installed or maintained an automated case allotment 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, 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															
Natchitoches	✓														
New Iberia		✓					✓	✓			✓				
N.O. - 1st City Ct.		✓	✓	✓			✓		✓		✓	✓	✓		
N.O. - 2nd City Ct.		✓	✓	✓					✓			✓			
N.O. - Municipal Ct.		✓	✓	✓			✓	✓	✓		✓	✓			✓
N.O. - Traffic Ct.		✓	✓	✓				✓	✓			✓			
Oakdale		✓						✓	✓		✓				
Opelousas		✓		✓		✓		✓	✓		✓		✓		
Pineville		✓	✓	✓			✓				✓	✓			
Plaquemine		✓													
Port Allen		✓		✓				✓							✓
Rayne		✓		✓		✓		✓	✓		✓	✓			
Ruston	✓														
Shreveport		✓	✓	✓	✓	✓	✓	✓	✓						
Slidell		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Springhill	✓														
Sulphur		✓		✓											
Thibodaux		✓													✓
Vidalia		✓		✓								✓	✓		
Ville Platte		✓							✓			✓			
West Monroe		✓									✓		✓		
Winnfield		✓				✓			✓						
Winnsboro		✓		✓											
Zachary		✓		✓	✓		✓	✓	✓		✓	✓	✓	✓	
TOTALS	5	47	12	24	8	23	12	26	27	4	15	28	12	8	12





# ACTIONS TAKEN IN FY 2010-2011 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE~Exhibit 8

OBJECTIVE 2.3	Did not address in FY 2010-2011	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						
Abbeville		✓			✓	
Alexandria	✓					
Ascension Parish Ct.		✓			✓	
Baker		✓			✓	
Bastrop		✓		✓	✓	
Baton Rouge		✓	✓		✓	
Bogalusa		✓			✓	
Bossier City		✓	✓			
Breaux Bridge	✓					
Bunkie		✓				
Crowley		✓			✓	✓
Denham Springs		✓			✓	
Eunice	✓					
Franklin		✓			✓	
Hammond		✓	✓		✓	
Houma		✓	✓		✓	
Jeanerette	✓					
Jefferson - 1st Parish Ct.		✓	✓		✓	✓
Jefferson - 2nd Parish Ct.		✓	✓		✓	✓
Jennings		✓			✓	
Kaplan		✓				✓
Lafayette		✓	✓	✓	✓	
Lake Charles		✓	✓	✓	✓	
Leesville	✓					
Marksville		✓			✓	
Minden		✓				✓
Monroe		✓	✓		✓	
Morgan City		✓	✓		✓	



# ACTIONS TAKEN IN FY 2010-2011 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE~Exhibit 8

OBJECTIVE 2.3	Did not address in FY 2010-2011	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		✓			✓	
New Iberia		✓			✓	
N.O. - 1st City Ct.		✓	✓	✓	✓	
N.O. - 2nd City Ct.		✓	✓	✓	✓	
N.O. - Municipal Ct.		✓		✓	✓	✓
N.O. - Traffic Ct.		✓		✓		✓
Oakdale		✓			✓	
Opelousas		✓			✓	
Pineville		✓			✓	
Plaquemine		✓			✓	
Port Allen		✓	✓		✓	
Rayne		✓			✓	✓
Ruston	✓					
Shreveport		✓			✓	
Slidell		✓	✓	✓	✓	✓
Springhill		✓		✓		
Sulphur		✓	✓		✓	✓
Thibodaux	✓					
Vidalia		✓	✓		✓	
Ville Platte		✓			✓	
West Monroe	✓					
Winnfield		✓			✓	
Winnsboro		✓			✓	
Zachary		✓	✓		✓	
TOTALS	8	44	17	9	38	10



**ACTIONS TAKEN IN FY 2010-2011 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 in FY 2010-2011	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 attorney focus groups to solicit feedback on the court's equality and fairness in the treatment of court users	Other
CITY/PARISH COURT								
Abbeville	✓							
Alexandria		✓	✓	✓	✓			
Ascension Parish Ct.		✓	✓	✓	✓			
Baker		✓	✓	✓	✓	✓		
Bastrop		✓	✓	✓	✓			
Baton Rouge		✓	✓	✓				
Bogalusa		✓		✓	✓			
Bossier City		✓	✓	✓				
Breaux Bridge		✓		✓				
Bunkie	✓							
Crowley		✓	✓	✓	✓	✓		
Denham Springs		✓	✓	✓	✓			
Eunice	✓							
Franklin		✓		✓		✓		
Hammond		✓	✓	✓	✓			
Houma		✓	✓		✓			
Jeanerette		✓	✓	✓	✓			
Jefferson - 1st Parish Ct.		✓	✓	✓	✓			✓
Jefferson - 2nd Parish Ct.		✓	✓	✓	✓			
Jennings		✓	✓	✓	✓			
Kaplan		✓						✓
Lafayette		✓	✓	✓	✓	✓		✓
Lake Charles		✓	✓	✓	✓	✓		
Leesville	✓							
Marksville		✓	✓	✓	✓			
Minden	✓							
Monroe		✓		✓				
Morgan City		✓	✓	✓	✓			



**ACTIONS TAKEN IN FY 2010-2011 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 in FY 2010-2011	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 attorney focus groups to solicit feedback on the court's equality and fairness in the treatment of court users	Other
CITY/PARISH COURT								
Natchitoches		✓	✓	✓				
New Iberia		✓	✓	✓	✓			
N.O. - 1st City Ct.		✓						✓
N.O. - 2nd City Ct.		✓				✓		
N.O. - Municipal Ct.		✓	✓	✓	✓			✓
N.O. - Traffic Ct.		✓	✓	✓				
Oakdale		✓	✓	✓				
Opelousas		✓	✓	✓	✓			
Pineville		✓		✓	✓			
Plaquemine	✓							
Port Allen		✓	✓	✓	✓			
Rayne		✓	✓	✓	✓		✓	
Ruston		✓	✓	✓	✓			
Shreveport		✓	✓	✓	✓	✓	✓	✓
Slidell		✓	✓	✓	✓	✓		✓
Springhill		✓	✓	✓	✓			
Sulphur		✓	✓	✓	✓			
Thibodaux		✓	✓	✓	✓			
Vidalia		✓	✓	✓	✓			
Ville Platte		✓	✓	✓				
West Monroe		✓	✓	✓	✓			
Winnfield		✓	✓	✓				
Winnsboro		✓	✓	✓	✓			
Zachary		✓	✓	✓	✓		✓	
TOTALS	6	46	38	42	33	8	3	7



**ACTIONS TAKEN IN FY 2010-2011 TO ENSURE THAT ALL COURT RECORDS OF  
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE  
AND PROPERLY PRESERVED~Exhibit 10**

OBJECTIVE 3.5	Did not address in FY 2010-2011	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 a continual 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											
Abbeville		✓			✓						
Alexandria		✓			✓						
Ascension Parish Ct.	✓										
Baker		✓	✓		✓		✓		✓		
Bastrop		✓	✓		✓	✓				✓	
Baton Rouge		✓	✓		✓	✓	✓	✓	✓		✓
Bogalusa		✓	✓			✓		✓			
Bossier City		✓		✓		✓				✓	
Breaux Bridge		✓					✓				
Bunkie		✓			✓						
Crowley		✓	✓		✓	✓		✓		✓	
Denham Springs		✓			✓			✓			✓
Eunice	✓										
Franklin		✓			✓						
Hammond		✓			✓	✓		✓	✓		✓
Houma		✓			✓	✓	✓			✓	
Jeanerette	✓										
Jefferson - 1st Parish Ct.		✓			✓	✓		✓		✓	✓
Jefferson - 2nd Parish Ct.		✓	✓		✓	✓					✓
Jennings		✓	✓		✓	✓					
Kaplan	✓										
Lafayette		✓	✓		✓	✓		✓			
Lake Charles		✓	✓		✓	✓	✓	✓	✓	✓	
Leesville		✓	✓								
Marksville	✓										
Minden		✓									
Monroe		✓	✓		✓				✓		
Morgan City		✓			✓	✓		✓		✓	



**ACTIONS TAKEN IN FY 2010-2011 TO ENSURE THAT ALL COURT RECORDS OF  
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE  
AND PROPERLY PRESERVED~Exhibit 10**

OBJECTIVE 3.5	Did not address in FY 2010-2011	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 a continual 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		✓			✓						
New Iberia		✓	✓		✓	✓	✓	✓	✓	✓	
N.O. - 1st City Ct.		✓			✓	✓	✓	✓		✓	
N.O. - 2nd City Ct.		✓				✓	✓				
N.O. - Municipal Ct.		✓	✓	✓	✓	✓	✓		✓	✓	✓
N.O. - Traffic Ct.		✓					✓		✓	✓	
Oakdale		✓			✓						
Opelousas		✓	✓	✓	✓	✓	✓	✓			
Pineville		✓				✓	✓				
Plaquemine	✓										
Port Allen		✓		✓	✓					✓	
Rayne		✓			✓	✓	✓		✓		✓
Ruston		✓			✓			✓	✓		✓
Shreveport		✓		✓	✓	✓		✓		✓	
Slidell		✓	✓		✓	✓	✓	✓	✓		✓
Springhill		✓						✓			
Sulphur		✓			✓		✓	✓		✓	
Thibodaux		✓									✓
Vidalia		✓			✓	✓			✓		
Ville Platte		✓				✓					
West Monroe		✓				✓					
Winnfield		✓			✓				✓		
Winnsboro		✓				✓					
Zachary		✓		✓	✓	✓	✓	✓	✓		
TOTALS	6	46	15	6	33	27	16	18	14	14	10





**ACTIONS TAKEN IN FY 2010-2011 TO MAINTAIN JUDICIAL INDEPENDENCE WHILE  
OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF  
GOVERNMENT~Exhibit 11**

Objective 4.1	Did not address in FY 2010-2011	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.		✓	✓		
Baker		✓	✓	✓	
Bastrop		✓	✓		
Baton Rouge		✓	✓	✓	✓
Bogalusa	✓				
Bossier City	✓				
Breaux Bridge		✓	✓		
Bunkie		✓	✓		
Crowley		✓	✓	✓	
Denham Springs		✓	✓		
Eunice	✓				
Franklin		✓	✓		
Hammond		✓	✓	✓	
Houma		✓	✓	✓	
Jeanerette	✓				
Jefferson - 1st Parish Ct.		✓	✓		✓
Jefferson - 2nd Parish Ct.		✓	✓		✓
Jennings		✓	✓		
Kaplan	✓				
Lafayette		✓	✓	✓	
Lake Charles		✓	✓	✓	
Leesville		✓	✓		
Marksville		✓	✓		
Minden		✓			
Monroe		✓	✓		
Morgan City		✓	✓		



**ACTIONS TAKEN IN FY 2010-2011 TO MAINTAIN JUDICIAL INDEPENDENCE WHILE  
OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF  
GOVERNMENT-Exhibit 11**

Objective 4.1	Did not address in FY 2010-2011	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	✓				
New Iberia		✓	✓		
N.O. - 1st City Ct.		✓	✓		
N.O. - 2nd City Ct.		✓	✓		
N.O. - Municipal Ct.		✓	✓		✓
N.O. - Traffic Ct.		✓	✓		✓
Oakdale		✓	✓		
Opelousas		✓	✓	✓	
Pineville		✓	✓		
Plaquemine		✓	✓		
Port Allen		✓	✓		
Rayne		✓	✓		
Ruston	✓				
Shreveport		✓	✓	✓	
Slidell		✓	✓	✓	✓
Springhill	✓				
Sulphur		✓		✓	
Thibodaux		✓	✓		
Vidalia		✓	✓		
Ville Platte		✓		✓	
West Monroe	✓				
Winnfield		✓	✓		
Winnsboro		✓	✓		
Zachary		✓	✓	✓	
TOTALS	9	43	40	13	6



# ACTIONS TAKEN IN FY 2010-2011 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES-Exhibit 12

OBJECTIVE 4.3	Did not address in FY 2010-2011	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		✓			✓	✓	
Alexandria		✓		✓	✓	✓	
Ascension Parish Ct.		✓	✓		✓		
Baker		✓	✓	✓	✓	✓	
Bastrop		✓	✓	✓	✓		
Baton Rouge		✓	✓	✓	✓	✓	✓
Bogalusa		✓	✓	✓	✓	✓	
Bossier City		✓		✓	✓		
Breaux Bridge		✓			✓		
Bunkie	✓						
Crowley		✓	✓	✓	✓	✓	
Denham Springs		✓	✓	✓	✓		
Eunice	✓						
Franklin		✓				✓	
Hammond		✓	✓	✓	✓	✓	
Houma		✓	✓	✓	✓	✓	
Jeanerette	✓						
Jefferson - 1st Parish Ct.		✓		✓	✓	✓	✓
Jefferson - 2nd Parish Ct.		✓	✓	✓	✓	✓	✓
Jennings		✓		✓	✓	✓	✓
Kaplan		✓			✓	✓	
Lafayette		✓	✓	✓	✓	✓	
Lake Charles		✓	✓	✓	✓	✓	
Leesville		✓			✓		
Marksville	✓						
Minden		✓			✓		
Monroe		✓			✓		
Morgan City		✓			✓	✓	



# ACTIONS TAKEN IN FY 2010-2011 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES-Exhibit 12

OBJECTIVE 4.3	Did not address in FY 2010-2011	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		✓	✓	✓	✓		
New Iberia		✓		✓	✓	✓	
N.O. - 1st City Ct.		✓	✓	✓	✓	✓	
N.O. - 2nd City Ct.		✓			✓		
N.O. - Municipal Ct.		✓	✓	✓		✓	
N.O. - Traffic Ct.		✓	✓	✓	✓	✓	
Oakdale		✓	✓	✓		✓	
Opelousas		✓	✓	✓	✓	✓	
Pineville		✓		✓		✓	
Plaquemine		✓		✓	✓		
Port Allen		✓		✓	✓		
Rayne		✓		✓	✓	✓	
Ruston		✓			✓		
Shreveport		✓	✓	✓	✓	✓	
Slidell		✓	✓	✓	✓	✓	✓
Springhill		✓			✓		
Sulphur		✓		✓	✓		
Thibodaux		✓		✓	✓		
Vidalia		✓		✓	✓		
Ville Platte		✓			✓		
West Monroe	✓						
Winnfield		✓	✓				
Winnsboro		✓			✓		
Zachary		✓	✓	✓	✓	✓	
TOTALS	5	47	22	32	42	27	5



# ACTIONS TAKEN IN FY 2010-2011 TO INFORM THE COMMUNITY OF THE COURT'S STRUCTURE, FUNCTION AND PROGRAMS~Exhibit 13

OBJECTIVE 4.4	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Created/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		✓		✓			✓			✓	
Ascension Parish Ct.		✓	✓				✓				
Baker		✓	✓		✓		✓	✓		✓	
Bastrop		✓			✓	✓	✓	✓			
Baton Rouge		✓	✓	✓	✓		✓	✓			
Bogalusa		✓								✓	
Bossier City		✓	✓			✓		✓		✓	
Breaux Bridge		✓							✓		
Bunkie		✓			✓		✓				
Crowley		✓	✓		✓		✓	✓		✓	
Denham Springs		✓	✓		✓		✓				✓
Eunice	✓										
Franklin		✓			✓						
Hammond		✓	✓	✓	✓		✓	✓	✓	✓	
Houma		✓	✓		✓		✓			✓	
Jeanerette		✓									✓
Jefferson - 1st Parish Ct.		✓	✓	✓	✓		✓	✓			✓
Jefferson - 2nd Parish Ct.		✓	✓		✓		✓	✓			✓
Jennings		✓	✓		✓		✓				
Kaplan		✓					✓				
Lafayette		✓		✓	✓		✓				
Lake Charles		✓	✓	✓							
Leesville		✓					✓				
Marksville		✓		✓		✓	✓				
Minden		✓									
Monroe		✓						✓			
Morgan City		✓					✓	✓			



# ACTIONS TAKEN IN FY 2010-2011 TO INFORM THE COMMUNITY OF THE COURT'S STRUCTURE, FUNCTION AND PROGRAMS~Exhibit 13

OBJECTIVE 4.4	Did not address in FY 2010-2011	Continued to address this objective through the actions indicated	Created/ 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.		✓	✓		✓		✓		✓		
N.O. - 2nd City Ct.		✓	✓					✓			
N.O. - Municipal Ct.		✓									✓
N.O. - Traffic Ct.		✓	✓		✓		✓				
Oakdale		✓			✓			✓			
Opelousas		✓	✓	✓	✓		✓	✓		✓	
Pineville		✓						✓			
Plaquemine	✓										
Port Allen		✓	✓		✓		✓	✓			
Rayne		✓	✓		✓		✓	✓			
Ruston		✓	✓		✓						
Shreveport		✓	✓				✓			✓	
Slidell		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Springhill	✓										
Sulphur		✓	✓				✓				
Thibodaux		✓								✓	✓
Vidalia		✓			✓						
Ville Platte	✓										
West Monroe		✓	✓				✓	✓			
Winnfield		✓					✓				
Winnsboro		✓					✓				
Zachary		✓	✓		✓		✓	✓		✓	
TOTALS	4	48	24	9	24	4	31	20	5	13	7



**ACTIONS TAKEN IN FY 2010-2011 TO RECOGNIZE NEW CONDITIONS OR  
EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:  
IMPLEMENTING TECHNOLOGIES~Exhibit 14**

OBJECTIVE 4.5	Did not address in FY 2010-2011	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 email/internet	Upgraded word processing software	Installed or updated audio-visual equipment	Installed or updated digital audio/video	Installed or updated legal research software	Installed or updated an automated security system	Other
CITY/PARISH COURT														
Abbeville		✓		✓										
Alexandria		✓	✓	✓									✓	
Ascension Parish Ct.		✓	✓											
Baker		✓	✓	✓	✓	✓		✓	✓	✓	✓			
Bastrop		✓	✓	✓				✓			✓	✓		
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa		✓	✓					✓	✓					
Bossier City		✓	✓	✓				✓				✓		
Breaux Bridge		✓		✓				✓				✓		
Bunkie	✓													
Crowley		✓						✓	✓	✓	✓			
Denham Springs		✓		✓				✓	✓	✓				✓
Eunice	✓													
Franklin		✓								✓				
Hammond		✓	✓	✓	✓			✓	✓		✓	✓		
Houma		✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	
Jeanerette	✓													
Jefferson - 1st Parish Ct.		✓	✓	✓				✓			✓	✓	✓	✓
Jefferson - 2nd Parish Ct.		✓	✓	✓			✓	✓				✓	✓	✓
Jennings		✓	✓	✓	✓							✓		✓
Kaplan		✓		✓			✓		✓					
Lafayette		✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	
Lake Charles		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		
Leesville		✓	✓						✓			✓		
Marksville		✓							✓					
Minden		✓				✓								✓
Monroe		✓	✓	✓						✓				
Morgan City		✓		✓				✓	✓					





**ACTIONS TAKEN IN FY 2010-2011 TO RECOGNIZE NEW CONDITIONS OR  
EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:  
IMPLEMENTING TECHNOLOGIES~Exhibit 14**

OBJECTIVE 4.5	Did not address in FY 2010-2011	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 email/internet	Upgraded word processing software	Installed or updated audio-visual equipment	Installed or updated digital audio/video	Installed or updated legal research software	Installed or updated an automated security system	Other
CITY/PARISH COURT														
Natchitoches		✓		✓							✓		✓	
New Iberia		✓						✓						
N.O. - 1st City Ct.		✓	✓	✓		✓		✓	✓			✓		
N.O. - 2nd City Ct.		✓						✓	✓					
N.O. - Municipal Ct.		✓	✓	✓		✓			✓			✓		✓
N.O. - Traffic Ct.		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
Oakdale		✓			✓									
Opelousas		✓	✓	✓		✓				✓	✓			
Pineville		✓		✓				✓	✓				✓	
Plaquemine	✓												✓	
Port Allen		✓		✓						✓	✓			
Rayne		✓	✓	✓		✓	✓	✓	✓		✓	✓		
Ruston		✓										✓		
Shreveport		✓	✓		✓					✓			✓	
Slidell		✓	✓	✓		✓	✓	✓	✓			✓	✓	✓
Springhill		✓	✓	✓										
Sulphur		✓	✓		✓			✓		✓		✓		
Thibodaux		✓	✓	✓		✓								
Vidalia	✓													
Ville Platte		✓	✓									✓		
West Monroe		✓									✓			
Winnfield		✓	✓											
Winnsboro		✓		✓						✓		✓		
Zachary		✓	✓	✓	✓			✓	✓			✓	✓	
TOTALS	5	47	29	31	12	12	6	24	21	14	14	22	13	9





**PERFORMANCE REPORTS:**

# **SUPREME COURT DATA GATHERING SYSTEMS**

# SUPREME COURT DATA GATHERING SYSTEMS

The Supreme Court currently supports 12 systems for gathering data on itself, the courts of appeal, the district courts, and the city and parish courts. These systems are in various stages of development and include both automated and manual systems:

- The Louisiana Supreme Court Case Management Information System
- The Criminal Disposition Data Collection System
- The Criminal Justice Information System
- 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 District 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 employs the use of digital media on all fronts, including its case management system, electronic filing system pilot program, and writ application scanning procedures. This practice streamlines the business process across programs and increases the efficiency of the Court.

The Court has also developed an internal web portal. Also known as a links page, this portal presents information from diverse sources in a unified manner. 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 separate entities altogether. The court employs a horizontal implementation of a portal design, allowing a number of users to share resources and thus increase both efficacy and efficiency across the Court.

The Court has 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 continued a pilot electronic filing project with the Louisiana Office of Disciplinary Counsel (ODC) through its portal site. The site allows ODC staff 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 by deploying off-the-shelf video conferencing technology to save on travel time and expense for the Court.



## THE CRIMINAL DISPOSITION DATA COLLECTION SYSTEM

The Criminal Disposition Data Collection System is an electronic database of criminal filing, disposition, and sentencing information. Sixty-two of the state's 64 district court clerks participate in the program. Through the Supreme Court's Case Management Information Systems (CMIS) Division, information in the database is collected and transmitted to state and federal agencies for entry in their criminal information systems.

After the data is received from each clerk of court, it is reviewed by CMIS staff to ensure its accuracy and transferability according to pre-defined standards and definitions. CMIS staff members work with clerks of court and software providers across the state to ensure quick resolution to any problems that may be discovered during data audits, which are conducted by CMIS staff regularly throughout the year. Regular visits to the district courts assist in resolving hardware, software, data quality, data input, and transmission issues.

After the data is reviewed, it is transmitted electronically to state and federal agencies. The Louisiana State Police receives this information for use in the Computerized Criminal History (CCH) records, the official state repository of arrest records. The disposition record is matched with the CCH arrest record, creating a complete offense record. In 2011, 23,020 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 entry in the National Instant Criminal Background Check System (NICS) database. The NICS database is used to determine eligibility when a citizen has requested to purchase a firearm in the United States. In 2011, a total of 22,291 qualifying criminal disposition records from 54 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 the 62 clerks of court that are currently reporting criminal data.

## THE CRIMINAL JUSTICE INFORMATION SYSTEM

The Criminal Justice Information System 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 laws regarding 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. The system 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 maintained, 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 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 (FINS), 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-based court case management system under development by CMIS, which may be hosted centrally at the Supreme Court or locally in an individual jurisdiction. The LCC is designed to assist the courts of Louisiana in managing and 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 application 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 law 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 attorney offices, the Department of Social Services, Office of Community Services; the Department of Health and Hospitals, Bureau of Protective Services; the Governor's Office of Elderly Affairs, Elderly Protective Services; the Office of the Louisiana Attorney General; and the courts.



In addition, certain qualifying records from the registry are transmitted to the FBI's National Crime Information Center (NCIC) Protection Order File and the National Instant Criminal Background Check System (NICS). From the pilot phase of the program until the end of 2011, 153,934 Louisiana orders had been transmitted to NCIC.

During 2011, LPOR staff responded to 188 requests for order verification from examiners with the FBI's NICS program, which is designed to prevent the sale of firearms and explosives to those who under federal law are prohibited from buying them.

During the period, LPOR staff also responded to 674 requests for order verification from local, state, and out-of-state law enforcement officials who were conducting investigations involving the subject of a Louisiana order of protection.

Ongoing training of those who play a role in preparing, issuing, and enforcing orders of protection is an LPOR staff priority. Toward that end, during 2011 members of LPOR's training team provided six presentations and workshops at the request of other agencies and organizations. This training reached 374 individuals.

LPOR staff also collaborated with the Louisiana Department of Justice, Office of the Attorney General, to provide nine two-day P.O.S.T. certified domestic violence training programs that reached 291 law enforcement officers across the state. In addition, LPOR staff collaborated with the Office of the Louisiana Attorney General and the U.S. Attorney's Office to provide two one-day training programs specifically for N.O.P.D. officers and recruits. These programs were attended by 98 members of that department.

In all, LPOR staff reached 763 people with critical information about effective prevention and intervention strategies used to respond to domestic abuse and dating violence.

In 2011, LPOR staff received and entered 21,355 orders from Louisiana courts. Of these, 15,818 (74%) were civil orders and 5,537 (26%) were criminal orders. From the pilot phase of the project through the close of 2011, LPOR staff received and entered a total of 254,008 orders. Of these, 192,389 (76%) were civil orders and 61,619 (24%) were criminal orders. A breakdown—by type—of the orders entered into LPOR since 2008 is provided in the tables below.

**Table One: Civil Orders**

<b><u>Civil Orders:</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>
Temporary Restraining Orders	12,572	12,528	11,909	12,436
Protective Orders	4,096	3,925	3,613	3,320
Preliminary Injunctions	58	32	30	21
Permanent Injunctions	68	47	41	41
Total Civil Orders	16,794	16,532	15,593	15,818





**Table Two: Criminal Orders**

<b><u>Criminal Orders:</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>
Bail Restrictions	2,038	3,889	4,313	4,779
Peace Bonds	1,095	432	61	113
Combined Bail/Peace Bonds	942	534	332	200
Sentencing Orders	0	0	0	0
Probation Conditions	0	0	0	0
Combined Sentencing/Probation	260	267	543	445
Total Criminal Orders	4,335	5,122	5,249	5,537

<b><u>Combined Orders:</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>
Civil and Criminal Order Totals	21,129	21,654	20,842	21,355

## **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 CMIS division, where it is audited to 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 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, 47 district courts, 13 city courts and 5 mayor's courts sent traffic dispositions to CMIS. 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 collected relates to every stage of an appeal, from the lodging of





the case to its final disposition. 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 presentation in the Supreme Court's Annual Report.

## **THE DISTRICT COURT REPORTING SYSTEM**

The District Court Reporting System is an electronic case database, administered by CMIS, that stores information from each of the trial courts on civil, domestic, criminal, traffic, and juvenile cases. Trial courts submit their information monthly via a website: [www.lajudicial.gov](http://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 enter the information to the database 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, in which case information from the four specialized juvenile courts and the one designated family court is maintained. Information is received relating to 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 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 its 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, in which case information from each city and parish court is maintained. 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.

# UNIFORM REPORTING STANDARDS

The data standards upon which the completed systems have been built, and the source of the standards guiding the development of future systems are indicated in the table below:

## System

- Clerk of Court Case Management Information System
- CMIS Criminal Disposition Data System
- The Louisiana Protective Order Registry
- The Drug Court Case Management System
- The Traffic Violation 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
- The Integrated Juvenile Justice Information System

## Basis of Standards

- Local Courts; State; National Center for State Courts
- National Crime Information Center; State
- National Crime Information Center; State
- Supreme Court Drug Court Office
- State
- National Center for State Courts
- National Center for State Courts
- State; National Center for State Courts
- National Center for State Courts
- 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, both within courts and among them and their justice system partners.

The court system in Louisiana is decentralized, involving more than 762 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, 64 elected sheriffs, 64 elected coroners, 387 elected constables serving the justices of the peace, 47 elected city court marshals or constables, and 258 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 impact 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, both within courts and among them and their justice system partners. Standardization of data collection and reporting is essential to producing meaningful indicators on the performance of the judicial branch. However, as indicated above, each court operates autonomously. While this independence gives each court an important 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, The Supreme Court’s CMIS division is working toward implementing 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 reporting caseloads for all categories has been in use by all levels of court for many years and a new Justice of the Peace data collection protocol was initiated in 2011. 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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