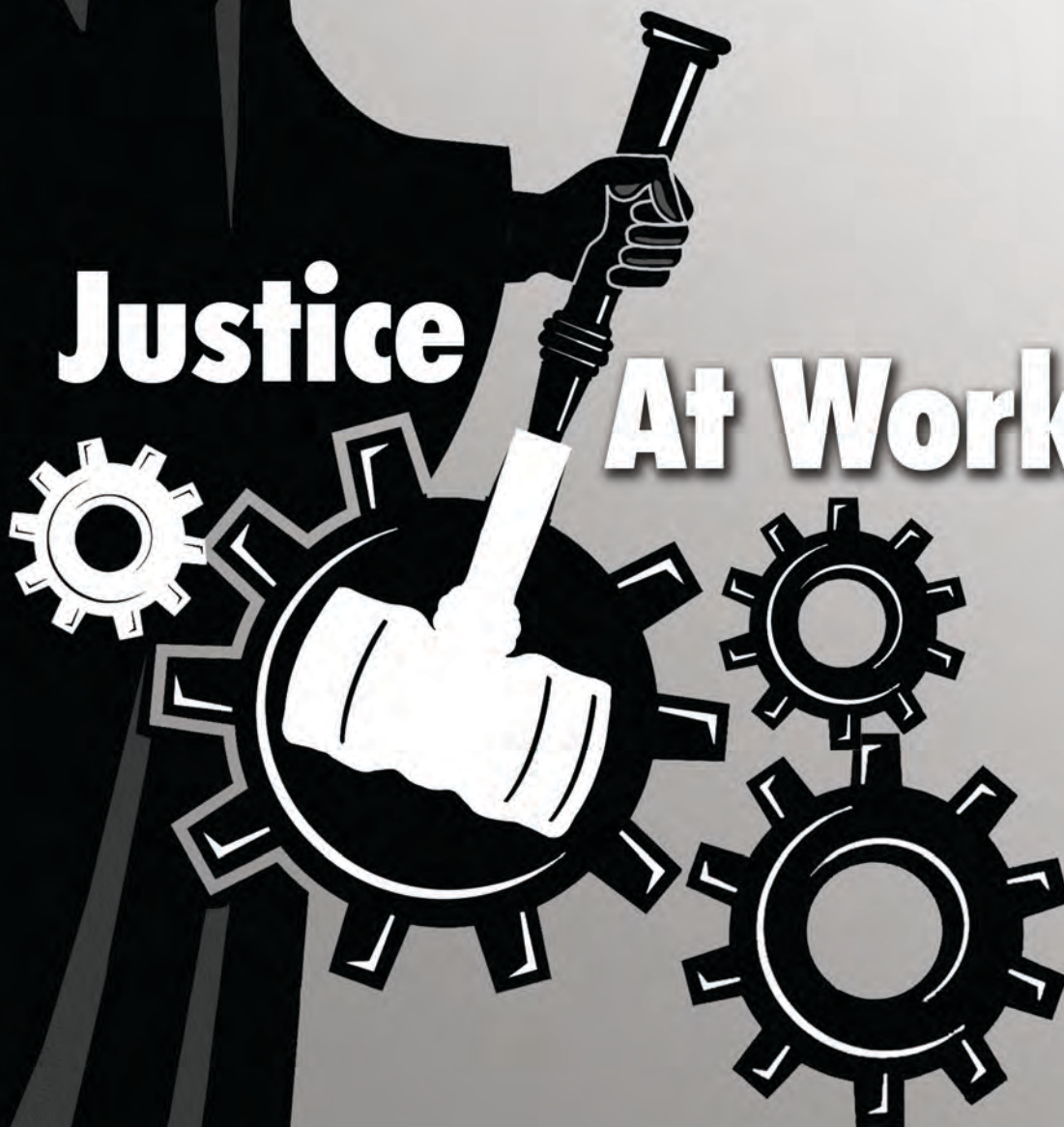


THE SUPREME COURT OF LOUISIANA

Justice

At Work



**The State of
Judicial Performance
in Louisiana**

**2013
2014**

FY 2013 – 2014
The State of Judicial Performance In Louisiana

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The State Of Judicial Performance In Louisiana

The fourteenth 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 annually on court performance. This report provides information on steps taken by the Supreme Court, the Courts of Appeal, the District Courts, and the City and Parish Courts to implement the provisions of their respective plans for the period July 1, 2013 to June 30, 2014.

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 reveals that courts reported substantial progress in enhancing services for court users, increasing court efficiency, improving court security and emergency planning, developing court-sponsored programs and partnerships to benefit their communities, and educating the public on the important role of laws and courts in society. I urge you to review the report for further information on these strategies.

These relevant and important innovations and accomplishments demonstrate that our state judiciary is hard at work serving the citizens of Louisiana. We commend and thank our state judges and their staffs for these innovations and initiatives.

Respectfully submitted,



Sandra Vujnovich
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 and is being updated for the 2015 cycle.

The goals and objectives of the Strategic Plan of the Supreme Court reflect the Supreme Court's Performance Standards. 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 "Response 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.

SUPREME COURT GOALS AND OBJECTIVES

GOAL ONE: TO PROTECT THE RULE OF LAW

- 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.

GOAL TWO: TO PROMOTE THE RULE OF LAW

- 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.

¹Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10.



GOAL THREE: TO ENSURE THE PUBLIC TRUST

- 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.

GOAL FOUR: TO ENSURE THE HIGHEST PROFESSIONAL CONDUCT, INTEGRITY, AND COMPETENCE OF THE BENCH AND THE BAR

- 4.1 To ensure the highest professional conduct, integrity, and competence of the bench.
- 4.2 To ensure the highest professional conduct, integrity, and competence of the bar.

GOAL FIVE: TO USE PUBLIC RESOURCES EFFICIENTLY

- 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.

GOAL SIX: TO MAINTAIN THE COURT'S CONSTITUTIONAL INDEPENDENCE WHILE OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF GOVERNMENT

- 6.1 To promote and maintain judicial independence.
- 6.2 To cooperate with the other branches of state government.



GOAL ONE: TO PROTECT THE RULE OF LAW

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 the 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, composed of seven Justices, is the state's appellate court of last resort. Four Justices must concur to render judgment. The full-panel review structure of the Court allows for a broad and diverse 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.

- **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 2014, the Court disposed of 2,592 cases while receiving and filing 2,716 cases for a clearance rate of 95 percent, an increase from 83 percent in 2013.

The Supreme Court has three types of jurisdiction: original, appellate, and supervisory. 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.

Supervisory jurisdiction is the Court's discretionary jurisdiction, under which it has the power to select the cases it will hear.

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 and hear the case.

Writ applicants must file applications within 30 days of the transmission of the notice of judgment and opinion of the court of appeal, or within 10 days of Clerk of Court's mailing of the notice of first application for certiorari in the case, whichever is later. No extensions are given. The Court schedules writ applications for review 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 must file their briefs no more than 25 days from the date of the grant. The respondent's attorneys must file their briefs no more than 45 days from the grant. The Court will grant extensions if they will not impact the date of the oral argument.

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 must file their briefs no more than 30 days from the lodging of the record by the lower court. The attorneys for the appellee must file their briefs no more than 60 days from the date of the lodging of the record. Civil cases are generally scheduled so that the last brief is received, at the least, within one 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 must file their briefs no more than 30 and 60 days, respectively, from the date of



lodging. 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 Justices and their staff research issues and draft opinions. Also during this period, the Court as a whole meets weekly to consider the new writ applications. The Court considers approximately 80 writ applications each week. In the fifth week of the cycle, draft opinions are circulated and reviewed. The Justices vote on opinions at the last conference in the cycle. 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.

The Clerk of Court, the Civil Staff, the Central Staff, the personal staff of each Justice, and the Law Library of Louisiana assist the Court in its adjudicative function. Each of these entities is briefly described below.

- **The Clerk of Court.** The Clerk of Court's office 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 a 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 the Court grants the writ, 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 2013, 3,017 cases were filed with the Clerk of Court, an increase of nine percent from the 2,769 cases filed in 2012. There was a major drop in filings between 2013 and 2014. Filings dropped 10% to 2716.

The Clerk of Court's office fulfilled the following key responsibilities or accomplished the following in 2014:

- Processed all filings and dispositions including dissemination of actions to the parties, courts, and the public via U.S. mail, e-mail, and the Internet.
- Scanned all filings and dispositions, which are available to staff via the Court's case management system.
- Upgraded the voluntary e-filing system, which went statewide on August 1, 2012. Issued a request for proposals for a new case management system which integrates with the justices' and staff attorneys' offices.
- Admitted 709 new attorneys to the practice of law, an increase of 31 percent from the 542 admitted in 2013.
- Issued Certificates of Good Standing. The demand for issuance of Certificates of Good Standing continues to fall. In 2010 there were 4,978 certificates issued; in 2011 the request dropped to 4,888, and in 2012 only 4,549 certificates were issued. After July 1, 2013, a charge of \$20.00 for Certificates of Good Standing was instituted. After the charge was instituted, a considerable drop in requests for Certificates of Good Standing occurred. In 2013 only 3,441 certificates were requested; in 2014, the number decreased again to 2,295.
- Processed and maintained minute book entries and orders. The number of minute book entries remained relatively constant from



2,121 in 2013 to 2,128 in 2014. Likewise, orders went from 1,852 in 2013 to 1,871 in 2014. These orders are primarily orders of appointment of judges to sit in lower courts and do not include orders relating to cases before the Supreme Court.

- Managed logistics for 287 events hosted by the Court. These events included Court conferences, oral argument days, Judiciary Commission hearings, and other meetings.
- Oversaw courthouse general maintenance and improvements involving roof repairs, basement waterproofing, and the refurbishing of the chillers.
- Participated in the Enterprise Resource Planning implementation of an integrated, computer-based system designed to manage financial resources, materials, and human resources.
- **The Civil Staff Department.** The Supreme Court created the Civil Staff Department 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 civil summary docket matters. The Civil Staff also prepares bench memoranda for cases on direct appeal in matters where a lower court has declared a law unconstitutional.
- **The Central Staff Department.** The Central Staff Department 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. At that time, 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 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 death-penalty cases in which the Court affirmed the conviction and sentence on direct appeal. The Central Staff also assisted the Justices and their personal staffs on other criminal matters when requested.

- **The Personal Staff of the Justices.** Each Justice is assisted by clerical support and three law clerks or research attorneys. The Chief Justice is assisted by clerical support, law clerks, and an Executive Counsel.

Each Justice's personal staff handles all appeals and writ applications not addressed by the Civil Staff or the Central Staff and assists 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 on legal research issues.

- **The Law Library of Louisiana.** The staff of the Law Library provides research assistance to the Justices, their law clerks, other court staff, the bar, and the general public. The library collects materials from a variety of jurisdictions, but the emphasis is on Louisiana materials, both current and historic. The library conducts outreach efforts to members of the bar and the legal community and is working in cooperation with the Louisiana State Bar Association and other groups to train and



prepare public librarians throughout the state to better assist self-represented litigants.

- **Recusal.** In accordance with the legislature’s intent in promulgating Louisiana Code of Civil Procedure article 152(d), The Court adopted the following procedure 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 and files the notice 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 the 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.

Response to the 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 easy 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, the bar, and the general public.

The Law Library offers access to caselaw, statutes, codes, treatises, encyclopedias, practice materials, and news via several different formats, including paper, microform, and online databases. A user may find the most recent updates as well as historical materials.

The Library Director and staff members regularly review and monitor all of the 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 maintained and continuously improved 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 the 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.

Response to the 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.** Individual matters are given priority treatment on a case-by-case basis. If an applicant desires priority treatment of a writ application, the applicant or the attorney must complete a civil or criminal priority filing sheet, outlining why expedited action is warranted. When the writ application is circulated to the Justices, the Justice assigned as the original Justice may refer the matter to staff for preparation of a memorandum or 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 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. The Clerk of Court maintains the weekend schedule throughout the year, using regular rotation lists to determine 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 the 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.



Response to the 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.

GOAL TWO: TO PROMOTE THE RULE OF LAW

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 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. These fundamental principles may be protected by giving every case sufficient attention and deciding cases solely on legally relevant factors, fairly applied and devoid of extraneous considerations or influences.

The integrity of the Supreme Court rests on its ability to fashion procedures and make decisions that afford each litigant access to justice. Constitutional principles of equal protection and due process are, therefore, the guideposts for the Court's procedures and decisions. Accordingly, the Court recognizes that it should give sufficient time to each case, based on its particular facts and legal complexities, to render a just decision. The Court does not believe that it must allot a standard amount of time to review each case, but rather that it should handle each case – from beginning to end – in a manner consistent with the principles of fairness and justice.

Response to the Objective

- **Due Consideration of Cases.** The Court's efforts to meet this objective are part of its regular, ongoing activities. See the responses 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 it will grant an applicant's discretionary writ application. The Court continued to maintain and monitor the writ considerations set forth in Supreme Court Rule X, Section 1, and may, from time to time, make such adjustments to these guidelines as it shall deem necessary in the interest of justice. Application of the writ grant considerations helps the Court to ensure that it exercises its discretionary jurisdiction 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 the Objective

Clarity is essential in all Supreme Court decisions. The Court believes that in its written opinions it 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 it may satisfy the need for clarity through a limited explanation of the rationale for its disposition. 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 the 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 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 opinions assisted 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 the 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.

Response to the 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 10 to 25 cases argued each cycle. The Court maintains a consistently current docket in that when it grants writ applications, the applications 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 Court reports the number and type of matters considered by it each year, and the disposition of these matters, in the Court's annual report.
- **Time Standards and Their Use.** In 1993, the Court adopted aspirational time standards to encourage the timely resolution of cases. 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 it timely disposes of all cases argued and assigned for opinion writing. The Court circulates lists of all pending cases 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.



GOAL THREE: TO ENSURE THE PUBLIC TRUST

Objective 3.1

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

Intent of the 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 it should make accommodations so that individuals with speech, hearing, vision, or cognitive impairments and limited English language proficiency can participate in the Court's processes.

Response to the Objective

- **Programmatic Accessibility.** All Court staff members, including those in the Law Library of Louisiana, provided reasonable accommodation to anyone with a handicap or disability.
- **Procedural Accessibility.** The library's reference department staff continued to utilize its training, experience, and resources to answer general questions about court procedures.
- **Economic Accessibility.** Throughout the period covered by this report, the Law Library of Louisiana was open to the public and the bar free of charge. Access to the library's online catalog, which continued to be available through a link on the main page of the Court's website, was also free of charge. Six computers were available in the main section of the library to provide access to subscription legal databases and the Internet for legal research; Westlaw was available on three of these computers free of charge. Library users could wirelessly gain access to the Internet on their laptops or other mobile devices or through one of the four computers in the library wings.

Photocopying, either self-serve or by staff, faxing, or e-mailing scanned images of pages was available at reasonable charges. The library periodically reviews the charges. To facilitate access for those Louisiana residents outside of the greater New Orleans area, the Law Library continued to sponsor 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 reviewed questions sent by e-mail to reference@lasc.org. This e-mail address was 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.
- **Language Access.** In 2013-2014, the Louisiana Supreme Court continued to implement and expand the Louisiana Court Interpreter Training Program, having previously adopted two tiers of court interpreters consisting of registered and certified court interpreters. An interpreter will be listed on the Louisiana Supreme Court's list of



registered court interpreters in the language for which he or she tested if he or she:

- Completes the Supreme Court’s two-day court interpreter training class;
- Passes a standard written English examination as provided by the National Center for State Courts (NCSC);
- Passes a written translation examination;
- Agrees to be bound by Part G, Section 14 of the General Administrative Rules for all Louisiana Courts – The Code of Professional Responsibility for Language Interpreters;
- After passing the written examinations, passes a criminal background check.

Once an interpreter has met all of the qualifications to become a “registered” court interpreter in Louisiana, the interpreter is eligible to take an oral examination, provided by the NCSC, to become a “certified” court interpreter. While registration indicates a basic level of language proficiency, certification as a court interpreter indicates a high skill level in the three primary modes of court interpreting (consecutive, simultaneous, and sight). In calendar years 2013 and 2014 a total of 321 interpreters attended the two-day orientation resulting in 97 registered court interpreters in the languages of Arabic, French, Italian, Mandarin, Polish, Portuguese, Spanish, Vietnamese and American Sign.

- **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 continued to be available to the bench, bar, and public. Throughout the period covered by this report, the library was open Mondays, Tuesdays, Thursdays, and Fridays from 9 a.m. to 5 p.m. and Wednesdays from 9 a.m. to 6 p.m., except holidays. Library staff members answered questions from residents

of Louisiana, other states, and sometimes other countries by telephone, fax, e-mail, or mail. When charges were involved, they were reasonable.

The Law Library implemented a new, streamlined procedure for responding to letters from prisoners. In response to a prisoner’s letter, the library sends the prisoner a form with the cost of photocopying included so that the prisoner can return a check for payment. In 2014 the Law Library answered 333 letters from prisoners requesting photocopies of statutes and cases.

The librarians attended local and national professional meetings, conferences, and other continuing education programs. They produced 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, and posted current and past issues on the Court’s website. In addition, the librarians maintained 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). The website’s user-friendly system enhanced access to the Court’s opinions, orders, rules, and other decisions. Members of the Court’s web team updated the website with new information and worked to ensure all links were 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 was open for business from 9:00 a.m. to 5:00 p.m., Monday through Friday, except on holidays. The Clerk of Court provided after-hour contact numbers on the Court’s voice mail. The court prepared to open e-filing to all Louisiana-licensed attorneys, following a successful pilot program.



- **Court Security.** The Court maintained a staff of highly-qualified security officers, properly equipped and trained with up-to-date security technology and other resources, to efficiently control, direct, and facilitate public and employee accessibility. The Security Department controlled all points of access to the Court and issued ID/access badges to all Court officials and staff. The Security Department also monitored activity, access to restricted areas, and building alarms by use of electronic security cameras and software.

Objective 3.2

To facilitate public access to Supreme Court decisions.

Intent of the 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 make its decisions 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.

Response to the Objective

- **Notice of Opinions.** The Clerk of Court provided copies of the Court’s decisions to all parties and courts and issued timely news releases on the Court’s opinions to all major media in the state. Additionally, the Court posted its decisions on the Court’s website. Individuals can subscribe to receive a notice each time a news release is posted to the site.
- **Record Room.** The Court maintained 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 monitored, assessed, and incorporated new ways of storing, archiving, and retrieving the Court’s files and records.
- **Law Library of Louisiana.** The law library received hard copies of the Court’s opinions, as well as the opinions of the state’s five courts of appeal, soon after they were handed down. The library’s Public Services staff maintained a file of these decisions and retained 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.

Objective 3.3

To inform the public of the Supreme Court’s operations and activities.

Intent of the 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.

Response to the Objective

The Supreme Court maintains a highly-qualified staff in the Community Relations Department of the



Judicial Administrator's Office and the Law Library to inform the public of the Court's operations and activities.

- **Public Information Program of the Community Relations Department.** During the period, the Community Relations Department was engaged in the following:
 - **Media Releases.** The department sent a total of 19 court-generated press releases to local, state, and occasionally the national press.
 - **Number of Recipients of Releases.** Approximately 5,000 recipients received 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 Canon 3(A) (9) of the Code of Judicial Conduct prohibiting broadcasting, televising, recording, or taking photographs in the courtroom were handled by the department in cooperation with the Clerk of Court's Office. Such requests are subject to approval by the Chief Justice of the Supreme Court.
 - **Events Planned.** The Community Relations Department helped plan and coordinate 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 participated in writing, designing, and/or producing several publications such

as the Annual Report of the Judicial Council of the Supreme Court, Louisiana Bar Journal Judicial Notes, daily news updates, and Louisiana Judicial College electronic course agenda and registration materials.

- **Community Outreach Assistance to Other Court Departments.** 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 provided education pages for children and schools in person and on the court website.
- **Public Information Program of the Law Library of Louisiana and the Louisiana Supreme Court.** The Law Library of Louisiana 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. Library staff greeted visitors and conducted tours of the library in coordination with groups touring the Court as arranged by the Community Relations Department.

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 in May each year. The Law Day theme for 2014 was "American Democracy and the Rule



of Law: Why Every Vote Matters,” exploring the importance of all Americans having the opportunity to participate equally in civic life and in the American democracy.

The Law Library debuted an exhibit entitled “Women in Law” for the 2013 National Association of Women Judges conference, hosted by the Louisiana Supreme Court in October. The exhibit features four display cases and a timeline covering the influence of women in the field of law from America’s colonial era to modern times, using photographs and expository text. Two poster displays accompany the exhibit. One poster lists the first women Louisiana judges to serve in several state jurisdictions from 1940-1990. The second poster is an enlarged picture from the 1997 New Orleans Mayor’s Conference on Women, honoring women in the judiciary, including Chief Justice Bernette Joshua Johnson, who was an Associate Justice at the Louisiana Supreme Court at the time. The library also prepared an exhibit focused on the history of the State of Louisiana Court of Appeal, Fourth Circuit.

The Law Library sponsored or co-sponsored six continuing legal education seminars in 2013-2014.

- On October 30, 2013, the Law Library joined the French American Chamber of Commerce Gulf Coast Chapter, the Louisiana State Museum and The Supreme Court of Louisiana Historical Society in sponsoring a one-hour CLE presentation by Dr. Agustín Parise, entitled “Louisiana’s Early Codes: The Shifting Pendulum of 19th Century Louisiana Law.” The program was held at the Old U.S. Mint in New Orleans. Dr. Parise is a member of the Faculty of Law at Maastricht University, the Netherlands. He received his degrees of LL.B. and LL.D. at Universidad de Buenos Aires, where he was a lecturer in legal history, and received his LL.M. at LSU Law Center, where he was research associate at the Center of Civil Law Studies.

- On December 6, 2013, the Law Library, along with the A.P. Tureaud Inn of Court and the LSBA, sponsored an early bird end-of-the-year free CLE program at the Louisiana Supreme Court. Scott Spivey and Joseph Hart presented “Practicing Law in a Globalized World,” and Cherrilynne Washington Thomas presented “Ethics Jeopardy.”
- On February 7 the library sponsored a CLE examining the life and work of Judge Albert Tate, who served on the Louisiana Supreme Court from 1970-1979 and the U. S. Fifth Circuit Court of Appeals starting in 1979. Ambassador Joseph Rees, III, one of Judge Tate’s former law clerks, discussed his most impactful Louisiana Supreme Court opinions and related entertaining anecdotes. A special guest present was Charles Tate, Judge Tate’s son.
- Roxanne Marmion from W. S. Hein presented a CLE on March 12 demonstrating how to use Hein’s ever-growing online resource, Hein Online.
- Dr. François Xavier Licari was the featured speaker for an April 9 CLE entitled “François Géný: A Louisiana Judge’s Best Friend.” Professor Licari discussed Louisiana’s unique reception to Géný’s “free objective search for a rule” principle.
- On April 23, a panel of former 1973 Louisiana Constitutional Convention delegates discussed the work of the convention in commemoration of the Louisiana State Constitution’s 40th anniversary. Judge Max Tobias, of the Louisiana Court of Appeal, 4th Circuit, a former delegate, coordinated and participated in the panel. All CLEs were worth at least 1.0 credit hours; the A. P. Tureaud Inn of Court presentation was worth 1.0 hours each of professionalism and ethics.

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 helped educate the attendees on interesting and relevant legal topics and promoted the resources and services of the library.

The Law Library participated in new methods of outreach during the year, with the goal of increasing involvement in access to justice through promoting the library and its services.

- In January 2014, Director Georgia Chadwick and Head of Public Services Francis Norton appeared on the locally produced program entitled “Power of Attorney,” hosted by attorney John Redmann. They discussed the law library’s collection and services on the one-hour show.
- In March 2014 Associate Director Miriam Childs discussed the library’s services on a community program broadcast by WBOK, hosted by Oliver Thomas.
- Also in March the Law Library and members of the LSBA LEAP (Legal Assistance and Education Project) Committee presented a program entitled “Legal Self-Help in Public Libraries: Your Library Can Play a Role” at the Louisiana Library Association’s annual conference. The program served as a way to begin a dialogue between parish libraries about access to justice and introduce them to the partnership being formed with LSBA.
- **Oral Arguments.** As part of the overall program of public information described above, the Supreme Court broadcasts its arguments live over the Internet via the Court website.

GOAL FOUR: TO ENSURE THE HIGHEST PROFESSIONAL CONDUCT, INTEGRITY, AND COMPETENCE OF BOTH THE BENCH AND THE BAR

Objective 4.1

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

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. 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.

Response to the Objective

- **Louisiana 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 a total of eight seminars, including the 2014 Joint Summer School with Louisiana State Bar Association. In addition, the College had a new judges orientation attended by 62 newly elected judges and a mentor training session. Also, in conjunction with the Department of Corrections and with the help of a grant from the VERA Institute of Justice, the College presented the program “Evidence-Based Practices: Administrative Sanctions and Mandatory Minimum



Waiver Training” for Judges and Probation/Parole Officers. The program was presented five times throughout Louisiana.

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.

- **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, investigates complaints of ethical misconduct against judges and other state judicial officers who are subject to the ethical rules contained in the Louisiana Code of Judicial Conduct and Article V, Section 25 of the Louisiana Constitution. The Judiciary Commission makes recommendations to the Supreme Court that a judge be publicly disciplined when the Commissioners have concluded that clear and convincing evidence has been presented that a judge violated one or more ethical rules. Only the Supreme Court can impose discipline on judges,

which can range from censure to removal from office.

The Judiciary Commission also conducts hearings concerning compliance by judges, justices of the peace, and judicial candidates with the financial disclosure requirements contained in Louisiana Supreme Court Rules 39 and 40, and makes recommendations to the Supreme Court concerning the imposition of monetary penalties in such cases.

The number of matters processed and other indicators of Commission performance during the period are presented below.

- **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. Costs may also be assessed in financial disclosure cases.
- **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

ACTIONS, COMPLAINTS, AND DISPOSITIONS OF THE JUDICIARY COMMISSION BY CALENDAR YEAR, 2011-2014

	2011	2012	2013	2014
Requests for Information	345	305	250	202
Number of Complaints Received and Docketed	561	537	496	495
Number Screened Out	389	378	334	327
Remaining Cases Reviewed	172	159	162	168
Number Requiring In-Depth Investigation	36	109	63	68
Number of Formal Charges	5	9	19	17
Number of Judges with Formal Charges	5	9	18	17
Cases Disposed Of	562	619	526	477
Cases Pending	348	295	269	289



program was successful and the hearing officer procedures were adopted by the Court in 2009. The procedures continue as an integral part of the process.

- **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 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. During 2014, the average number of hours acquired through continuing legal education per judge was 33.59 hours.
 - 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 assists 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 Judicial Administrator’s Office also provided informal guidance to judges and judicial candidates regarding the Code of Judicial Conduct. The Court’s Judicial Administrator and the lawyers employed in the Judicial Administrator’s Office staff the committee.

- **Financial Disclosures.** The Supreme Court, through the Judicial Administrator’s Office, continued to collect annual financial disclosure statements from all state court judges, as required by Supreme Court Rule XXXIX, and from non-incumbent candidates for elective judicial office, other than justice of the peace, 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 Resources 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 secretariat services to all major judicial associations.
- **Judicial Campaign Conduct.** The Court has established a permanent Judicial Campaign Oversight Committee, consisting of fifteen 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 2013 election cycle, six contested judicial races fell within the committee’s



oversight jurisdiction. Participating in these contested races were twenty-three candidates. The committee received six complaints regarding candidates in these races. During the spring 2014 election cycle, one contested judicial race fell within the committee's oversight jurisdiction. Three candidates participated in this contested race. The committee received no complaints regarding the candidates in this race.

Objective 4.2

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

Intent of the Objective

See the language relating to the Intent of Objective 4.1.

Response to the 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 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.

- **Attorney Continuing Legal Education.** The Court exercises supervision over all continuing legal education through its Mandatory Continuing Legal Education (MCLE) Committee. The Supreme Court established the committee 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.

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 average number of hours acquired through continuing legal education per lawyer in 2014 was 14.92.

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 in 1990 created a permanent, statewide 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 Office of Disciplinary Counsel, which performs prosecutorial functions for the board.
 - Hearing committees, which are appointed by the Disciplinary Board. Each hearing



committee consists of two lawyer members and one public member. The board appoints a lawyer member of each hearing committee as its chair. The hearing committees review admonitions proposed by disciplinary counsel and 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 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.

Since 1998, the Court has taken several steps to support the Disciplinary Board and improve the disciplinary process. In 1999, the Court acted on a recommendation of the American Bar Association by imposing a significantly higher assessment on all attorneys to support 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 number of complaints received and processed during the period is presented below.

- **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 2014, the Court amended Supreme Court Rule XVII governing admission to the bar to provide for confidentiality in the conditional admissions process.
- **Encouragement of Pro Bono Activities.** The Court continued 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 were evaluated on a case-by-case basis in accordance with the factors set forth in Rule 1.5 of

COMPLAINTS FILED AGAINST LAWYERS AND DISPOSITIONS OF ATTORNEY DISCIPLINARY BOARD BY CALENDAR YEAR, 2011-2014

	2011	2012	2013	2014
Number of Complaints Filed Against Lawyers	3,000	3,042	3,036	3,040
Number of Complaints Filed Against Lawyers Resolved or Disposed of in That Calendar Year	2,997	2,966	3,287	3,140



the Louisiana Rules of Professional Conduct. As directed by law, the board set a minimum hourly rate for legal fees of \$125 and a maximum hourly rate of \$400. Since its creation the board has reviewed 12 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 whether the fees are in accordance with the hourly rates for legal fees for such matters as established by the board.

GOAL FIVE: TO USE PUBLIC RESOURCES EFFICIENTLY

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 the Objective

As a coequal 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.

Response to the Objective

- **Judicial Budgetary Control Board.** The Court, through the Judicial Administrator’s Office, continued to staff and support the Judicial Budgetary Control Board in its efforts to obtain and manage the resources needed by the judiciary to fulfill its duties and responsibilities.

- **Legislative and Executive Branch Coordination.** The Court continued to communicate, coordinate, and cooperate with the legislative and executive branches of state government on all matters relating to the 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 Plan and Performance Indicators.** The Court continued to submit to the legislature an annual operational plan. The plan 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, and the performance of the Louisiana Judicial College. Audits also examined 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, an



assessment of district courts' readiness to continue operations in the event of a weather or other disaster, and issues relating to district courts' use of technology. During the period, the performance audit in response to House Concurrent Resolution no. 143 of the 2011 regular legislative session, containing extensive and detailed information on the judicial system, was submitted to the legislature as provided by statute.

- **Judicial Compensation Commission.** The Court, through the Judicial Administrator's Office, continued to staff and support the work of the Judicial Compensation Commission. The commission, created in 1995, studies judicial salaries and submits recommendations concerning these salaries to the legislature in every even-numbered year per the requirements of Louisiana law.
- **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 a compensation plan and human resources 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 employees, 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 several staff from the Attorney General's Office 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 from Hurricane Katrina. This damage was repaired and the Court returned to the building before year's end.

The building is one of the state's crown jewels and is well maintained by the Division of Administration, Office of Buildings and Grounds. Preventive maintenance and upgrades to equipment including the chillers, basement waterproofing, and roof waterproofing and refurbishing, is ongoing.

The building is a sought-after location for meetings and other events. The Supreme Court celebrated its 200th anniversary on March 1, 2013 with a courtroom ceremony followed by a reception. The building was the site of more than 200 total events during the period including law-related events and activities, organized tours, bar association events, conferences, and swearing in ceremonies.

Objective 5.2

To manage the Court's caseload effectively and to use available resources efficiently and productively.

Intent of the Objective

The Supreme Court acknowledges that it should manage its caseload in a cost-effective and efficient 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 use these resources prudently.

Response to the 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. To that end the Court began work on a request for proposals for a new case management system which will integrate with the justices' and staff attorneys' offices and will potentially provide for online access by the public to the docket and documents on file with the court.

- **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. A summary of fiscal workload is provided below.
- **Office of the Internal Auditor.** The Supreme Court maintains an internal audit function as a component of internal control. This audit activity focuses on the evaluation of programs, policies, services, and activities administered by the Supreme Court to promote effective controls at a reasonable cost, resulting in improved operations.

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 the organization's performance in achieving its stated goals and objectives.

- **Internal Audit Committee.** The Court maintains an Internal Audit Committee consisting of five 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 risk within the audit universe. The Audit Committee approves audit areas, including the following:

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

Following the conclusion of each audit, the Internal Auditor prepares a written report and issues it to the Audit Committee. In each audit report the Internal Auditor includes a response from management which includes any corrective action that management indicates it will take regarding audit findings and recommendations.

Objective 5.3

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

Intent of the Objective

Under Article V, Section 6 of the Louisiana Constitution of 1974, the Chief Justice of the Supreme

INDICATORS OF FISCAL WORKLOAD BY FISCAL YEAR, 2011-2014

Indicator	2011-2012	2012-2013	2013-2014
Number of Vendors	4,376	4,662	4,901
Accounts Payable Dollar Amount	\$77,069,008	\$111,614,261	\$116,714,374
Number of Checks Processed for Accounts Payable	7,016	7,266	6,989
Automated Clearing House (ACH) Payments	797	1,020	811
Payroll Dollar Amount	\$63,355,882	\$63,662,128	\$78,737,468
Number of Checks Processed for Payroll	11,766	11,736	11,751



Court is the chief administrative officer of the judicial system of the state, subject to rules adopted by the Court. The Court has the authority under Article V, Section 7 of the Constitution, to select a judicial administrator, clerks, and other personnel to assist in the exercise of this administrative responsibility.

The Court, therefore, through the Chief Justice, the Judicial Administrator, the Clerk of Court, and other personnel, has the constitutional authority to support and 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 also that they are implemented to improve judicial performance.

Response to the 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 and support methods for improving aspects of court performance at all court levels. 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, the Louisiana City Judges Association, and 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. 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 from time to time may be established under these committees.

- **Louisiana Supreme Court Case Management Information Systems and Business Process Management.** 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.

- **Business Process Management.** The Louisiana Supreme Court employs the use of digital media on all fronts, including its case management system, electronic filing system, and writ application scanning procedures. This practice streamlines business processes across programs and increases the efficiency of the Court.

The Court has adopted a document management protocol using the Intact Document Software Solution. The Clerk of Court scans each document associated with a filing in the Clerk's Office and connects it to that specific filing in the Court's case management system. In early 2014 this system was enhanced through the e-Box project which streamlined the document distribution process and provided secure access to the documents from anywhere using tablet technology.

Since 2012 the Louisiana Supreme Court has allowed attorneys who are admitted to practice in Louisiana and who are in good standing with the Louisiana State Bar Association to register and e-file documents with the Court. E-filing provides enhanced access to the Clerk of Court for registered attorneys, as they may file writ applications, appendices, exhibits, oppositions, replies, supplements, motions, briefs, and rehearing documents.

In April, 2014, the Court issued a request for proposals for a new appellate case management system. The system will expand and enhance



the use of technology by replacing some of the aging components of the Court's existing systems with a highly-configurable integrated system with standards-based interface capabilities. The system will facilitate data sharing with other courts and agencies and provide public access to documents. In addition, the Court has deployed video conferencing technology to save Court travel time and expense.

- **Data Management.** CMIS continued to manage 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 Protective Order Registry, the Court of Appeals Reporting System, the District Court Reporting System, and the Traffic Violation Data Collection System. In addition to electronic reporting systems, form-based manual processes are also used to collect additional information from the courts such as the civil case reporting process, juvenile and family court reporting, as well as parish and city court reporting. 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 continued to use standardized case filing data collection protocols informed by state and national standards for appellate, criminal, civil, and traffic cases and collected this data through the Court of Appeal Reporting System, the District Court Reporting System, the Juvenile and Family Court Reporting System, the Civil Case 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.
- **Acts 403 and 404 of 2013.** During the 2013 Regular Session, the Louisiana Legislature passed Acts 403 and 404 which require district court clerks to report to the Supreme Court of Louisiana civil commitments and criminal dispositions that result in firearm restrictions for an individual. Under the direction of the Supreme Court Judicial Administrator, Supreme Court staff worked with the district court judges and clerks of court to formulate procedures for the reporting of judicial commitments and modifications required for the automated reporting of the criminal dispositions. By December 31, 2013 there were 27,530 disposition records posted to the FBI National Instant Check System (NICS) database. Of those records, 26,322 were felony convictions; 1,094 were misdemeanor domestic violence, 26 were "incompetent to stand trial" and 88 were "not guilty by insanity." By June 30, 2014, there were 15,171 dispositions posted to NICS. Of those 15,171 there were 13,631 felony convictions, 1,144 misdemeanor crimes of domestic violence, 32 not guilty by reason of insanity, 70 incompetent to stand trial, 244 probation restrictions and 50 court-ordered firearm prohibitions.
- **Case Management System Grants.** CMIS dispersed \$161,579 in federal and CMIS grants to clerks of court in Vernon, Morehouse, and Concordia Parishes and to judges in Lafourche Parish for the acquisition and installation of criminal case management systems to report criminal filing and disposition data. The funds were also provided on an emergency basis to support limited hardware replacement, without which the jurisdiction would be unable to transmit necessary data.
- **District and City Court Assistance.** The Supreme Court, through CMIS, worked with clerks of court throughout the state to provide training assistance, on-site visits, grant opportunities, and outreach to the clerks of court and their staff to enhance the completeness, accuracy, and timeliness of data



collected for criminal and traffic dispositions and the newly implemented civil case reporting process. Additionally, the Louisiana Clerks of Court Association invited CMIS staff to its annual meeting to provide training and information about these processes and to provide information about the implementation of Louisiana Acts 403 and 404 of 2013.

- **Electronic Bench.** An “electronic bench” system built on aiSmartBench by Mentis Technologies was implemented as a pilot program in the 17th Judicial District Court in Lafourche Parish. The system is an electronic dashboard that pulls information from a case management system as well as other sources.
- **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 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 disbanded shortly thereafter. A newer

committee – the Judicial Council Committee on Family Court Rules – was created in February 2009 to address the family court 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. The Supreme Court Drug Court Office (SCDCO) administers these funds.

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. The SCDCO continues to oversee six DWI courts in conjunction with the Louisiana Highway Safety Commission (LHSC). The SCDCO provides both fiscal and programmatic monitoring of these DWI court programs. 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 below.

LOUISIANA SUPREME COURT DRUG COURT PROGRAM STATISTICS, BY FISCAL YEAR, 2011-2014--Exhibit 4

STATISTICS	2011-2012	2012-2013 ¹	2013-2014 ¹
Cumulative Number of Courts ^{1,2}	52	55	56
Number of Judicial Districts Served	26	27	27
Total Clients Served/Month ²	2,779	2,625	2,874
Drug-Free Babies Born ²	37	54	41
Total Graduates 1, 2	878	820	908
Sources/Notes:			
¹ Includes 4 DWI courts.			
² Supreme Court Drug Court Office (SCDCO) Calendar Year Survey/ DCCM			



- Americans with Disabilities Act Assistance.** The Human Resources Division of the Judicial Administrator’s Office has developed a comprehensive guide to the Americans with Disabilities Act (ADA) for use by all courts, with special attention to the district courts. The Court’s website contains ADA policies which meet the requirements of the Americans with Disabilities Act Amendments Act (ADAAA). The Court’s website also contains a form to request accommodations. 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 review 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 review on the Supreme Court’s website. This work was furthered by the Court’s 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. The work of the task force has continued through the efforts of the Louisiana District Judges Association Self-Represented Litigants Committee.
- Court Security Task Force.** In early 2011, the Supreme Court commissioned the National Center for State Courts to study district court security in all 64 parish courthouses in Louisiana. After the study was completed, the Supreme Court appointed a Court Security Task Force to review the study’s findings and make recommendations for the improvement of security in each parish courthouse. In connection with those recommendations, every district court throughout the state formed its own court security committee and performed a security assessment of their respective courthouses.

Upon converting the task force into a standing committee of the Supreme Court, Chief Justice Bernette Johnson appointed a district court judge to serve as chair of the newly formed Courthouse Security Committee. She authorized that committee to provide guidance and assistance to local courthouse security committees where needed, to gather data and study issues pertaining to court security, and make recommendations as appropriate.
- 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 Strategic Plan of the Courts of Appeal.
- Trial Court Assistance.** The Supreme Court, through its Judicial Administrator’s Office, and in association with the Louisiana District Judges Association (LDJA), the Louisiana City 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 staff member to work with the district judges on each of its more than a dozen active committees. The staff member facilitates communication among the district judges,



the Supreme Court, the Judicial College, the Department of Corrections, and many other entities throughout the state.

During the period, the district judges formed a committee to completely overhaul the Strategic Plan of the District Courts. This project was facilitated in great part by the Supreme Court staff member. The newly created goals will be implemented in 2015. The Supreme Court staffer also performed research and wrote reports, assisted in promoting awareness of, and finding solutions for trends within the court system such as increased self-represented litigants and appropriate access to justice, and applied for funding assistance where needed. Staff also helped create and update district court best practices manuals, published a quarterly newsletter, ensured current appointment and participation of district judges on statutory and constitutional committees, assisted in following proposed legislation as it affected the office of the district judge, and performed perfunctory duties such as website maintenance, scheduling meetings, and coordinating district judge participation in judicial education projects.

- **Juvenile Court Assistance.** 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, through its Judicial Administrator's Office the Supreme Court continued to support efforts to improve the exercise of juvenile and family jurisdiction in courts. Those efforts include:

- **Court Appointed Special Advocate Assistance Program (CASA).** 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 Louisiana State CASA Association. During the period, 17 CASA programs (plus the Louisiana State CASA Association) serving courts in 32 judicial districts across Louisiana assisted 3,086 abused and neglected children. More than 1,200 CASA children were placed in permanent homes.

- **Families in Need of Services Assistance Program (FINS).** The FINS Assistance Program works in partnership with individual judicial district courts, the community, and other juvenile justice stakeholders to provide pre-court diversion, intervention, and case management services for alleged status offenders and their families. FINS programs operate in 41 out of 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 6,500 referrals, with truancy and ungovernability as the most predominant complaint by parents and school administrators. FINS staff continues 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 Integrated Juvenile Justice Information System was developed to provide



courts exercising juvenile jurisdiction with enhanced case management and data collection capabilities. IJIS continued operations in Caddo Parish Juvenile Court and Orleans Parish Juvenile Court and was deployed in part in other jurisdictions. Data system improvements are planned subject to availability of funding.

- **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.

- **Court Improvement Program (CIP).** 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/technology grant. CIP has been engaged in significant efforts to improve the quality of legal representation for children and indigent parents in CINC cases, including specialized training, child welfare certification, provision of books/periodicals, and extensive web-based resources. CIP, in collaboration with the Louisiana Department of Children and Family Services, Louisiana CASA Association, Louisiana Children's Justice Act, Louisiana Foster and Adoptive Parents Association, and others, sponsored the annual Together We Can child welfare conference. The conference is a three-day event that offered specialized training and education on issues related to families and children who are in, or at risk of, entering the foster care system. The conference was very successful, with record-breaking attendance of 574.

Beginning January 1, 2015, the CIP strategic plan and budget will be managed by the Pelican Center for Children & Families. The Pelican Center will be working with the ABA Center on Children and the Law as well as the Court's Division of Children and Family Services to make recommendations for implementation of

the newly-legislated Supreme Court oversight of children's representation in CINC proceedings. The Court Improvement Program continues to provide best practices bulletins to judges exercising juvenile jurisdiction. The most recent bulletin included new materials for improved safety decision making for judges and attorneys with special emphasis on decisions to remove and to reunify children with their families. Also, numerous regional and statewide multi-disciplinary trainings were conducted on a variety of issues relating to children and families.

- **Other Programs Involving Children and Families.**

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 assist, develop, maintain, and/or implement new initiatives for improving the processing of juvenile and family court cases, including statewide implementation of the Juvenile Detention Alternatives Initiative and procedures for determining Special Immigrant Juvenile Status. 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.

- **Cases Under Advisement.** The Supreme Court, through the Judicial Administrator's Office, continued to report on and enforce court rules, orders, and policies relating to cases under advisement as a means of improving performance in city and parish courts, district courts, and appellate courts.

- **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 overburdened courts and time-consuming and difficult cases throughout the state, the administration of justice is advanced and litigants' access to justice ensured.

During the years 2011 - 2014, the following number of orders was processed:

- 2011 - 2,166 orders
- 2012 - 2,141 orders
- 2013 - 1,955 orders
- 2014 - 1,189 orders

- **General Counsel.** The Supreme Court General Counsel's Office consists of the General Counsel, the Deputy General Counsel, and three 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 assists 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 the 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.

Response to the Objective

- **Human Resources Initiatives.** The Human Resources Division of the Judicial Administrator's Office engaged in the following strategies and activities during the period:

- Conducted new employee orientations.
- 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, the division continued to test and document system issues and document steps in personnel and position action processing.
- 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, human resources policy development and administration, disciplinary matters, and employee training.
- Consulted with managers and prepared documentation for disciplinary actions and performance improvement plans as necessary.
- Participated in the selection process for most vacancies. Efforts included designing the selection process, reviewing resumes, selecting candidates for interviews, interviewing candidates, conducting reference checks, writing recommendation memorandums and making final verbal/written offers to candidates.
- Reviewed resumes to determine appropriate hire rates for numerous positions at the Supreme Court and courts of appeal.
- Maintained human resources database for appellate courts.
- Coordinated new hires, pay changes, etc., with the payroll department.
- Reviewed semi-monthly and monthly time sheets and monitored system-calculated leave



usage as well as earned annual, sick, and compensatory leave.

- Developed agendas and reports, coordinated meetings and documented final minutes and policies, procedures or pay changes for the Human Resources Committee.
- Developed or revised policies governing the appellate and the Supreme Court personnel system.
- Conducted compensation studies of various positions and pay plans recommending and implementing changes accordingly.
- Participated in various compensation surveys as requested in order to stay abreast of current compensation strategies in relation to our positions.
- Developed an EEOP—Equal Employment Opportunity Plan for the Court as required for compliance with various grant applications submitted by other departments such as I.T. and Louisiana Protective Order Registry.

GOAL SIX: TO MAINTAIN THE COURT’S CONSTITUTIONAL INDEPENDENCE WHILE OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF GOVERNMENT

Objective 6.1

To promote and maintain judicial independence.

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, coequal 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.

Response to the Objective

- **Supreme Court Leadership.** The Court continued to assert separation of powers and to promote and protect 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 the 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 and 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.

Response to the Objective

- **Intergovernmental Liaison.** The Court has appointed a Justice to be the primary liaison between the Court and its various external governmental partners. A deputy judicial administrator, who has responsibility for monitoring legislation and communicating with both legislative and executive branch officials and staff, assists the Justices. 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.





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 “Response to the Objective” and “Major Strategies Initiated or Completed” sections of this 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.

COURTS OF APPEAL GOALS AND OBJECTIVES

GOAL 1: TO PROTECT THE RULE OF LAW

- 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.

GOAL 2: TO PROMOTE THE RULE OF LAW

- 2.1 To ensure that adequate consideration is given to each case and that decisions are based on legally relevant factors, thereby affording every litigant the full benefit of the judicial process.
- 2.2 To ensure that decisions of the courts of appeal are clear and the form of the opinion is controlled by Rule 2-16, Uniform Rules, Courts of Appeal.
- 2.3 To publish those written decisions that develop, clarify, or unify the law.
- 2.4 To resolve cases expeditiously.

¹See Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10.



GOAL 3: TO ENSURE THE PUBLIC TRUST

- 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 court operations and activities.
- 3.4 To ensure the highest professional conduct of both the bench and the bar.

GOAL 4: TO USE PUBLIC RESOURCES EFFICIENTLY

- 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.

GOAL 5: PROTECTING JUDICIAL INDEPENDENCE

- 5.1 To vigilantly guard judicial independence while respecting the other co-equal branches of government.

GOAL 6: OPERATIONAL PLANNING

- 6.1 To conduct operational planning by the Operational Planning Team.



GOAL 1: TO PROTECT THE RULE OF LAW

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.

Response 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 Court 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., three-judge panel goes to a five-judge panel; five-judge panel goes to a seven-judge panel; and seven-judge panel goes to an en banc panel).
- **Second Circuit Court of Appeal.** By participating in post-argument conferences and reading written memoranda, the Second Circuit continued to achieve multi-judge review of decisions made by lower courts.
- **Third Circuit Court of Appeal.** The Third Circuit, in its random allotment of assigning appeal panels, worked to ensure that each judge sat with each of the other judges at least once, and no more than twice, with any judge during the year. The

court also provided for the random allotment of supervisory writ panel assignments.

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.

Response 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's document management system allowed judges and staff to electronically search internal reports and review prior published and unpublished decisions to ensure uniformity. The court convened en banc during the time period in order to clarify and unify potential conflicts in prior court decisions.
- **Second Circuit Court of Appeal.** The Second Circuit maintained ongoing strategies and efforts to clarify and unify the law, employing qualified legal support staff, providing cost-effective electronic legal research tools, and participating in pre/post-argument conferences.
- **Third Circuit Court of Appeal.** The Third Circuit continued its recent developments seminar for district and city judges within the circuit at the annual Third Circuit Judges Association meeting and its annual August seminar for judges and their law clerks. Judges and staff attorneys of the Third Circuit also participated in recent development seminars for the local bar associations of Lafayette,



Marksville, Leesville, Alexandria, and the Southwest Louisiana Bar Association.

Objective 1.3

To determine expeditiously those petitions and/or applications for which no other adequate or speedy remedy exists, including mandamus, habeas corpus, 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.

Response 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 adopted local rules regarding facsimile filing and E-filing to allow litigants to electronically file documents with the court to facilitate adequate and speedy remedies when warranted. The posting of writ dispositions to the court website at the time of issuance ensured all litigants have the same and immediate access to decisions and, if the litigant elects, the decision can be electronically notified at the concurrent time.

- **Second Circuit Court of Appeal.** The Second Circuit reported that its judges were scheduled as “duty judges” on a rotating system of one week each, and that Second Circuit staff always had access to a panel of judges. Electronic technology was in place to provide continuous access via mobile devices and remote access software.
- **Third Circuit Court of Appeal.** The Third Circuit adopted an internal rule in 2007 to provide for expedited consideration of cases relating to disasters such as Hurricanes Rita and Katrina. The court has previously adopted internal rules to ensure that certain expedited children’s cases are placed on the next available docket after briefing is completed. Central staff attorneys checked civil appeals for jurisdictional flaws and any factors that would require the appeal to be handled expeditiously prior to lodging. The Clerk or Deputy Clerk examined all incoming civil writs to determine if there is a need for the writ to be handled expeditiously. The Criminal Director, with the assistance of a paralegal, examined all incoming criminal appeals and writs to determine whether they need to be handled expeditiously. The court used special reports to track expedited criminal writ applications as well as civil writ applications.

The court also adopted and posted on the website a caseload management plan to inform attorneys and the public of the deadlines and timelines associated with the appellate process.



GOAL 2: TO PROMOTE THE RULE OF LAW

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.

Response 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 worked with other courts on the Uniform Rules Committee to draft legislation and proposed uniform rules for implementation of the draft legislation for all the appellate courts to have the opportunity to transmit notice via U.S. Mail, email or facsimile issuances. The court then adopted a local rule, pursuant to the legislation, to memorialize the procedures to be used for the transmission of issuances via U.S. Mail, email or facsimile.

- **Second Circuit Court of Appeal.** The Second Circuit continued to employ qualified legal support staff, provide electronic legal research tools, and apply internal procedures of pre/post conferences, written memoranda, and draft opinion circulation to ensure decisions are based on relevant legal factors for each case. Additionally, Second Circuit judges actively participated in the Uniform Rules Committee, reviewing rules on an annual basis to ensure awareness of any changes to existing rules or implementation of new rules. The judges also immediately received rules, legislative updates, Louisiana Supreme Court rulings, and administrative orders, and acted upon this information as needed.
- **Third Circuit Court of Appeal.** During the period, Third Circuit judges and staff attended relevant seminars on recent developments in law and procedures. Also, the court continued to post the Handbook of Louisiana Court of Appeal, Third Circuit Procedure on the court website. The manual is intended to aid attorneys in their appellate work. The Third Circuit also continued to update and post internal court rules to keep the public and attorneys apprised of any internal rule changes. The website also contained all current and upcoming dockets as well as published Third Circuit opinions.

The court also updated and posted on the website a manual to assist self-represented litigants in filing writ applications and appeals. The manual greatly improved the ability of self-represented litigants to provide the court with the necessary documentation and aided them in conforming to the Uniform Rules.

The court also revised its manual for the production of appellate court records and distributed the revised manual to all district court, city court, and worker's compensation clerks.



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. Clear judicial reasoning facilitates the resolution of unsettled issues, the reconciliation of conflicting determinations by lower tribunals, and the interpretation of new laws.

An appellate court should issue a written opinion when it completely adjudicates the controversy before it. Ending the controversy necessarily requires that a court address and resolve the dispositive issues of the case. Understanding of the resolution of the dispositive issues is enhanced when the court explains the reasoning that supports its decision. 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. Thus, written opinions should set forth the dispositive issues, the holding, and the reasoning that supports the holding.

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. By applying the criteria set out in Uniform Rule 2-16, the judges of the Courts of Appeal select the form of decision – a full opinion, a concise memorandum opinion, or a summary disposition – that best satisfies the need for clarity in a particular case.

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, the exchange of editorial comments, and the review of cases for compliance with Rule 2-16.

- **Third Circuit Court of Appeal.** The Third Circuit continued to update its citation handbook to ensure uniformity of citations and the form of court opinions. The Court continued to follow the publication guidelines established by Rule 2-16, Uniform Rules, Court of Appeal.

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.

Response to the Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit disseminated opinions immediately to those registered for its online notification service, providing immediate access to opinions.
- **Third Circuit Court of Appeal.** The Third Circuit maintains and updates its own citation handbook.



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.

Response 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, resulting in more expeditious docketing. The court expedited all juvenile and custody matters to the first available docket after a reduced 30-day briefing period. The court continued an internal formal procedure for reporting on the status of cases pending over 60 days without disposition.
- **Third Circuit Court of Appeal.** The Third Circuit reported that it was current in hearing and rendering decisions on appeal and writ applications, with little or no backlog. 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 acts as a constant reminder to each judge as to the status of each case.

The court continued to engage two full-time paralegals on its criminal staff and one part-time paralegal on its civil staff. The paralegals worked as liaisons to district courts and court reporters to ensure the timely and proper filing of records, to track the supplementation of records when required, and to track expedited criminal applications and civil writ applications. The court continued developing its own case management system to provide for e-notification and e-filing.

GOAL 3:

TO ENSURE THE PUBLIC TRUST

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 access problems relating to court costs, court procedures, 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, the court should make provisions 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. Courts should make accommodations so that individuals with speech, hearing, vision, cognitive, or physical impairments can participate in the court's processes.



Response 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. Also, when a filing from a self-represented litigant was rejected prior to a review on the merits due to technical problems, the court issued orders generally providing a basic outline of the steps a self-represented litigant might take.

The court also issued press releases to inform the public of the date, time, and location of hearings held at locations other than the First Circuit courthouse and provided sound equipment to allow hearing-impaired individuals to participate fully in oral argument.

The court also adopted two emergency procedures. The first procedure, a shelter-in-place plan that includes locked shelter-in-place internal locations, became active during the period. The second procedure, the new emergency radio system for court security personnel, judges, and key staff, provides internal and external communication statewide with all law enforcement and emergency preparedness officials. The court periodically conducts shelter-in-place and fire drills.

- **Second Circuit Court of Appeal.** The Second Circuit reported that its self-represented litigant manual was available on the court website and in printed form, available at the front counter, and mailed upon request. The court enhanced the resources available through its website, including filing checklists and information regarding new court rules, changes in procedures, and fees. The court also continued to improve its online notification service, to immediately notify subscribers of opinions rendered and of emergency closings.

The court continued to take a proactive approach to ensure that the court was physically accessible to all citizens and consistently reviewed its internal procedures and policies to promote accessibility to all. In addition, the court continued to employ staff fluent in Spanish and raised the height of counsel tables in the courtroom to accommodate members of the public who use wheelchairs.

- **Third Circuit Court of Appeal.** The Third Circuit posted on its website the Handbook of Louisiana Court of Appeal, Third Circuit Procedure; the *Pro Se* Manual, a manual for self-represented litigants; and published and unpublished opinions. The court also posted appellate brief and supervisory writ checklists to aid litigants in following appellate procedure. Upon request, the court also provided copies of the *Pro Se* Manual by mail and provided the appellate record to the litigant via email or CD.

In addition, the court posted its published and unpublished opinions on its website, created a retention schedule for writ applications and appeal files, adopted an Americans with Disabilities Act policy, posted the policy on its website, and posted signs concerning the ADA within the courthouse building. When language interpreters were required, the court utilized the list of interpreters and the interpreter oath provided by a district court in its circuit.

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 make their decisions 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.



Response 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 it maintained a merchant account to enable the public to order copies of court documents on the First Circuit website and pay by credit card. Also, effective January 1, 2013, the court began posting writ applications decisions on its website.
- **Second Circuit Court of Appeal.** The Second Circuit continued to provide timely decisions to the public and bar by providing court opinions electronically to three publishing companies and immediately transmitting news releases to subscribers of the court news alert service.

Objective 3.3

To inform the public of court operations and activities.

Intent of the Objective

Most citizens do not have direct contact with the courts. Information about courts is filtered through sources such as the media, lawyers, litigants, jurors, political leaders, and the employees of other components of the justice system. This objective suggests that courts have a direct responsibility to inform the community of their structure, functions, and programs.

Response 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 continued to post information to the “Announcements” section of its website.

- **Second Circuit Court of Appeal.** The Second Circuit continued to hire law student interns, exposing them to the appellate process and the operation and activities of the court.
- **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. When the Court rode circuit and held court in other parishes, the judges also provided classroom instruction to the local high school students who attend the oral argument. During the period the Court held oral arguments in St. Martinville and Crowley.

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.

Response to the Objective

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

- **Second Circuit Court of Appeal.** Second Circuit judges hosted visiting judges from Turkey during the period. The court also co-hosted an ethics seminar for 2014 judicial candidates. Second Circuit judges routinely served as speakers at area seminars to discuss appellate advocacy, writ procedures, etc.



GOAL 4: TO USE PUBLIC RESOURCES EFFICIENTLY

Objective 4.1

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

Intent of the Objective

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

Response to the Objective

Appellate courts were not surveyed regarding this objective in 2012-2013. Information regarding the appellate courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 4.2

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

Intent of the Objective

The courts of appeal should manage their caseloads in a cost-effective and efficient manner and in a way that does not sacrifice the rights or interests of litigants. As an institution reliant on public resources, the courts of

appeal recognize their responsibility to use resources prudently and process and resolve cases in an efficient manner.

Response 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 maintained "EClerk's Counter," whereby the public can order compact disks or paper copies of a record in an appeal or a writ application and pay online with a credit card. During the period, the court added e-filing as another service available through EClerk's Counter. The court also maintained an e-notification program, whereby litigants voluntarily register to receive the Clerk of Court's office issuances via email.
- **Second Circuit Court of Appeal.** The Second Circuit reported that its new programmer is actively involved in observing the functions, needs, and requirements of the Clerk of Court's office. The programmer is writing a case management system that will interface with the existing system and move the court successfully to e-filing and e-notification.
- **The Third Circuit Court of Appeal.** The Third Circuit utilized a document management system. All incoming records including transcripts, briefs, pleadings, correspondence, opinions, applications to the Supreme Court, dockets, worksheets, etc., were scanned into this system. Once the records were scanned, the documents were reviewable from a work or home computer by anyone in the court authorized to use the system. Users were able to perform sophisticated searches within the system, including documents and transcripts. Eventually, the court will scan all past criminal memoranda, certain civil memoranda, and opinions of this circuit and other circuits into the system for convenient access. In the next several years the system hopefully will be integrated into a



new case management system for e-filing writs and briefs.

- **Fifth Circuit Court of Appeal.** The Fifth Circuit increased the use of its e-notification system and announced that e-filing is scheduled to begin in early 2015.

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.

Response 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 and the Louisiana Court Administrators Association, groups that facilitate communication between administrators and resolution of administrative issues. First Circuit judges presented continuing legal education lectures to attorneys, court clerks, and local bar associations to provide guidance in court operations.

- **Third Circuit Court of Appeal.** The Third Circuit provided the district clerks and workers' compensation clerks with a manual on how to prepare appellate records. Also, the Third Circuit Judges' Association sponsored an annual meeting and an August seminar to address recent developments within the circuit.

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.

Response 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 proactively 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 reported that it continued to meet this objective through the chief judge's service on the Human Resource Committee. By serving on this committee, the judge 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 to reduce all levels of risk to employees as well as liability to the state. The court completed an annual audit that resulted in cost savings on insurance premiums; the court also provided orientation to all new employees to create an awareness of the court's resources, training, and development. Also, the Judicial Administrator and Business Service Manager continued to participate in training and development.

GOAL 5: PROTECTING JUDICIAL INDEPENDENCE

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, coequal 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.

Response 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 meetings and testimony at committee meetings of the legislature and other committees established to study the judicial branch.

GOAL 6: OPERATIONAL PLANNING

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.

Response to the Objective

The courts of appeal were not surveyed regarding this objective in 2013-2014.

Major Strategies Initiated or Completed in FY 2013-2014.

- **First Circuit Court of Appeal.** During the period covered by this report, the First Circuit implemented voluntary electronic filing. E-filing is available as one of the services offered through EClerk's Counter on the First Circuit's website at www.la-fcca.org. The process to e-file at the First Circuit is simple and streamlined. Anyone may register with EClerk's Counter. The registrant selects e-filing from the EClerk's Counter services menu. The registrant then selects a document type and filing fee, if applicable. As per local rule the document must be electronically signed by the filer, and in PDF format. The registrant pays a



\$5.00 copying charge on each uploaded document, regardless of whether a filing fee is applicable.

A “declaration” is allowed to substitute for an affidavit when an affidavit would otherwise be required under the Uniform Rules of the Courts of Appeal. In all other respects, the content and format of electronically filed documents must comply with the Uniform Rules. In addition to the requirements set out by local rule, the First Circuit website has a section under EClerk’s Counter Frequently Asked Questions (FAQs) containing e-filing details.

- **Second Circuit Court of Appeal.** The Second Circuit implemented information technology upgrades, including replacing all the court’s personal computers and implementing a new Storage Area Network with multiple paths of redundancy for increased data integrity and recovery. Network connectivity was further optimized to improve electronic communications within the court’s internal network and remote office locations.

- **Third Circuit Court of Appeal.** The court held oral arguments at the historic Opera House in Crowley. Students from five area high schools attended the oral arguments. The judges provided instructional classes on the judicial system at each of the high schools, as well as reviewing the classes on the facts of the cases presented at oral argument. In addition, the Court encouraged staff attorneys to join their local Inns of Court and work with teams to provide CLE to local attorneys on the appellate process.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit implemented an e-filing system and worked to expand the number of program users.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit created and fully staffed a Screening Department, which has resulted in increased efficiency in the handling of both writs and appeals.



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ACTIONS TAKEN IN FY 2013-2014 TO PROVIDE A REASONABLE OPPORTUNITY FOR MULTI-JUDGE REVIEW OF DECISIONS MADE BY LOWER TRIBUNALS-Exhibit 1

Objective 1.1	Did not address in 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	0	5	1	4	3	2	3	3	4	3

ACTIONS TAKEN IN FY 2013-2014 TO DEVELOP, CLARIFY, AND UNIFY THE LAW-Exhibit 2

Objective 1.2	Did not address this objective in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	4	4	3	2	3



**ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	3	5	2	3	4	3	3



ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Obtained or maintained sufficient staff to ensure that adequate consideration is given to each case	Improved docketing and scheduling of cases	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 regularly-scheduled writ conferences	Had pre- and post-argument conferences	Other
APPELLATE COURT									
1		✓	✓	✓	✓	✓	✓		
2		✓	✓			✓	✓	✓	✓
3		✓	✓	✓	✓			✓	✓
4		✓	✓		✓			✓	
5		✓	✓		✓		✓	✓	
TOTALS	0	5	5	2	4	2	3	4	2

ACTIONS TAKEN IN FY 2013-2014 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE-Exhibit 5

Objective 2.1	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Instituted or continued en banc review of all changes in law and procedure	Other
APPELLATE COURT						
1		✓	✓	✓		✓
2		✓				✓
3		✓		✓		✓
4		✓	✓	✓	✓	
5		✓	✓	✓	✓	
TOTALS	0	5	3	4	2	3



ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Developed or implemented a new rule outlining the appropriate use of full opinions, memorandum opinions, and per curiam opinions	Instituted or maintained special procedures to verify the accuracy of opinions in terms of substance, grammar, and citations	Encouraged or sponsored programs enabling judges and attorneys to improve their legal writing skills	Established standard terminology for reporting summary and dispositive language used in the court	Other
APPELLATE COURT							
1		✓	✓	✓	✓		
2		✓					✓
3		✓	✓	✓	✓	✓	✓
4		✓		✓	✓		
5		✓		✓	✓		
TOTALS	0	5	2	4	4	1	2

ACTIONS TAKEN IN FY 2013-2014 TO PUBLISH THOSE OPINIONS THAT DEVELOP, CLARIFY, OR UNIFY THE LAW-Exhibit 7

Objective 2.3	Did not address this objective in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Developed or maintained standards for publication	Met with district judges to address their concerns regarding the publication of opinions	Posted unpublished opinions to the court's website	Distributed unpublished opinions to subscribers	Other
APPELLATE COURT							
1		✓	✓		✓	✓	
2		✓	✓		✓	✓	✓
3		✓					✓
4		✓			✓		
5		✓	✓		✓		
TOTALS	0	5	3	0	4	2	2



ACTIONS TAKEN IN FY 2013-2014 TO RESOLVE CASES EXPEDITIOUSLY-Exhibit 8

Objective 2.4	Did not address this objective in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	3	3	1	3	2	1	0	1	3	5	2

ACTIONS TAKEN IN FY 2013-2014 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ASSISTING PRO SE LITIGANTS-Exhibit 9

Objective 3.1	Did not address this issue in FY 2013-2014	Continued to address this objective through the actions indicated below, and implemented the following new actions in FY 2013-2014 to address this objective as indicated	Worked with the clerk of court and/or local bar to provide information to the public regarding appellate procedures	Referred <i>pro se</i> /self-represented litigants to legal service corporations	Provided generic petitions and other forms	Other
APPELLATE COURT						
1		✓	✓	✓		✓
2		✓				✓
3		✓				✓
4	✓					
5		✓	✓			
TOTALS	1	4	2	1	0	3



ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	Used social media	Published and distributed court calendars	Provided an information desk in the courthouse	Other
APPELLATE COURT								
1		✓	✓	✓		✓	✓	✓
2		✓		✓		✓	✓	✓
3		✓	✓	✓		✓		✓
4		✓		✓		✓		
5		✓	✓	✓		✓		
TOTALS	0	5	3	5	0	5	2	3

ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Provided foreign language interpreter services when necessary	Encouraged and/or required interpreters to abide by a code of professional responsibility such as the Louisiana Code of Professional Responsibility for Language Interpreters as found in Section 1, Part G, Section 14 of the General Administrative Rules for Louisiana Courts	Adopted, maintained, or routinely administered an oath for language interpreters, such as the one provided in Appendix 5.IC of the Louisiana District Court Rules	Installed or maintained signs regarding services to LEP persons	Other
APPELLATE COURT								
1	✓							✓
2		✓	✓					✓
3		✓	✓			✓		✓
4	✓							
5		✓	✓	✓	✓	✓		
TOTALS	2	3	3	1	1	2	0	3



ACTIONS TAKEN IN FY 2013-2014 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT (ADA)-Exhibit 12

Objective 3.1	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Implemented 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 signs (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	4	3	4	4	0	1	4	3

ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Formed or continued a courthouse security committee	Implemented or continued coordination of security with law enforcement officials and/or stakeholders	Had a security audit performed	Had a cyber security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Developed or maintained a cyber 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	5	2	1	5	4	2	5	5	5	4	5	3	5	5	2



**ACTIONS TAKEN IN FY 2013-2014 TO ENSURE THAT THE COURTS OF APPEAL
ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE:
IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER
RECOVERY PLAN-Exhibit 14**

Objective 3.1	Did not address in FY 2013-2014	Continued to address this objective through the action indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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
APPELLATE COURT														
1		✓	✓	✓	✓	✓		✓	✓		✓	✓		✓
2		✓	✓	✓	✓	✓				✓	✓	✓	✓	
3		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
TOTALS	0	5	5	5	5	5	3	4	4	4	5	4	4	1

**ACTIONS TAKEN IN FY 2013-2014 TO FACILITATE
PUBLIC ACCESS TO DECISIONS-Exhibit 15**

Objective 3.2	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	2	5	5	4	5	5	2



**ACTIONS TAKEN IN FY 2013-2014 TO INFORM THE PUBLIC OF THE OPERATION
AND ACTIVITIES OF THE COURT-Exhibit 16**

Objective 3.3	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Conducted oral arguments in various locations throughout the district	Created or maintained a website containing information about the court	Used social media	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	3	5	0	4	0	0	2	0	5	4	0	1	3

**ACTIONS TAKEN IN FY 2013-2014 TO ENSURE THE HIGHEST PROFESSIONAL
CONDUCT OF THE BENCH AND THE BAR-Exhibit 17**

Objective 3.4	Did not address this in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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 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	4	5	1	0	0	1



**ACTIONS TAKEN IN FY 2013-2014 TO MANAGE CASELOADS EFFECTIVELY:
INSTALLING OR IMPLEMENTING COURT TECHNOLOGIES-Exhibit 18**

Objective 4.2	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Created or updated a court website	Used social media	Acquired or updated legal research materials	Bought additional personal computers	Bought mobile devices such as smart phones or tablets	Installed/updated/used video-conferencing/arraignment 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		✓	✓		✓	✓	✓			✓	✓			✓	✓	✓
TOTAL	0	5	5	0	5	4	5	0	1	5	4	1	3	4	3	3

**ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Provided guidance to district clerks of court on preparing clear, accurate, timely and complete appellate records	Provided guidance to district courts on error correction and new areas of the law	Other
APPELLATE COURT					
1		✓	✓	✓	✓
2		✓	✓	✓	
3		✓	✓	✓	✓
4		✓	✓		
5		✓	✓	✓	
TOTALS	0	5	5	4	2



**ACTIONS TAKEN IN FY 2013-2014 TO USE FAIR EMPLOYMENT PRACTICES AND
IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT-Exhibit 20**

Objective 4.4	Did not address this objective in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new policies/procedures in FY 2013-2014 to address this objective as 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	Participated in Office of Risk Management safety training	Other
APPELLATE COURT								
1		✓	✓	✓	✓	✓	✓	✓
2		✓	✓	✓	✓	✓	✓	✓
3		✓	✓	✓	✓	✓	✓	✓
4		✓	✓	✓	✓	✓	✓	
5		✓	✓	✓	✓	✓	✓	
TOTALS	0	5	5	5	5	5	5	3

**ACTIONS TAKEN IN FY 2013-2014 TO VIGILANTLY GUARD JUDICIAL
INDEPENDENCE WHILE RESPECTING OTHER CO-EQUAL BRANCHES OF
GOVERNMENT-Exhibit 21**

Objective 5.1	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	2	3	3	1	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.

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 “Response 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.

DISTRICT COURT GOALS AND OBJECTIVES

GOAL 1: TO ESTABLISH A MORE OPEN AND ACCESSIBLE SYSTEM OF JUSTICE

- 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.

GOAL 2: TO MEET ALL RESPONSIBILITIES TO EVERYONE AFFECTED BY THE COURT AND ITS ACTIVITIES IN A TIMELY AND EXPEDITIOUS MANNER

- 2.1 To encourage timely case management and processing.
- 2.2 To provide required reports and to respond to requests for information promptly.

¹See Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10.



2.3 To promptly implement changes in law and procedure.

2.4 To enhance jury service.

GOAL 3: TO PROVIDE DUE PROCESS AND EQUAL PROTECTION OF THE LAW TO ALL WHO HAVE BUSINESS BEFORE THE COURT; AND TO DEMONSTRATE INTEGRITY IN ALL PROCEDURES AND DECISIONS

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

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

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

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

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

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

GOAL 4: TO MAINTAIN JUDICIAL INDEPENDENCE, WHILE OBSERVING THE PRINCIPLE OF COMITY IN ITS GOVERNMENTAL RELATIONS AND ACCOUNTABILITY TO THE PUBLIC

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.

GOAL 5: STRATEGIC PLAN IMPLEMENTATION

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



GOAL 1: TO ESTABLISH A MORE OPEN AND ACCESSIBLE SYSTEM OF JUSTICE

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.

Response to the Objective

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

- **2nd JDC.** The 2nd JDC developed plans for a website.
- **4th JDC.** The 4th JDC continued to maintain a list of available sign language and foreign language interpreters. All schedules, calendars, and other important information about hours of operation were regularly updated on the Court's website. Hard copies of the week's docket are located in the reception office. The Court maintained electronic signage with the docket, including defendant name, time of proceeding, and courtroom, to offer the public assistance in finding their way to proceedings.
- **10th JDC.** The 10th JDC provided information on the judicial proceedings in presentations and/or contact with the public.
- **11th JDC.** The 11th JDC supplied a copy of the court calendar to the clerk of court's office, which posted the calendar on the Clerk's website. The judge provided forms +for self-represented litigants (divorce, custody, etc.) to the Sabine Parish Library, issued a press release which was printed in the local newspaper, The Sabine Index, and provided the information to the local radio station. The judge's law clerk and several local attorneys volunteered their time to dispense free legal advice at a "free legal clinic" held at the local library.
- **12th JDC.** The 12th JDC reported that it gave talks at civic groups and schools regarding the public nature of court proceedings.
- **14th JDC.** The 14th JDC set up monitors in the first-and-second-floor lobbies of the court to inform the public of the judge and courtroom location for each case being heard that day.
- **16th JDC.** The 16th JDC reported that while juvenile 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, were referred to the public defender's office for further information, and notified when court dates were set. These individuals were allowed to speak in court when appropriate. Also, a district attorney victim/witness coordinator in each parish was responsible for victim notification of all hearings and for facilitating delivery of impact statements to the court in a timely fashion prior to sentencing or disposition.

The court published and maintained a website that provides general information about the court and the court calendars for all divisions of court as well as hearing officers. The court used answering machines and public service announcements on local television stations, radio stations, and newspapers to relay information regarding the court to the public during emergencies.



The publication of the court calendar was a regular, ongoing activity of the court. The court distributed the calendar to the clerks of court, sheriffs, the District Attorney, detention facilities, and members of the local bar. The court also posted the calendar on hallway monitors in St. Martin Parish.

- **17th JDC.** The 17th JDC developed and launched www.17thjdcselfhelp.com website with the assistance of the LSBA Access to Justice Program. The website includes information links.
- **24th JDC.** The 24th JDC reported all proceedings are open to the public except those that are closed by law. The court maintained a kiosk, centrally located in the lobby of the courthouse, which continually scrolled the daily docket information including, allotted division, presiding judge, commissioner or hearing officer, and the room location of the respective case. The system provides for searching by litigant name.

The court, in collaboration with the Louisiana State Bar Association, established a Self-Help Desk to assist indigent litigants with domestic proceedings.

- **26th JDC.** The 26th JDC reported that daily dockets are displayed in the front hall of the courthouse, where they may be seen upon entering the building. The dockets give information about the floor and courtroom location of each case and the names of the parties involved. The exception would be those cases that are confidential in nature, such as juvenile matters.
- **29th JDC.** The 29th JDC reported that all court proceedings that were allowed to be held in open court were held in open court. The public had easy access to the courtrooms.
- **36th JDC.** Judges of the 36th JDC spoke to various civic clubs and organizations on the topic of openness of court proceedings.

- **37th JDC.** The 37th JDC encouraged publication of criminal proceedings in the newspaper.
- **38th JDC.** The 38th JDC reported that it published criminal and civil court dates in the local paper.
- **42nd JDC.** The 42nd JDC reported that the DeSoto Parish Clerk of Court installed monitors in the lobby and other public areas that informed the public of the current and upcoming court schedule.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court reported that the court docket was posted on the screens outside each courtroom.
- **Jefferson Parish Juvenile Court.** Although confidentiality laws precluded the court from holding public proceedings for most cases, the court opened certain proceedings to the public and made accommodations for the press and victims' family members. The court conducted tours for class fieldtrips upon request.

The court is developing a website to provide a general description of case types and procedures and provided the budget to the public by holding a public budget hearing and placing copies of the budget with the receptionist.

- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that its minute clerk application system allowed the public to access docket information regarding any accepted case in the system via the Internet. This system, which is housed in the Orleans Parish Sheriff's ASA 400 computer system, allowed real-time access to information relative to all charges pending against state arrestees in Orleans Criminal Court, including prefiled bills of information or indictment, the bond amounts set for each charge, and the status of the inmate in terms of incarceration.

As documented in published reports on the court, open access to Orleans Parish Criminal



District Court involved Courtwatch NOLA, the Metropolitan Crime Commission, local media outlets, and other community watch groups that monitored the court on a frequent basis.

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. 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.

Response 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 reported that the police jury handles much of the safety and security for the court. During the period it added security doors and other equipment to help with security.
- **4th JDC.** The 4th JDC completed an internal audit of key fobs that allow entrance into the courthouse. New fobs were issued only to those employees with authority to possess such access. Access was restricted to the employee's need to access the building after hours and on weekends. The courthouse security team maintained the list of authorized users and periodically reviewed this list for accuracy. The court also periodically tested the

wireless panic button systems in the court rooms and ordered additional panic buttons to ensure up-to-date and properly functioning equipment.

The security committee, which included judges' staff and sheriff's office staff, held regular meetings. Also, the court supported the Sheriff's initiative to hold monthly training for the courtroom bailiffs that included firearm training and 'what if' training. The court maintained existing security measures, including gated entrance to the judges' parking and secure elevator and hallways for judges and/or prisoners. The court and Ouachita Parish Police Jury began planning for a new exterior and interior camera system that will ensure all areas inside and outside the courtroom are monitored by closed circuit TV cameras. Camera footage will be accessible on the computers of judges and court managers.

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 maintained offsite records storage and offsite data backup. The Court held training for new staff on its Disaster Recovery Plan which included a truncated list of instructions to store at home. The court maintained emergency broadcast email/text message system for all staff. This system is periodically tested and updated as needed.

In compliance with ADA standards, all job candidates offered an interview were given a list of job-specific essential functions with the applications. The court reviewed its internal ADA policy and will be revising this policy in the coming months to incorporate the new changes to this law.

- **10th JDC.** The 10th JDC reported that while the court is not the custodian of the courthouse, it continued to work with the parish government and sheriff to ensure safe access to the courts. The court maintained hearing devices for the hearing impaired and maintained portable microphones so that persons with physical limitations could



conveniently testify and otherwise participate in court proceedings.

The court maintained a security committee, consisting of representatives of all agencies in the courthouse and representatives of the bar association. The committee continued to meet to study and take actions to improve security measures. The chief bailiff of the court was active in investigating safety and security issues and encouraging the safe behavior of court personnel.

- **11th JDC.** The 11th JDC installed an infrared hearing/audio system in the courtroom and routinely serviced the sound system in the courtroom to ensure optimal sound quality. The court ensured that access to the courtroom was available to the handicapped or mobility impaired.
- **16th JDC.** The 16th JDC judges worked with local officials to ensure that the court's physical facilities complied 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.

The family court program allows parties to attend hearing officer conferences via Skype or conference call if in-person participation is too difficult due to a medical condition or other inability to travel. The judge assigned to the case must consent and the attorney for the party must attend the conference in person and have the authority to bind the client to a consent judgment if an agreement is reached.

The court monitored courtroom sound systems on a regular, ongoing basis and made improvements as needed. The court maintained assisted listening devices.

The court also 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 signers and Communication Access Realtime Translation service providers to secure services as needed.

The maintenance and development of security/emergency procedures was a regular, ongoing activity of the court during the period. The court implemented a courthouse security incident monitoring form. 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. 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 in those parishes on an as-needed basis. Finally, the court conducted penetration testing to monitor and maintain the court's computer network.

The St. Martin Parish courthouse was equipped with state-of-the-art security devices, including a walk-through metal detector and x-ray machine located at the one public entrance and exit. The entrance and exit are Americans with Disabilities Act (ADA) -accessible and were monitored by security officers 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 adopted security procedures. The court continued to secure the judges' chambers, office suites, and parking area while providing public access to courtrooms. The judges and family court hearing officer coordinated safety procedures including providing additional security in hold areas, moving people effectively from holding areas to the courtroom, limiting third parties in hearings, and placing prisoners in



separate areas with law enforcement, to ensure the safety of all parties during protective order hearings.

The Iberia courthouse staff continued to work 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. The court placed security cameras at every door to monitor the perimeter of the building; hired off-duty officers to provide additional security for non-support proceedings; and maintained 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 and x-ray machines and monitored by security officers during business hours. The court maintained video cameras outside of the Iberia Parish judges' chambers and used television monitors to screen persons seeking entrance.

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 monitored by security officers during normal business hours. The court installed a pull-down screen to limit public view of court personnel and judges' offices and continued to work cooperatively with the parish government to develop a plan to install security cameras on the sixth floor of the courthouse.

The court continued to ban the general public from bringing cellular phones and personal digital assistant devices to the courthouses, notifying the public of the ban through a statement on court appearance notices and notices posted at the courthouse entrances. Exceptions are allowed in the case of attorneys and Department of Family Services supervisors.

The court maintained a detailed continuity of operations/disaster readiness plan (COOP/DRP), which includes judges' and court employees'

individual evacuation plans and emergency contact information. The court also continued to include an "Emergency Information" page on its website. This page provides up-to-date information regarding the court to employees and the general public during emergency situations.

The planning and implementation of technology procedures to back up and preserve electronic data was a regular, ongoing activity of the court. The court maintained redundant backup and offsite storage systems to allow the court to function almost immediately from a remote location in the event of an emergency. Also, the judges maintained a program to provide flu and H1N1 vaccinations for court employees.

- **17th JDC.** The 17th JDC reported that at its own expense it upgraded and added cameras and DVR systems to monitor the interior and exterior of the courthouse and courthouse annex. The court also replaced an obsolete, hardwired duress alarm system with wireless duress alarms that included text and email alert capabilities.

The court received grant funding through the Louisiana Supreme Court for the acquisition and implementation of aiSmartBench dashboard case processing software by Mentis Technology. This program provides the court with an internet server, full backup system and onsite as well as offsite access to the entire clerk of court's case management and document management systems at any time.

- **24th JDC.** The 24th JDC provided information to court users regarding the court's ADA policies as well as procedures for requesting reasonable accommodations on its website. The court also maintained security cameras, panic alarms, door alarms and a fire control system that are installed throughout the building. To gain access to the court building, all employees and the general public must pass through a centralized entrance with pass-through metal detectors and have all items x-rayed.



The court had a security audit performed by the Supreme Court and had several meetings with all entities involved to address the findings of the audit. Procedures for emergency evacuation are continually evaluated and updated as necessary.

The court updated and revised its continuity of operations plan (COOP) with current contact information for judges, all court personnel and other agencies with whom the court interfaces. The court stores all of its data on servers onsite and offsite in Dallas, TX to insure that no data is lost in the event of a catastrophic event. The Court also subscribes to RallyPoint, an Internet-based means of communicating electronically with all 24th JDC personnel in the event of a catastrophe.

- **26th JDC.** Issues surrounding sovereign citizens were addressed after the judges were brought to awareness of the issue through case filings. The court administrator attended a session at a national conference regarding this issue and brought relevant information back to the judges and department heads of each respective courthouse in the district. The senior staff attorney met regularly with law enforcement agencies surrounding security measures to be implemented involving sovereign citizen activities.
- **28th JDC.** The 28th JDC reported that it installed additional cameras and security gates for the judges and court staff parking area.
- **29th JDC.** The 29th JDC posted all available programs to the court website and implemented the court security plan during the period. Public access into the courthouse was limited to one entrance with metal detectors, x-ray equipment, and security personnel in place. Employees are now required to wear badges that allowed them access to authorized areas of the building that have been approved by department heads. The court security team met monthly to ensure ongoing review and smooth implementation of the security plan.

- **33rd JDC.** The court activated courthouse security measures previously put into place, including use of metal detectors, restriction of items allowed within the courthouse by the general public, and centralization/limitation of access to and from the building.
- **35th JDC.** The 35th JDC met with agency heads to discuss closure and notification issues and ways to improve access to court during severe weather.
- **36th JDC.** The 36th JDC reported that it has moved into a temporary facility while renovating, restoring, and accessing the historical courthouse. The temporary facility will provide accessibility to all individuals during the two year construction process.
- **38th JDC.** The 38th JDC reported that it planned renovations for the courthouse in 2015. The judge met with the engineer overseeing the renovation and has incorporated security measures recommended by the security committee and increased accessibility into the renovation plans.

The courthouse safety committee made recommendations to the Cameron Police Jury to increase courthouse security. The police jury agreed to compensate the Sheriff's Office to provide an additional deputy for added security during criminal court.

- **40th JDC.** The 40th JDC reported that it completed the courthouse renovation that included upgrades in ADA accessibility and safety/security, especially in courtrooms and public areas.
- **42nd JDC.** The 42nd JDC reported that on days that court is in session, all public entrances were manned by security and people entering were required to be processed through a security checkpoint before entering the courthouse.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court continued to use a court notice that includes an accommodation



statement for individuals with disabilities and contact information for requesting accommodations. The court also secured funding to purchase a badge access security system and new surveillance cameras throughout the courthouse and in parking areas.

The court agreed to allow Orleans Parish Juvenile Court to use it as an alternate facility in the event Orleans Parish Juvenile Court operations are shut down due to an emergency situation.

- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that it maintained emergency evacuation devices on the first and second floors to evacuate individuals from stairways.

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.

Response to the Objective

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

- **4th JDC.** In conjunction with the Supreme Court initiative to improve the assistance available to limited English proficiency patrons, the 4th JDC advertised the certification course sponsored by the Supreme Court in the local paper and contacted

all area universities. Court staff also participated in the course, to stay abreast of the upcoming changes. The court maintained the existing policy on court interpreters, but contacted local interpreters to make them aware of the upcoming certification requirements.

- **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.
- **16th JDC.** The 16th JDC reported that it provided language interpreters on an as-needed basis. The court maintained a list of language interpreters to provide language interpretation services in the following languages: Spanish, Laotian, Vietnamese, Mandarin (Chinese dialect), and Cantonese (Chinese dialect). The court located additional language interpreters and revised the list of available interpreters on an ongoing basis. When interpreters are not available in conferences with hearing officers, the hearing officer makes use of an overhead television and Google translating services to promote communication.
- **24th JDC.** The 24th JDC, through the Jefferson Parish Community Justice Agency, provides for foreign language and hearing impaired interpreters by selecting vendors through a competitive bidding process.
- **26th JDC.** The 26th JDC sent all individuals that currently provide interpreter services, as well as those that have expressed interest in providing interpreter services for the court, to register and attend one of the regional Louisiana Court Interpreter Training Programs offered by the Louisiana Supreme Court and the State Justice Institute.
- **29th JDC.** The 29th JDC continued to employ a trilingual court employee.
- **Orleans Parish Criminal Court.** Orleans Parish Criminal Court utilized the Louisiana



Supreme Court's list of registered interpreters while working towards a collaborative with Loyola University's Office of Community Engaged Learning, Teaching, and Scholarship which provides a Certificate in Translation and Interpreting.

- **Orleans Parish Juvenile Court.** Orleans Parish Juvenile Court implemented web access in multiple languages.

Objective 1.4

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

Intent of the Objective

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

Response to the Objective

District courts were not surveyed regarding this objective in 2013-2014. Information regarding the activities of the district courts pursuant to this objective can be found in prior 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.

Response to the Objective

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

- **4th JDC.** The 4th JDC participated in the Access to Justice Program initiative to outfit each district with a website for self-represented litigants. A court hearing officers worked closely with the Access to Justice Committee to develop a website tailored to 4th JDC operations and forms. The court held a press conference to alert the public and organized an introduction to the website coordinated with the local library. The site, located at <http://www.4thjdcselfhelp.com/>, provides forms, a list of community resources, and a directory for attorney assistance.
- **9th JDC.** The 9th Judicial District Court continued to provide a Self-Help Desk (SHD) to the public. The SHD focuses on domestic matters,



providing legal information and generic forms to self-represented litigants.

- **10th JDC.** The 10th JDC continued to work regularly with the Chief Public Defender to ensure 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 victim advocate agency to provide representation of indigent individuals needing civil legal assistance and to provide support for self-represented litigants in domestic abuse cases.
- **11th JDC.** The 11th JDC provided generic petitions and other forms to the Sabine Parish Library. A Sabine Parish newspaper reported on the provision of the forms to the library.
- **15th JDC.** The 15th JDC created a self-represented litigant (SRL) docket in the family court division. Twice a month, litigants who could not afford to hire an attorney or preferred to represent themselves would be set for hearing on the SRL docket. This environment proved less intimidating for the self-represented litigants. At least one party in every case was self-represented.
- **16th JDC.** The 16th JDC maintained its system through which defendants in child support cases may request petitions for custody/visitation. The court provided petitions, pauper forms, and detailed instructions for completing the forms to defendants during court hearings. After completing the forms, litigants were entitled to a hearing officer conference to try to develop a joint custody implementation plan or visitation plan. If necessary, a court hearing may be held.

The court is working with representatives of the Louisiana Bar Association and the local bar associations to implement a self-help desk to provide self-represented litigants with informational material and sample forms for Louisiana courts.

The St. Martin Parish Family Court Program regularly provides forms to self-represented litigants and refers persons needing assistance to the Lafayette Parish Bar Self-Help kiosk, to the District Attorney's Office for child support services, and to Acadiana Legal Services. The court also refers plaintiffs in protective order cases to the New Start and SNAP programs that assist domestic violence victims.

- **17th JDC.** The 17th JDC launched the website www.17thjdcselfhelp.com with the assistance of the LSBA Access to Justice program. The website provides forms, instructions, information, and links to other sites.
- **24th JDC.** The 24th JDC continued to collect a fee for legal assistance programs that provide pro bono representation. The funds are distributed annually to agencies that handle cases in the 24th JDC. The court's Self-Help Desk, created with the Louisiana State Bar Association, the local bar association, and local firms to provide assistance to self-represented litigants in domestic matters, is now up and running.
- **26th JDC.** The 26th JDC reported that the clerks of court in each parish provide forms to self-represented litigants relative to orders of protection.
- **27th JDC.** The 27th JDC reported that it implemented a civil case fund from court costs to fund counsel for certain domestic cases.
- **29th JDC.** The 29th JDC continued to work with the Clerk of court's office to assist self-represented litigants. The domestic violence prevention division of the Sheriff's Office continued to assist those desiring protective orders.
- **33rd JDC.** The 33rd JDC reported that, with the assistance of the Louisiana State Bar Association Access to Justice Committee, it implemented a website providing self-represented litigants with access to general legal information and forms for their basic legal needs.



- **East Baton Rouge Family Court.** East Baton Rouge Family Court reported that it established and maintained a Self-Represented Litigants Self-Help Resource Center in the Court.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court reported that a judge served on the Baton Rouge Bar Association Pro Bono Committee and participated in community activities.
- **Jefferson Parish Juvenile Court.** Jefferson Parish Juvenile Court reported that law clerks continue to be available to the public to answer general questions about court practices and procedures.
- **Orleans Parish Juvenile Court.** Orleans Parish Juvenile Court maintained list of conflict counsel for indigent youth.

**GOAL 2:
TO MEET ALL RESPONSIBILITIES TO
EVERYONE AFFECTED BY THE COURT
AND ITS ACTIVITIES IN A TIMELY AND
EXPEDITIOUS MANNER**

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

Response to the Objective

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

- **4th JDC.** The 4th JDC continued to participate in the Criminal Case Processing Board (CCPB), comprised of all court agencies, formed in response to an evaluation from the National Center for State courts. The court also maintained reports for judges detailing the pretrial detainee population, maintained a traffic court during the year to speed up processing of certain misdemeanors, and, when appropriate, recommended mediation to resolve certain matters.

The court maintained electronic warrant signing through ViData, Inc. This development made obtaining a warrant by outside agencies much easier and much faster. The court also had a consultant prepare a report on caseflow in the 4th JDC. This biannual process allows the court to review any potential delays and address those accordingly. In response to the 2013 study, the court redesigned the calendar of proceedings for 2014-15 to expand the number of 72-hour hearings as well as other modifications that maximize the use of courtroom availability.



- **10th JDC.** The 10th JDC reported that it continued to monitor its civil and criminal dockets to reduce delays. The court also conducted extra jury terms for criminal cases.
- **16th JDC.** The 16th JDC continued to improve the docketing schedule and manual system of case processing and continued to conduct review hearings to better manage criminal cases. 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/Families in Need of Services cases. One judge in each parish is assigned all juvenile court dockets, an initiative that has resulted in greater continuity of adjudication, better judicial oversight, and improved proficiency. The court also continued to employ a Juvenile Docket Coordinator, who serves as a case manager for CINC cases throughout the district.

Division “E” maintained a process for tracking criminal cases through an automated case tracking system. 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 continued DWI courts in Iberia and St. Mary Parishes for first and second offenders. The court scheduled additional criminal dates on the court calendars to accommodate the current caseload and reduce delays in the processing of criminal cases throughout the district.

The court maintained a family court program in Iberia, St. Martin, and St. Mary Parishes, where three full-time hearing officers conducted pretrial 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.

The court authorized and encouraged Court Appointed Special Advocates volunteers to attend 72-hour hearings in CINC cases to help facilitate the timely appointment of curators. The judges maintained a policy to serve protective orders in open court and have that service 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, designed to improve the participants’ parenting skills, consists of ten group sessions with fathers in comparable circumstances.

The court also continued 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. The court places particular emphasis on educational issues, ensuring that each teen has the tools and supports to be a successful student when moving from high school to post-secondary education. The court also places emphasis on the teen’s current educational performance and on providing support, if necessary, for improved classroom performance. The court also considers 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.

Also, the St. Martin and St. Mary Parish Family Court Programs reduced the time between the filing of a family court case and the hearing officer conference by expediting family court cases with the clerk of court. The court consistently set the conference for 21 to 28 days after the suit was filed, subject to the availability of the attorneys.

In domestic cases, involving individuals from out-of-state, St. Mary Parish holds the hearing officer conference on the same date as their court date. This date is prior to the rule so that the out-of-state parties, in most cases, only have to travel to the Louisiana on one occasion. In addition, St. Mary Parish Family Court makes every effort to resolve the cases prior to trial and will allow an out-of-state party's appearance for the hearing officer conference, with approval from the judge, to be facilitated by Skype or telephone with the papers then being mailed to the out-of-state party for signature and return to the court. Both consent judgments and hearing officer recommendations are often handled in this manner in St. Mary Parish to eliminate the need for an out-of-state party to make a personal appearance and the associated costs.

- **17th JDC.** The 17th JDC acquired and launched aiSmartBench dashboard case processing technology through grant funding from the Supreme Court. The court now has real-time/anytime access to the entire clerk of court case management and document management services. This allows the court to process cases without staff having to pull and transport paper civil and criminal paper back and forth between the clerk and the court. There are far fewer phone calls to the other court entities such as the clerk, district attorney, sheriff and lawyers.
- **19th JDC.** The 19th JDC reported the court worked closely with the clerk of court to investigate a new case management system. (The clerk will

be making that purchase.) The court and clerk investigated and tested multiple vendors for this huge project.

- **22nd JDC.** The 22nd JDC utilized several CourTools, performance measurement tools created by the National Center for State Courts to improve court efficiencies with regard to felony dockets.
- **24th JDC.** The 24th JDC continued to utilize Criminal Commissioners to handle various duties including arraignments, setting bonds, signing warrants, probable cause affidavits and protective orders. The Criminal Commissioners also heard motions for bond reduction and preliminary examinations, allowing the judges to concentrate more on their respective dockets. The 24th JDC continued to utilize a domestic commissioner and four hearing officers in its Domestic Early Triage Program to assist in expediting domestic cases.
- **40th JDC.** The 40th JDC continued to work with the district attorney regarding the criminal court schedule, which operates on a basic 120-day schedule from arraignment to trial.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court contracted with Mentis Technology to install the aiSmart Bench case management system.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court continued to hold Child In Need of Care (CINC) Facilitation Team Meetings on a regular basis to address issues in CINC cases.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court judges reviewed docket status reports to improve timely case management. Also, the court information technology director worked closely with the Louisiana Supreme Court implement aiSmart Bench in the court.



Objective 2.2

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

Intent of the objective

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

Response to the Objective

District courts were not surveyed regarding this objective in 2013-2014. Information regarding the activities of the district courts pursuant to this objective can be found in prior 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 implement necessary changes to law and procedure promptly and correctly.

Response to the Objective

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

- **3rd JDC.** The 3rd JDC hosted annual seminars for the bar in each parish at which changes to law and procedure is disseminated.
- **4th JDC.** The 4th JDC 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. The court maintained a standardized Boykin form and plea agreement for all judges and adopted the practice of taking multiple pleas simultaneously with the standardized Boykin process for certain charges. The 4th JDC is well represented on the Court Rules Committee and has had an active role in the discussions leading up to a renovation of those rules.

- **10th JDC.** The 10th JDC reported that both judges attended seminars on recent developments in the law, evidence, and procedure. Both judges reviewed legislation passed during that year and implemented changes and timely updated procedures as required.
- **11th JDC.** The 11th JDC met with all parish and city law enforcement to provide law enforcement with updates and changes in the law.
- **16th JDC.** The 16th JDC reported that the court addressed changes in the law and legal procedure on an ongoing basis at regular and special en banc meetings. Special guests were invited to en banc meetings to provide information to judges regarding law and procedure requirements. Also, judges regularly attended Judicial College seminars and state and national programs regarding changes in the law and procedure.

Hearing officers and law clerks were mandated to attend meetings of the local bar association and, where permitted, Judicial College seminars as well, to keep updated. Also, family court hearing officers reviewed legislative actions and notified judges of changes in the law.

- **17th JDC.** The 17th JDC implemented a special procedure for "Act 318 bail hearings" under what is known as "Gwen's Law."
- **24th JDC.** The 24th JDC reported that the 24th JDC management committee meets on a monthly basis to discuss pertinent changes in laws and procedures. The management committee



develops an implementation plan and makes recommendations to the entire bench at the monthly en banc meetings. The 24th JDC law clerks also meet to discuss and circulate any changes in laws and/or procedures. The 24th JDC also subscribes to Louisiana Supreme Court Reports and distributes them to all judges on the bench.

- **26th JDC.** The 26th JDC reported that the senior staff attorney met with the judges en banc to update them on recent legislation. The report included the significant changes surrounding Gwen’s Law and ways to implement the legislative mandates within the timelines provided by the statute.
- **27th JDC.** The 27th JDC reported that it continued to update the 27th JDC court rules.
- **35th JDC.** The 35th JDC reported that its judges attended seminars sponsored by the Judicial College.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court Judicial Administrator monitored legislation through the Louisiana Court Administrators Association and communicated promptly all changes in law and procedure to the appropriate and relevant persons.

Orleans Parish Criminal District Court. Criminal District Court reported that it provided the judges with updates regarding legislation impacting the court, both during and after each legislative session.

- **Orleans Parish Juvenile Court.** Orleans Parish Juvenile Court judges attended the Juvenile Judges’ Conference, where changes in the law were presented and discussed.

Objective 2.4

To enhance jury service.

Intent of the Objective

Jury service is one of the most important civic duties in our nation. Many citizens, however, 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.

Response to the Objective

The district court responses are provided in Exhibit 9.

GOAL 3:

TO PROVIDE DUE PROCESS AND EQUAL PROTECTION OF THE LAW TO ALL WHO HAVE BUSINESS BEFORE THE COURT; AND TO DEMONSTRATE INTEGRITY IN ALL PROCEDURES AND DECISIONS

Objective 3.1

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

Intent of the Objective

This objective is based largely on the concept of due process, including the provision of proper notice and a fair opportunity to be informed and heard at all stages of the judicial process. The objective requires fair judicial processes through each court’s adherence to constitutional and statutory law, case precedents, court rules, and other authoritative guidelines, including policies and administrative regulations. Adherence to law and established procedures contributes to the court’s ability to achieve predictability, reliability, and integrity. It also greatly helps to ensure that justice “is



perceived to have been done” by those who directly experience the quality of the court’s adjudicatory process and procedures.

Response to the Objective

District courts were not surveyed regarding this objective in 2013-2014. Information regarding the activities of the district courts pursuant to this objective can be found in prior Justice at Work reports.

Objective 3.2

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

Intent of the Objective

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

Response to the Objective

District courts were not surveyed regarding this objective in 2013-2014. Information regarding the activities of the district courts pursuant to this objective can be found in prior 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, and the outcome of a case should not 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.

Response to the Objective

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

- **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 treat persons appearing before the court 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.
- **24th JDC.** The 24th JDC utilized a bond range chart to provide consistency in setting bonds, but reviewed the particulars of each case and defendant.



In domestic child support and alimony matters, the payments are determined and set according to guidelines set by Louisiana statute.

- **Jefferson Parish Juvenile Court.** Jefferson Parish Juvenile Court continued to work with the Annie Casey Foundation on juvenile detention alternatives and sentencing practices.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that the Court Watch Program periodically gave the court feedback regarding treatment of court users.

Objective 3.4

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

Intent of the Objective

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

For example, an order that requires a minimum payment per month on a restitution obligation is more clear and enforceable than an order that establishes an obligation but sets no time frame for completion. Decisions in civil cases, especially those unraveling

tangled webs of multiple claims and parties, should also clearly connect each issue and its consequences.

Response to the Objective

District courts were not surveyed regarding this objective in 2013-2014. Information regarding the activities of the district courts pursuant to this objective can be found in prior Justice at Work reports.

Objective 3.5

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

Intent of the Objective

Courts should not direct that certain actions be taken or prohibited and then allow those bound by their orders to honor them more in the breach than in the observance. This objective encourages courts to ensure that their orders are enforced. The integrity of the dispute resolution process is reflected in the degree to which the parties adhere to awards and settlements arising out of them. Non-compliance may indicate misunderstanding, misrepresentation, or a lack of respect for, or confidence in, the courts.

Obviously, courts cannot assume total responsibility for the enforcement of all of their decisions and orders. The responsibility of the courts for enforcement varies from jurisdiction to jurisdiction, program to program, case to case, and event to event; however, all courts have a responsibility to take appropriate action for the enforcement of their orders.

Response to the Objective

District courts were not surveyed regarding this objective in 2013-2014. Information regarding the activities of the district courts pursuant to this objective can be found in prior 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.

Response 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, offsite storage facility for taped court proceedings. This offsite storage is protected by video surveillance that can be remotely monitored. The Misdemeanor Probation Department files were scanned and backed up to multiple offsite 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 were 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 maintained a "black box" recorder in each courtroom, with restricted accessibility, to serve as a redundant backup recording system.

The court provided for climate-controlled long-term storage of cassette and CD-ROM recordings of court proceedings. The court also maintained a policy regarding lawyers checking out court files and a policy allowing minute clerks access to audio recordings of court proceedings to assist in the preparation of accurate court minutes.

St. Martin Parish Family Court became completely paperless; after the original documents for that court were filed with the clerk of court, they were scanned and saved on the court's server. Hearing officer conference documents in all three parishes were scanned, resulting in the family court offices using minimal paper or becoming completely paperless.

- **17th JDC.** The 17th JDC launched aiSmartBench dashboard case processing technology which allows real-time/anytime access to the clerk of court case management and document management systems. This allows the court to review minutes, documents, and images for errors or other issues.
- **22nd JDC.** The 22nd JDC reported that records and case management functions continued to be implemented by the clerk of court.
- **24th JDC.** The 24th JDC and Jefferson Parish Clerk of Court's local area networks are linked, providing the court with immediate access to criminal and civil records. Each record/document is digitally scanned by the clerk's office and stored on the network.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court recorded hearings, archived them to an offsite server, and backed up hearing data daily.
- **Jefferson Parish Juvenile Court.** Jefferson Parish Juvenile Court prepared to implement bar coding for its files.



- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that the elected Orleans Criminal Clerk continued to be responsible for tracking filed cases. A standardized minute entry program has been in operation for many years. This system generates the docket master for the court record.
- **Orleans Parish Juvenile Court.** Orleans Parish Juvenile Court reported that it continued to use its document management system to ensure proper management of court records.

**GOAL 4:
TO MAINTAIN JUDICIAL
INDEPENDENCE, WHILE OBSERVING
THE PRINCIPLE OF COMITY IN ITS
GOVERNMENTAL RELATIONS AND
ACCOUNTABILITY TO THE PUBLIC**

**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 coequal partners in government.

Response to the Objective

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

- **4th JDC.** The 4th JDC reported that it continued to participate in quarterly Criminal Case Policy Board meetings, involving area law enforcement agencies, the Department of Corrections Division of Probation and Parole, the district attorney, clerk of court, district defender, and police jury, to resolve problems and improve criminal case management. The court also continues to communicate with other branches of government related to drug court, DWI court, and juvenile court matters.
- **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 staff of the Department of Correction. The judges also regularly participated in the local Council of Government meetings and 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.

Family court hearing officers were also involved in community outreach activities, such as local and state bar associations and related law education programs, domestic violence shelter programs, law enforcement education programs, and community partnerships and education.
- **17th JDC.** The 17th JDC reported that it participated in regular meetings with parish government, the district attorney, the sheriff, and other court stakeholders. The court also participated or hosted various committees such as



the Courthouse Security Committee, the Court Improvement Committee, and the Drug Court Advisory Board.

- **22nd JDC.** The 22nd JDC reported that it worked with the local district attorney and chief public defender to pass legislation to create a re-entry court and to develop a risk and needs assessment program for felony offenders. The court also worked with state senators to identify and address funding shortfalls for behavioral health. The court sponsored a legislative dinner, along with the 21st JDC, to inform local legislators of issues facing the court.

The court entered into cooperative endeavor agreements with St. Tammany Parish Government, the Washington Parish Clerk of Court, the district attorney, and the public defender's office to provide services primarily directed to the operation of problem-solving courts.

- **26th JDC.** The judges and court administrator of the 26th JDC continued to meet annually with members of the Bossier Parish Police Jury and Webster Parish Police Jury and with local legislators to establish and maintain cooperative working relationships with those entities.
- **29th JDC.** A 29th JDC judge chaired the Courthouse Security Committee, which consisted of representatives of all branches of government housed at the courthouse, and resulted in implementation of new courthouse security plan including cameras, alarms, and controlled entry.

Objective 4.2

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

Intent of the Objective

Effective court management requires sufficient resources to do justice and keep costs affordable. This objective requires that a district court responsibly seek the resources needed to meet its judicial

responsibilities, that it uses those resources prudently (even if the resources are inadequate), and that it properly account for the use of the resources.

Response to the Objective

District courts were not surveyed regarding this objective in 2013-2014. Information regarding the activities of the district courts pursuant to this objective can be found in prior 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.

Response 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 its personnel policy manual was maintained on intranet for easy access by all employees and to ensure that the most current policies were circulated. Employees were retrained annually on how to login to the court's intranet and access the personnel manual and personnel policies. Periodic employee training sessions were offered that covered in detail personnel policy changes as well as broader topics such as an introduction to the court's disaster plan and time management skills.



The court held monthly meetings of court managers and supervisors to review new issues in employment law and held monthly administrative staff meetings to review and discuss changes and current events in employment law. The court provided funding for continuing legal education of all law clerks and provided periodic training for all employees of the court.

- **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 and the court reporters attended training and certification classes.
- **16th JDC.** The 16th JDC provided in-house training to judges, law clerks, and court reporters regarding use of new courtroom audio equipment in the Iberia and St. Martin Parish courtrooms. The court also paid for continuing employee education and training, provided in-house information technology training, and sent employees to conferences on a regular, ongoing basis.
- **24th JDC.** The 24th JDC updated its policies and procedures manual and job descriptions.
- **29th JDC.** The 29th JDC required all employees to participate in online ethics and sexual harassment training.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that it provides quarterly safety environment training for employees in compliance with the Office of Risk Management.

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 courts' influence 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 and confidence in the courts.

Response to the Objective

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

- **4th JDC.** The 4th JDC continued to participate in the Judges in the Classroom program and to host various school groups at court proceedings. The court held mock trials and the judges spoke to numerous civic groups. The Court continued its tradition of hosting the annual Opening of Court ceremony, to inform the public about the mission of the court, publicize the hours of operation, and generally introduce the staff.
- **10th JDC.** The 10th JDC 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. The court collaborated with the sheriff to sponsor a teen court.



- **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 Judicial Ride-Along programs, sponsored tours of the courts, and participated in school shadow programs. As they do annually, the judges also met with local legislators.

The judges also spoke to 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 regarding 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.

- **17th JDC.** The 17th JDC participated in Lafourche Parish Student Government Day, sponsored the local Rotary Club. The court also launched the 17th JDC Self-Help website, www.17thjdcselfhelp.com, with the assistance of the LSBA Access to Justice Program. The court also upgraded and improved the court website to include more information and helpful links. Also, the court displayed PowerPoint demonstrations to court users to explain the court rules, procedures and guidelines including juror information.
- **22nd JDC.** The 22nd JDC regularly met with civic leadership groups and other professional

organizations in St. Tammany Parish to educate them on the operations of the court. For example, the court addressed the local chapter of the Society for Human Resource Management (SHRM), at which the judges educated the group about the context of criminal histories of offenders insofar as the impact on hiring decisions. The court participated in the creation of a webinar which was posted on the international website of SHRM and which was directed at the employment issues facing clients in problem-solving courts.

- **24th JDC.** The 24th JDC continually updated its web site with information about the court. The court also posted generic forms online and started a Self-Help Desk to assist clients in domestic matters.
- **26th JDC.** The 26th JDC disseminated graphic novels, created by the National Center for State Courts, to students that toured the courthouse. Topics addressed in the graphic novels or case files include jury duty, identity theft, and internet piracy.
- **40th JDC.** The 40th JDC reported that it was open to school groups and the public during the Annual Law Day celebration.

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.

One significant trend is the emergence of technology in both the public and private arenas. Courts should employ technology to improve court processes and decrease operating costs while maintaining data



security and constitutional protections, especially those guarantees of privacy, due process, and a fair trial.

Response to the Objective

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

- **4th JDC.** The 4th JDC continued its initiative to implement the Jefferson Audio Visual systems (JAVS) in each courtroom by implementing the system in one additional courtroom during the period. JAVS provides superior court reporting functions combined with the efficiency of remote court reporting.

The court expanded its mobile video conferencing system to allow hearings without transporting defendants from Department of Public Safety and Corrections (DOC) institutions. Three additional cameras were purchased to allow for greatly expanded felony video arraignments while decreasing the strain on jail staff to transport inmates for arraignment. The system is provided through a DOC initiative. The court also reviewed and updated its data backup and storage procedures to ensure that all data is securely and adequately stored.

- **14th JDC.** The 14th JDC increased staff efficiency by purchasing a new internet protocol phone system.
- **16th JDC.** The 16th JDC continued to employ an information technology manager, who coordinated the 16th JDC Technology Integration Task Force. The task force is an interagency effort to foster communication and data sharing among agencies.

The court continued to contract for the services of a network administrator service provider, who supplied preventative maintenance and repair services for the court's servers and personal computers. The court regularly purchased new personal computers and peripheral equipment to replace outdated and inoperable equipment.

The court maintained audio-visual equipment in Iberia and St. Martin Parish courtrooms and planned installation in St. Mary Parish, all to enhance evidence presentation. The court also maintained a document camera in the St. Martin Parish courthouse to allow litigants to project paper evidence into the digital video display system. Further, the court installed audio-visual equipment in the family court hearing officer conference rooms to facilitate the parties' visualization of figures in community property partition worksheets. The equipment also provided visual aid as parties mediate family law issues.

The court maintained a fiber WAN/LAN system 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 and provides enhanced efficiency and the ability to manage future applications.

The court continued to subscribe to Westlaw for legal research online. The court maintained expanded email service technology to provide for a more efficient and flexible communication application and maintained centrally-managed-and-monitored anti-virus software on every court computer.

The court also standardized backup digital recording equipment in all three parishes. Audio recordings were centrally stored and remote access provided to judges via a Virtual Private Network system. The court incorporated court recorded audio data into the court's redundant backup system and expanded court storage systems to allow for audio recording storage for an estimated additional ten years.

The court maintained servers in all three parishes for the processing and storage of court data and maintained redundant backup systems to ensure data integrity and provide for the recovery of data in the event of a disaster. Also, the court upgraded infrastructure data storage systems.



The court maintained video conferencing arraignment systems in all three parishes and continued to develop a video conferencing system to allow for remote video conferencing by judges and to provide for remote appearances. The court maintained video camera equipment for video presentations regarding Boykin pleas and to inform juveniles and criminal defendants of their rights. In addition, the court purchased software to host webinar meetings and to manage projects and continued to maintain and develop the 16th Judicial District Court website.

The court maintained wireless network access in all three courthouses and maintained wireless microphones in courtrooms to enhance sound systems where wired microphones could not be accessed. Also, the court identified wireless audio systems, compatible with courtroom audio equipment, to accommodate individuals with hearing impairments.

The hearing officers also used the available audio-visual technology with Google Translate for non-English speaking parties when a translator was not available, with Skype when a party was allowed to attend a conference from a remote location, and for demonstrating the use of software/apps to which the parties were ordered to subscribe. St. Mary Parish Family Court routinely required the use of the family communication software, “Our Family Wizard”, in high-conflict cases with the families being ordered to subscribe to the service with professional access by the Hearing Officer. The parties were aware their communication can be monitored and are encouraged to maintain civility in communication.

The St. Mary Parish Hearing Officer also emailed to subscribing parties (via an email address that cannot be replied to) information on best practices in the area of maintaining proper communication between the parents and dealing with issues of raising children after a divorce. Parents of young children in St. Mary Parish Family Court were provided with the Sesame Street “Little children BIG challenges: divorce” packet containing a

Sesame Street DVD for children to understand divorce, a guide for parents and caregivers, and a children’s storybook for use with young children. Parents with cases in St. Mary Parish Family Court were routinely provided with a copy of the Arizona Chapter of the AFCC “Co-Parenting Communication Guide” when they left the Hearing Officer Conference.

- **17th JDC.** Through grant funding from the Louisiana supreme Court, the 17th JDC acquired and launched aiSmartBench dashboard case processing technology by Mentis Technology. The court also upgraded and installed an exterior and interior security system using cameras and DVRs in both courthouses and installed a wireless duress alarm security system with text and email alerts.

The court converted court emails to cloud storage and acquired and installed high speed internet. The court continued to use Vsigner dashboard technology for electronic signature arrest and search warrants and post-arrest affidavits. The court upgraded to WestlawNext legal research and continued to use Skype for free video conferencing with the jail magistrate for newly arrested prisoners. The court also launched the litigant self-help website, www.17thjdcselfhelp.com, and upgraded the court website, www.17thjdc.com.
- **24th JDC.** The 24th JDC continued to annually upgrade a portion of its computers to take advantage of emerging technology and software. Each courtroom continued to be equipped with a state-of-the-art evidence presentation system. The court installed wireless access to its presentation system this year to allow attorneys to present evidence from laptops, iPads, etc. The court also upgraded and installed a new audio recording system in all courtrooms. Also, the court installed wireless internet throughout the building and have made available to all attorneys who are in trial.
- **Jefferson Parish Juvenile Court.** Jefferson Parish Juvenile Court reported that it consulted with Jefferson Parish Department of Juvenile



Services, who runs the electronic monitoring program, to ensure that the electronic monitoring program included global positioning system technology.

- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that it maintained video conferencing in conjunction with the Department of Corrections. The court is also working to implement and utilize aiSmartBench in each section of court.
- **Orleans Parish Juvenile Court.** Orleans Parish Juvenile Court reported that it installed a new court document management 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.

Response to the Objective

District Courts were not surveyed regarding this objective in 2013-2014.

GOAL 5: STRATEGIC PLAN IMPLEMENTATION

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.

Response to the Objective

District Courts were not surveyed regarding this objective in 2013-2014.

Major Strategies Initiated or Completed in FY 2013-2014.

- **1st JDC.** The 1st JDC reported that it made the entire courthouse internet accessible with wireless internet.
- **3rd JDC.** The 3rd JDC continued to work with the members of the bar and government agencies in the judicial district to address needs and concerns to improve the function of the office.
- **4th JDC.** The 4th JDC reported that it received a grant from the State Justice Institute to have a National Center for State Courts consultant partner with the court to develop a case management system and improve other technology-driven processes. Also, the court is proud of its collections initiatives with the district attorney's office. These procedures should improve the financial position for all agencies in the 4th JDC over the next year.
- **5th JDC.** The 5th JDC reported that the court upgraded security by obtaining 32 security cameras,



bulletproof doors, and a metal detector for the Richland Parish courtroom.

- **6th JDC.** The 6th JDC reported that it coordinated with the local Emergency Preparedness Office to install cameras and other security equipment throughout the entire Tensas Parish Courthouse (built in 1904) and in a separate judge's office building.
- **8th JDC.** The 8th JDC reported that it monitored payment of fines and costs closely to ensure that they were either paid or that the party owing them was appropriately disciplined for non-payment.
- **9th JDC.** The 9th JDC continued to develop and refine the Self-Help Desk. Lawyers and area agencies are supportive of the self-help desk. As a result, victims of domestic violence are seeking custody of their children with permanency in mind rather than the temporary nature of the protective order.
- **10th JDC.** The 10th JDC reported that it began developing a form for use by self-represented litigants to appeal hearing officer recommendations and other matters. The court obtained brochures from the Louisiana State Bar Association for self-represented litigants. The brochure explains the legal system and explains how to prepare for court appearances.
- **11th JDC.** The 11th JDC reported that for the third year in a row, the judge prepared and presented a PowerPoint presentation to the 11th graders (juniors) of Sabine Parish. The presentation informed the students of the legal consequences of violating different laws. The court also hosted a very comprehensive and extensive training and update of changes in the law, with all parish and local law enforcement in Sabine Parish in attendance. For many officers, it was the first time that the officers had been instructed on law and procedures.

The Court hosted a parish-wide meeting of ministers of all faiths to discuss drug abuse in the parish. The ministers formed a board and later presented their findings to the court, the other ministers, the Sabine Parish Sheriff, and the Sabine Parish District Attorney. The parties discussed possible solutions to the ongoing drug-related problems.

- **12th JDC.** The 12th JDC reported that it is most proud of the progress of the Courthouse Security Committee, which increased its meeting schedule during the period.
- **13th JDC.** The 13th JDC installed a large-screen television with computer connectivity in the courtroom for use during trials. The court also installed a computer on the bench to view exhibits and perform research.
- **14th JDC.** The 14th JDC installed a new internet protocol phone system which has Caller-ID and digital voicemail capability. The system greatly enhanced the efficiency of the court's secretarial staff by assisting them in dealing appropriately with the high volume of calls coming into each judge's office daily. Many of these calls were repetitive calls.
- **15th JDC.** The 15th JDC implemented a specialty court division, allowing all specialty courts to operate under one umbrella with shared resources. The specialty courts include: Adult Drug Court, Juvenile Drug Court, Sobriety Court (DWI Court), Family Preservation Court, Family Court Intervention, and Job Readiness.

The Sobriety Court is the newest addition to the 15th JDC, and is funded through a grant from the Louisiana Highway Safety Commission. The Sobriety Court follows the best practices model from the National Center for DWI Courts (NCDC), with the target population being offenders convicted of 3rd or 4th offense OWI/DWI. The Job Readiness program is unique in that the 15th JDC provides evidence-based job skills training for offenders that are currently



unemployed. After the completion of the job skills training, the staff will also provide job placement services and follow-up services to ensure the employment was a successful match. The goal of Job Readiness, and all specialty court programming, is a reduction in recidivism.

- **16th JDC.** During the period, the 16th JDC's Information Technology Department designed and implemented a database and application framework used for a suite of custom apps. The system runs on a cross-site virtual machine cluster on the court's private intranet. Apps already in production include a user manager, court directory, password synchronization and reset tool and digital courtroom signage. The user manager automates the provisioning of new employees. The court directory is a shared contact system that allows employees to update their own contact information. The password reset tool allows users to easily change their passwords and allows the court to enforce a password expiration policy. The digital courtroom signage tool directs the public to their appropriate proceedings. Apps currently in development include an integrated court calendar, a courtroom audio digital archive interface, an employee time sheet and an infrastructure monitoring system.
- **17th JDC.** The 17th JDC pursued and received grant funding from the Supreme Court Judicial Administrator's Office to implement aiSmartBench and is the first court to do so in Louisiana. This technology puts the entire clerk of court's case management and document management systems and public records images at a judge's fingertips in virtual real-time. It is Internet-based, so the judge and his staff have access to any information needed anytime and anywhere there is Wi-Fi connectivity. The program is flexible and adaptable to accommodate each judge's policies or concerns. The clerk's record remains intact because the court has read-only access to the official record. However, the program has Word-based template building capabilities that auto-populate case specific information into orders and judgments prepared by the judge and staff. The aiSmartBench program can term search a single page, a multi-page

memorandum, or an entire court record. Case notes and annotations can be made and preserved.

Due to the aiSmartBench technology, court staff is no longer pulling paper files and records to check service or prepare for the daily dockets. This helps to preserve the integrity of the original paper filings. There are far fewer phone calls to other court stakeholders when the court needs information, which means those stakeholders have more time to handle their own matters. This technology has also allowed the court to implement many of the criminal and civil case processing efficiencies the court developed as a result of the National Center for State Courts study in 2011. The court requested this grant funding from the Supreme Court as a pilot program for possible implementation elsewhere if it worked as described. The best part is that it has been fully implemented in less than a year in a rural, five-judge court without IT staff or a judicial administrator.

The launch of the 17th JDC self-help website will give self-represented litigants meaningful access to justice. To ensure that those using the forms are following court-specific policies and procedures, the court made some modifications to the statewide instructions and form that was suggested by the Louisiana State Bar Association. Also, the installation of a camera/DVR security system and a wireless duress alarm with text and email alerts means the court has nearly completed all the recommendations of the 2012 Courthouse Security Assessment.

- **19th JDC.** The 19th JDC reported that it established a re-entry court and hired a consultant to improve collection of a huge number of outstanding traffic tickets. The court also moved the grand jury courtroom into the courthouse from across the street at City Hall. This move improved the efficiency of the grand jury process and made things more convenient for the grand jurors.
- **21st JDC.** The 21st JDC built a new courthouse in Livingston Parish and began holding court in the new courthouse on January 5, 2014.



- **22nd JDC.** The 22nd JDC received a federal grant from the Bureau of Justice Assistance and SAMHSA (Substance Abuse and Mental Health Services Administration) to fund a re-entry court. The grant is for a three year period; the total federal award is for \$975,000 plus another \$300,000 in local match. The model being used is apparently unlike other re-entry programs in other areas of the country because an offender's participation begins while still incarcerated at Angola. Not only are offenders being educated and vocationally trained while incarcerated, they are mentored and subject to bimonthly visits from the re-entry court judge who monitors their progress. Also, the Court continued to submit several applications to federal agencies to fund a Behavioral Health Court.
- **23rd JDC.** The 23rd JDC continued to actively work on the upgrading of security systems in its four courthouses, most notably installing electronic locks in the Napoleonville courthouse this year.
- **24th JDC.** The 24th JDC reported that it started a DWI Treatment Court during the period and presently serves 40 clients. The court also applied for and obtained a Bureau of Justice Assistance grant to establish a Veterans Treatment Court.
- **25th JDC.** The 25th JDC implemented a website for self-represented litigants containing fillable forms and full instructions.
- **26th JDC.** The 26th JDC continued to work on its case management system. The system will measure Clearance Rates, Time to Disposition, Age of Active Pending Caseloads and Trial Date Certainty. These performance measurement tools, initially created by the National Center for State Courts, will enable the court to determine how long it takes to dispose of cases under the time standards adopted by the American Bar Association, Conference of State Court Administrators and Conference of Chief Justices.
- **27th JDC.** The 27th JDC reported that it upgraded the technology in the newly-renovated criminal court annex building.
- **28th JDC.** The 28th JDC reported that it installed and implemented a shared e-calendar.
- **29th JDC.** The 29th JDC placed special emphasis on juvenile programs this year. As a result, the court contracted with two non-profit agencies for identification of, assessment of, and treatment of at-risk youth.
- **31st JDC.** The 31st JDC reported that the court has gone to an electronic warrant system.
- **33rd JDC.** The 33rd JDC completed a website to assist self-represented litigants in accessing forms for basic legal needs.
- **34th JDC.** The 34th JDC reported that it upgraded the video conferencing system for magistrate court appearances. The upgrade improved the quality of the sound and video transmission. The video magistrate system allows the magistrate to set bond for prisoners in the jail without them having to be brought to court.
- **36th JDC.** The 36th JDC reported that it continued to work toward the twelve-million dollar renovation, restoration, and annexation of the historic courthouse. The district attorney and both judges worked to get a sales tax passed and continue to work closely with the police jury and architect. Phase One, to relocate the courthouse during construction, is currently in progress. Once the move is complete, all technology will be updated and the building rewired to accommodate the updates.
- **38th JDC.** The 38th JDC reported that it joined with the Cameron Parish Clerk of Court to establish a joint website for the 38th Judicial District Court, which provides valuable information to the public.
- **39th JDC.** The 39th JDC reported that it installed cameras and door locks and also installed a video system for setting a prisoner's bond without bringing the prisoner from the jail.



- **40th JDC.** The 40th JDC worked with the parish to use federal funds to update the courthouse. A juvenile wing was added, where juveniles and their families can be separated and privacy maintained while they are awaiting court hearings. This project is expected to be completed by the end of the 2014.
- **42nd JDC.** The 42nd JDC reported that it is in the process of transitioning to a jury management software system provided by Judicial Systems, Inc. This system uses postcards for qualifying potential jurors and allows those potential jurors to complete a questionnaire form either by phone, the internet, or via text. This system increased the pool of qualified jurors and reduced the number of summons sent out. It also allows the court to adjust the number of potential jurors asked to report to reflect only the number of jurors actually needed, reducing court costs, time spent on check-in day, and manpower hours.
- **Caddo Parish Juvenile Court.** Caddo Parish Juvenile Court is the recipient of an Office of Juvenile Justice and Delinquency Prevention Juvenile Drug Court Enhancement Grant in the amount of \$248,000. The court will partner with Goodwill Industries to provide enhanced services that includes counseling, GED prep, and job training and placement.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court installed aiSmartBench in its four courtrooms. The aiSmartBench technology enables judges to have instant access to the most current information in any particular case.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court reported that it secured funding through the Louisiana Commission on Law Enforcement (LCLE) to continue funding for the Truancy Court, which addresses truancy in East Baton Rouge Parish. The court worked in conjunction with the Truancy Assessment Service Center (TASC) to expedite severe truancy cases for youth in kindergarten through 5th grade. The court also continued to partner with the East Baton Rouge

Parish District Attorney, the City's Department of Juvenile Services, and TASC to provide services for elementary and middle-school students. The LCLE recently made the court's Truancy Program a model truancy program for Louisiana.

- **Jefferson Parish Juvenile Court.** Jefferson Parish Juvenile Court, as part of its continuing tradition of juvenile justice reform, worked with the Annie E. Casey Foundation to refine the collection and analysis of statistical data such as sentencing patterns and incarceration rates. This work is part of a larger project with Casey on "deep-end" work to reduce the number of children being removed from the home and placed in non-secure and secure facilities.
- **Orleans Parish Civil District Court.** Orleans Parish Civil District Court worked through the Judicial Building Commission to plan a state-of-the-art courthouse for the people of Orleans Parish.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court implemented its online jury management system, a collaborative effort with Civil District Court. The online system allows potential jurors to complete their jury summon online. It also allows jury administrators to effectively and efficiently serve jurors, eliminating multiple mailings and errors. The court is currently in discussion with Loyola University to possibly utilize students who are seeking certification in Loyola's Translation and Interpreting Certificate Program. The students would be supervised by a registered and certified court interpreter for limited court proceedings. The court is also currently working toward implementing aiSmart Bench in each section of court, which will provide complete access to case-related documents in the clerk of court's case management and document management systems without impacting those systems.
- **Orleans Parish Juvenile Court.** Orleans Parish Juvenile Court reported that it is implementing document scanning management and e-filing.



ACTIONS TAKEN IN FY 2013-2014 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1

Objective 1.1	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	Used social media	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 2013-2014 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1

Objective 1.1	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY FY 2013-2014 to address this objective as 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	Used social media	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	1	47	29	28	5	33	14	18



ACTIONS TAKEN IN FY 2013-2014 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT -Exhibit 2

Objective 1.2	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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 2013-2014 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT -Exhibit 2

Objective 1.2	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	1	47	29	29	16	26	16	35	17	13



**ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Formed or continued a courthouse safety committee	Implemented or continued coordination of security with law enforcement officials	Had a security audit performed	Had a cyber security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Developed or maintained a cyber 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 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Formed or continued a courthouse safety committee	Implemented or continued coordination of security with law enforcement officials	Had a security audit performed	Had a cyber security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Developed or maintained a cyber 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	1	47	37	39	15	4	16	28	4	34	24	10	12	34	19	15



**ACTIONS TAKEN IN FY 2013-2014 TO ENCOURAGE RESPONSIBLE PARTIES
TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:
IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER
RECOVERY PLAN - Exhibit 4**

Objective 1.2	Did not address in FY 2013-2014	Continued to address this objective through the action indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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 2013-2014 TO ENCOURAGE RESPONSIBLE PARTIES
TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:
IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER
RECOVERY PLAN - Exhibit 4**

Objective 1.2	Did not address in FY 2013-2014	Continued to address this objective through the action indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	7	41	34	36	37	26	26	22	28	17	18	4	4	6



**ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Provided foreign language interpreter services when necessary	Encouraged and/or required interpreters to abide by a code of professional responsibility such as the Louisiana Code of Professional Responsibility for Language Interpreters as found in Section 1, Part C, Section 14 of the General Administrative Rules for Louisiana Courts	Adopted, maintained, or routinely administered an oath for language interpreters, such as the one provided in Appendix 5.1C of the Louisiana District Court Rules	Installed or maintained signage regarding services to LEP persons	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 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Provided foreign language interpreter services when necessary	Encouraged and/or required interpreters to abide by a code of professional responsibility such as the Louisiana Code of Professional Responsibility for Language Interpreters as found in Section 1, Part G, Section 14 of the General Administrative Rules for Louisiana Courts	Adopted, maintained, or routinely administered an oath for language interpreters, such as the one provided in Appendix 5.1C of the Louisiana District Court Rules	Installed or maintained signage regarding services to LEP persons	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	38	44	28	31	3	8



**ACTIONS TAKEN IN FY 2013-2014 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 PRO SE LITIGANTS - Exhibit 6**

Objective 1.5	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Worked with the clerk of court and/or local bar to provide information	Referred <i>pro se</i> /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 2013-2014 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 PRO SE LITIGANTS - Exhibit 6**

Objective 1.5	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Worked with the clerk of court and/or local bar to provide information	Referred <i>pro se</i> /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	1	47	34	43	43	24	16



**ACTIONS TAKEN IN FY 2013-2014 TO ENCOURAGE TIMELY CASE MANAGEMENT
AND PROCESSING~Exhibit 7**

Objective 2.1	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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 law enforcement	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 2012-2013 TO ENCOURAGE TIMELY CASE MANAGEMENT
AND PROCESSING--Exhibit 7**

Objective 2.1	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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 law enforcement	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	18	14	6	12	6	27	33	4	23	39	29	14	11



**ACTIONS TAKEN IN FY 2013-2014 TO PROMPTLY IMPLEMENT CHANGES IN LAW
AND PROCEDURE~Exhibit 8**

Objective 2.3	Did not address in FY 2013-2014	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 2013-2014 TO PROMPTLY IMPLEMENT CHANGES IN LAW
AND PROCEDURE~Exhibit 8**

Objective 2.3	Did not address in FY 2013-2014	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	9	39	17	31	13



ACTIONS TAKEN IN FY 2013-2014 TO ENHANCE JURY SERVICE-Exhibit 9

Objective 2.4	Not applicable to this court	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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
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 2013-2014 TO ENHANCE JURY SERVICE-Exhibit 9

Objective 2.4	Not applicable to this court	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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
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	3	40	20	36	13	15



**ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	9	39	30	37	17	4	1	6



**ACTIONS TAKEN IN FY 2013-2014 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PROPERLY
PRESERVED-Exhibit 11**

Objective 3.6	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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											
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 2013-2014 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PROPERLY
PRESERVED-Exhibit 11**

Objective 3.6	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	39	15	4	35	19	15	13	10	28	9



ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	4	44	44	15	6



ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	2	46	35	27	39	22	6



**ACTIONS TAKEN IN FY 2013-2014 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION, AND PROGRAMS-Exhibit 14**

Objective 4.4	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Created or maintained a website containing information about the court	Used social media	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 2013-2014 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION, AND PROGRAMS-Exhibit 14**

Objective 4.4	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Created or maintained a website containing information about the court	Used social media	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	5	43	28	4	10	30	11	34	31	21	16	8



**ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Created or updated a court website	Used social media	Acquired or updated legal research materials	Bought additional personal computers	Bought mobile devices such as smart phones or tablets	Installed or used a video conferencing/arrangement system	Installed or updated electronic monitoring	Installed or updated email/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		✓	✓	✓	✓	✓						✓	✓	✓	

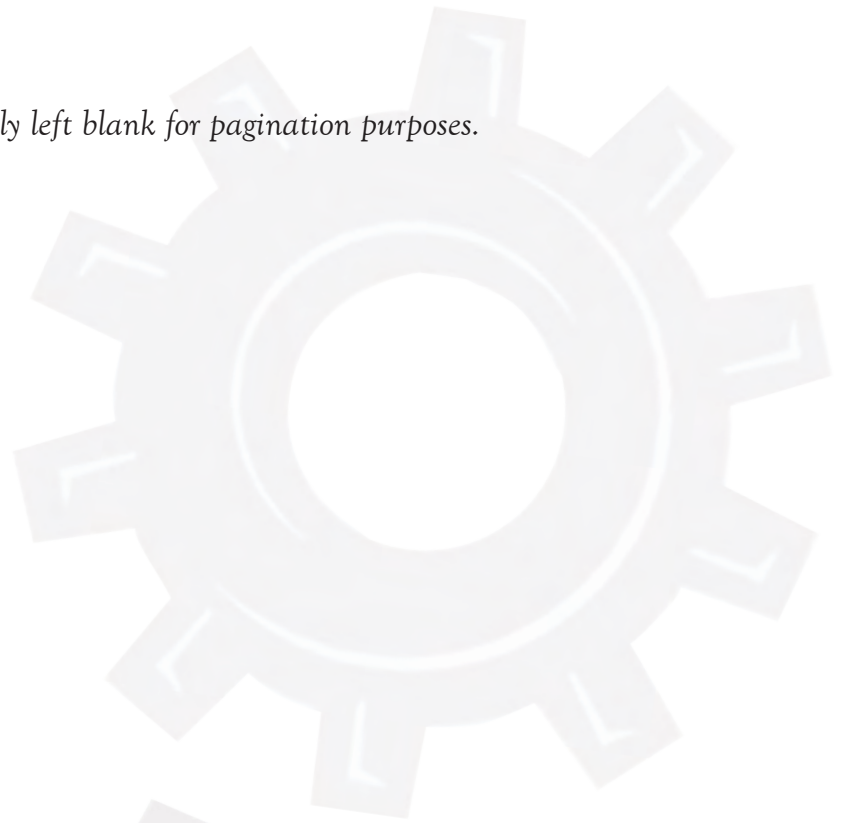


**ACTIONS TAKEN IN FY 2013-2014 TO RECOGNIZE NEW CONDITIONS OR EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:
IMPLEMENTING TECHNOLOGIES-Exhibit 15**

Objective 4.5	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Created or updated a court website	Used social media	Acquired or updated legal research materials	Bought additional personal computers	Bought mobile devices such as smart phones or tablets	Installed or used a video conferencing/arraignment system	Installed or updated electronic monitoring	Installed or updated email/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	2	46	27	4	39	34	31	32	16	31	23	23	26	32	8



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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 and again in 2012.

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 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 “Response 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.

CITY COURT GOALS AND OBJECTIVES

GOAL 1: TO ESTABLISH A MORE OPEN AND ACCESSIBLE SYSTEM OF JUSTICE.

- 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.

GOAL 2: TO MEET ALL RESPONSIBILITIES TO EVERYONE AFFECTED BY THE COURT AND ITS ACTIVITIES IN A TIMELY AND EXPEDITIOUS MANNER.

- 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.

GOAL 3: TO PROVIDE DUE PROCESS AND EQUAL PROTECTION OF THE LAW TO ALL WHO HAVE BUSINESS BEFORE THE COURT; AND TO DEMONSTRATE INTEGRITY IN ALL PROCEDURES AND DECISIONS.

- 3.1 To faithfully adhere to laws, procedural rules, and established policies.
- 3.2 To give individual attention to cases, deciding them without undue disparity among like cases and upon legally relevant factors.
- 3.3 To ensure that the decisions of the court address clearly the issues presented to it and, where appropriate, to specify how compliance can be achieved.
- 3.4 To ensure that appropriate responsibility is taken for the enforcement of court orders.
- 3.5 To ensure that all court records of relevant court decisions and actions are accurate and preserved properly.

GOAL 4: TO MAINTAIN JUDICIAL INDEPENDENCE, WHILE OBSERVING THE PRINCIPLE OF COMITY IN ITS GOVERNMENTAL RELATIONS AND ACCOUNTABILITY TO THE PUBLIC.

- 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.

GOAL 5: TO INSTILL PUBLIC TRUST AND CONFIDENCE.

- 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.



GOAL 1: TO ESTABLISH A MORE OPEN AND ACCESSIBLE SYSTEM OF JUSTICE

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.

Response to the Objective

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

- **Breaux Bridge City Court.** Breaux Bridge City Court maintained an open door policy that allows the public access to clerks and staff to answer questions regarding court calendar and accessibility.
- **Crowley City Court.** Crowley City Court reported that the court's yearly schedule was distributed to Crowley City Hall, the Crowley Police Department, the marshal's office, the Acadia Parish sheriff's office, the district attorney's office, the indigent defender's office, and the local newspaper, as well as posted on the Crowley City Police website.
- **Jeanerette City Court.** Jeanerette City Court obtained and installed a digital sign which is updated daily with court scheduling information, including the location and times of the court hearings.
- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st Parish Court posted signs on the exterior of the courthouse in various formats, including Braille, identifying each office in the courthouse and providing information prior to court closings and re-openings. In addition, the court closing and re-opening dates, current fine information, building directions, and hours of operation were easily accessible via recorded telephone messages. When emergency circumstances dictated court closure, the court faxed and emailed local news stations and updated the information as needed.
- **Jefferson Parish 2nd Parish Court.** Jefferson Parish 2nd Parish Court reported that it monitored and updated the court website with current court schedule information. The judges and staff continued to strive to improve the accessibility of 2nd Parish Court to the public.
- **Jennings City Court.** Jennings City Court reported that the court opened the new court facility and used media to provide information about the move, general court information and how to access court services.
- **Leesville City Court.** Leesville City Court reported that it continued to improve the court website.
- **New Iberia City Court.** New Iberia City Court reported that the judge participated in the Judges in the Courtroom Program and gave talks at civic club meetings.
- **New Orleans 2nd City Court.** Orleans Parish 2nd City Court reported that it participated in various forums, community affairs, and informational sessions to provide information about the court and its jurisdiction.
- **Ruston City Court.** Ruston City Court developed an informational PowerPoint that runs on a big screen monitor on Criminal Arraignment and Trial Days, explaining the court process, what a court user may expect, and constitution protections.



- **Springhill City Court.** Springhill City Court reported that the court minutes were published in the local paper.

Objective 1.2

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

Intent of the 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.

Response to the Objective

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

- **Bastrop City Court.** Bastrop City Court reported that it is developing a disaster/recovery plan, including an IT backup plan.
- **Crowley City Court.** Crowley City Court reported that it continued to provide access to the court building and the second-floor courtroom for individuals with disabilities via ramp and elevator.
- **Denham Springs City Court.** Denham Springs City Court reported that it replaced the scanner at entrance to the courtroom lobby with a new, updated model.

- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st Parish Court reported that all court notices contained accommodation information for individuals with disabilities. The court also continued staff training with the Telecommunications Device for the Deaf machine and provided sign language interpreters upon request. The court used interpreter services and the Louisiana Supreme Court list of registered interpreters to assist those who communicate via sign language or in a foreign language. Also, the court provided training for all security personnel in updated service animal protocol.

The court administrator also coordinated enhanced security measures with the court's security company employees, the court's bailiff, and key court employees, who implemented these measures in anticipation of the appearance of known difficult defendants. The court also held a fire drill and confirmed the fire drill procedures suitable for continued use. The court also purchased CPR masks and established the storage location and policy for their use.

The court also completed a generator project during the period, installing and maintaining a generator to provide the court with full functionality during power outages short of a building flood. The court also installed a cloud-based data backup system for criminal and traffic case information and continued the practice of preparing the court's management information systems administrator to evacuate servers with house the court's essential operating information. The court advised the public about court opening and closing information via emails and faxes to newspaper and local news programs. The court taught employees with limited cell phone abilities how to text message to enhance communication between clerks and supervisors in the event of an emergency.

- **Jefferson Parish 2nd Parish Court.** Jefferson Parish 2nd Parish reported that its new building was constructed in compliance with Americans with Disabilities Act standards. Court notices and signs



in the court building included information on how individuals with disabilities may request assistance.

The court maintained a comprehensive security system that includes security cameras mounted throughout the building and security personnel to screen visitors at the entrance to the building, monitor the cameras and patrol public areas. The members of the security staff, including bailiffs, were trained in security procedures and emergency response. The court worked closely with the Gretna Police Department to maintain a secure building for employees and court users, handling situations as they arose.

The court also maintained a toll-free number to allow remote communication with employees when necessary. The court's management information systems administrator was prepared to evacuate with a server housing data essential to the operation of the court, and key personnel were prepared to evacuate with essential data on flash drives. The court successfully implemented the Continuity of Operations Plan during Hurricane Isaac, holding court at an alternate location.

- **Jennings City Court.** Jennings City Court reported that it complied with all Americans with Disabilities Act requirements and incorporated numerous safety and security measures in the recently opened Judicial Center that were not available in the previous facility.
- **Lafayette City Court.** Lafayette City Court reported that it maintained an offsite tape backup, an offsite server, and an onsite generator in case of power outage.
- **New Orleans 1st City Court.** New Orleans 1st City Court reported that the Civil District Court Judicial Administrator continued to be responsible for the court's Americans with Disabilities Act compliance. The court consulted with local enforcement authorities regarding the sufficiency of the court's present security system and possible upgrades and installed a new security entry and exit

system. The court continued to upgrade the court's computer system and is now scanning records.

- **New Orleans Municipal Court.** New Orleans Municipal Court continued its participation 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 bring the building into compliance with the Americans with Disabilities Act access requirements. The renovations are slated to begin in 2015.
- The Orleans Parish Sheriff's Office continued to provide security for the court building. All persons entering the building were subject to search and walked through a stand-up scanner in addition to putting all their belongings through a new x-ray scanner provided through the Office of Homeland Security grant program. The court does not allow commissioned law enforcement officers to bring firearms into the building, but provided lockers to store the weapons securely at the security checkpoint. New Orleans Police Department officers in each courtroom also enhanced security and brought inmates from Orleans Parish Prison. The court plans to upgrade the security system when the building is renovated.
- The court maintained an emergency plan that provided for continuity of court operations in case of an emergency and/or disaster and sent a representative to all continuity of operations/disaster recovery planning meetings held with Orleans Parish criminal justice agencies, including the courts and the New Orleans Police Department. The court maintained a portable server and personal computer network that will allow for court operations to mobilize and follow the sheriff's office; detained defendants will thus 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 the court can maintain communications in the event of an emergency in the New Orleans area.



- **New Orleans Traffic Court.** New Orleans Traffic Court reported that it enhanced security by adding employee-only, badge-only access to various areas of the court building
- **Rayne City Court.** Rayne City Court maintained security cameras, with monitors and panic buttons, inside and outside the court building.
- **Ruston City Court.** Ruston City Court reported that during the period it maintained a monitor with valuable information for the hearing-impaired. Also, the new courtroom became available and was equipped with headphones that receive an amplified signal of the court proceedings. The courtroom and city court offices continued to be equipped with security cameras, keyless entry and bullet proof glass, and controlled-access doors in the reception areas.
- **Sulphur City Court.** Sulphur City Court reported that the marshal began the process of hiring two Sulphur policemen to add to the security detail in court. The court also upgraded computer safety with computer and software upgrades.

The court also met with city and parish administration to discuss alternate sites in the event that the present facility may not be usable for any reason.

- **Winnsboro City Court.** Winnsboro City Court reported that it installed an additional door to provide a further layer of security for court personnel. The public cannot gain access to the offices and courtroom without the staff permitting entrance through the new security door, which remains locked at all other times.

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.

Response to the Objective

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

- **Eunice City Court.** Eunice City Court reported that it had sign language personnel available upon request.
- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st Parish Court maintained a computer program to assign interpreters, utilizing a computer code to generate the appropriate notification for the appointment of an interpreter. The court continued to employ three staff members fluent in Spanish and English to assist with communicating and providing information to those with limited English proficiency.

The court also updated all English-language Boykin forms to encompass 2014 legislative changes and planned to update Boykin forms for Spanish-language defendants. In partnership with two counselors/teachers, probationers with limited English proficiency participated in classes to learn English.



- **Jefferson Parish 2nd Parish Court.** Jefferson Parish 2nd Parish Court maintained a contract with a company that provided language interpreter services as needed and kept available a Telecommunications Device for the Deaf and other assistive listening devices. The court also stationed a court employee fluent in both English and Spanish at the information counter located in the building's main lobby and continued to employ a staff member fluent in both English and Vietnamese.
- **Lafayette City Court.** Lafayette City Court provided Boykin forms in English and in Spanish. The court provided training for interpreters and expanded its list of interpreters to include those proficient in interpreting French, Spanish, Vietnamese, Arabic, Swahili and any other languages spoken by defendants.
- **New Orleans Municipal Court.** New Orleans Municipal Court used outside licensed interpreter agencies, requested through the Clerk of Court's Office, to provide language services as needed.
- **Sulphur City Court.** Sulphur City Court reported that it had a rights form prepared in Spanish for Spanish-speaking defendants.
- **Vidalia City Court.** Vidalia City Court reported that its judge volunteered to be a member of the Louisiana Supreme Court committee tasked to develop a statewide interpreter system.

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

The intent of Objective 1.4 is to make courts more accommodating, courteous, and user-friendly. The objective is intended to remind judges and all court

personnel that they should reflect the law's respect for the dignity and value of the individuals who serve, come before, or make inquiries of the Court, including litigants, defendants, lawyers, witnesses, jurors, the general public, and one another.

Response to the Objective.

City and parish courts were not surveyed regarding this objective in 2013-2014. Information regarding the activities of the city and parish courts pursuant to this objective can be found in prior 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.

Response to the Objective

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

- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st Parish Court staff provided directions to the public during busy times and provided



information to the public on court procedures. The Clerk of Court continued to allow court staff access to court data systems for the purpose of records search, date compliance, and other matters in both civil and criminal cases. The Clerk also provided some forms for self-represented litigants. The court also provided additional court forms, affidavits, and other documents to the general public via e-mail. The judges also provided guidance and assistance to self-represented litigants when necessary.

- **Jefferson Parish 2nd Parish Court.** The judges of Jefferson Parish 2nd Parish Court assisted self-represented litigants when necessary and worked to expand the availability of forms for self-represented litigants.
- **Jennings City Court.** Jennings City Court reported that its judge continued to serve on the Louisiana Supreme Court committee developing forms for self-represented litigants.
- **Lafayette City Court.** Lafayette City Court reported that it regularly participated in training regarding self-represented litigants.
- **Minden City Court.** Minden City Court reported that ensuring a well-functioning and trusted forum for self-represented litigants is a top priority.
- **New Orleans Municipal Court.** The public defender continued to assign an attorney to each section of New Orleans Municipal Court. Also, the court hosted and maintained a satellite office for public defender attorneys in which defendants could be screened for eligibility for defender services. These attorneys were available to assist self-represented litigants as needed. Also, forms for defendants to use to process expungements were available at the clerk of court's office.
- **New Orleans Traffic Court.** New Orleans Traffic Court reported that it referred defendants to

public defenders when the circumstances indicated it was proper to do so.

- **Winnsboro City Court.** Winnsboro City Court reported that the judge initiated the Lawyers in Libraries Program for the Winnsboro area.

GOAL 2: TO MEET ALL RESPONSIBILITIES TO EVERYONE AFFECTED BY THE COURT AND ITS ACTIVITIES IN A TIMELY AND EXPEDITIOUS MANNER

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.

The Louisiana Supreme Court and the courts of appeal measure performance against time standards 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.

Response to the Objective

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

- **Ascension Parish Court.** Ascension Parish Court reported that it did not take cases under advisement, resolving them immediately.
- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st Parish Court reported that it began searching vital records to close and recall attachments in cases where the defendants were deceased. The court also enhanced service information by delivering subpoenas for upcoming trial dates directly to the Jefferson Parish Sheriff's officers via the officer's e-mail.
- **Jefferson Parish 2nd Parish Court.** Jefferson Parish 2nd Parish Court reported that the judges strive to commence court proceedings in a timely manner. Also, the court periodically runs reports to monitor case management and adjusts schedule tables as needed.
- **Jennings City Court.** Jennings City Court reported that it purchased new computer hardware to assist with case management.
- **Lafayette City Court.** Lafayette City Court reported that it maintained a state-of-the-art case management system that helps to insure efficient case management.
- **Leesville City Court.** Leesville City Court reported that it maintains its caseload with no backlog or delays.

- **Minden City Court.** Minden City Court reported that it worked to obtain funding for new software to improve case management.
- **New Orleans Municipal Court.** New Orleans Municipal Court reported that in conjunction with the New Orleans Police and Justice Foundation (NOPJF), it implemented the electronic warrant system and maintained the electronic subpoena system OPISIS. OPISIS electronically transfers all non-police-officer subpoenas to the sheriff's office for delivery and officer subpoenas to The New Orleans Police Department.

The court also expanded the ONBASE scanning system, which stores a backup digital copy of all open and finished Municipal Court cases. The court maintained an additional server to securely back up the data in both the case management and ONBASE systems. In addition, the court updated the case management system as needed and kept a current record retention policy on file with the Secretary of State's office.

- **Ruston City Court.** Ruston City Court reported that it updated the civil department case management software.

Objective 2.2

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

Intent of the Objective

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

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2013-2014. Information regarding the



activities of the city and parish courts pursuant to this objective can be found in prior 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 implement necessary changes to law and procedure promptly and accurately.

Response to the Objective

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

- **Crowley City Court.** Crowley City Court reported that the judge sat on the Judicial College board of directors, regularly attended Judicial College conferences, and implemented the updates and changes in the law discussed during the conferences. The court also kept abreast of all new city ordinances as passed by the Crowley City Council.
- **Hammond City Court.** Hammond City Court reported that the judge reviewed city traffic and criminal ordinances with the city prosecutor to ensure the accuracy of the City Code.
- **Jeanerette City Court.** Jeanerette City Court gathered information on updates and changes in the law from various state agencies, Louisiana Judicial College programs, the Louisiana Supreme Court, the Supreme Court Judicial Administrator's Office, the Louisiana City Judges Association, and the Louisiana Council of Juvenile and Family Court Judges. The court met with staff to review and update court operations to implement changes
- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st Parish Court reported that after the legislative session the court updated the fine schedule to reflect any changes, posted the new schedule in public areas, and added the schedule to the recorded information on the public call-in line. The court also updated its case management system to ensure the creation of correct Bills of Information.
- **Jennings City Court.** Jennings City Court reported that the judge met with local law enforcement after the legislative session to review changes to criminal law and procedure. The judge and court staff attended continuing legal education seminars on updates on law and procedure and met after each seminar to discuss implementing the changes. The court contacted the Louisiana Supreme Court as needed for guidance concerning changes to law and procedure.
- **Lafayette City Court.** Lafayette City Court reported that the court conducted training for members of the bar regarding changes in the law.
- **Minden City Court.** Minden City Court reported that the judge attended continuing legal education and communicated to court staff any changes in law or procedure.
- **New Orleans Municipal Court.** New Orleans Municipal Court circulated any updated ordinances from the City of New Orleans as received from the New Orleans City Council. The court also purchased yearly updates for the Louisiana Revised Statutes, Code of Criminal Procedure and Evidence handbook and made these books available to all sections of court.
- **Port Allen City Court.** Port Allen City court reported that the single judge of this court attended numerous hours of continuing legal education sponsored by the Louisiana Judicial College.



- **Rayne City Court.** Rayne City Court reported that the judge and clerk met on a regular basis to discuss changes in the law and that court staff attended conferences to learn changes in the law and procedure.
- **Ruston City Court.** Ruston City Court reviewed various legislative updates compiled by the Louisiana City Judges Association and promoted staff and court attendance at seminars where legislative changes and revisions were topics being addressed.
- **Winnsboro City Court.** Winnsboro City Court judge attended various seminars and used information obtained at the seminars to apply changes in law and procedure to court processes.

**GOAL 3:
TO PROVIDE DUE PROCESS AND
EQUAL PROTECTION OF THE LAW TO
ALL WHO HAVE BUSINESS BEFORE
THE COURT; AND TO DEMONSTRATE
INTEGRITY IN ALL PROCEDURES AND
DECISIONS**

Objective 3.1
To encourage city courts that exercise juvenile jurisdiction to make strategic decisions that support the best outcomes for children and families.

Intent of the Objective

The legal system recognizes the importance of promoting the stability of the family and providing simplicity in procedure, fairness in adjudication, and elimination of unjustifiable delay in proceedings involving children and families. Courts that handle cases involving children and families should recognize that judges need specialized knowledge and planning to adhere to unique procedural requirements and confidentiality rules, to meet expedited or priority case

deadlines, and to make substantive decisions that meet the needs of children and families in the legal system.

City and parish court judges may prepare by such means as attending specialized trainings, accessing dedicated bench books or other resources, and using case management systems and other docket management tools at their disposal.

Response to the Objective

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

- **Jennings City Court.** Jennings City Court reported that it met with local law enforcement regarding processing and handling of juvenile proceedings.
- **Winnsboro City Court.** Winnsboro City Court made better connections with the Youth Challenge Program and was successful in having two juveniles enter and successfully complete the program with good results. The court partnered with the Center for Children and Families and Cognitive Development Center to provide counseling services for juveniles and referred juveniles to the newly created 5th JDC Juvenile Drug Court Program.

Objective 3.2
To faithfully adhere to laws, procedural rules, and established policies.

Intent of the Objective

This objective is based largely on the concept of due process, including the provision of proper notice and the provision of a fair opportunity to be informed and heard at all stages of the judicial process. Fairness should characterize the court’s compulsory process and discovery. Courts should respect the right to legal counsel and the rights of confrontation, cross-examination, impartial hearings, and jury trials. The objective requires fair judicial processes through adherence to constitutional and statutory law, case precedents, court rules, and other authoritative



guidelines, including policies and administrative regulations. Adherence to law and established procedures contributes to the court's ability to achieve predictability, reliability, and integrity. It also greatly helps to ensure that justice "is perceived to have been done" by those who directly experience the quality of the court's adjudicatory process and procedures.

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2013-2014. 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.

Response to the Objective

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

- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st Parish Court reported that the court prepared DWI trial dockets with attention to the personal driving record of the defendants. This attention meant that that the court could tailor DWI sentences, within legal guidelines, to the circumstances of the defendants as individuals. The judges also handle each civil case individually, performing their own research.
- **Lafayette City Court.** Lafayette City Court continued to access Westlaw, by devices including mobile devices and computers, in all courtrooms. Even though this court handled more than 40,000 cases last 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 develop alternative sentencing programs.

Objective 3.3

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

Intent of the Objective

An order or decision that sets forth consequences or articulates rights but fails to tie the actual consequences resulting from the decision to the antecedent issues breaks the connection required for reliable review and enforcement. A decision that is not clearly communicated poses problems both for the parties and for judges who may be called upon to interpret or apply the decision.



This objective implies that the disposition for each charge or count in a criminal complaint, for example, should be easy to discern, and that the terms of punishment and sentence should be clearly associated with each count upon which a conviction is returned. Non-compliance with court pronouncements and subsequent difficulties of enforcement sometimes occur because orders are not stated in terms that are readily understood and capable of being monitored. An order that requires a minimum payment per month on a restitution obligation, for example, is clearer and more enforceable than an order that establishes an obligation but sets no time frame for completion. Decisions in civil cases, especially those unraveling tangled webs of multiple claims and parties, should also clearly connect each issue and its consequences.

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2013-2014. Information regarding the activities of the city and parish courts pursuant to this objective can be found in prior Justice at Work reports.

Objective 3.4

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

Intent of the Objective

Courts should not direct that certain actions be taken or prohibited and then allow those bound by their orders to honor them more in the breach than in the observance. This objective encourages courts to ensure that their orders are enforced. The integrity of the dispute resolution process is reflected in the degree to which the parties adhere to awards and settlements arising out of them. Non-compliance may indicate misunderstanding, misrepresentation, or a lack of respect for, or confidence in, the courts.

Obviously, courts cannot assume total responsibility for the enforcement of all of their decisions and orders. The responsibility of the courts for enforcement varies from jurisdiction to jurisdiction, program to program, case to case, and event to event; however, all courts

have a responsibility to take appropriate action for the enforcement of their orders.

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2013-2014. Information regarding the activities of the city and parish courts pursuant to this objective can be found in prior Justice at Work reports.

Objective 3.5

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

Intent of the Objective

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

Response to the Objective

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

- **Denham Springs City Court.** Denham Springs City Court purchased new file cabinets and created a new file storage room during the period.
- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st Parish Court combined steno, digital recording, and additional backup of CD or cassette tape recorders to ensure accurate recording of courtroom dialogue. The Clerk's of Court's Office implemented a case-by-case check of defendants' records for open matters upon receipt of newly-billed charges, to enable the judge to deal with the open matters during the defendant's appearance at court.

The paperless court case management system includes signature pads used to capture not only



the defendant's signature for acceptance of court documents but also district attorney/defendant plea agreement information and judges' sentencing information. The Jefferson Parish Clerk of Court has a comprehensive records retention plan that incorporates scanning documents that are filed in Civil, DWI, and Misdemeanor cases as well as all motions filed in criminal cases.

- **Jefferson Parish 2nd Parish Court.** Jefferson Parish 2nd Parish Court reported that the Jefferson Parish Clerk of Court continued a comprehensive records retention plan that incorporates scanning documents filed in civil, DWI, and misdemeanor cases and motions filed in criminal cases. This system has been updated to accommodate a paperless document management system.
- **Minden City Court.** Minden City Court reported that the judge is in the last year of his term and chose to allow his successor to choose the software and equipment that the new judge and his staff will be using.
- **New Orleans Municipal Court.** New Orleans Municipal Court reported that it implemented and maintained a scanning policy. All cases that pass through Municipal Court are scanned onto the ONBASE system from which the court/clerk can produce a duplicate original if required. The court also kept a record retention policy on file with the Secretary of State.
- **New Orleans Traffic Court.** New Orleans Traffic Court reported that the court continued drafting a record retention schedule.
- **Rayne City Court.** Rayne City Court reported that it completed the court's records retention plan.
- **Ruston City Court.** Ruston City Court reported that the court continued to maintain backup supplemental recording capabilities in the courtroom.

**GOAL 4:
TO MAINTAIN JUDICIAL
INDEPENDENCE, WHILE OBSERVING
THE PRINCIPLE OF COMITY IN ITS
GOVERNMENTAL RELATIONS AND
ACCOUNTABILITY TO THE PUBLIC.**

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 control their proper functions and demonstrate respect for their coequal partners in government.

Response to the Objective

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

- **Jeanerette City Court.** Jeanerette City Court met with both parish and city governmental Officials, and provided them with monthly reports.
- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st Parish Court reported that it maintained a cooperative endeavor agreement with Jefferson Parish. The cooperative endeavor agreement ensured that fair payroll and best accounting



practices were provided to the court by allowing the parish to handle employee payroll, accounting, and collection of court fines. The agreement enabled the court to cooperate fully with the Jefferson Parish government while maintaining its constitutional independence. The uniformity created by the agreement was beneficial to both entities.

The court also held periodic parish court judges' meetings during which judges and administrators worked to unify the policies of 1st Parish Court and 2nd Parish Court. In addition, 1st Parish Court judges and staff worked on a daily basis with the Jefferson Parish Sheriff, Jefferson Parish Clerk of Court, and Jefferson Parish District Attorney to provide timely and efficient service to the public. Each entity makes changes as necessary to improve the system.

- **Jefferson Parish 2nd Parish Court.** Jefferson Parish 2nd 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. All entities, along with 2nd Parish Court, are making changes as we move to improve our systems.
- **Lafayette City Court.** Lafayette City Court reported that it continued building a website that will allow other branches of government to obtain information relevant to their activities. For example, law enforcement may post executed warrants on the website. These will be reviewed by court staff within no more than 48 hours and generally much less than 48 hours.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to advise 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.
- **Sulphur City Court.** Sulphur City Court reported that court officials met with city

and parish officials to discuss upgrading and maintaining judicial facilities.

Objective 4.2

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

Intent of the Objective

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

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2013-2014. Information regarding the activities of the city and parish courts pursuant to this objective can be found in prior 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.



Response to the Objective

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

- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st Parish Court reported that court staff attended various trainings and seminars throughout the year and that court management attended Employment Law seminars. Also, the Management Information Services Director provided training on all new projects and programs, as well as basic processes including Microsoft Word and follow-up using Microsoft Excel.
- **Jefferson Parish 2nd Parish Court.** Jefferson Parish 2nd Parish Court reported that the judges and other court personnel regularly attended training sessions and seminars on various topics relevant to the court.
- **Jennings City Court.** Jennings City Court reported that the judge and all employees attended outside meetings or conferences on human resources issues and completed Ethics Training.
- **New Orleans Traffic Court.** New Orleans Traffic Court reported that it scheduled civility and professionalism training for court personnel.

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

- **Crowley City Court.** Crowley City Court worked closely with Crowley City Hall in promoting classroom visits to Crowley City Court.
- **Hammond City Court.** Hammond City Court reported that it sponsored a Law Day program.
- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st 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 2nd Parish Court.** Jefferson Parish 2nd Parish Court reported that its judges provided DWI awareness programs to civic associations, parent organizations, and local high school students. The judges schedule the programs so that the students receive the information just prior to their proms. Additional programs are being implemented for 2015.
- **Kaplan City Court.** Kaplan City Court reported that the judge served as a judge in two mock trials conducted by and for high school students.
- **Lafayette City Court.** Lafayette City Court reported that its new web site will allow public access to the court schedule and public records.
- **New Orleans Municipal Court.** New Orleans Municipal Court reported that it maintained a webpage on the City of New Orleans website.



- **New Orleans 2nd City Court.** New Orleans 2nd City Court reported it sponsored a summer internship program.
- **Shreveport City Court.** Shreveport City Court reported that it provided a “Life Skills Class” for young offenders to educate them about the law and decision making.

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.

Response to the Objective

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

- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st Parish Court continued to develop the parish court paperless document system, adding the probation department to the system during the period covered by this report.
- **Jefferson Parish 2nd Parish Court.** Jefferson Parish 2nd Parish Court continued to develop a paperless system. During the period the court purchased electronic signature pads and larger monitors. During the period the paperless system was expanded to include the court’s probation and contempt departments.
- **Jennings City Court.** Jennings City Court reported that it opened a new court facility which

incorporates the latest security, courtroom, and case management technology.

- **Lafayette City Court.** Lafayette City Court reported that its new website will facilitate interaction with the public, attorneys, and other branches of government.
- **Minden City Court.** Minden City Court reported that the retiring judge worked with his successor to make appropriate technology selections for the new administration.
- **New Iberia City Court.** New Iberia City Court reported that budget restrictions made upgrading technology unaffordable.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to update its IT department by purchasing additional server capacity and adding additional scanning equipment to handle the increasing volume of cases. The court installed Wi-Fi to accommodate the updated technology requirements. The court also worked with the New Orleans Police and Justice Foundation to implement an evidence tracking system.
- **Rayne City Court.** Rayne City Court reported that it improved the electronic system for signing warrants, setting bonds and maintaining a close connection with police and police staff.

GOAL 5:

TO INSTILL PUBLIC TRUST AND CONFIDENCE IN THE PUBLIC

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 the activities of the city and parish courts 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 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.

City and parish courts were not surveyed regarding this objective in 2013-2014. Information regarding the activities of the city and parish courts pursuant to this objective can be found in prior 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 the activities of the city and parish courts 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 Justice at Work reports.

Major Strategies Initiated or Completed in FY 2013-2014.

- **Ascension Parish Court.** Ascension Parish Court was able to keep the docket 100% current with no cases under advisement—all decisions are rendered from the bench. The court runs very smoothly due to efficient court staff and good relationships with other agencies.
- **Baker City Court.** Baker City Court reduced the time between criminal arraignment and trial from 90 days to 60 days.
- **Bastrop City Court.** Bastrop City Court was able to handle the retirement of the clerk of court smoothly, redistributing duties to continue with the current staff. The new clerk of court was promoted from within and the resulting vacancy not filled.
- **Baton Rouge City Court.** Baton Rouge City Court partnered with the State Office of Motor Vehicles to open a public tag agency in the courthouse. This partnership arrangement will be the first such agency located in a courthouse within the state. City Court employees will be trained to perform the duties, which will include renewal of licenses and reinstatement of suspended driving privileges. This service will be available to offenders with suspended licenses as well as the general public.

The court also developed and is currently operating a domestic violence court, consisting of 13 team members including certified substance abuse counselors, a city police officer, victim advocate, public defender, city prosecutor, and probation department personnel. This specialized court is funded by grants from the Pennington Family Foundation and the Louisiana Commission on Law Enforcement.
- **Bogalusa City Court.** Bogalusa City Court concentrated on case management, which made court dates run smoothly.
- **Bossier City Court.** Bossier City Court updated the court website.
- **Bunkie City Court.** Bunkie City Court reported that it improved the docket procedure for civil cases filed and added some juvenile court dates to accommodate the district attorney's office.
- **Crowley City Court.** Crowley City Court hired a new clerk of court, who is systematically reviewing all civil documents and procedures used in the past and updating them as needed to make the court more accessible and user-friendly.
- **Denham Springs City Court.** Denham City Court updated security equipment at the entrance to the courtroom lobby to maintain a safer and more secure courtroom for the public, judge, and court personnel.



- **Eunice City Court.** Eunice City Court instituted new educational programs for repeat offenders such as Boot Camp, anger management, and theft prevention classes.
- **Franklin City Court.** Franklin City Court developed a list of outstanding warrants that is modified on a daily basis as warrants are added or deleted. The list helped other agencies to determine whether or not the warrants were accurate.
- **Hammond City Court.** Hammond City Court, in collaboration with the Tangipahoa Parish School System, developed, opened, and operated a Court School for delinquent juveniles to provide an educational setting for juveniles who may otherwise not be allowed to attend school.
- **Houma City Court.** Houma City Court implemented a new software system that streamlined work for the deputy clerks and enabled the court to more quickly process small claims, regular civil suits, and evictions.
- **Jeanerette City Court.** Jeanerette City Court acquired and implemented a case management information system for the court to facilitate electronic reporting to all agencies on fines and costs while plus automating most functions of the court. The court is currently in the process of “going live”, and undergoing training.
- **Jefferson Parish 1st Parish Court.** Jefferson Parish 1st Parish Court continued to enhance the paperless case management system, which provides a more efficient and intuitive system for all Jefferson Parish agencies. The enhanced system will provide more case information to the judges, minute clerks and assistant district attorneys. Also, during the period the court updated and expanded the capabilities of the probation department and added it into the paperless system. The judges can now electronically access probation department information from the bench during court sessions.
- **Jefferson Parish 2nd Parish Court.** The paperless case management system, begun in 2011, was expanded during the period to include the probation and contempt departments. The incorporation of these two departments has resulted in a more efficient work day for the employees involved. The 2nd Parish Court judges can now electronically access case information, including probation and contempt information, from the bench while conducting court. While there is further work to be completed on the program, the addition of the probation and contempt departments brings the court one step closer to achieving its goal of a paperless system.
- **Jennings City Court.** Jennings City Court reported that it opened the new court facility with updated security, safety, and case management technology.
- **Kaplan City Court.** Kaplan City Court reported that in 2014 it moved to a new facility with more room and more security for patrons and personnel. The design incorporates and complies with current standards for access and accommodation for individuals with disabilities and provides increased safety and security for all court users.
- **Lafayette City Court.** Lafayette City Court reported that its major strategy was the initiation of a new website. When fully operational, it will coordinate with the court’s case management software and securely enable interaction with attorneys, the public, and other branches of government as appropriate. The website will also facilitate online payment of fines.
- **Lake Charles City Court.** Lake Charles City Court reported that it recently moved into a brand-new 22,000 sq. ft. state-of-the-art facility. The new building greatly enhances the security of court employees and provides the public with more convenient and effective access to the legal system.



- **Marksville City Court.** Marksville City Court reported that it established and improved an at-risk juvenile program targeting children who violate truancy laws.
- **Minden City Court.** Minden City Court staff worked harder to be “cross-trained.” Each of the three clerks was available to assist one another as needed. Also, the court calendaring system became even more flexible to help eliminate any needless delays for court users.
- **Monroe City Court.** Monroe City Court trained court interpreters to work with persons with limited English proficiency.
- **Morgan City Court.** Morgan City Court reported that it sponsored a meeting with Magellan Health of Louisiana, the Office of Behavioral Health, the Department of Children and Family Services, the Office of Juvenile Justice, juvenile court personnel, and other local entities that provide services to juveniles within the court’s jurisdiction. The meeting was held to discuss the services available for juveniles, the procedure for accessing the services, ways to implement the services, coordinating the services, payment of services, follow-up, wrap-around services, and accountability. Approximately 50 people attended the meeting, which included presentations by the Office of Behavioral Health and Magellan followed by a question and answer session.
- **Natchitoches City Court.** Natchitoches City Court established a web site that provided information such as court schedules, fines for traffic and criminal matters, and forms for self-represented litigants.
- **New Orleans 1st City Court.** New Orleans 1st City Court reported that the court’s new computer system will bring real-time access to court records and pleadings. Additionally, the computer system will be more litigant friendly, allowing attorneys and litigants access to review, filing, and copying on-demand. The system should be fully integrated between the clerk’s office, the judges, and the public by late 2015.
- **New Orleans 2nd City Court.** New Orleans 2nd City Court reported that it hosted an internship program funded by the judge’s personal funds. Ten students participated in the two-week program. The court also hosted various senior citizen groups to observe court proceedings.
- **New Orleans Municipal Court.** New Orleans Municipal Court worked with the New Orleans Health Department in developing a mental health court, the Community Alternatives Program. The court continued to provide services to the public struggling with truancy, homelessness, veterans issues, and domestic violence. The court continues to develop alternative sentencing programs and updates to its technology system. Renovations to Municipal Court are now scheduled for 2015. Once the renovations are completed, the court should be well-positioned to implement a very progressive and ambitious strategic plan.
- **New Orleans Traffic Court.** New Orleans Traffic Court received a grant from the Louisiana Highway Safety Committee to implement a new case management system and purchase new computers and other hardware. The court will soon transition from a case management system that is approximately 16 years old to one that is more robust and efficient. The court’s case processing functions will essentially be “paperless.”
- **Oakdale City Court.** Oakdale City Court reported that it had great success using electronic monitoring on juvenile delinquents.
- **Opelousas City Court.** Opelousas City Court reported that it assigned two staff persons to the new Judicial Enforcement Unit to increase court revenue through the improved collection of delinquent court costs and fines.



- **Pineville City Court.** Pineville City Court reported that it installed a new surveillance system to more securely monitor the courthouse.
- **Plaquemine City Court.** Plaquemine City Court applied for and received grant money to hire a counselor specially trained to assist victims of domestic violence.
- **Port Allen City Court.** Port Allen City Court reported that it maintained completely current dockets in both the criminal and civil departments. The court continued to maintain the latest computer equipment and software to enhance efficiency.
- **Rayne City Court.** Rayne City Court completed its 2012-2013 goals, as set out in the previous Judicial Performance Survey, and continued to maintain a high level of security. The court also completed a records retention plan and increased court staff to more efficiently serve the public.
- **Ruston City Court.** Ruston City Court reported that its new, modern court room and offices provided the court with increased opportunities to better serve the needs of the public and to provide for better security for the public and court staff.
- **Shreveport City Court.** Shreveport City Court reported that it is most proud of its new website. The court is committed to providing the public with free and easy access to public court records and other pertinent information and assistance through the use of the internet, and the website helps to keep that commitment.

The website, located at www.shreveportcitycourt.org, and a smart phone app to access the website from any browser-capable smart phone, h.fanapp.mobi/shreveportcitycourt, provides access to a plethora of information about Shreveport City Court. The court has published a document on the site entitled “Guide to Practice” which contains in-depth information about the court and the

procedures a litigant needs to know when utilizing the court. The court also provides extensive forms and templates for motions, orders, and other pleadings for use by the public and counsel. The site also includes numerous FAQs and pages dedicated to explaining court procedures such as evictions, small claims, and expungements.

The site has many tools for searching case information on criminal, traffic and civil filings. While copies of the actual pleadings are not available, the court hopes to add this feature in the future. The site also provides copies of the court’s fine and court cost schedules for criminal matters and a list of all filing fees in civil matters. The site accepts payment for traffic tickets online and provides links to acceptable driving schools for defendants who want to keep minor traffic offenses off their driving record.

The court’s effort to provide as much information as possible online has greatly reduced the call volume and foot traffic coming to the court to search records at the court’s publicly accessible computer terminals. The court will continue to seek methods of better serving the public and attorneys online.

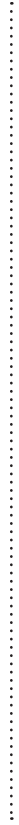
- **Slidell City Court.** Slidell City Court completed Phase II of the renovations to the courthouse previously damaged caused by Hurricane Katrina in 2005. The juvenile courtroom has been re-designed to incorporate audio and video technology and allow for more seating, a better flow of patrons, and dramatically improved security. Additionally, a conference area and meeting room is now available for attorneys, social workers, and other parties to discreetly discuss court matters. Overall, this project created new, modern, and secure environments in this courthouse.
- **Sulphur City Court.** Sulphur City Court met with city and parish officials to discuss how to obtain funds to build and maintain a new courthouse, as the age and condition of the current courthouse make a new facility necessary. The court will continue to work with the legislative



delegation and city and parish officials to provide the new court facility.

- **Thibodaux City Court.** Thibodaux City Court hired an accountant to help with city court financial accountability. The new accountant has been an asset to Thibodaux City Court.
- **West Monroe City Court.** West Monroe City Court held “court” at West Monroe High School to address problems with fighting and violence at the school. School officials indicated the number of violent episodes dropped significantly after the court implemented the in-school “court” program.
- **Winnfield City Court.** Winnfield City Court ran an efficient court and docket during the period covered by this report.
- **Winnsboro City Court.** Winnsboro City Court formed new partnerships with the Youth Challenge program, the Center for Children and Families, the Cognitive Development Center, and the 5th JDC Juvenile Drug Court to better serve juveniles and their families.





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ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions taken below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	Used social media	Published and distributed court calendars	Provided an information desk in the courthouse	Other
CITY/PARISH COURT								
Abbeville	✓					✓		
Alexandria		✓	✓					
Ascension		✓				✓		
Baker		✓						
Bastrop	✓						✓	
Baton Rouge		✓	✓	✓	✓	✓	✓	
Bogalusa		✓	✓	✓		✓		
Bossier City		✓	✓	✓				
Breaux Bridge		✓						✓
Bunkie	✓							
Crowley		✓	✓	✓	✓	✓		✓
Denham Springs		✓				✓		
Eunice		✓						
Franklin	✓							
Hammond		✓	✓	✓		✓	✓	
Houma		✓	✓	✓		✓		
Jeanerette		✓						✓
Jefferson - 1st Parish		✓	✓	✓		✓	✓	✓
Jefferson - 2nd Parish		✓	✓	✓		✓	✓	✓
Jennings		✓	✓	✓		✓		✓
Kaplan		✓	✓					
Lafayette		✓	✓	✓		✓		
Lake Charles		✓		✓	✓			
Leesville		✓						✓
Marksville	✓							
Minden		✓				✓		
Monroe		✓				✓	✓	
Morgan City		✓	✓	✓				



ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions taken below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	Used social media	Published and distributed court calendars	Provided an information desk in the courthouse	Other
CITY/PARISH COURT								
Natchitoches		✓	✓	✓			✓	
New Iberia		✓				✓		✓
N.O. - 1st City		✓	✓	✓		✓		
N.O. - Municipal		✓			✓			✓
N.O. - 2nd City		✓	✓	✓			✓	
N.O. - Traffic		✓		✓			✓	
Oakdale		✓	✓					
Opelousas		✓	✓	✓		✓		
Pineville		✓	✓					
Plaquemine		✓				✓		
Port Allen		✓		✓			✓	
Rayne		✓	✓	✓		✓		
Ruston		✓						✓
Shreveport		✓		✓			✓	
Slidell		✓	✓	✓	✓	✓	✓	
Springhill		✓						✓
Sulphur		✓		✓				
Thibodaux	✓							
Vidalia	✓							
Ville Platte		✓	✓			✓		
West Monroe		✓	✓	✓				
Winnfield		✓	✓			✓		
Winnsboro		✓	✓				✓	
Zachary		✓	✓	✓				
TOTALS	7	45	26	24	5	22	13	11



ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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		✓	✓	✓	✓	✓			✓	
Baker		✓						✓		
Bastrop		✓			✓					
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	
Bogalusa		✓		✓				✓		
Bossier City		✓						✓		
Breaux Bridge	✓									
Bunkie		✓				✓		✓		
Crowley		✓	✓	✓		✓		✓	✓	✓
Denham Springs		✓						✓		
Eunice		✓	✓				✓	✓	✓	
Franklin	✓									
Hammond		✓	✓	✓				✓	✓	
Houma		✓	✓	✓		✓	✓	✓		
Jeanerette		✓			✓	✓				
Jefferson - 1st Parish		✓	✓	✓	✓		✓		✓	✓
Jefferson - 2nd Parish		✓	✓	✓	✓	✓	✓	✓	✓	✓
Jennings		✓	✓	✓		✓		✓	✓	✓
Kaplan		✓	✓					✓		
Lafayette		✓	✓	✓		✓	✓	✓		
Lake Charles		✓	✓	✓	✓	✓	✓	✓	✓	
Leesville		✓						✓		
Marksville		✓					✓	✓		
Minden		✓				✓		✓	✓	
Monroe		✓			✓	✓		✓		
Morgan City		✓		✓						



ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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		✓	✓	✓		✓			✓	✓
N.O. - 2nd City		✓	✓							
N.O. - Municipal		✓	✓	✓				✓	✓	✓
N.O. - Traffic		✓						✓		
Oakdale		✓					✓			
Opelousas		✓			✓	✓	✓	✓		
Pineville		✓						✓		
Plaquemine	✓									
Port Allen		✓		✓		✓		✓		
Rayne		✓				✓	✓	✓	✓	
Ruston		✓								✓
Shreveport		✓			✓	✓	✓	✓		
Slidell		✓		✓	✓		✓	✓		
Springhill	✓									
Sulphur		✓		✓		✓		✓		
Thibodaux		✓		✓				✓		
Vidalia	✓									
Ville Platte		✓				✓				
West Monroe	✓									
Winnfield		✓			✓			✓		
Winnsboro		✓		✓						
Zachary		✓						✓		
TOTALS	6	46	16	19	12	20	13	33	13	7



**ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Formed or continued a courthouse safety committee	Implemented or continued coordination of security with law enforcement officials	Had a security audit performed	Had a cyber security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Developed or maintained a cyber 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		✓		✓			✓	✓		✓	✓			✓	✓	✓	
Baker		✓	✓	✓			✓	✓				✓		✓	✓	✓	
Bastrop		✓								✓				✓			
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Bogalusa		✓		✓			✓			✓				✓			
Bossier City		✓								✓							
Breaux Bridge	✓																
Bunkie	✓																
Crowley		✓		✓			✓	✓		✓	✓			✓	✓	✓	
Denham Springs		✓									✓			✓			✓
Eunice		✓	✓	✓			✓	✓			✓	✓		✓	✓	✓	
Franklin	✓																
Hammond		✓		✓			✓	✓	✓		✓			✓	✓		
Houma		✓					✓		✓				✓	✓	✓		
Jeanerette		✓		✓			✓	✓						✓	✓	✓	
Jefferson - 1st Parish		✓	✓	✓			✓	✓		✓	✓	✓		✓	✓	✓	✓
Jefferson - 2nd Parish		✓	✓	✓			✓	✓		✓		✓		✓	✓	✓	✓
Jennings		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
Kaplan		✓		✓			✓	✓	✓	✓				✓		✓	
Lafayette		✓		✓				✓	✓	✓	✓		✓	✓		✓	
Lake Charles		✓	✓				✓	✓	✓	✓	✓			✓	✓	✓	
Leesville		✓		✓			✓	✓								✓	
Marksville		✓									✓					✓	
Minden		✓		✓			✓	✓			✓			✓		✓	
Monroe		✓		✓						✓					✓	✓	
Morgan City		✓		✓							✓					✓	



**ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Formed or continued a courthouse safety committee	Implemented or continued coordination of security with law enforcement officials	Had a security audit performed	Had a cyber security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Developed or maintained a cyber 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		✓	✓	✓			✓			✓	✓	✓	✓	✓	✓	✓	✓
N.O. - 2nd City		✓		✓							✓						
N.O. - Municipal		✓		✓			✓			✓						✓	✓
N.O. - Traffic		✓		✓									✓			✓	✓
Oakdale		✓		✓						✓				✓			
Opelousas		✓	✓	✓			✓	✓								✓	
Pineville		✓		✓						✓				✓			
Plaquemine		✓		✓													
Port Allen		✓		✓				✓		✓				✓		✓	
Rayne		✓		✓	✓					✓	✓			✓	✓	✓	✓
Ruston		✓															✓
Shreveport		✓								✓				✓	✓		
Slidell		✓		✓			✓	✓		✓	✓		✓	✓	✓	✓	
Springhill		✓														✓	
Sulphur		✓		✓													✓
Thibodaux		✓		✓									✓				
Vidalia		✓		✓				✓		✓						✓	
Ville Platte		✓														✓	
West Monroe		✓								✓			✓			✓	
Winnfield		✓		✓			✓	✓			✓						
Winnsboro		✓								✓						✓	✓
Zachary		✓		✓						✓		3		3		3	
TOTALS	3	49	8	37	2	2	22	22	7	26	19	8	5	32	18	33	11



ACTIONS TAKEN IN FY 2013-2014 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN ~ Exhibit 4

Objective 1.2	Did not address in FY 2013-2014	Continued to address this objective through the action indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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		✓		✓	✓		✓							
Baker	✓													
Bastrop		✓												✓
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Bogalusa		✓		✓	✓									
Bossier City		✓					✓							
Breaux Bridge	✓													
Bunkie	✓													
Crowley		✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	
Denham Springs		✓		✓		✓			✓					
Eunice		✓		✓	✓				✓					
Franklin	✓													
Hammond		✓	✓	✓	✓	✓	✓			✓	✓		✓	
Houma		✓	✓	✓		✓			✓					
Jeanerette		✓	✓	✓	✓	✓	✓	✓	✓					
Jefferson - 1st Parish		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Jefferson - 2nd Parish		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Jennings		✓	✓	✓	✓	✓		✓	✓	✓	✓			
Kaplan	✓													
Lafayette		✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓
Lake Charles		✓	✓	✓	✓	✓			✓	✓	✓		✓	
Leesville		✓									✓			
Marksville	✓													
Minden		✓					✓		✓		✓			
Monroe		✓		✓										
Morgan City		✓		✓		✓	✓		✓		✓	✓		



ACTIONS TAKEN IN FY 2013-2014 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN ~ Exhibit 4

Objective 1.2	Did not address in FY 2013-2014	Continued to address this objective through the action indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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		✓	✓	✓		✓	✓	✓	✓		✓		✓	✓
N.O. - 2nd City		✓		✓										
N.O. - Municipal		✓	✓	✓	✓	✓	✓		✓		✓	✓		✓
N.O. - Traffic		✓							✓					
Oakdale		✓		✓										
Opelousas		✓	✓	✓	✓	✓		✓	✓		✓		✓	
Pineville		✓		✓					✓					
Plaquemine	✓													
Port Allen		✓		✓					✓					
Rayne		✓		✓	✓				✓					
Ruston	✓													
Shreveport		✓	✓	✓	✓						✓			
Slidell		✓	✓	✓		✓		✓	✓		✓	✓		
Springhill	✓													
Sulphur		✓	✓	✓		✓								✓
Thibodaux	✓													
Vidalia		✓	✓			✓								
Ville Platte		✓												
West Monroe		✓			✓									
Winnfield		✓		✓					✓					
Winnsboro	✓													
Zachary		✓							✓					
TOTALS	14	38	17	28	18	18	12	10	23	6	16	5	7	7



**ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Provided foreign language interpreter services when necessary	Encouraged and/or required interpreters to abide by a code of professional responsibility such as the Louisiana Code of Professional Responsibility for Language Interpreters as found in Section 1, Part G, Section 14 of the General Administrative Rules for Louisiana Courts	Adopted, maintained, or routinely administered an oath for language interpreters, such as the one provided in Appendix 5.1C of the Louisiana District Court Rules	Installed or maintained signage regarding services to LEP persons	Other
CITY/PARISH COURT								
Abbeville		✓	✓	✓				
Alexandria		✓		✓				
Ascension		✓	✓	✓	✓	✓		
Baker		✓		✓				
Bastrop		✓	✓					
Baton Rouge		✓	✓	✓	✓	✓	✓	
Bogalusa		✓	✓					
Bossier City		✓	✓	✓		✓		
Breaux Bridge		✓	✓					
Bunkie		✓	✓					
Crowley		✓	✓	✓	✓	✓		
Denham Springs		✓	✓	✓				
Eunice		✓	✓	✓	✓	✓		✓
Franklin		✓		✓				
Hammond		✓	✓	✓	✓	✓		
Houma		✓	✓	✓		✓		
Jeanerette		✓	✓	✓	✓			
Jefferson - 1st Parish		✓	✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish		✓	✓	✓	✓	✓	✓	✓
Jennings		✓	✓	✓	✓	✓		
Kaplan		✓	✓	✓	✓	✓		
Lafayette		✓	✓	✓	✓	✓		✓
Lake Charles		✓	✓	✓	✓	✓		
Leesville		✓		✓	✓			
Marksville	✓							
Minden		✓	✓	✓	✓	✓		
Monroe		✓	✓	✓	✓			
Morgan City		✓		✓	✓	✓		



**ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Provided foreign language interpreter services when necessary	Encouraged and/or required interpreters to abide by a code of professional responsibility such as the Louisiana Code of Professional Responsibility for Language Interpreters as found in Section 1, Part G, Section 14 of the General Administrative Rules for Louisiana Courts	Adopted, maintained, or routinely administered an oath for language interpreters, such as the one provided in Appendix 5.1C of the Louisiana District Court Rules	Installed or maintained signage regarding services to LEP persons	Other
CITY/PARISH COURT								
Natchitoches		✓	✓	✓	✓	✓		
New Iberia		✓	✓	✓	✓	✓		
N.O. - 1st City		✓	✓	✓		✓	✓	
N.O. - 2nd City		✓		✓				
N.O. - Municipal		✓	✓	✓	✓			✓
N.O. - Traffic		✓		✓				
Oakdale		✓		✓				
Opelousas		✓	✓	✓	✓	✓		
Pineville		✓		✓				
Plaquemine	✓							
Port Allen		✓	✓	✓		✓		
Rayne		✓	✓	✓	✓			
Ruston		✓	✓					
Shreveport		✓	✓	✓		✓		
Slidell		✓	✓	✓	✓	✓	✓	
Springhill	✓			✓				
Sulphur		✓	✓	✓		✓	✓	✓
Thibodaux		✓		✓		✓		
Vidalia		✓						✓
Ville Platte		✓	✓	✓				
West Monroe		✓	✓	✓				
Winnfield		✓	✓					
Winnsboro		✓		✓				
Zachary		✓	✓	✓		✓		
TOTALS	3	49	37	43	22	25	6	7



**ACTIONS TAKEN IN FY 2013-2014 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO THE COURT'S PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE:
ASSISTING PRO SE LITIGANTS - Exhibit 6**

OBJECTIVE 1.5	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Worked with the clerk of court and/or local bar to provide information	Referred <i>pro se</i> /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		✓	✓		✓		
Baker		✓	✓	✓	✓	✓	
Bastrop		✓			✓	✓	
Baton Rouge		✓	✓	✓	✓	✓	
Bogalusa		✓		✓	✓		
Bossier City		✓			✓	✓	
Breaux Bridge		✓			✓		
Bunkie		✓	✓		✓	✓	
Crowley		✓	✓	✓	✓	✓	
Denham Springs		✓		✓		✓	
Eunice		✓	✓	✓	✓	✓	
Franklin		✓		✓	✓	✓	
Hammond		✓	✓	✓	✓	✓	
Houma		✓		✓	✓	✓	
Jeanerette		✓	✓	✓	✓	✓	
Jefferson - 1st Parish		✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish		✓	✓		✓	✓	✓
Jennings		✓	✓	✓	✓	✓	✓
Kaplan		✓	✓	✓	✓	✓	
Lafayette		✓	✓	✓	✓	✓	✓
Lake Charles		✓	✓	✓	✓	✓	
Leesville		✓			✓		
Marksville		✓	✓		✓	✓	
Minden		✓	✓	✓	✓	✓	✓
Monroe		✓	✓	✓	✓	✓	
Morgan City		✓	✓	✓	✓	✓	



**ACTIONS TAKEN IN FY 2013-2014 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO THE COURT'S PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE:
ASSISTING PRO SE LITIGANTS - Exhibit 6**

OBJECTIVE 1.5	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Worked with the clerk of court and/or local bar to provide information	Referred <i>pro se</i> /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							
Natchitoches		✓	✓	✓	✓	✓	
New Iberia		✓	✓	✓	✓	✓	
N.O. - 1st City		✓	✓	✓		✓	
N.O. - 2nd City		✓	✓	✓		✓	
N.O. - Municipal		✓	✓	✓	✓	✓	✓
N.O. - Traffic		✓					✓
Oakdale		✓			✓	✓	
Opelousas		✓		✓	✓	✓	
Pineville		✓			✓	✓	
Plaquemine		✓				✓	
Port Allen		✓	✓	✓	✓	✓	
Rayne		✓	✓	✓	✓	✓	
Ruston		✓			✓	✓	
Shreveport		✓	✓		✓	✓	
Slidell		✓	✓	✓	✓	✓	
Springhill		✓			✓	✓	
Sulphur		✓	✓	✓	✓	✓	
Thibodaux		✓			✓	✓	
Vidalia		✓		✓	✓	✓	
Ville Platte		✓	✓	✓	✓	✓	
West Monroe		✓	✓	✓	✓	✓	
Winnfield		✓	✓	✓			
Winnsboro		✓	✓	✓	✓	✓	✓
Zachary		✓		✓	✓	✓	
TOTALS	0	52	32	34	45	46	8



**ACTIONS TAKEN IN FY 2013-2014 TO ENCOURAGE TIMELY
CASE MANAGEMENT AND PROCESSING: REDUCING DELAYS AND IMPROVING
CASE MANAGEMENT - Exhibit 7**

OBJECTIVE 2.1	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	Took action, such as implementing new or modified software or case tracking procedures or adding additional staff, to improve the timeliness and quality of child abuse and neglect adjudications	Other
CITY/PARISH COURT																
Abbeville		✓										✓				
Alexandria		✓										✓				
Ascension		✓									✓	✓				✓
Baker		✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓		
Bastrop		✓							✓					✓		
Baton Rouge		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Bogalusa		✓	✓	✓	✓			✓	✓			✓		✓		
Bossier City		✓						✓	✓				✓			
Breaux Bridge	✓															
Bunkie		✓										✓	✓			
Crowley		✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	
Denham Springs		✓				✓			✓							
Eunice		✓	✓	✓		✓	✓	✓	✓			✓		✓		
Franklin	✓															
Hammond		✓			✓	✓		✓	✓	✓		✓				
Houma		✓	✓	✓				✓	✓			✓	✓			
Jeanerette		✓		✓	✓	✓	✓		✓			✓		✓		
Jefferson - 1st Parish		✓	✓	✓		✓	✓	✓	✓		✓	✓				✓
Jefferson - 2nd Parish		✓	✓	✓		✓	✓	✓	✓		✓	✓				✓
Jennings		✓		✓			✓				✓	✓	✓			✓
Kaplan		✓			✓	✓	✓	✓	✓		✓	✓	✓	✓		
Lafayette		✓	✓	✓			✓	✓	✓			✓	✓			✓
Lake Charles		✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓		
Leesville	✓															✓
Marksville		✓		✓			✓	✓	✓							
Minden		✓			✓			✓			✓		✓	✓		✓
Monroe		✓						✓	✓							
Morgan City		✓				✓	✓	✓	✓							



**ACTIONS TAKEN IN FY 2013-2014 TO ENCOURAGE TIMELY
CASE MANAGEMENT AND PROCESSING: REDUCING DELAYS AND IMPROVING
CASE MANAGEMENT - Exhibit 7**

OBJECTIVE 2.1	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	Took action, such as implementing new or modified software or case tracking procedures or adding additional staff, to improve the timeliness and quality of child abuse and neglect adjudications	Other
CITY/PARISH COURT																
Natchitoches	✓															
New Iberia	✓															
N.O. - 1st City		✓	✓	✓		✓		✓	✓		✓	✓	✓		✓	
N.O. - 2nd City		✓				✓			✓		✓	✓				
N.O. - Municipal		✓	✓	✓			✓	✓	✓		✓	✓				✓
N.O. - Traffic		✓	✓	✓	✓	✓		✓	✓	✓	✓				✓	
Oakdale		✓		✓				✓	✓		✓	✓		✓		
Opelousas		✓		✓		✓	✓	✓	✓		✓		✓	✓		
Pineville		✓	✓	✓			✓		✓			✓				
Plaquemine	✓															
Port Allen		✓		✓												
Rayne		✓		✓		✓		✓	✓		✓	✓				
Ruston		✓														✓
Shreveport		✓	✓			✓			✓							
Slidell		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Springhill	✓															
Sulphur		✓		✓												
Thibodaux	✓															
Vidalia		✓					✓					✓	✓			
Ville Platte		✓				✓		✓	✓				✓			
West Monroe		✓						✓	✓			✓				
Winnfield		✓		✓	✓	✓	✓	✓			✓	✓				
Winnsboro		✓		✓								✓				
Zachary		✓		✓		✓	✓	✓			✓	✓				
TOTALS	8	44	14	25	10	21	19	28	31	4	20	30	16	13	5	9



**ACTIONS TAKEN IN FY 2013-2014 TO PROMPTLY IMPLEMENT
CHANGES IN LAW AND PROCEDURES ~ Exhibit 8**

OBJECTIVE 2.3	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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 2013-2014 TO PROMPTLY IMPLEMENT
CHANGES IN LAW AND PROCEDURES ~ Exhibit 8**

OBJECTIVE 2.3	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	7	45	18	12	37	12



**ACTIONS TAKEN IN FY 2013-2014 TO MAKE STRATEGIC DECISIONS TO SUPPORT
THE BEST OUTCOMES FOR CHILDREN AND FAMILIES - Exhibit 9**

OBJECTIVE 3.2	Not applicable - my court does not exercise juvenile jurisdiction	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Participated in specialized training and education for the type of juvenile jurisdiction exercised	Made use of available juvenile resources, such as bench books, juvenile law experts, informational websites, and online or in-person training seminars	Complied with counsel appointment rules	Oversaw the management of juvenile cases, including docketing, hearing dates, and the form and substance of court orders	Added or maintained sufficient support staff to expeditiously dispose of juvenile cases	Used new or modified software or juvenile court case tracking procedures	Included at-risk children on specialized dockets in continuity of operations/emergency plans	Other
CITY/PARISH COURT											
Abbeville		✓									
Alexandria	✓										
Ascension			✓	✓	✓	✓	✓				
Baker	✓										
Bastrop	✓										
Baton Rouge	✓										
Bogalusa			✓	✓	✓		✓				
Bossier City			✓	✓			✓	✓			
Breaux Bridge			✓	✓	✓						
Bunkie			✓				✓				
Crowley			✓	✓	✓	✓	✓	✓	✓	✓	
Denham Springs			✓	✓			✓	✓			
Eunice			✓	✓	✓	✓	✓	✓		✓	
Franklin			✓					✓			
Hammond			✓	✓	✓	✓	✓	✓	✓		
Houma			✓	✓	✓	✓	✓	✓		✓	
Jeanerette			✓	✓	✓	✓	✓	✓	✓	✓	
Jefferson - 1st Parish	✓										
Jefferson - 2nd Parish	✓										
Jennings			✓	✓	✓	✓	✓	✓			✓
Kaplan			✓	✓	✓	✓	✓				
Lafayette			✓	✓	✓	✓	✓	✓	✓		
Lake Charles			✓				✓	✓	✓		
Leesville			✓	✓							
Marksville			✓		✓		✓	✓		✓	
Minden			✓	✓		✓	✓	✓			
Monroe			✓		✓			✓			
Morgan City			✓	✓		✓	✓	✓			



**ACTIONS TAKEN IN FY 2013-2014 TO MAKE STRATEGIC DECISIONS TO SUPPORT
THE BEST OUTCOMES FOR CHILDREN AND FAMILIES - Exhibit 9**

OBJECTIVE 3.2	Not applicable - my court does not exercise juvenile jurisdiction	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Participated in specialized training and education for the type of juvenile jurisdiction exercised	Made use of available juvenile resources, such as bench books, juvenile law experts, informational websites, and online or in-person training seminars	Complied with counsel appointment rules	Oversaw the management of juvenile cases, including docketing, hearing dates, and the form and substance of court orders	Added or maintained sufficient support staff to expeditiously dispose of juvenile cases	Used new or modified software or juvenile court case tracking procedures	Included at-risk children on specialized dockets in continuity of operations/emergency plans	Other
CITY/PARISH COURT											
Natchitoches			✓	✓	✓	✓	✓				
New Iberia			✓	✓	✓		✓	✓			
N.O. - 1st City	✓										
N.O. - 2nd City	✓										
N.O. - Municipal	✓										
N.O. - Traffic	✓										
Oakdale	✓										
Opelousas			✓	✓	✓		✓				
Pineville	✓										
Plaquemine			✓				✓	✓			
Port Allen			✓	✓	✓	✓	✓	✓			
Rayne			✓	✓	✓	✓	✓		✓		
Ruston	✓										
Shreveport	✓										
Slidell			✓	✓	✓	✓	✓	✓	✓	✓	
Springhill			✓	✓		✓	✓				
Sulphur			✓	✓							
Thibodaux			✓			✓	✓	✓			
Vidalia			✓	✓	✓	✓	✓				
Ville Platte			✓				✓	✓	✓		
West Monroe			✓	✓	✓	✓	✓	✓			
Winnfield	✓										
Winnsboro			✓								✓
Zachary	✓										
TOTALS	16	1	35	26	21	19	29	22	8	6	2



**ACTIONS TAKEN IN FY 2013-2014 TO ENSURE THAT CASES RECEIVED
INDIVIDUAL ATTENTION AND THAT DECISIONS CONTINUED TO BE
MADE WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON
LEGALLY RELEVANT FACTORS - Exhibit 10**

Objective 3.2	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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		✓	✓	✓	✓			
Baker		✓	✓	✓	✓			
Bastrop		✓	✓	✓	✓			
Baton Rouge		✓	✓	✓	✓			
Bogalusa		✓	✓	✓	✓			
Bossier City		✓	✓	✓				
Breaux Bridge		✓		✓				
Bunkie	✓							
Crowley		✓	✓	✓	✓			
Denham Springs		✓	✓	✓				
Eunice		✓	✓	✓				
Franklin		✓		✓				
Hammond		✓	✓	✓	✓			
Houma		✓	✓		✓			
Jeanerette		✓	✓	✓	✓			
Jefferson - 1st Parish		✓	✓	✓	✓			✓
Jefferson - 2nd Parish		✓	✓	✓	✓			
Jennings		✓	✓	✓				
Kaplan		✓	✓	✓	✓			
Lafayette		✓	✓	✓	✓	✓		✓
Lake Charles		✓	✓	✓	✓			
Leesville	✓							
Marksville		✓	✓	✓				
Minden		✓	✓	✓				✓
Monroe		✓		✓				
Morgan City		✓	✓	✓	✓			



**ACTIONS TAKEN IN FY 2013-2014 TO ENSURE THAT CASES RECEIVED
INDIVIDUAL ATTENTION AND THAT DECISIONS CONTINUED TO BE
MADE WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON
LEGALLY RELEVANT FACTORS - Exhibit 10**

Objective 3.2	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	✓							
N.O. - 2nd City	✓							
N.O. - Municipal		✓	✓	✓	✓			✓
N.O. - Traffic		✓	✓	✓				
Oakdale		✓	✓	✓	✓			
Opelousas		✓	✓	✓	✓			
Pineville		✓		✓	✓			
Plaquemine		✓			✓			
Port Allen		✓	✓	✓	✓			
Rayne		✓	✓	✓	✓		✓	
Ruston		✓	✓	✓	✓			
Shreveport		✓	✓	✓		✓		
Slidell		✓	✓	✓	✓	✓		
Springhill		✓	✓	✓				
Sulphur		✓	✓	✓	✓			
Thibodaux		✓		✓				
Vidalia		✓	✓	✓	✓			
Ville Platte		✓		✓	✓			
West Monroe		✓	✓	✓				
Winnfield		✓	✓	✓	✓			
Winnsboro		✓	✓	✓	✓			
Zachary		✓	✓	✓	✓	✓		
TOTALS	4	48	41	46	32	4	1	4



**ACTIONS TAKEN IN FY 2013-2014 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND
PROPERLY PRESERVED - Exhibit 11**

OBJECTIVE 3.5	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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		✓			✓						
Baker		✓	✓		✓				✓	✓	
Bastrop		✓				✓	✓			✓	
Baton Rouge		✓	✓		✓	✓		✓	✓		
Bogalusa		✓	✓		✓				✓		
Bossier City		✓	✓		✓						
Breaux Bridge	✓										
Bunkie		✓			✓						
Crowley		✓	✓		✓	✓		✓	✓	✓	
Denham Springs		✓						✓			✓
Eunice		✓	✓		✓	✓		✓			
Franklin	✓										
Hammond		✓			✓	✓		✓	✓		
Houma		✓	✓			✓	✓	✓		✓	
Jeanerette		✓			✓	✓		✓		✓	
Jefferson - 1st Parish		✓	✓		✓	✓		✓	✓	✓	✓
Jefferson - 2nd Parish		✓	✓		✓	✓		✓		✓	✓
Jennings		✓	✓		✓	✓		✓			
Kaplan		✓	✓		✓			✓			
Lafayette		✓	✓		✓	✓		✓	✓		
Lake Charles		✓	✓		✓	✓		✓		✓	
Leesville		✓	✓						✓		
Marksville		✓				✓	✓				
Minden		✓	✓		✓				✓		✓
Monroe		✓			✓			✓	✓		
Morgan City		✓			✓	✓		✓		✓	



**ACTIONS TAKEN IN FY 2013-2014 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND
PROPERLY PRESERVED - Exhibit 11**

OBJECTIVE 3.5	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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		✓	✓		✓	✓	✓	✓		✓	
N.O. - 2nd City		✓			✓					✓	
N.O. - Municipal		✓	✓	✓	✓	✓	✓	✓		✓	✓
N.O. - Traffic		✓									✓
Oakdale		✓		✓				✓	✓		
Opelousas		✓	✓	✓	✓	✓	✓	✓	✓		
Pineville		✓				✓	✓			✓	
Plaquemine		✓	✓				✓				
Port Allen		✓		✓	✓	✓		✓	✓	✓	
Rayne		✓			✓	✓	✓	✓	✓		✓
Ruston		✓									✓
Shreveport		✓		✓	✓			✓			
Slidell		✓	✓		✓	✓		✓	✓		
Springhill		✓						✓			
Sulphur		✓	✓		✓			✓		✓	
Thibodaux		✓					✓				
Vidalia		✓			✓						
Ville Platte		✓				✓					
West Monroe		✓			✓		✓	✓			
Winnfield		✓			✓	✓	✓	✓			
Winnsboro		✓				✓					
Zachary		✓		✓	✓	✓	✓	✓			
TOTALS	2	50	23	6	35	25	14	29	15	16	8



**ACTIONS TAKEN IN FY 2013-2014 TO MAINTAIN JUDICIAL INDEPENDENCE WHILE
OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER
BRANCHES OF GOVERNMENT ~ Exhibit 12**

OBJECTIVE 4.1	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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 2013-2014 TO MAINTAIN JUDICIAL INDEPENDENCE WHILE
OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER
BRANCHES OF GOVERNMENT ~ Exhibit 12**

OBJECTIVE 4.1	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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	4	48	48	11	6



**ACTIONS TAKEN IN FY 2013-2014 TO USE FAIR EMPLOYMENT PRACTICES AND
TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES AND EMPLOYEE
TRAINING AND DEVELOPMENT ~ Exhibit 13**

OBJECTIVE 4.3	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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		✓	✓		✓	✓	
Baker		✓			✓	✓	
Bastrop		✓	✓				
Baton Rouge		✓	✓	✓	✓	✓	
Bogalusa		✓	✓	✓	✓	✓	
Bossier City		✓			✓		
Breaux Bridge		✓		✓			
Bunkie	✓						
Crowley		✓	✓	✓	✓	✓	
Denham Springs		✓	✓	✓	✓		
Eunice		✓		✓	✓	✓	
Franklin		✓			✓		
Hammond		✓	✓	✓	✓	✓	
Houma		✓	✓	✓	✓	✓	
Jeanerette		✓		✓	✓	✓	
Jefferson - 1st Parish		✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish		✓	✓	✓	✓	✓	✓
Jennings		✓	✓	✓	✓	✓	✓
Kaplan		✓			✓	✓	
Lafayette		✓	✓	✓	✓	✓	
Lake Charles		✓	✓	✓	✓	✓	
Leesville		✓			✓		
Marksville		✓	✓	✓			
Minden		✓			✓		
Monroe		✓			✓		
Morgan City		✓			✓	✓	



**ACTIONS TAKEN IN FY 2013-2014 TO USE FAIR EMPLOYMENT PRACTICES AND
TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES AND EMPLOYEE
TRAINING AND DEVELOPMENT - Exhibit 13**

OBJECTIVE 4.3	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as 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		✓	✓	✓	✓	✓	
N.O. - 2nd City		✓		✓	✓		
N.O. - Municipal		✓	✓		✓	✓	
N.O. - Traffic		✓		✓			✓
Oakdale		✓	✓		✓		
Opelousas		✓	✓	✓	✓	✓	
Pineville		✓		✓		✓	
Plaquemine	✓						
Port Allen		✓		✓	✓	✓	
Rayne		✓		✓	✓	✓	
Ruston		✓		✓			
Shreveport		✓	✓	✓	✓		
Slidell		✓	✓	✓	✓	✓	
Springhill		✓		✓			
Sulphur		✓	✓	✓	✓	✓	
Thibodaux		✓			✓		
Vidalia	✓						
Ville Platte		✓		✓	✓	✓	
West Monroe		✓		✓	✓	✓	
Winnfield		✓	✓	✓			
Winnsboro		✓			✓	✓	
Zachary		✓	✓	✓	✓	✓	
TOTALS	3	49	23	34	41	32	4



ACTIONS TAKEN IN FY 2013-2014 TO EDUCATE THE PUBLIC ABOUT YOUR COURT, THE LAW, OR THE ADMINISTRATION OF FUSTICE ~ Exhibit 14

OBJECTIVE 4.4	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Created/maintained a website containing information about the court	Used social media	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		✓	✓			✓		✓	✓			
Baker		✓	✓			✓		✓			✓	
Bastrop		✓	✓			✓		✓				
Baton Rouge		✓	✓	✓	✓	✓		✓	✓			
Bogalusa		✓	✓		✓	✓						
Bossier City		✓	✓						✓		✓	
Breaux Bridge		✓								✓		
Bunkie		✓				✓	✓	✓				
Crowley		✓	✓			✓		✓	✓		✓	✓
Denham Springs		✓	✓									
Eunice		✓	✓						✓			
Franklin	✓											
Hammond		✓	✓		✓	✓		✓	✓	✓	✓	✓
Houma		✓	✓					✓				
Jeanerette		✓				✓		✓	✓		✓	
Jefferson - 1st Parish		✓	✓			✓		✓				✓
Jefferson - 2nd Parish		✓	✓					✓				✓
Jennings		✓			✓	✓		✓				
Kaplan		✓				✓	✓		✓		✓	✓
Lafayette		✓	✓		✓	✓		✓				✓
Lake Charles		✓	✓	✓	✓			✓				
Leesville		✓	✓					✓				
Marksville		✓			✓			✓				
Minden		✓					✓		✓			
Monroe		✓							✓			
Morgan City		✓	✓			✓		✓	✓			



ACTIONS TAKEN IN FY 2013-2014 TO EDUCATE THE PUBLIC ABOUT YOUR COURT, THE LAW, OR THE ADMINISTRATION OF JUSTICE ~ Exhibit 14

OBJECTIVE 4.4	Did not address in FY 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Created/maintained a website containing information about the court	Used social media	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		✓	✓			✓		✓				
N.O. - 2nd City		✓		✓		✓		✓	✓			✓
N.O. - Municipal		✓	✓									✓
N.O. - Traffic		✓	✓					✓				
Oakdale		✓				✓			✓			
Opelousas		✓	✓		✓	✓		✓	✓		✓	
Pineville		✓							✓		✓	
Plaquemine	✓											
Port Allen		✓	✓			✓		✓	✓			
Rayne		✓	✓			✓		✓	✓		✓	
Ruston		✓						✓	✓			
Shreveport		✓	✓					✓				✓
Slidell		✓	✓	✓		✓	✓	✓	✓	✓	✓	
Springhill	✓											
Sulphur		✓	✓					✓				
Thibodaux		✓									✓	
Vidalia		✓						✓				
Ville Platte	✓											
West Monroe		✓	✓			✓			✓			
Winnfield		✓						✓				
Winnsboro		✓						✓				
Zachary		✓	✓					✓				
TOTALS	4	48	29	4	9	25	4	32	23	3	11	9



**ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Created or updated a court website	Used social media	Acquired or updated legal research materials	Bought additional personal computers	Bought mobile devices such as smart phones or tablets	Installed or updated video-conferencing/arraignment system	Installed or updated real-time reporting	Installed or updated electronic monitoring	Installed or updated e-mail/internet	Upgraded word processing software	Installed or updated 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		✓	✓		✓		✓				✓	✓			✓		
Baker		✓			✓												
Bastrop		✓	✓		✓												
Baton Rouge		✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa		✓	✓		✓						✓	✓		✓	✓		
Bossier City		✓	✓														
Breaux Bridge		✓									✓			✓			
Bunkie		✓			✓												
Crowley		✓	✓			✓	✓			✓	✓	✓	✓	✓		✓	
Denham Springs		✓	✓			✓											
Eunice		✓			✓	✓				✓	✓						
Franklin	✓																
Hammond		✓	✓		✓	✓	✓				✓	✓	✓	✓	✓		
Houma		✓	✓		✓						✓	✓	✓	✓	✓		
Jeanerette		✓		✓	✓	✓					✓	✓	✓	✓		✓	
Jefferson - 1st Parish		✓			✓	✓					✓		✓	✓	✓	✓	✓
Jefferson - 2nd Parish		✓	✓		✓	✓	✓				✓	✓		✓	✓		✓
Jennings		✓	✓		✓	✓					✓	✓		✓	✓	✓	✓
Kaplan		✓			✓	✓				✓				✓		✓	
Lafayette		✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Lake Charles		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	
Leesville		✓	✓		✓	✓	✓				✓	✓			✓		
Marksville	✓																
Minden	✓																✓
Monroe		✓			✓	✓									✓		
Morgan City		✓	✓														



**ACTIONS TAKEN IN FY 2013-2014 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 2013-2014	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2013-2014 to address this objective as indicated	Created or updated a court website	Used social media	Acquired or updated legal research materials	Bought additional personal computers	Bought mobile devices such as smart phones or tablets	Installed or updated video-conferencing/arraignment system	Installed or updated real-time reporting	Installed or updated electronic monitoring	Installed or updated e-mail/internet	Upgraded word processing software	Installed or updated 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		✓	✓		✓				✓		✓						
N.O. - 2nd City		✓		✓		✓	✓									✓	
N.O. - Municipal		✓	✓		✓	✓	✓		✓		✓	✓		✓	✓	✓	✓
N.O. - Traffic		✓	✓			✓	✓										
Oakdale		✓						✓		✓	✓						
Opelousas		✓	✓		✓	✓	✓				✓	✓					
Pineville		✓				✓			✓	✓	✓	✓	✓				
Plaquemine		✓				✓											
Port Allen		✓	✓		✓	✓					✓			✓			
Rayne		✓	✓		✓	✓			✓		✓	✓			✓	✓	✓
Ruston		✓				✓			✓	✓			✓	✓			
Shreveport		✓	✓		✓	✓					✓		✓	✓			
Slidell		✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓		
Springhill		✓										✓					
Sulphur		✓	✓			✓		✓			✓	✓					
Thibodaux		✓			✓												
Vidalia		✓			✓		✓										
Ville Platte		✓									✓				✓		
West Monroe		✓	✓		✓				✓				✓	✓			
Winnfield		✓			✓				✓								
Winnsboro		✓			✓										✓		
Zachary		✓			✓	✓		✓			✓					✓	
TOTALS	4	48	27	4	32	29	15	6	8	9	27	19	13	21	17	12	8



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PERFORMANCE REPORTS:

**SUPREME COURT DATA
GATHERING SYSTEMS**

SUPREME COURT DATA GATHERING SYSTEMS

The Supreme Court supports twelve 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. They are as follows:

- 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
- The Civil Case Reporting System

Each of these systems is briefly described below.

THE CRIMINAL DISPOSITION DATA COLLECTION SYSTEM

The Criminal Disposition Data Collection System is an electronic database of criminal filing, disposition, and sentencing information. All sixty-four parishes participate in the program, as required by Acts 403/404 of 2013. 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, CMIS staff members review it to ensure its accuracy and transferability according to predefined standards and definitions. CMIS staff members work with clerks of court and software providers across the state to quickly resolve any problems that may be discovered during data audits, which are conducted regularly throughout the year. Regular visits to the district courts allow CMIS staff to resolve hardware, software, data quality, data input, and transmission issues.

After CMIS staff members review the data, they transmit it electronically to state and federal agencies. The Louisiana Department of Public Safety and Corrections receives this information for use in its Computerized Criminal History (CCH) records, the official state depository of arrest records. The disposition record is matched with the CCH arrest record, creating a complete offense record. 33,610 dispositions were matched to a criminal history record in the State Police Computerized Criminal History database in 2013. By June 30, 2014, CMIS successfully provided 6,678 criminal dispositions to State Police for attachment to the state criminal history.

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 2013 a total of 27,530 qualifying felony criminal disposition records were posted to the FBI's NICS database. By June 30, 2014, 15,171 dispositions were posted to NICS. Of those 15,171

there were 13,631 felony convictions, 1,144 misdemeanor crimes of domestic violence, 32 not guilty by reason of insanity, 70 incompetent to stand trial, 244 probation restrictions and 50 court ordered firearm prohibitions.

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

THE CRIMINAL JUSTICE INFORMATION SYSTEM

The Criminal Justice Information System 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. Access to 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 among 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 SCDCO developed the system with significant input from users. 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 SCDCO also uses the system 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 and is being continually enhanced 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;
- The integration of information from all agencies involved in juvenile court proceedings (the protective services agency, law enforcement agencies, the district attorney, the indigent defender, probation and parole agencies, treatment facilities, corrections agencies, the public school system, and other agencies).



IJJIS also includes case management functionality for Families in Need of Services, Child in Need of Care, and other juvenile case types such as those relating to juvenile delinquency, traffic, mental health proceedings, and others. During the period of this report, the IJJIS was partially or fully operational in the following jurisdictions: Orleans Parish Juvenile Court, Jefferson Parish Juvenile Court, 16th Judicial District Court, 14th Judicial District Court, and Caddo Parish Juvenile Court.

THE LOUISIANA COURT CONNECTION

The court technology marketplace has evolved such that there are now many robust, reliable off-the-shelf solutions available from a number of highly qualified suppliers. The Louisiana Court Connection program has therefore shifted efforts away from software development to focus on the implementation and integration of commercially-available technologies. The Louisiana Supreme Court remains committed to assisting the courts of Louisiana in leveraging technology to manage and report criminal, traffic, civil, and juvenile court proceedings. Areas of emphasis include paperless courts, electronic filings and access to court documents, and sharing of data with other courts and agencies.

During the period, CMIS dispersed \$161,579 in federal and CMIS grants to clerks of court in Vernon, Morehouse, Concordia Caldwell, Catahoula, Natchitoches, and St. John Parishes and to judges in Lafourche Parish. The grants were used to acquire and install criminal case management systems to report criminal filing and disposition data. The grants were also used to support limited hardware replacement on an emergency basis, without which the jurisdiction would be unable to transmit necessary 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 Louisiana 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 Office of Community Services of the Department of Social Services, the Bureau of Protective Services of the Department of Health and Hospitals, the Elderly Protective Services Division of the Governor's Office of Elderly Affairs, the Office of the Louisiana Attorney General, and the courts.

During 2014, LPOR staff responded to 193 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 1,034 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 2014 members of LPOR's training team provided two presentations and workshops at the request of other agencies and organizations. This training reached 80 individuals.

LPOR also provided eight LPOR Legal Seminars that reached 263 individuals, and four LPOR Judicial Training Project programs that reached 188 individuals.

In all, LPOR staff reached 531 people with critical information about effective prevention and intervention strategies used to respond to domestic abuse and dating violence.

In 2014, LPOR staff received and entered 22,454 orders from Louisiana courts. Of these, 15,426 (69%) were civil orders and 7,028 (31%) were criminal orders. A breakdown—by type—of the orders entered into LPOR since 2011 is provided in the tables below.

Table One: Civil Orders

Civil Orders:	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Temporary Restraining Orders	12,436	12,034	12,122	12,000
Protective Orders	3,320	3,155	3,324	3,340
Preliminary Injunctions	21	23	31	53
Permanent Injunctions	41	46	39	33
Total Civil Orders	15,818	15,258	15,516	15,426

Table Two: Criminal Orders

Criminal Orders:	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Bail Restrictions	4,779	3,701	3,704	4,912
Peace Bonds	113	189	270	274
Combined Bail/Peace Bonds	200	626	669	706
Sentencing Orders	0	0	0	0
Probation Conditions	0	0	0	0
Combined Sentencing/Probation	445	1,100	1,178	1,136
Total Criminal Orders	5,537	5,616	5,821	7,028

Table Three: Combined Orders

Combined Orders:	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Civil and Criminal Order Totals	21,355	20,874	21,337	22,454



THE TRAFFIC VIOLATION DATA COLLECTION SYSTEM

City, district, and mayors' courts electronically report driver history records to the Louisiana Office of Motor Vehicles (OMV) through the Traffic Violation Data Collection System. The courts transmit the data to CMIS, where it is audited for its accuracy, completeness, 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 the minimum criteria set forth by the Office of Motor Vehicles, 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 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.

In 2013 the Traffic Violation Data Collection System received 840,948 traffic records containing filing, disposition, and sentencing information from 54 district courts, 13 city courts, and five mayor's courts. Of those records, 255,823 were posted to the OMV driver history database. By June 30, 2014 the Traffic Violation Data Collection System received 212,471 traffic records containing filing, disposition, and sentencing information from 56 district courts, 15 city courts, and seven mayor's courts. Of those records, 43,050 were posted to the OMV driver history database.

THE COURTS OF APPEAL REPORTING SYSTEM

The Court of Appeals Reporting System (CARS) is an electronic database, administered by CMIS, that stores case related information from all five of the appellate courts. The information transmitted to CMIS by each of the appellate courts 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 of the Louisiana Circuit Courts of Appeal, to analyze the workload at each appellate court, and to provide information to support the courts' efforts to improve those aspects of the administration of justice identified in the Courts of Appeal strategic plan. Additionally, 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 Annual Report of the Judicial Council of the Supreme Court.

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 secure website, www.lajudicial.gov. The website offers clerks of court immediate access to current year-to-date caseload information. Out of sixty-four parishes statewide, fifty-eight have registered and are using the website to submit their caseload data. The remaining six parishes send in manual forms and CMIS staff enters the information into the database for them. Filing data from the courts is aggregated



and reported to the National Center for State Courts, as a part of its Court Statistics Project, and for presentation in the Annual Report of the Judicial Council of the Supreme Court.

THE JUVENILE AND FAMILY COURT REPORTING SYSTEM

The Juvenile and Family Court Reporting System is a manual system, administered by CMIS, that consists of information reported to the Louisiana Supreme Court from the four specialized juvenile courts and the one designated family court. 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 submits 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 Annual Report of the Judicial Council of the Supreme Court. The Louisiana Supreme Court is currently working to automate 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 reported to the Supreme Court from each city and parish court is maintained. The system receives information related to the number of civil, criminal, traffic, and juvenile cases filed and terminated in each calendar year. CMIS staff members enter the data, derived from the manual forms submitted by each court, into a database. Filing data from the courts is aggregated and presented in the Annual Report of the Judicial Council of the Supreme Court.



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	Basis of Standards
• Clerk of Court Case Management Information System	• Local Courts; State; National Center for State Courts
• CMIS Criminal Disposition Data System	• National Crime Information Center; State
• The Louisiana Protective Order Registry	• National Crime Information Center; State
• The Drug Court Case Management System	• Supreme Court Drug Court Office
• The Traffic Violation System	• State
• The Court of Appeal Reporting System	• National Center for State Courts
• The Trial Court Reporting System	• National Center for State Courts
• The Juvenile and Family Court Reporting System	• National Center for State Courts; State
• The Parish and City Court Reporting System	• National Center for State Courts
• The Integrated Juvenile Justice Information System	• Louisiana Children’s Code; State

BARRIERS TO DATA GATHERING AND DEVELOPMENT

Barriers impacting the gathering of data and the development of data systems include the fragmented court system and the lack of standardization, within courts as well as among courts and their justice system partners.

The court system in Louisiana is decentralized, involving more than 756 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 justice of the peace courts. 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 approximately 250 mayors or their designees managing mayors’ courts – all of whom exercise individual, independent authority.

The varied financial arrangements in place to support judicial branch operations 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 Louisiana 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 courts 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, 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 for 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 Louisiana 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 Louisiana 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 the Supreme Court created for criminal case data collection. The Louisiana Supreme Court has also developed a traffic case data standard that is used 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. Louisiana Supreme Court staff members continue to train court and clerk of court personnel on the standards. The Louisiana 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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