



Justice At Work

THE SUPREME COURT OF LOUISIANA

The State Of
Judicial Performance
In Louisiana

2003
2004

FY 2003 - 2004
The State Of Judicial Performance In Louisiana
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The State Of Judicial Performance In Louisiana

This fifth annual report on “The State of Judicial Performance in Louisiana” has been prepared pursuant to the provisions of the Judicial Budget and Performance Accountability Act of 1999 (R.S. 13:84). Under the Act, the Judicial Administrator of the Supreme Court is responsible for developing a performance accountability program and for reporting on court performance to the Supreme Court and the people of Louisiana on an annual basis. In each annual report, the Judicial Administrator is required to present the following information:

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

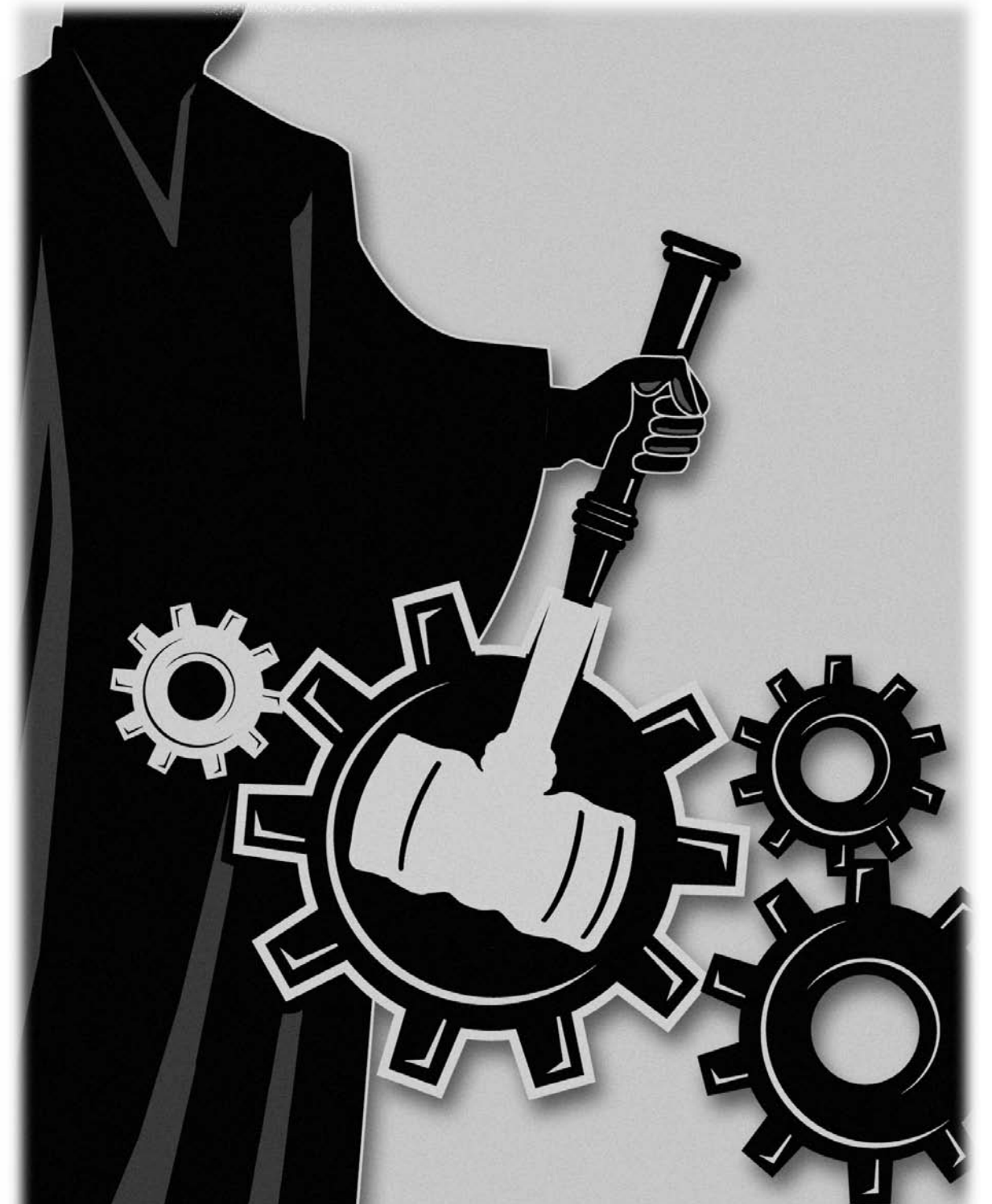
This fifth annual report on “The State of Judicial Performance in Louisiana” provides a five-year retrospective on the development and implementation of strategic planning by the Supreme Court, the Courts of Appeal, and the District Courts for the period FY 1999-2004. It also provides a one-year update on development and implementation of strategic planning by the City and Parish Courts during FY 2003-2004, i.e., the period generally from July 1, 2003 to June 30, 2004.

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

Respectfully submitted,



Hugh M. Collins, Ph.D.
Judicial Administrator



PERFORMANCE REPORTS:

**PERFORMANCE OF THE
SUPREME COURT**



PERFORMANCE OF THE SUPREME COURT

INTRODUCTION

The Supreme Court of Louisiana adopted its strategic plan together with the strategic plans of the courts of appeal and the district courts on December 31, 1999. At the time of adoption, the Strategic Plan of the Supreme Court contained six goals, eighteen objectives, and ninety-nine strategies. On October 10, 2000, the Supreme Court amended its plan to add five new strategies and to revise an existing strategy, bringing the total number of strategies to one hundred-and-four.

From the beginning of the Plan's implementation, the Court identified seventy-two of the original ninety-nine strategies as efforts that were either being accomplished through the Court's regular, ongoing activities or that were initiated before the adoption of the Plan and continue to be implemented as major initiatives of the Court. These strategies, therefore, were ongoing activities not requiring new or special initiatives under the Strategic Plan. These ongoing strategies are described briefly under each objective in the sections below entitled Responses to Objective.

In the first year of the Plan's implementation and with the adoption of the additional strategies in October 2000, the Court identified eighteen strategies requiring new initiatives that were targeted for implementation in FY 2000-2001 and continued through FY 2003-2004.

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

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

SUPREME COURT OBJECTIVES

- 1.1 To provide a reasonable opportunity for litigants to seek review in the Supreme Court of decisions made by lower tribunals.
- 1.2 To clarify, harmonize, and develop the law and to strive to maintain uniformity in the jurisprudence.
- 1.3 To provide a method for disposing of matters requiring expedited treatment.
- 1.4 To encourage courts of appeal to provide sufficient review to correct prejudicial errors made by lower tribunals.

- 2.1 To ensure that adequate consideration is given to each case and that decisions are based on legally relevant factors, thereby affording every litigant the full benefit of the judicial process.
- 2.2 To ensure that decisions of the Supreme Court are clear and that full opinions address the dispositive issues, state holdings, and articulate the reasons for the decision in each case.
- 2.3 To resolve cases in a timely manner.
- 3.1 To ensure that the Supreme Court is procedurally, economically, and physically accessible to the public and to attorneys.
- 3.2 To facilitate public access to its decisions.
- 3.3 To inform the public of its operations and activities.
- 4.1 To ensure the highest professional conduct, integrity, and competence of the bench.
- 4.2 To ensure the highest professional conduct, integrity, and competence of the bar.
- 5.1 To seek and obtain sufficient resources from the executive and legislative branches to fulfill all duties and responsibilities of the judiciary.
- 5.2 To manage the Court's caseload effectively and to use available resources efficiently and productively.
- 5.3 To develop and promulgate methods for improving aspects of trial and appellate court performance.
- 5.4 To use fair employment practices.
- 6.1 To promote and maintain judicial independence.
- 6.2 To cooperate with the other branches of state government.



Objective 1.1

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

Intent of Objective

Our judicial system recognizes that decisions made by lower tribunals may require modification. American jurisprudence generally requires litigants to be afforded a reasonable opportunity to have such decisions reviewed by an appellate court. The Supreme Court of Louisiana is a court of last resort that provides opportunities for review beyond that provided by a single trial judge or a panel of appellate judges.¹ Full-panel review allows “a degree of detachment, perspective, and opportunity for reflection [by all justices],” Full-panel review, therefore, provides a better opportunity for developing, clarifying, and unifying the law in a sound and coherent manner and for furnishing guidance to judges, attorneys, and the public in the application of constitutional and statutory provisions, thus reducing errors and litigation costs.

Responses to Objective

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

Cases falling under the Court's original or appellate jurisdiction are initiated by the filing of an appeal. Cases under the Court's supervisory jurisdiction are initiated through a writ application requesting the Court to exercise, in its discretion, its supervisory jurisdiction by deciding whether or not to hear the case.

Writ applications must be filed within thirty days of the mailing of the notice of judgment and opinion of the court of appeal or filed within ten days of the mailing by the clerk of the notice of first application for certiorari in the case, whichever is later and no extensions are given. Writ applications are scheduled for review by the Court usually within six weeks of filing, except in the fall when the time is slightly longer. When the Court grants a writ application for oral argument, the attorneys for the applicant are given twenty-five days from the date of the grant to file their briefs. The respondents' attorneys are given forty-five days from the grant to file their briefs. Extensions are granted if they will not impact the date of the oral arguments.

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

In capital appeals, the record is given to the Court's Central Staff to make sure that it is complete. Upon completion, the record is lodged and the attorneys are given, as in civil appeals, thirty to sixty days to file their briefs. The Court hears approximately two capital cases per argument cycle, thus allowing the Court to handle up to fourteen capital cases per year.

The Court, sitting with all seven members, addresses cases in five- or seven-week cycles. During the first week of the cycle, the Court hears oral arguments, usually hearing a maximum of twenty-four cases per week. Each justice is assigned to write two to three opinions per cycle. During the next four weeks, the issues are researched and opinions are drafted. Also during these four weeks, the Court, as a whole, meets to consider approximately seventy-five new writ applications per week. In the fifth week of the

cycle, draft opinions are circulated and reviewed. At the last conference in the cycle, the opinions are voted upon. If an opinion receives four or more votes, it passes. If it does not receive adequate votes, it is usually reassigned to another justice to author. Opinions are usually handed down from the bench on the second day of oral arguments following the opinion-signing conference.

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

- **The Clerk of Court.** After checking for compliance with the Court's rules, the Office of the Clerk of Court receives, categorizes, and retains a copy of the filings relevant to each case. The Office then sends copies of the case filings to the Administrative Counsel's Office which is described below. The Clerk's Office is also responsible for the accurate entry of all filings into the Case Management System (CMS), a computer software system especially designed to track and process case filings. The Clerk's Office manages and supports the computers and information systems operated by each justice and their personal staffs, as well as those of the Administrative Counsel, the Civil Staff, the Central Staff, and the Law Library of Louisiana. The Clerk of Court also operates an in-house microfilming section, maintains the minutes, orders of the Court and roll of attorneys, and is responsible for all attorney notification and for issuing news releases on the Court's rulings.
- **The Administrative Counsel.** The Administrative Counsel's Office, upon receipt of copies of the filings from the Clerk's Office, checks each filing for timeliness, recusals, and anything that appears unusual such as the need for expediting the case. The Administrative Counsel makes a random assignment of the case to an original and duplicate justice and schedules

the case on the conference list. If the case involves a writ application, the Court first decides whether to hear the case. Upon granting of the writ by the Court, the Administrative Counsel then schedules the case for oral argument and prepares a brief abstract of facts and other factors relating to the case for the justices.

- **The Civil Staff.** The Civil Staff was created by the Supreme Court in 1997 to prepare reports in specialized cases involving interlocutory or pre-trial civil writs, bar discipline matters, judicial disciplinary matters, and civil summary dockets. The Civil Staff also prepares bench memoranda on cases on direct appeal in cases where a lower court has declared a law to be unconstitutional.
- **The Central Staff.** The Central Staff was created by the Supreme Court in 1978 to prepare reports for the Court on criminal appeals and to prepare extensive bench memoranda on death cases on appeal. In 1982, the duties of the Central Staff were expanded to include reviewing and reporting on inmate pro se applications for post conviction relief. The Central Staff also assists the personal staffs of the justices on other criminal matters when requested. During the period of this Report, the Court expanded its Central Staff to provide greater opportunities for the consideration of prisoner writs and to meet the Court's time standards.
- **Personal Staff of the Justices.** Each justice is assisted by clerical support and by three law clerks or research attorneys (at least one of whom is an experienced or permanent law clerk, the others being term-limited and are generally just out of law school), except for the Chief Justice who has three law clerks and an executive counsel. The personal staffs of the justices handle all appeals and writ applications not addressed by the Civil Staff or the Central Staff and assist the justices in writing opinions. Competent law clerks and research attorneys greatly aid the Court in its adjudicative functions. The Court's law clerks and research attorneys receive a thorough orientation upon commencement of their term of service. Throughout their tenure, law clerks and research



attorneys are regularly offered continuing legal education (CLE), training and refresher courses in computer-aided and other legal research.

- **Law Library of Louisiana.** The staff of the Law Library of Louisiana assists the justices and the Court's staffs in several ways. It helps the justices and the various legal staffs to find books and other information on particular subjects in the Law Library, other libraries throughout the nation, or via the Internet on electronic databases. It provides guidance and conducts legal research training for law clerks and research attorneys on the use of legal information materials and computer-assisted research services. It assists the justices and their law clerks and research attorneys in obtaining legislative history information and in researching non-legal topics such as science, medicine, demography, and other fields' ancillary to the law. In 2003, the Law Library of Louisiana developed a strategic plan, a major part of which addressed ways to better serve the justices and their staffs with respect to all of the objectives contained in the Strategic Plan of the Supreme Court, especially those related to the Library's move and reestablishment in the new renovated building at 400 Royal Street. During this period, the Library's nine full-time staff members and numerous student assistants worked hard to conduct a thorough inventory and evaluation of the collection. Every book classified by subject was examined with respect to physical condition, usefulness to clientele, and the accuracy of its description in the catalog. Useful older books long shelved in the basement of the old building were integrated into the main collection. Several hundred were sent to the bindery for repair or rebinding, and a number of valuable books were identified for inclusion in the new building's Rare Book Room, where the protected environment facilitates both appreciation and research.
- **Recusal.** In accordance with the Legislature's intent in promulgating 2001 La Acts 932 (CCP art. 152(d)), the following procedure was adopted for circumstances in which a justice recuses himself or herself in a case. The recusing justice prepares a notice, stating the reasons for the

recusal. The notice is then filed in the case record. If the recusal results in the appointment of a justice ad hoc, the recused justice does not participate in any way in the appointment. In addition, the recused justice is not allowed to participate in any way in the discussion or resolution of the case or matter from which he or she is recused.

Objective 1.2

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

Intent of Objective

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

Responses to Objective

- **Clarification and Harmonization of the Law.** The Court's efforts to clarify, harmonize, and develop the law are regular, ongoing activities of the Court. See the Responses to Objective 1.1.
- **Judicial Legal Resources.** Through the Law Library of Louisiana, the justices and their staffs have access to an abundance of legal resources including: approximately 230,000 printed volumes - 160,000 in bound format and 70,000 in micro format; an on-line card catalog; the Internet; web-based research tools such as LEXIS and Westlaw; Info-Trac and LOIS; all published Louisiana opinions, legislative acts, codes and statutes; many state documents and legal and historical materials relating to Louisiana; approximately 900 periodical titles, including the law reviews from most law schools and state bar journals; current and classic American legal treatises and reference books in many subject areas; a complete collection of federal statutes and case law; the statutes and case law of all fifty states; digests and citators covering all American jurisdictions; complete legislative acts from all fifty states from their beginnings to the present; complete

federal legislative materials and an extensive federal document depository collection; an extensive Louisiana document depository collection; an extensive judicial administration collection, including State Justice Institute depository materials; current legal newspapers and back runs in microform; and many other materials.

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

Objective 1.3

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

Intent of Objective

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

Responses to Objective

- **Expeditious Determination of Certain Case Types and Certain Interlocutory Matters.** Currently, election cases are expedited pursuant to R.S. 18:1409 and Supreme Court Rule X, 5(c). In addition, the Court developed, adopted, and made effective on February 1, 1999

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

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



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

Objective 1.4

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

Intent of Objective

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

Responses to Objective

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

Objective 2.1

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

Intent of Objective

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

Responses to Objective

- **Due Consideration of Cases.** The Court's efforts to meet this objective are part of its regular, ongoing activities. See the Response to Objective 1.1 above.
- **Writ Guidelines.** In 1992, the Supreme Court promulgated five writ grant considerations, one or more of which should be met before an applicant's discretionary writ application will be granted by the Court. Prior to this Court action, writ applicants were offered little guidance as to what types of cases and controversies would prompt

discretionary review by the Court. The Court continues to maintain and monitor the writ considerations set forth in Supreme Court Rule X, Section 1, and may, from time to time, make such adjustments to these guidelines as it shall deem necessary. Application of the writ grant considerations helps ensure that the Court's discretionary jurisdiction is exercised in cases and controversies where the Court's review is most urgently needed.

Objective 2.2

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

Intent of Objective

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

Response to Objective

- **Clarity and Scope of Opinions.** The Court's efforts to meet this objective are part of its regular, ongoing activities. See the Response to Objective 1.1. The justices also address this objective by participating in and teaching workshops for judges attending judicial education sessions. Important Supreme Court decisions are routinely presented and discussed at these sessions. In addition, sometimes the judges from lower court tribunals will call either the Clerk of Court or the

Administrative Counsel to solicit such clarifications. On those occasions, the Clerk or the Administrative Counsel will bring these matters to the attention of the Chief Justice or another justice for response. In addition, trial judges in criminal matters will often file per curiam opinions to explain their decisions and actions - sometimes at the request of the Supreme Court and sometimes on their own initiative. In many cases, these per curiam opinions assist the Supreme Court to better address the dispositive issues, state the holdings, and articulate more clearly its reasons for the decision.

Objective 2.3

To resolve cases in a timely manner.

Intent of Objective

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

Responses to Objective

- **Consistently Current Docket.** Each year, the Court holds thirty-three to thirty-five weekly conferences to discuss and cast votes on filings, often voting on more than one hundred writ applications per conference. The Court also holds at least seven oral argument sittings annually with approximately twenty to twenty-four cases argued each cycle. For almost thirty years, the Court has maintained a consistently current docket in the sense that, when writ applications are granted, they are scheduled for oral argument on the next available docket, and the opinions are almost always handed down within twelve weeks of the



oral argument. The number and type of matters considered by the Court each year and the disposition of these matters are reported each year in the Court's Annual Report.

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

Objective 3.1

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

Intent of Objective

Making the Supreme Court accessible to the public and to attorneys protects and promotes the rule of law. Confidence in the review of the decisions of lower tribunals occurs when the Court's process is open, to the extent reasonable, to those who seek or are affected by this review or wish to observe it. The Supreme Court believes that it should identify and remedy court procedures, costs, courthouse characteristics, and other barriers that may limit participation in the appellate process. The escalating cost of litigation, particularly at the appellate level, can limit access to the judicial process. When a party

lacks sufficient financial resources to pursue a good-faith claim, Louisiana law requires that ways be found to minimize or defray the costs associated with the presentation of the case. Physical features of the courthouse can constitute formidable barriers to persons with a disability who want to observe or avail themselves of the appellate process. The Court believes that accommodations should be made so that individuals with speech, hearing, vision, or cognitive impairments and limited English language proficiency can participate in the Court's process.

Responses to Objective

- **Programmatic Accessibility.** The Court, through its Human Resource Coordinator, has taken all necessary steps to ensure programmatic accessibility, especially with respect to the Americans with Disabilities Act (ADA). The Court completed its initial assessment of accessibility in 1993 and continues to monitor programmatic accessibility. The Court has an adopted ADA policy that provides specifically for ADA accommodation in Supreme Court Rule 17, Section 4E. It has a designated ADA ombudsperson from the Law Library to answer the public's questions, to receive complaints and suggestions, and to refer parties to the proper resources or authorities to deal with their ADA-related issues. Its staff is trained to reasonably accommodate all requests for programmatic accessibility.
- **Procedural Accessibility.** The Deputy Clerks of Court are given continuous training to answer the public's questions about the various legal procedures of the Supreme Court. In addition, the Law Library's staff is available to respond to the public's inquiries regarding procedures. The Court's rules are provided on the Court's website.
- **Economic Accessibility: Fees and Charges.** The Court periodically reviews its fees and other user charges to assure that such assessments are reasonable. In addition, the Court makes the library collection of the Law Library of Louisiana available to the public and the bar free of charge. Photocopying at the Library is available

at a reasonable charge, and Internet access is free. The Law Library also maintains a toll-free telephone number for use within Louisiana.

- **Economic Accessibility: Criminal and Juvenile Matters.** The Court provided significant improvements to indigent defense in its establishment of the Louisiana Indigent Defender Board (LIDB) in 1997 and in its support of the transition of the functions of the LIDB to an executive branch agency created in 1999 as the Louisiana Indigent Defense Assistance Board (LIDAB). When the LIDB was created, the Court also adopted standards relating to the effectiveness of indigent defense counsel in appellate matters. These standards continue to be effective. In 1999, the Court created an inter-branch initiative to address the problem of capital post-convictions in Louisiana. That initiative resulted in the passage of R.S. 15:149.1 and R.S. 15:151.2(E). In FY 2000-2001, the Court assisted the LSBA in establishing a program for recruiting and training pro bono attorneys to counsel prisoners in capital post-conviction applications. It also assisted the LSBA's Access to Justice Committee in its efforts to provide civil legal services to the poor. Through its Court Improvement Program, the Court initiated a pilot program for encouraging and facilitating the use of mediation in juvenile proceedings. The Court continued these initiatives throughout the period of this Report.
- **Communications Accessibility.** Throughout the five-year period, the Court obtained and maintained state-of-the-art telecommunications equipment, software, and processes to facilitate communication between the Court and the public.
- **Physical Accessibility.** During the period of this Report, the Court identified and communicated all problems affecting ADA-required physical accessibility in its building located on Loyola Avenue to the Division of Administration (DOA). The Court also worked with the Division of Administration and its

architects on the Royal Street building renovation to ensure that the renovated new home of the Supreme Court, the 4th Circuit Court of Appeal, and other state entities would be completely compliant with all ADA standards.

- **Informational Accessibility.** During the period of this Report, the Court made accessible through the Law Library of Louisiana both printed and electronic research materials and research expertise to assist both the public and attorneys with their legal information needs. Throughout this period, the Library was open Monday through Thursday from 9 a.m. to 9 p.m. and from 9 a.m. to 5 p.m. on Fridays and Saturdays, except holidays. Reference service was also provided via telephone, fax, and e-mail. Requested copies were mailed for an affordable charge to any requesting party, including prisoners. The microfilming of court records continued throughout the period. The Court was also involved in an electronic filing project with the 24th Judicial District Court and the 5th Circuit Court of Appeal. The results are currently helping to direct plans for electronic filing and data storage and retrieval. During the period, the Library Catalog was also placed on the Internet.
- **Website.** During the period of this Report, the Court continued to make substantial improvements to its website. A web master and programmer were hired who continue to maintain and expand the site. The new website has a user-friendly system for facilitating and expanding the public's ability to access the Court's opinions, orders, rules, and other decisions in a timely and effective manner.
- **Filing Accessibility.** Throughout the five-year period, the Office of the Clerk of Court was open for business from 8:30 a.m. to 5:00 p.m., Monday through Friday, except for holidays. Additionally, the Clerk's Office was available to accept filings twenty-four hours a day, seven days a week. Contact phone numbers were posted at each of



the Court's Loyola building entrances to facilitate such filings. After-hour contact numbers were provided on the Court's voice mail and still are.

- **Court Security.** Throughout the period, the Court maintained a staff of highly qualified security officers who were properly equipped with appropriate security technology and other resources to control, direct, and facilitate public and employee accessibility. All points of access to the Court were controlled by security. All court officials and staff were issued ID/access badges. The Court also used electronic security cameras, sound and metal detectors, and other equipment to ensure security and proper access.

Objective 3.2

To facilitate public access to its decisions.

Intent of Objective

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

Responses to Objective

- **Notice of Opinions.** The Clerk of Court provides copies of the Court's decisions to all parties and courts and issues timely news releases on the Court's opinions to all major media in the state.
- **Law Library of Louisiana.** The Law Library of Louisiana makes the Court's opinions immediately available in printed form and assists other court staffs in promptly posting the opinions on the Court's website.
- **Website Improvements.** As previously indicated in the Response to Objective 3.1, the Supreme Court has made and continues to make significant improvements to its website. The site has a user-friendly system for facilitating and

expanding the public's use of the Court's website to access the Court's opinions, orders, rules and other decisions in a timely and effective manner.

- **Record Room.** The Court maintains a highly qualified staff to ensure proper management and access to all filings, exhibits, and other materials needed by litigants, attorneys, court personnel and the public for use in cases or for historical purposes.
- **File Room Technology.** The Clerk of Court continuously monitors, assesses, and utilizes new and more effective technological ways of storing, archiving, and retrieving the Court's files and records.

Objective 3.3

To inform the public of its operations and activities.

Intent of Objective

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

Responses to Objective

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

- **Public Information Program.** During the period of this Report, the Department of Community Relations conducted or implemented the following programs:
 - Press Releases. (total 90) Court-generated news released to local, state and occasionally national press.
 - Public Information Requests. (total 1,311) Information requests from citizens, judicial administrators, and news agencies.
 - Courthouse Tours. (total 95) International visitors, school groups, civic groups, and government officials.
 - Law Day Events. (total 22) Courthouse tours, mock trials, poster contests, and collateral materials.
 - Cameras In The Courtroom Requests. (total 35) An exception to the Canon 3(A)(9) prohibition of broadcasting, televising, recording, or taking photographs in the courtroom subject to approval of the Chief Justice of the Supreme Court. Media requests of this nature are handled by the Community Relations Department together with the Clerk of Court's Office.
 - Television/Radio/Print News Feature Stories Placed. (total 65) Court-generated news stories which included judge interviews accompanied by photos or video.
 - Events Planned. (total 24) Planning and coordination of court-hosted functions for 50-900 people including: committee, board and judicial organization meetings; conferences; court open-houses; and ceremonial events.
 - Ride-Alongs/Ride the Circuit Coordinated. (total 232/total 7) Coordination of Ride-Alongs wherein local legislators "sit on the bench" with state court district judges to observe the volume and complexity of cases before the bench; coordination of Riding the Circuit for Supreme Court justices wherein the court held oral argument in a venue other than the home court.

- Publications. (total 75. . . hundreds of thousands distributed) Individual publications written, designed and produced specifically included the following: Annual Report of the Judicial Council of the Supreme Court; Louisiana Bar Journal Judicial Notes; Just the Fax; Court Column Newsletter, court in-house publications, such as Home Court News and daily news updates.
- Court Department Community Outreach Assists. (total 43) Departmental assistance to other Supreme Court departments with media or community outreach efforts, including: website page writing, brochure design production, and event planning.
- Speakers Bureau. (total 32) Community Relations Department speaking engagements representing the Supreme Court before civic groups, law-related organizations, schools, government agencies and legislative committees.
- Website Development & Website Coordination. (on-going) During the period, the Court hired a project coordinator to re-design, develop, and improve the Supreme Court website.
- **Public Information Program of the Law Library of Louisiana and the Clerk.** The Law Library of Louisiana, in association with the Department of Community Relations and the Clerk's Office, developed and continues to implement a supplemental program of public information. The Law Library, together with the Clerk's Office, continued to conduct information sessions and tours for various groups. The Law Library also exhibited materials on Louisiana law, the Louisiana judicial system, and the administration of justice from time to time. A booklet containing a brief history of the Supreme Court and the renovated Courthouse at 400 Royal Street was designed and written by Library staff members for the dedication of the renovated building. The booklet is currently being distributed to all visitors. Guides to the Library's resources and to the portraits of justices exhibited in the hallways of the renovated building were also prepared and distributed.



- **Oral Arguments.** As part of the overall program of public information described above, the Supreme Court developed and implemented a plan for conducting oral arguments at various locations in the state. During the five-year period of this Report, the Court held oral arguments in the following locations: FY 2001-2002 - Tulane University Law School, New Orleans, October 16, 2001; FY 2002-2003 - Nicholls State University, Thibodaux, the entire week of September 2002, and the University of Louisiana, Monroe, April 2003.

Objective 4.1

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

Intent of Objective

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

Responses to Objective

- **Louisiana Judicial College.** During the period of this Report, the Supreme Court continued to fund, assist, and facilitate the activities of the Louisiana Judicial College. A justice chairs the College's Board of Governors. Through the judicial budgetary and appropriations process, the Court provides for the director and staff of the College and for a portion of its operations. In addition, the Court provides the services of the Court's Judicial Administrator and staff to assist the College in various ways.

- **Programs of the Judicial College.** The Louisiana Judicial College maintained and strove continuously to improve the quality and accessibility of its continuing legal education programs for the judiciary throughout the period. Each year, the College offered eight or more CLE programs for judges. It also provided bench books, newsletters, and videos relating to judicial practice. In CY 2002, the Supreme Court commissioned Dr. Maureen E. Conner of Michigan State University and Mr. Thomas Langhorne of The Langhorne Group to assess the performance of the Judicial College in terms of its relevance and interest to the judges of the state. The audit began in the Fall of 2002 and was completed in August of 2003. The recommendations of the Audit continue to be reviewed and implemented.

- **Judiciary Commission.** The Supreme Court continued to fund, assist, and facilitate the activities of the Louisiana Judiciary Commission to ensure the proper reception, investigation, and prosecution of complaints against judges accused of violating the Code of Judicial Conduct. The activities of the Commission are reported annually in the Supreme Court's Annual Report. The workload of the Commission is also reported as a key performance indicator in the annual judicial appropriations bill. In calendar years, 1999-2004, the Commission received and processed the number of complaints shown in Exhibit 1 at the end of this section.

- **Judicial Professionalism.** During the period, the Supreme Court continued to encourage judicial and attorney professionalism in two ways - through its CLE requirements and through its adopted Code of Professionalism. The Supreme Court re-enacted its rules for continuing legal education for lawyers and judges in November of 1992 by establishing a Continuing Legal Education (CLE) Committee to manage the CLE process (Supreme Court Rule XXX). Under these rules, lawyers and judges are required to complete a minimum of twelve and a half hours of approved CLE each calendar year. The rules also require that one of these required hours concern legal ethics and another hour concern

professionalism. In 1997, the Supreme Court adopted its Code of Professionalism in the courts providing aspirational standards for both judges and attorneys. The Code is provided in Section 11 of Part G of the Rules of the Supreme Court. That portion of the Code pertaining to judges was printed by the Court as a poster and distributed to all judges of the state. The Court displayed the poster prominently in several of its offices and encouraged all judges to do the same in their courtroom halls and offices.

- **Judicial Mentoring Program.** The Supreme Court, primarily through its Judicial Administrator and his staff and in association with the Louisiana District Judges Association and the Louisiana Judicial College, facilitated the continuation and expansion of the judicial mentoring program. As part of the program, each new judge was assigned a senior judge who served as a mentor. The program is intended to assist new judges in understanding and managing their caseloads, avoiding ethical conflicts, and accessing information and resources.
- **Judicial Ethics.** The Supreme Court, through its Committee on Judicial Ethics, continued to provide a resource to receive inquiries from judges and to issue advisory opinions regarding the interpretation of the Canons of the Code of Judicial Conduct. The Court's Judicial Administrator and lawyers employed in the Judicial Administrator's Office staff the work of the Committee. The Judicial Administrator's Office also provided informal assistance to judges who seek help in interpreting the Code of Judicial Conduct.
- **Cooperation with Judges.** The Supreme Court maintained and strove to continuously improve its communication and cooperation with judges and judicial associations at all levels. Its Judicial Council consists of representatives from all major judicial associations. All appellate courts are involved in the Court's Human Resource Committee and the Judicial Budgetary Control Board. The Court's Judicial Administrator provides staffing assistance to all major judicial associations and includes information on all levels of court in its newsletters. During the period, the

justices of the Supreme Court took additional steps to improve their communication with the Louisiana District Judges Association by setting up formal meetings with the Association's leadership.

- **Judicial Campaign Conduct.** In April of 2000, the Court established an Ad Hoc Committee to study the benefits and feasibility of creating a permanent Judicial Campaign Oversight Committee to help facilitate ethical campaign conduct in Louisiana judicial elections. After studying the matter for approximately one year, the Ad Hoc committee issued a Final Report recommending the establishment of a permanent Judicial Campaign Oversight Committee. In March of 2002, the Court established a permanent Judicial Campaign Oversight Committee, consisting of 15 members, including retired judges, lawyers, and citizens who are neither lawyers nor judges. The purposes of the Committee are to educate candidates about the requirements of the Code of Judicial Conduct, to answer questions about proper campaign conduct, and to receive and respond to public complaints. However, public statements are only issued when two-thirds of the members believe clear and convincing evidence has been provided of a violation of certain enumerated Canons of the Code. During the Fall 2002 judgeship elections, the Committee drafted and distributed a Campaign Conduct Acknowledgment form that asked candidates to acknowledge that they had read, understood, and were bound by the provisions of the Louisiana Code of Judicial Conduct. The Acknowledgment was signed by 216 incumbent judges and judicial candidates who were involved in the 2002 elections. As part of its educational role, the Oversight Committee also conducted six educational presentations throughout the state, focusing on restrictions on judicial campaign activities incorporated in Canon 7 of the Code of Judicial Conduct. During the election campaign of 2002, the Oversight Committee received 32 complaints concerning campaign conduct and issued one public statement concerning campaign conduct it found problematic. Since January of 2003, the Committee has received 9 complaints concerning judicial campaign conduct. None of these



complaints, however, resulted in a public statement.

- **Costs of Judiciary Commission Matters.** In FY 2000-2001, the Court amended the Rules of the Judiciary Commission to provide for assessing judges disciplined by the Commission for all or any portion of the costs of the process of judicial discipline as recommended by the Commission. This rule continues in effect.

Objective 4.2

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

Intent of Objective

See the language relating to the Intent of Objective 4.1.

Responses to Objective

- **Cooperation with the LSBA.** The Louisiana State Bar Association (LSBA) is a non-profit corporation, established pursuant to Articles of Incorporation that were first authorized by the Supreme Court on March 12, 1941. According to the Articles of Incorporation, the purpose of the Association is to: regulate the practice of law; advance the science of jurisprudence; promote the administration of justice; uphold the honor of the courts and of the profession of law; encourage cordial interpersonal relations among its members; and, generally, promote the welfare of the profession in the state. The Association from time to time recommends changes to its Rules of Professional Conduct for attorneys to the Supreme Court for adoption. The Supreme Court maintains and strives to continuously improve its communication and cooperation with the Louisiana State Bar Association. The leadership or members of the LSBA are involved in virtually every committee of the Court. Similarly, several justices and staff members of the Court are also involved in LSBA activities.
- **Attorney Continuing Legal Education (CLE).** The Court exercises supervision over all continuing legal education through the Mandatory Continuing Legal Education (MCLE) Committee. The Committee was established by Supreme Court Rule XXX on November 19,

1992. Its purpose was to exercise general supervisory authority over the administration of the Court's mandatory continuing legal education requirements affecting lawyers and judges and to perform such other acts and duties as are necessary and proper to improve CLE programs within the state. In addition to its supervisory role, the Court continues to work with the LSBA to maintain and improve the quality of continuing legal education programs.

- **Attorney Professionalism.** The Court continues to work with the LSBA to encourage and support professionalism among attorneys. As previously mentioned, the Court, through its Continuing Legal Education Committee, requires all attorneys and judges to complete at least one hour of CLE per year on professionalism. The Court has also promulgated, as an aspirational standard, its Code of Professionalism in the Courts. Furthermore, as a means of instilling professionalism in attorneys at an early stage of their careers, the justices regularly participate in the professionalism orientation sessions held at the State's four law schools in the fall of each year.
- **Louisiana Attorney Disciplinary Board.** The Louisiana Attorney Disciplinary Board was created by Supreme Court Rule XIX on April 1, 1990 to provide a structure and set of procedures for receiving, investigating, prosecuting, and adjudicating complaints made against lawyers with respect to the Rules of Professional Conduct for attorneys. The Board consists of:
 - One permanent statewide agency that administers and manages the lawyer disciplinary system as a whole, performs appellate review functions, issues admonitions, imposes probation, and rules on procedural matters.
 - Several hearing committees, which review the recommendations of the Board's Disciplinary Counsel, conduct pre-hearing conferences, consider and decide pre-hearing motions, and review the admonitions proposed by the Disciplinary Counsel.
 - The Office of the Disciplinary Counsel, which performs prosecutorial functions for the Board. Since 1998, the Court has taken several

steps to improve the Attorney Disciplinary Board and its process. In 1999, the Court, based on a recommendation of the American Bar Association, imposed a significantly higher assessment on all attorneys in support of the Attorney Disciplinary Board's efforts to ensure the proper reception, investigation, and prosecution of complaints against lawyers accused of violating the Rules of Professional Conduct. In FY 2001-2002, the Court contracted with the American Bar Association to perform a performance audit of the Attorney Disciplinary Board's activities. The audit began with a site visit by the ABA during the week of November 12, 2001 and was completed in March of 2002. The Court and the Board are now in the process of implementing some of the Audit's recommendations. The number of complaints received and processed during the period of this Report are presented in Exhibit 2 at the end of this section.

- **Supervision of the Practice of Law.** The Court continues to maintain and improve its supervision of the practice of law by ensuring the quality, competency, and integrity of the bar admissions process, imposing sanctions in disciplinary matters, and requiring continuing legal education. As part of its supervision of the practice of law, the Court, upon recommendation of the Committee on Bar Admissions, developed and promulgated in 2000 an interim procedure for allowing bar applicants who fail or conditionally fail Part I of the Louisiana State Bar examination to review and compare their erroneous answers with representative good answers. The Court also increased the passing score on the Multi-State Professional Responsibility Exam (MPRE) from 75 to 80. Finally, through comprehensive amendments to the Bar Admissions rules, the Court moved to insure that the character and fitness of bar applicants would be carefully evaluated prior to their admission to the practice of law. Chief among these improvements is the required participation, by Louisiana Law students who intend to practice in Louisiana, in the Law Student Legislation Program sponsored by the

National Conference of Bar Examiners. This program involves a comprehensive assessment of law students' character and fitness during their second year of law school, followed by a supplemental character review near the end of their law school courses. In 2001, the Committee also created a subcommittee to recommend improvements to the Bar Examination. The "Testing Subcommittee" looked at the substance of the exam, its structure, and its procedural aspects. The Committee continued to permit failing applicants to review their own exam papers as well as representative good answers. It also reorganized its Equivalency Panel and has eliminated its backlog of applications for equivalency determinations by graduates from non-U.S. law schools.

- **Encouragement of Pro Bono Activities.** The Court continues to encourage members of the bar to participate in pro bono activities. In FY 2000-2001, the Court assisted the LSBA in establishing a program for recruiting and training pro bono attorneys to counsel prisoners in capital post-conviction applications. The Court also assisted the LSBA in its general efforts to recruit and train pro bono attorneys. In FY 2002-2003 and FY 2003-2004, the Court continued these activities.
- **Committee on the Prevention of Lawyer Misconduct.** In FY 2000-2001, the Supreme Court created a Committee on the Prevention of Lawyer Misconduct to serve as a vehicle for continuing communication and dialogue among the law schools, the Attorney Disciplinary Board, the Louisiana State Bar Association, and the Court on matters and issues relating to the prevention of lawyer misconduct. The Committee made several recommendations to the Court, which has taken appropriate action on most of these recommendations. One result of the Committee's work was the sponsorship by the Louisiana State Bar Association of orientation sessions on professionalism for new law students at each of Louisiana's four law schools in the fall of 2000.



- **Rule on the Transfer to Disability Inactive Status.** In FY 2000-2001, the Supreme Court clarified its Rules for Lawyer Disciplinary Enforcement relating to the transfer of attorneys to disability inactive status. The disability procedures attempt to balance the due process rights of lawyers with the need to protect the public from incapacitated lawyers.
- **Permanent Disbarment.** Through amendments to the Rules for Lawyer Disciplinary Enforcement, which became effective on August 1, 2001, the Court codified permanent disbarment as an available sanction for lawyers who commit particularly egregious acts of misconduct. These changes serve to protect the public from lawyers whose violations of the public trust are so serious as to warrant the permanent revoking of the privilege bestowed upon them of practicing law in Louisiana.
- **Attorney Fee Review Board.** In 2001, the Legislature created the Attorney Fee Review Board (R.S. 13:5108.3 - 13:5108.4) to provide for the payment or reimbursement of legal fees and expenses incurred in the successful defense of state officials, officers, and employees, who are charged with criminal conduct arising from acts undertaken in the performance of their duties. After its creation, the Board decided that requests for payment or reimbursement of legal fees and expenses should be evaluated on a case-by-case basis in accordance with the factors set forth in Rule 1.5 of the Louisiana Rules of Professional Conduct. As directed by law, the Board has set a minimum hourly rate for legal fees of \$100 and a maximum hourly rate of \$350. Since its creation, the Board has reviewed five requests for payment from exonerated state officials and employees, and has made written recommendations to the Legislature concerning these requests. Two additional requests are presently being considered.

Objective 5.1

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

Intent of Objective

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

Responses to Objective

- **Judicial Budgetary Control Board.** The Court, through its Judicial Administrator, continues to staff and otherwise support the Judicial Budgetary Control Board in its efforts to obtain and manage the resources needed by the judiciary to fulfill its duties and responsibilities.
- **Legislative/Executive Branch Coordination.** The Court continues to communicate, coordinate, and cooperate with the legislative and executive branches of state government on all matters relating to the needs of the judiciary. As a result of these efforts, the Court is now working collaboratively with the other branches of state government on several programs, including the Families in Need of Services (FINS) program, Drug Treatment Courts, Truancy Centers, the Court-Appointed Special Advocate (CASA) program, the Integrated Criminal Justice Information System (ICJIS), the Louisiana Protective Orders Registry (LPOR), the Judicial Disposition Data Base, the Integrated Juvenile Justice Information System (IJJIS), and the Juvenile Justice Commission, the Comprehensive Training Program.
- **Judicial Budget and Performance Accountability Program.** The Supreme Court continues to develop and expand the Judicial Budget and Performance Accountability Program as required by R.S.13:81-85.

- **Strategic Plans.** The Court is aggressively implementing its Strategic Plan as adopted in December of 1999 and amended in October of 2000. The Court, through its Judicial Administrator, continuously monitors the implementation of the strategic plans of the courts of appeal and the trial courts, and renders assistance to them upon request. In FY 2000-2001, the Court appointed a Commission on Strategic Planning for the Limited Jurisdiction Courts to develop performance standards and a strategic plan for the city and parish courts before December of 2002. With assistance from the Judicial Administrator of the Supreme Court, the Commission developed draft performance standards and a draft strategic plan, both of which were approved by the Supreme Court in 2002.
- **Operational Plans; Key Objectives; and Key Performance Indicators.** The Court has developed and submitted Operational Plans for FY 1999-2000 to the current fiscal year as required by R.S. 13:81-85. It has also developed and incorporated into its annual judicial appropriations bill key objectives, performance indicators, and mission statements as required by the statute.
- **Performance Audits.** During the period from FY 1999-2004, the Court sponsored five audits of judicial performance. In 2000, it contracted with the National Center for State Courts in to conduct a performance audit of district court compliance with the Americans with Disabilities Act (ADA), an audit that was designated for the year FY 2000-2001. The results of the audit were communicated to all district courts by the Chief Justice in that same year. The courts have responded during the period of this Report by organizing activities to achieve and maintain compliance (for some of these results, see the section on the performance of district courts). In 2000, the Court also contracted with the National Center for State Courts to conduct a performance audit of district and city court compliance with the federal Adoption and Safe Families Act (ASFA) and with the provisions of

the Louisiana Children's Code relating to Child-in-Need-of-Care cases and Judicial Certification for Adoption. The final report of that audit, which was completed in 2002, was reviewed by the Court and an action plan developed that included mandatory training and the reporting of certain continuances. In addition, the Judicial Administrator of the Supreme Court and the Louisiana Court Administrators Association were asked to provide technical assistance to all district courts needing help with compliance. The ASFA audit was designated for the fiscal year 2001-2002.

In 2001, the Court contracted with the American Bar Association (ABA) to conduct a detailed performance audit of the Louisiana Attorney Disciplinary Board. The ABA began the audit with a site visit in the week of November 12, 2001 and completed the audit at the end of March 2002, designating the audit for the year 2002-2003. The audit continues to be reviewed and implemented by the Disciplinary Board and the Court.

In 2002, the Court commissioned an audit of the performance of the Judicial College. The audit began in the Fall of 2002 and was completed in August 2003. This audit was designated for the year 2003-2004. The audit continues to be reviewed and implemented by the College and by the Court.

In 2004, the Court commissioned an audit of the performance of district courts with respect to jury trials. This audit will be completed in July of 2005.

- **Judicial Compensation Commission.** The Supreme Court actively supported and assisted the work of the Judicial Compensation Commission created pursuant to Act 1077 of 1995. In FY 2000-2001, the Commission was successful in convincing the legislature to provide needed salary increases to all judges.
- **Compensation Plan and Human Resource Policies of the Supreme Court and the Courts of Appeal.** The Supreme Court, through its Judicial Administrator, continues to staff, maintain, and develop the compensation plan and human resource policies



for employees of the Supreme Court and the courts of appeal.

- **Judicial Employee Compensation.** The Court continues its efforts to secure adequate salaries, benefits, other compensation and emoluments appropriate to each type of employee as a means of retaining and attracting highly qualified staff.
- **Employee Retirement and Group Benefits.** The Supreme Court, through its Judicial Administrator and Clerk of Court, continues to ensure that all courts and all judicial employees are aware of how to access the benefits of their respective retirement and group benefit programs and are in compliance with the rules and regulations of such programs.
- **Judicial Financial Reform.** The Supreme Court continues to encourage its Judicial Administrator to study and make recommendations to the Court on ways to improve the financing of the judiciary.
- **Supreme Court Facilities.** During the period of FY 1999-2004, The Supreme Court continued to advocate and pursue the renovation of the 400 Royal Street site as the future home of the Supreme Court, the 4th Circuit Court of Appeal, and other state entities. The Supreme Court also ensured that resources were available to maintain its current building at 301 Loyola Avenue and to house most of the Judicial Administrator's Office in rental facilities.

Objective 5.2

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

Intent of Objective

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

efficient and productive manner.

Responses to Objective

- **Case Management.** The Supreme Court, through its Clerk of Court, continues to maintain and expand effective case management techniques, including the development and operation of a state-of-the-art case management information system.
- **Fiscal Management.** The Supreme Court continues to require the Fiscal Office of the Judicial Administrator and the Clerk of Court to manage the Court's fiscal resources efficiently and productively. A chart of fiscal indicators is provided in Exhibit 3 at the end of this section.
- **Judicial Internal Auditor.** The Internal Auditor is an independent audit function established within the Supreme Court to examine and evaluate the programs, policies, services and activities of the Court and its many divisions with the objective of adding value by promoting effective controls at a reasonable cost, resulting in improved operations.
- **Internal Audit Committee.** In FY 2000-2001, the Supreme Court created an Internal Audit Committee consisting of three justices who meet quarterly with the Internal Auditor to provide oversight responsibilities as they relate to internal and external auditors. Such oversight responsibilities include: ensuring financial and programmatic reporting, instituting a process of internal controls process, and bringing independence and objectivity to the internal audit function. Annually, a work schedule is proposed by the Internal Auditor to the Internal Audit Committee for its review and approval. The work schedule consists of audit areas based on a prioritization of the audit universe, using relevant risk factors. For the five fiscal years ending June 30, 2004 the SC Internal Audit Committee approved 62 audit areas, all of which have been completed.
- **400 Royal Street Renovation.** In May of 2004, the renovation of the building was completed, thus enabling the Supreme Court and

the 4th Circuit Court of Appeal with their various staffs and a small office of the Attorney General to move into the new facilities. On October 2, 2004, the Building was officially dedicated in a ceremony featuring U.S. Supreme Court Justice Sandra Day O'Connor, Governor Kathleen Blanco, and other dignitaries.

- **Judicial Restructuring.** The Supreme Court continues to encourage its Judicial Administrator to study and make recommendations to the Court on ways to restructure the judiciary for greater efficiency and effectiveness.
- **Committee on Judicial Leave and Temporary Appointments.** In FY 2000-2001, the Supreme Court created a Committee on Judicial Leave and Temporary Appointments for the purpose of studying and making recommendations on matters relating to the improvement of policies concerning judicial leave and temporary appointments in limited and specialized jurisdiction courts. The Committee made a number of recommendations, some of which were adopted by the Court in FY 2001-2002.

Objective 5.3

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

Intent of Objective

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

strategic plans are developed but that they are implemented to improve judicial performance.

Responses to Objective

- **Office of the Judicial Administrator.** The Supreme Court continues to maintain sufficient numbers of highly qualified professional and support staff in the Judicial Administrator's Office to develop and effectively promulgate methods for improving aspects of trial and court performance.
- **Judicial Budget and Performance Accountability Program.** The Supreme Court, through its Judicial Administrator, has provided assistance to the Strategic Planning Committee of the Louisiana District Judges Association and to the Louisiana Court Administrators Association in their efforts to comply with the provisions of the Judicial Budget and Performance Accountability Program.
- **Judicial Council.** The Supreme Court, through its Judicial Administrator, continues to staff and otherwise support the Judicial Council as a means of improving aspects of trial and appellate court performance affecting the judicial process. The Administrator continues to staff and support the work of the Appellate New Judgeship Committee and the Trial Court New Judgeship Committee of the Judicial Council in order to ensure that court performance does not suffer from a lack of judgeships or judicial officers in individual jurisdictions or that unnecessary new judgeships are created at great cost to the public. Pursuant to R.S. 13:61, the Judicial Council has developed new general guidelines and new criteria for new judgeships in city and parish courts and for hearing officers, traffic referees, and other non-elected judicial officers. It is also in the process of developing new criteria for determining the need for new appellate judgeships. The Administrator also staffs the work of the Committee to Evaluate the Need for Courts Costs and Fees which assists the Judicial Council in evaluating and recommending whether proposals for new or increased courts costs or fees should be enacted by the Legislature, a process required by R.S. 13:62.



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

- The Court of Appeals Reporting System (CARS). The CMIS staff updated and automated the Court of Appeals Reporting System (CARS) to facilitate uniform reporting of appellate court data.
- Louisiana Protective Order Registry (LPOR). The Louisiana Protective Order Registry (LPOR) is a centralized, statewide computer repository of civil and criminal orders intended to enable law enforcement officials and the courts to more effectively protect victims of domestic violence and their children from the harassing and/or abusive behavior of a spouse, intimate cohabitant, dating partner, or family member. Data for the five-year period from 1999-2004, are provided in the Supreme Court Data Gathering Systems section of this Report.
- Disposition Data. The Judicial Administrator continues to work with the courts to get electronic criminal and traffic disposition data to CMIS. CMIS is currently receiving electronic criminal data from sixty-one (61) parishes in Louisiana. Auditing of data from the sixty-one (61) district courts currently transporting to CMIS is an ongoing task. CMIS works with each clerk and their software provider to insure a quick resolution to any problems that may be discovered during the data audit. Regular visits to the district courts assists in resolving hardware, software, and data input and transmission issues. The CMIS team looks forward to working with the courts to collect disposition data on civil and juvenile dispositions in the future. The CMIS team also works closely with the Louisiana District Attorneys Association and the clerks currently reporting criminal data on implementation of electronic transfer of criminal information residing in the District Attorney's database to the Clerk of

Court criminal case management system. Additionally, the CMIS team works to assist judges with procurement and installation of necessary technologies that provide the judges with access to the Computerized Criminal History Index, Louisiana Protective Order Registry and Department of Motor Vehicles records. Installations also enable the judges to access local criminal disposition information from the courtroom. Access to criminal history records is provided using digital connections established by CMIS.

- Uniform Commitment Document. The Judicial Administrator continues to work with the Louisiana District Judges Association and Uniform Commitment Document committee to develop and deploy a statewide-standardized commitment form for defendants sentenced to custody in the Department of Corrections (DOC). The committee has completed a sample version of the proposed document and is working to begin testing in Judicial Districts throughout Louisiana.
- Standardization of Data Collection. The Judicial Administrator has standardized the data collection and reporting on filings and other information from appellate and trial courts to CMIS.
- Wide Area Network. The Judicial Administrator has deployed and maintains a statewide Wide Area Network for connecting all district and city courts to CMIS.
- Court Technology Studies. The Administrator continues to conduct studies to determine the feasibility of implementing new technologies in Louisiana courts such as electronic filing and the development of high-tech courtrooms.
- Other Programs. In association with the Louisiana Conference of Appellate Court Judges, the Louisiana District Judges Association, the Louisiana Council of Juvenile and Family Court Judges and the Louisiana Association of Parish and City Court Judges, the Administrator continues to develop, maintain, and implement, other technology programs for improving those aspects of the administration of justice identified in the Appellate Court Strategic Plan, the Trial

Court Strategic Plan, or the Strategic Plan of the Supreme Court.

- Appellate Court Assistance Program. The Supreme Court, through its Judicial Administrator, continues to develop, maintain, and implement, in association with the Conference of Appellate Court Judges and the respective chief judges and key staffs of each appellate court, an Appellate Court Performance Improvement Program for improving those aspects of the administration of justice identified in the Appellate Court Strategic Plan or the Strategic Plan of the Supreme Court. During FY 2002-2003, the Supreme Court approved and funded an Appellate Pilot Mediation Program for the First Circuit Court of Appeal. The purpose of the program is to assist the Court in resolving cases in a timely manner that will benefit attorneys, litigants and the judicial system as a whole.
- Trial Court Assistance Program. The Supreme Court, through its Judicial Administrator, and in association with the Louisiana District Judges Association, continues to develop, implement, and maintain a Trial Court Assistance Program for improving those aspects of the administration of justice identified in the Trial Court Strategic Plan or the Strategic Plan of the Supreme Court.
- District Court Rules. In October 2001, after several years of diligent effort by both the bench and bar, both the Judicial Council of the Supreme Court and the LSBA created committees to review local court rules in an attempt to achieve uniformity and predictability in the rules. The two committees presented to the Court the final draft of the Court Rules and appendices and requested their adoption and implementation. In November 2001, the Court adopted the Rules for Louisiana District Courts, including appendices, and Numbering Systems for Louisiana Family and Domestic Relations Court and Juvenile Courts. The Court also established a Court Rules Committee charged with receiving related comments and with making recommendations for proposed

additional rules or amendments to these Rules. During FY 2002-2003, the Judicial Council created a Family Court Rules Committee to develop and complete rules for juvenile and domestic courts. The Committee is still engaged in this activity.

- Trial Court Facilitator. The Judicial Administrator continues to assign a Deputy Judicial Administrator to meet the needs of district judges and to facilitate communication and coordination between the district judges, the Supreme Court, and other bodies.
- Supreme Court Drug Court Office (SCDCO). In 1997, the Legislature enacted legislation which allows courts to establish "drug divisions" in order to reduce the incidence of alcohol and drug addiction and the costs of crime associated with such addiction. In the summer of 2001, the Court accepted the responsibilities of administering drug court funds appropriated by the legislature and monitoring drug court programs. That same year, the Supreme Court Drug Court Office (SCDCO) was established to administer drug court funds and oversee related drug court activities. The SCDCO serves as a financial intermediary between the Supreme Court and local drug court programs, provides fiscal and programmatic oversight to ensure compliance with local, state and federal laws and regulations, and has worked toward the institutionalization of drug courts within the State through the provision of consulting, technical assistance and training to improve services and enhance professionalism. Information on the performance of drug court programs throughout the state is provided in Exhibit 4 at the end of this section. Information on the SCDCO's Drug Court Information System is provided in the section of this Report entitled "Supreme Court Data Gathering Systems".
- ADA Assistance. The Judicial Administrator's Human Resources Division developed in 1999 a comprehensive guide to the ADA for use by all courts but with special attention to the district courts. The Division also created a Pilot Compliance Review program in 1999



and assisted the Court's consultants in their conduct of the ADA Performance Audit. Following the Audit, the Division also assisted district courts with continuing technical assistance relating to compliance.

- Delay Reduction and Case Management. In 2004, the Judicial Council's Task Force on Delay Reduction and Case Management completed its Guidelines for Best Practices in Delay Reduction and Case Management, a manual of materials indicating ways in which district courts may further reduce delays and improve case management. The Guidelines are available for reading and downloading on the Supreme Court's web site: www.lasc.org.
- Task Force on Pro Se Litigation. In 2004, the Judicial Council's Task Force on Pro Se Litigation completed its Guidelines for Best Practices in Pro Se Assistance, a manual of materials indicating ways for district courts to plan, organize, and assist in the delivery of assistance to self-represented litigants. The Guidelines contain background information on the extent of pro se litigation in the nation, the legal authority for self-represented litigation, ethical guidelines for providing assistance, planning information, and information on available technologies. The Guidelines are available for reading and downloading on the Supreme Court's website: www.lasc.org.
- **Juvenile Court Assistance Program.** In association with the Louisiana Council of Juvenile and Family Court Judges, the Louisiana District Court Judges Association, and the Louisiana Parish and City Court Judges Association, the Supreme Court, through its Judicial Administrator, maintained, developed, and implemented a juvenile court assistance program. The specific strategies included as part of the Juvenile Court Assistance Program were:
 - Louisiana Court Improvement Program. The Court Improvement Program offered technical assistance to courts throughout the state to help them fully implement the Adoption and Safe Families Act of 1997. Direct assistance was provided in the form of

site visits, including process analysis, troubleshooting and recommendations for improvement. Additionally, CIP staff helped local courts initiate inter-disciplinary facilitation teams around ASFA issues and co-sponsored four annual training conferences. Further assistance was offered with model forms and rules to steer court processes in compliance with state and federal law. Such forms included, but were not limited to:

- Bench Cards for Essential Judicial Functions
- Mandatory Timeframe Calculations
- Sample Minute Entry Forms
- Guidelines for Interpreting the ASFA Regulations
- Issuing and Service Requirements
- Pilot Mediation Program in Child in Need of Care Cases. The Court Improvement Program developed a three-year Child Advocacy Mediation Program which was piloted in the Orleans and Jefferson Juvenile Courts. The program provided mediation services in child welfare cases in accordance with 1999 legislation allowing for mediations in courts exercising juvenile jurisdiction. The process also included designing and developing needed policies and procedures, referral criteria and forms. In addition, the project explored ways of perpetuating the program beyond the pilot period.
- Court Appointed Special Advocate (CASA) Assistance Program. During FY 2002-2003, the Judicial Administrator assumed programmatic and fiscal responsibility for the improvement and expansion of CASA statewide. The Administrator executed a Memorandum of Understanding with the Department of Social Services for expenditure of federal TANF funds designated for this purpose. The Administrator developed a program structure and process that will insure accountability through a system of reporting and monitoring between the local CASA programs and the Court, and between the Court and the State. The Assistance Program administered federal funding to 13 CASA

programs serving 51 parishes across the state. During the period, over 3000 children in need of care were served by CASA volunteers and over 1000 children were placed in safe and permanent homes.

- Truancy Assessment and Service Center (TASC) Assistance Program. During FY 2002-2003, the Judicial Administrator assumed programmatic and fiscal responsibility for the expansion of truancy centers statewide. The Administrator executed a Memorandum of Understanding with the Department of Social Services for expenditure of federal TANF funds designated for this purpose. Additional state general funds were also appropriated for this use. The Administrator developed a program accountability structure and process through a system of reporting and monitoring between the local TASC programs and the Court, and between the Court and the executive branch. The program was transferred to LSU in 2004.
- Families in Need of Services (FINS) Assistance Program. The Administrator maintained, developed, and implemented the Families in Need of Services Assistance Program (FINSAP). FINSAP worked closely with related program entities in upgrading its current software to a web-based application for tracking, managing, and reporting on informal FINS cases, programmatic standards, performance indicators, performance measures, and finances. FINSAP and the Louisiana FINS Association also made progress in developing best practice standards and processes to help implement a better needs based allocation.

Integrated Juvenile Justice Information System. Information on the IJJIS is provided in the section of this Report entitled Supreme Court Data Gathering Systems.
- Juvenile Justice Commission. In response to the Chief Justice's State of the Judiciary Message for the year 2001, the Louisiana legislature created a 12-member Juvenile Justice Commission, consisting of six senators and six members of the House of Representatives to study and make

recommendations regarding the reform and restructuring of the juvenile justice system. The Legislature also created a 43-member Advisory Board with representatives from the governor's office, several executive branch departments, law enforcement and prosecutorial agencies, courts, prevention and treatment services, advocacy services, and other stakeholders to assist the Commission. An inter-branch staffing team, consisting of staff members of the Judicial Administrator's Office and other staff, was also created to design the investigative process and to staff the Advisory Board. Throughout 2002 and the early part of 2003, the Advisory Board and Commission, conducted 18 public hearings throughout the state to solicit views on the current system and to receive recommendations for its improvement. More than 1,000 persons attended these hearings; over 325 testified; and more than 600 filled out questionnaires and provided written information. As a result of this feedback, as well as information from research, national think tanks, and the experience of the members of the Commission and the Advisory Board, a comprehensive set of legislation was enacted as Act 1225 and HCR 56 of 2003. After enactment of the legislation, the staff of the Judicial Administrator's Office continued to assist the Juvenile Justice Implementation Commission, one of whose members was Justice Catherine Kimball. The staff also assisted the Children's Cabinet and other agencies in the process of implementation and provided specialized training on juvenile waiver of counsel and competency to juvenile court judges.

- Task Force on Legal Representation in Child Protection Proceedings. The Task Force on Legal Representation in Child Protection Proceedings, co-chaired by the Chief Justice, adopted a mission statement, a common vision, goals and recommendations for improving legal representation of abused and neglected children and indigent parents in child protection cases and, together with CIP, developed practice standards for attorneys representing children in these cases.



- Other Programs. In association with the Louisiana Council of Juvenile and Family Court Judges, the Louisiana District Court Judges Association, and the Louisiana City Court Judges Association, the Administrator continues to develop, maintain, and implement, new programs for improving the adjudication of child support cases and other juvenile cases. The Administrator continues also to develop, implement, and maintain other programs for improving those aspects of the administration of juvenile justice as may be identified in the Appellate Court Strategic Plan, the Trial Court Strategic Plan, the Courts of Limited Jurisdiction Strategic Plan, or the Strategic Plan of the Supreme Court.
- Courts of Limited Jurisdiction Strategic Plan. In FY 2000-2001, the Supreme Court created a Commission on Strategic Planning for the Courts of Limited Jurisdiction to develop performance standards and a strategic plan for the city and parish courts. The Commission completed and submitted its work in CY 2002 to the Supreme Court for approval. Upon approval of the standards and the plan by the Supreme Court in 2002, the standards and plan were promulgated to all city and parish judges for implementation.
- Cases Under Advisement. The Supreme Court, through the Judicial Administrator, continues to manage, report on, and enforce court rules, orders and policies relating to cases under advisement as a means of improving district court performance.
- Judicial Assignments. The Office of the Judicial Administrator continues to assist the Court in the exercise of its constitutionally conferred assignment authority. Through the promulgation of hundreds of court orders, which assign sitting and retired judges to overburdened courts and time-consuming and difficult cases throughout the state, the administration of justice is advanced and litigants' access to justice insured. During the period of this Report, the Office has processed the following orders per year:

1999 - 1,568 orders
 2000 - 1,783 orders
 2001 - 1,606 orders
 2002 - 1,737 orders

2003 - 1,951 orders
 2004 - 1,880 orders

- General Counsel. The Supreme Court has retained a highly qualified attorney and two research associates to research legal issues involving the administration of justice and the performance of the courts. During the period of this Report, this staff assisted the Court in processing approximately 90 orders to effectuate rule changes and changes in policies which are referred to elsewhere in this Report. The staff also assisted the Court in preparing and promulgating more than 170 appointment orders appointing judges, attorneys and citizens to various court and court-related committees and boards.

Objective 5.4 **To use fair employment practices.**

Intent of Objective

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

Responses to Objective

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

- Completed the following additional special projects and studies:
 - Dental Insurance Survey - 1999
 - Law Clerk Recruiting Study - 2000
 - Retirement Benefits Study - 2001
 - Accounting Staffing Study - 2002
 - Applicant Arrest/Conviction Study - 2003
 - Language Assistance Study - 2004
 - Major Problems Facing LA Courts (Survey) - 2005
- Developed comprehensive employee handbook for new employee orientation.
- Provided consultative assistance to lower courts upon request with regard to matters such as recruitment, policy development and

administration, disciplinary matters, and employee training.

- Assisted in the development of contracts for Drug Court startup, administrative assistance for CMIS, and legal assistance for CMIS.
- Coordinated Employee Recognition Program Ceremony (1999-2005).
- Selected and arranged for Court Administrator's CLE program for judges at the Spring Judges' Conference (2001-2004).
- Conducted eleven (11) comprehensive investigations of complaints of discrimination and sexual harassment in the judiciary.
- Provided consultation to managers and prepared documentation for disciplinary actions as necessary (ongoing).
- Developed thirty-five (35) specialized job related selection procedures for various positions at the Court and appellate judiciary; participated in the selection process for most including reviewing resumes, selecting interview candidates, interviewing, conducting reference checks and writing recommendation memorandum (ongoing).
- Reviewed resumes to determine appropriate hire rates for numerous positions at the Supreme Court and Courts of Appeal (ongoing).
- Developed electronic timesheet process for Judicial Administrator and Law Library employees (2001).
- Maintained human resource database for appellate courts (ongoing).
- Coordinated new hires, pay changes, etc., with payroll department (ongoing).
- Monthly reviewed time sheets of employees, calculated their leave usage, and earnings of annual, sick and compensatory leave (ongoing).
- Reviewed websites of forty-eight (48) states for style and content of human resource or employment related information. Wrote employment information section of Supreme Court website.
- Organized film festival for court Administrators' Association. Coordinated purchase of seven training films for employees and managerial positions and established loan procedure.
- Researched and coordinated development of records retention schedules for all departments of the Judicial Administrator's Office.
- Developed agendas, reports and coordinated meetings of the Human Resource Committee of

the appellate judiciary.

Objective 6.1 **To promote and maintain judicial independence.**

Intent of Objective

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

Responses to Objective

- **Supreme Court Leadership.** During FY 2001-2002, the Supreme Court continued to assert the separation of powers and the need of judicial independence in its communications with the other branches of state government and in its releases to the media.

Objective 6.2 **To cooperate with the other branches of state government.**

Intent of Objective

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

Responses to Objective

- **Intergovernmental Liaison.** The Court has appointed a justice to be the primary liaison between the Court and various intergovernmental agencies. The justice is assisted by a deputy judicial administrator, who has responsibility for monitoring legislation and communicating with both legislative and executive branch officials and staff. In addition, the Chief Justice and other



justices, together with the Court's Judicial Administrator and Clerk of Court, and their respective staffs, have responsibilities for coordinating, collaborating and communicating with executive and legislative branch officials on specific projects or areas of responsibility.

- Cooperation with the Executive Branch.** During fiscal year 2001-2002, the Court cooperated and collaborated with the Governor's office and other departments of the executive branch on numerous committees and projects, including: the renovation of the 400 Royal Street Building; the Louisiana Court Improvement Program Committee (LCIP); the SAFE Act (i.e. the Adoption and Safe Families Act) Committee of the Office of Community Services; the Families in the Balance Conference; the Justice for Children Conference; the Governor's Children's Cabinet; the Governor's Advisory and Review Commission on Additional Assistant District Attorneys; the Louisiana Commission on Law Enforcement (LCLE); the Integrated Criminal Justice Information System Policy Board; the Louisiana Indigent Defense Assistance Board; Info Louisiana; the Louisiana Children's Trust Fund; the Louisiana State Police; the Governor's Justice Funding Commission; Governor's Office of Women's Affairs; Louisiana Data Base Commission; and the Attorney General's Task Force Relating to Workplace Violence.
- Cooperation with the Legislative Branch.** During the period of this Report, the Court cooperated and collaborated with the Legislature and legislative agencies on numerous committees and projects, including: the Integrated Criminal Justice Information System Policy Board; the Judicial Compensation Commission; the State of the Judiciary Message of the Chief Justice (Regular Session, 2001); the Judicial Ride-Along Program; the Judicial Council, especially its new judgeship evaluation process, its court cost and fee evaluation process and its ad hoc studies for the legislature; the Judicial Budget and Performance Accountability Act (R.S. 13:81-85); the Judicial Appropriations Bill; judicial reapportionment;

annual report on special motions affecting First Amendment rights; the Attorney Fee Review Board; the Judicial Campaign Oversight Study Committee; the Task Force to Review the Disproportionate Caseload in the First Circuit Court of Appeals (SCR 61, Regular Session, 2001); the Juvenile Justice Commission (HCR 94, Regular Session, 2001); the Juvenile Justice Implementation Commission, 2004; and the Task Force on Legal Representation in Child Support Cases.

- Cooperation with Other Justice Agencies.** During fiscal year 2001-2002, the Court cooperated and collaborated with numerous local or district justice associations, agencies, and programs, including: the Louisiana District Attorneys Association; the Louisiana Clerks of Court Association; Louisiana City Court Clerks of Court Association; the Louisiana FINS Association; the Louisiana CASA Association; the Louisiana Sheriffs Association; the Louisiana Public Defenders Association; the New Orleans Integrated Coordinating Committee; the Louisiana Association of Drug Court Professionals; Conference of Court of Appeal Judges; Louisiana District Judges Association; Louisiana Council of Juvenile and Family Court Judges; and Louisiana City Court Judges Association; and the Board and Curriculum Committee of the Comprehensive Training Program.

EXHIBIT 1

**ACTIONS, COMPLAINTS AND DISPOSITIONS OF THE JUDICIARY
COMMISSION CY 1999-2004**

	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Requests for Information	965	913	833	938	1,082	806
Number of Complaints Received and Docketed	427	479	451	488	549	579
Number Screened Out	279	292	274	288	399	454
Remaining Cases Reviewed	148	187	177	200	150	125
Number Requiring In-Depth Investigation	36	33	81	47	38	54
Number of Formal Charges	14	20	28	29	23	18
Number of Judges with Formal Charges	8	10	8	8	11	14
Cases Disposed of	412	490	434	480	508	649
Cases Pending	120	109	126	134	236	186

EXHIBIT 2

**COMPLAINTS FILED AGAINST LAWYERS AND DISPOSITIONS
OF ATTORNEY DISCIPLINARY BOARD
BY CALENDAR YEAR, 1999-2004**

	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Number of Complaints Filed Against Lawyers	2,873	3,008	2,631	2,788	2,846	3,255
Number of Complaints Filed Against Lawyers Resolved or Disposed of in that Calendar Year	1,608	1,637	1,586	1,605	3,177	2,926



EXHIBIT 3

INDICATORS OF FISCAL WORKLOAD, 2000-2005

Indicator	'00-'01	'01-'02	'02-'03	'03-'04	'04-'05	Total
Number of Vendors	1,937	2,308	2,634	2,957	3,283	13,119
Accounts Payable Dollar Amt	\$46,602,210	\$60,560,872	\$80,671,272	\$84,182,286	\$77,831,995	\$349,848,636
Number of Checks Processed for Accounts Payable	7,636	8,479	9,992	9,647	8,991	44,745
Payroll Dollar Amount	\$42,783,344	\$44,970,986	\$47,240,144	\$49,048,327	\$48,835,336	\$232,878,136
Number of Checks Processed for Payroll	9,685	9,870	10,245	10,212	10,026	50,038

EXHIBIT 4

**LOUISIANA SUPREME COURT DRUG COURT PROGRAM STATISTICS
99/00 through 03/04**

Statistics	FY '99-'00	FY '00-'01	FY '01-'02	FY '02-'03	FY '03-'04
Cumulative Number of Courts ¹	24	30	34	37	40
Number of Judicial Districts Served	16	19	23	24	25
Average Number of Clients Served Per Month	n.a. ⁵	1,647	2,059	2,322	2,671
Drug-Free Babies Born ³	n.a.	67 ⁶	24	21	46
Graduates ⁴	n.a.	1291 ⁷	760	708	624

Sources/Notes:

1. SCDCO Calendar Year Survey, OAD
2. SCDCO End of Fiscal Year Count
3. SCDCO Calendar Year Survey/NDCI Survey
4. SCDCO Calendar Year Survey, OAD
5. 1997-2001
6. 1997-2001

EXHIBIT 5

HUMAN RESOURCE TRAINING CY 1999-2004

YEAR	TRAINING TITLE/TOPIC	LOCATION	# TRAINED	DATES
1999	Preventing Sexual Harassment			
	Jefferson Parish Juvenile	61	6/25/1999	
	First Circuit, Baton Rouge	10	9/22/1999	
	Third Circuit, Lafayette	31	12/15/1999	
2000		Third Circuit, Lake Charles	48	12/14/1999
	Third Circuit, Lafayette	10	9/22/2000	
	Judicial Administrator's Office	43	6/14/2000	
	Spec Counsel's Off-Judiciary Comm	9	6/9/2000	
	Supreme Court Clerk's Office	46	9/15/2000	
	Supreme Court Justices Staff	34	11/3/2000	
	Second Circuit, Shreveport	53	11/15/2000	
2001		Supreme Court Employees	10	1-30 & 2-6-2001
	22nd JDC, Covington	106	3/15/2001	
	Supreme Court Employees	45	11/15/2001	
	Orleans Parish Juvenile Court	138	11/28/2001	
	Orleans Parish Juvenile Court	19	12/10/2001	
2002	Preventing Workplace & Sexual Harassment	First Circuit, Baton Rouge	103	2-27, 3-1, 3-6 & 3-26-2002
	Third Circuit, Lake Charles	14	3/19/2002	
	Supreme Court Employees	29	10/21/2002	
2003		Second Circuit, Shreveport	54	1/16/2003
2003	New Employee Orientation*	Supreme Court, New Orleans	15	8/15/2003
2004		Supreme Court, New Orleans	21	1-26, 2-10, 8-10, 12-7-2004
2000	Leave Policies, including New Compensatory Leave policy	Supreme Court, New Orleans		
2000	Disability Awareness Training	Supreme Court, New Orleans	30	5/2/2000
2002		Supreme Court, New Orleans	85	4/30/2002
2003	Performance Matters: Constructive Criticism	Supreme Court, New Orleans		2/21/2003
2003	Blood borne Pathogens. Safety & Control	Supreme Court, New Orleans	130	5-5 & 5-8-2003
	Fourth Circuit, New Orleans	68	5/20/2003	
2004	Preventing Workplace Violence	Supreme Court, New Orleans	142	3-26 & 3-29-2004
	Fourth Circuit, New Orleans	70	3/30/2004	
2004	Customer Service Training	19th JDC, Baton Rouge		5/14/2004
2003	Federal & State employment laws	Court Administrator's Workshop	26	2/13/2003
2004	At Will Employment	Court Administrator's Workshop	28	3/6/2004
			1478	

* Includes mandatory training on Harassment Prevention, Disability Awareness and Blood Borne Pathogens



EXHIBIT 6

HUMAN RESOURCE POLICIES CY 1999-2004

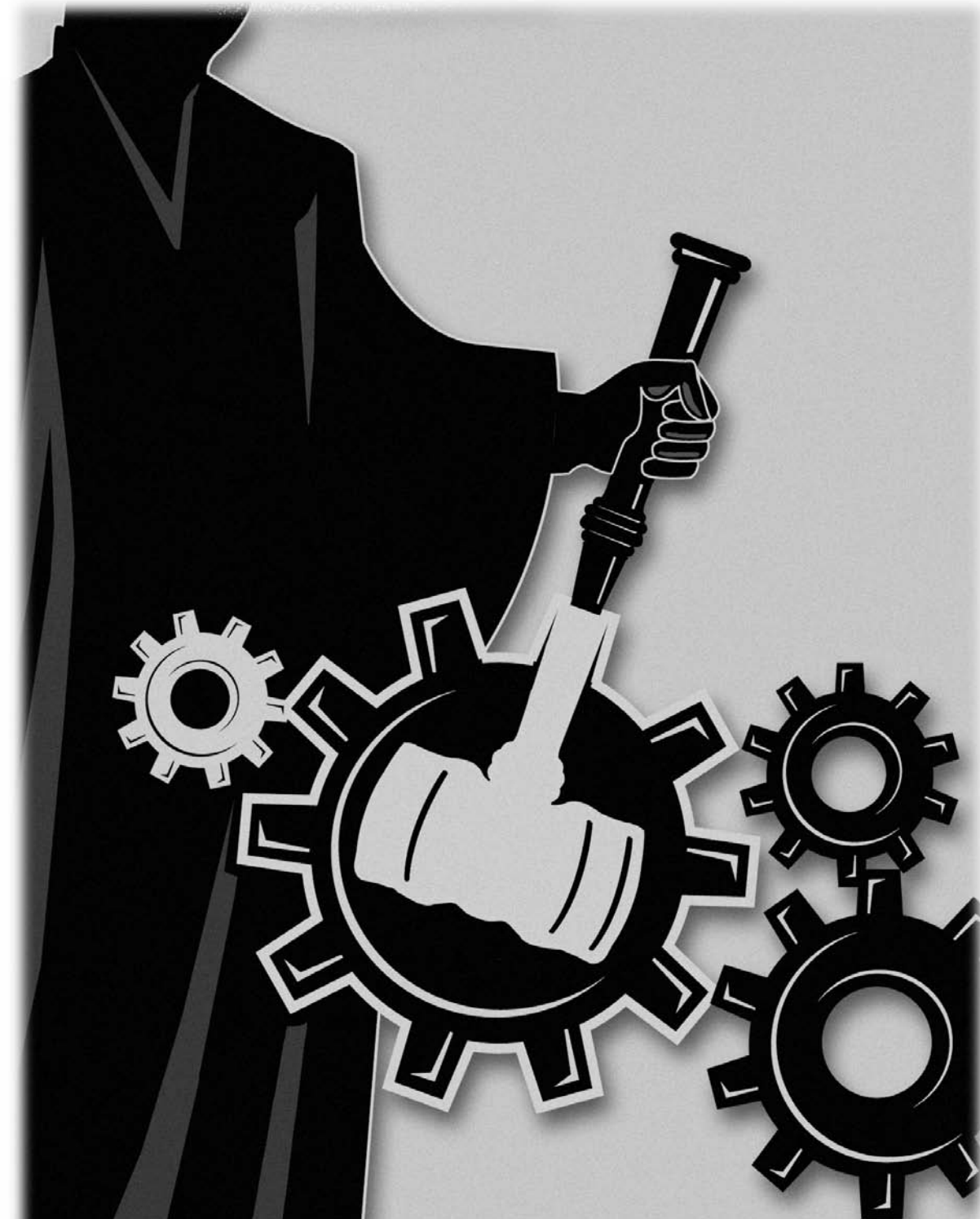
<u>YEAR</u>	<u>POLICY</u>		<u>ADOPTED</u>
1999	Confidentiality Policy	New	7/11/1999
	Compensatory Leave	New	1/1/2000
2000	Law Clerk Retirement	Amended	6/20/2000
	Definition of "Term Employees"	Amended	12/14/2000
	"Performance Pay"	Amended	12/14/2000
	"Pay Upon Temporary Assignment"	Amended	12/14/2000
	"Holiday" rule	Amended	12/14/2000
	"Leave Earning" rule	Amended	12/14/2000
2001	Pay for Employees at Range Maximum	New	5/24/2001
	Military Leave	Amended	11/8/2001
2002	"Performance Pay"	Amended	11/1/2002
	Discretionary Leave	Amended	11/1/2002
2003	Model ADA & Other Human Resource Policies (for Court Administrators Assoc.)	New	3/1/2003
	Policies and Procedures for Use of Computers and Electronic Communications	Amended	4/1/2003
	Policies and Procedures Pertaining to Individuals with Disabilities	New	5/6/2003
	Prohibition of Private Practice	Amended	5/15/2003
	Political Activity	New	5/15/2003
	Employee Assistance Program	New	6/24/2003
	Equal Employment Opportunity Policy	New	6/24/2003
	Transitional Return to Duty Policy	New	6/24/2003
	Policies and Procedures on Harassment in the Workplace	Amended	6/24/2003
	Violence and Weapons Policy	Amended	6/24/2003
	Substance Abuse and Drug-Free Workplace Policy	Amended	6/24/2003
	Loss Prevention Program Manual	New	6/30/2003
	Definition of "State Service"	Amended	11/13/2003
2004	"Retroactivity" section of Leave rule	Repealed	4/29/2004
	"Impropriety and Appearance of Impropriety" section of Employee Code of Conduct	Amended	11/17/2004
	"Acceptance of Gifts and Gratuities" section of Employee Code of Conduct	New	11/17/2004
	TOTAL POLICIES AMENDED OR DEVELOPED	28	
*Policies developed but not yet approved (Nepotism, Discipline & Separation)			

EXHIBIT 7

JUDICIAL EMPLOYEE PAY PLAN MAINTENANCE

<u>ACTIVITIES</u>	<u>NUMBER</u>	<u>YEAR(S)</u>
Miscellaneous	97	
Annual Pay Plan Review & Recommendation	5	
Individual Pay Studies	23	
Reclassifications	25	
Job Specification Revisions	44	
Pay Surveys	14	
William M. Mercer Metropolitan Benchmark Survey		1999 - 2004
1999/2000 ECS Survey of Office Personnel Compensation		1999
Greater Baton Rouge/New Orleans Area Compensation Survey		1999
Southeastern Louisiana Salary Survey (GBRSHRM)		2000
Louisiana SHRM Employee Wage, Salary & Benefits Survey		2001
National Compensation Survey on Information Technology Professionals		2004 - 2005
SHRM Benefits Survey		2004
IPMA Compensation Survey for Legal Assistants, Paralegals & Managers		2005
Special Surveys/Studies	11	
Attorney Pay Study		2000
Legal Support Staff Study		2000
Business Services Manager Study-Nationwide		2001
Drug Court Survey-Nationwide		2001
Judicial College Administrative Support Study-Nationwide		2001
Managerial Attorney Pay Study		2001
State Judicial Budget Officer Survey-Nationwide		2001
Administrative Assistant Study		2002
Security Compensation Study		2002
Security Officer/State Police Compensation Study		2004
Database Administrator Study		2004
New Jobs	19	
Assistant Central Staff Director- SC		2003
Website Coordinator		2002
Judicial Program Manager		2002
Building Maintenance Assistant		2001
Deputy Judicial Administrator-Budget		2001
Drug Court Director		2001
LPOR Operations Supervisor		2000
Law Library Department Head		2000
Law Library Assistant Director		2000
LPOR Director		1999
Data Input Clerk		1999
Security Director 3		1999
Deputy Judicial Administrator-Children & Families		1999
Technical Program Assistant		1999
Accounting Specialist 1		2002
Accountant		2002
Paralegal 1		2000
Research Attorney 1		2000
Research Attorney 2		2000





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 early December 1999. The Supreme Court of Louisiana approved the Plan together with the Plans of the Supreme Court and the Trial Courts on December 31, 1999. Currently, the Strategic Plan of the Courts of Appeal contains six goals, sixteen objectives, and eighty-one strategies.

The information comprising the "Intent of Objective" sections of this Report was derived primarily from the Appellate Court Performance Standards and Measures, June 1999. The goals and objectives of the Strategic Plan of the Courts of Appeal were based on the Courts of Appeal Adopted Performance Standards (Cf. Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10.) The information presented in the "Responses to Objective" and "Future Steps" sections of the Report was derived from the responses of each court of appeal to a Survey of the Chief Judges, which was prepared by the Office of the Judicial Administrator of the Supreme Court and disseminated to each court of appeal during the fall of 2002.

COURTS OF APPEAL OBJECTIVES

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



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

Objective 1.1

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

Intent of Objective

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

recusals and random allotment of cases are properly accomplished.²

Responses to Objective

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

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reports that it maintained sufficient staff to support greater opportunities for multi-judge review, and promotions and filling of staff positions were intended to complement the Court's efforts with a supplemental docket for civil appeals.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that it developed a uniform system of electronic statistical reporting to the Judicial Administrator's office. The Court added two judges to each rehearing application to afford multi-judge review of the Court's own work.
- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that the Court, in its random allotment of assigning appeal panels,

tried to insure that each judge sat with each of the other judges at least once, and no more than twice, with any judge in a calendar year. The Court also provided for the random allotment of assigning supervisory writ panels. The Court continued its outreach program where two panels of three judges traveled the circuit to hear oral arguments at least once a year. In 2004, the Court had hearings at the Louisiana School for Math and Science in Natchitoches, La.

- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reports that it eliminated bureaucratic waste, fraud and abuse.

Objective 1.2

To develop, clarify, and unify the law.

Intent of Objective

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

Responses to Objective

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

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reports that with a document management system, it initiated a procedure to allow court judges and staff to electronically search and review prior decisions, both published and unpublished, to insure uniformity in First Circuit decisions. The Court convened the Court en banc during this time period in order to clarify and unify prior court decisions.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that it

promoted pre- and post- argument conferences. Through the Second Circuit Judges Association, it also conducted annual CLE seminars to promote and improve the effective administration of justice and provide a forum for continuing education.

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it entered into a flat fee contract with both West and Lexus/Shepherds for online legal research. The Court has also contracted with West to provide Louisiana legislative history on its online legal research. The Court, through the Third Circuit Court of Appeal Judges Association, conducted annual continuing legal education seminars providing a forum for its member judges. This organization helped to promote and improve the justice system within the Court. It stated that judges routinely speak on CLE for various associations.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit Court of Appeal reports that each judge hosted a lunch for his fellow judges and in rotation hosted the monthly birthday gathering for the Court at their personal expense.

Objective 1.3

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

Intent of Objective

The courts of appeal of Louisiana, pursuant to state constitutional provisions or legislative acts, are often the designated forums for the determination of appeals, writs, and original proceedings. These proceedings sometimes affect large segments of the population within the courts' jurisdiction, or require prompt and authoritative judicial action to avoid irreparable harm. In addition, the courts of appeal



² Daniel J. Meador, Appellate Courts: Staff and Process in the Crisis of Volume, St. Paul: West Publishing Co., 1974



have recognized that they have a special responsibility to ensure that cases involving children are heard and decided expeditiously to prevent further harm resulting from delays in the court process.

Responses to Objective

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it adopted internal rules to insure that certain expedited children's cases were placed on the next available docket after briefing is completed. It strictly adhered to Rule 5 of the Uniform Rules - Courts of Appeal. The Court had always treated election-related cases on an expedited basis as provided for by the Election Code. Civil appeals were checked by central staff attorneys for jurisdictional flaws and any factors which would require the appeal to be handled expeditiously prior to lodging. The clerk or deputy clerk examined all incoming civil writs to determine if there was a need for the writ to be handled expeditiously. The criminal director, with the assistance of a paralegal, examined all incoming criminal appeals and writs to determine whether they needed to be handled expeditiously. Special reports were utilized to track expedited criminal writ applications as well as civil writ applications.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reports that it eliminated bureaucratic waste, fraud and abuse.

Objective 2.1

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

Intent of Objective

The courts play a major role in our constitutional framework of government by ensuring that due process and equal protection of the law, as guaranteed by the federal and state constitutions, have been fully and fairly applied throughout the judicial process. The rendering of justice demands that these fundamental principles be observed, protected, and applied by giving every case sufficient attention and deciding cases solely on legally relevant

factors fairly applied and devoid of extraneous considerations or influences. The integrity of the entire court system rests on its ability to fashion procedures and make decisions that afford each litigant access to justice. The constitutional principles of equal protection and due process are, therefore, the guideposts for the procedures and decisions of the courts of appeal. Each case should be given the necessary time based on its particular facts and legal complexities for a just decision to be rendered. However, each case does not need to be allotted a standard amount of time for review. Rather, each case should be managed, from beginning to end, in a manner consistent with the principles of fairness and justice.

Responses to Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that it conducts a seminar one time each year on the Court's premises, and the clerk of court participates with the district court clerks training institute once a year. The Court's judges made speedy record preparation part of their CLE presentations for the Second Circuit Judges Association. The Court also stressed the importance of the exchange of written memoranda and circulated draft opinions to promote adequate consideration and discussion of each case.
- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it produced a manual, Handbook of Louisiana Court of Appeal, the Third Circuit Procedure, in published form and provided the manual on the internet site. The manual is intended to aid attorneys on their appellate work.
The Court contracted with West to provide a patron access terminal for use of attorneys to do research during court days. The Court continued to update its internet site to provide the internal rules of the Court to help keep the public and attorneys apprised of any internal rule changes. The internet site also provided all

current and upcoming dockets, as well as published opinions from the Court.

The Court produced a pro se manual to help litigants in filing writ applications and appeals. The pro se manual is also provided for on the internet site. The manual has greatly improved the ability of pro se litigants to provide the Court with the necessary documentation and aids the litigants in conforming with the Uniform Rules.

- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reports that it eliminated bureaucratic waste, fraud and abuse.

Objective 2.2

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

Intent of Objective

Clarity is essential in rendering all appellate decisions. An appellate court should issue a written opinion when it completely adjudicates the controversy before it. Ending the controversy necessarily requires that the dispositive issues of the case be addressed and resolved. A fuller understanding of the resolution of the dispositive issues occurs when the court explains the reasoning that supports its decision. Written opinions should set forth the dispositive issues, the holding, and the reasoning that supports the holding. At a minimum, the parties to the case and others interested in the area of law in question expect, and are due, an explicit rationale for the court's decision. In some instances, however, a limited explanation of the rationale for its disposition may satisfy the need for clarity. Clear judicial reasoning facilitates the resolution of unsettled issues, the reconciliation of conflicting determinations by lower tribunals, and the interpretation of new laws. The length of exposition does not necessarily determine clarity. Clarity is manifested when the court has conveyed its decision in an understandable and useful fashion and when its directions to the lower tribunal are also clear whenever it remands a case for further proceedings.

Response to Objective

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

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it continued to update its citation manual to insure that the citations and form of its opinions were uniform. The Court continued to follow the publication guidelines established by Rule 2-16, Uniform Rules Court of Appeal. The Court thoroughly discussed Rule 2-16, 2-16.1, 2-16.2, and 2-16.3 at its en banc conference and adopted these rules as internal rules of its Court on May 5, 2004.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reports that it eliminated bureaucratic waste, fraud and abuse.

Objective 2.3

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

Intent of the Objective

The designation of judicial opinions as precedential authority is essential to achieving clarity and uniformity in the development of the law. The publication of these opinions as binding authority provides an easily accessible means of interested parties to ascertain the holdings of the court and the rationale for its findings, thereby promoting understanding of the law and reducing confusion regarding the law. Decisions should be published or otherwise designated as authority when they: (1) establish a new rule of law, alter or modify an existing rule, or apply an established rule to a novel fact situation; (2) decide a legal issue of public interest; (3) criticize existing laws; (4) resolve an apparent conflict of authority; or (5) will serve as a useful reference, such as one reviewing case law or legislative history. See Uniform Rule 2-16.2.

Responses to Objective

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



- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reports that it developed or maintained standards for publication particularly in regard to use of summary and memorandum opinions.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that the its judges, in 2004-2005, reviewed the Court's internal procedures regarding standards for publication and promotes the importance of uniformity in applying the standards.

Objective 2.4

To resolve cases expeditiously.

Intent of Objective

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

Responses to Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that it employed a monitoring system to reduce the backlog of all cases and time delays from lodging to disposition.
- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it has heard and rendered decisions on appeal and writ

applications. There was little or no backlog in the Court. The chief judge received timely and accurate monthly reports on the status of any holdover cases, including appeals and writ applications and monitored them closely through communication with the individual judges. The Court continued to utilize its "judges' bulletin board," a computerized case and opinion tracking program, which reflects if a case is held over and acts as a constant reminder to each judge as to the status of their cases.

The Court continued to have a full-time paralegal on its criminal staff who worked as a liaison with district courts and court reporters to insure the timely and proper filing of records and to track supplementation of the records, if needed. The Court revised and updated its manual for the Production of Appellate Court Records. The Court also conducted a seminar for all district court, city court, and worker's compensation clerks who prepare appellate records. It distributed the manual to each of the clerks.

Objective 3.1

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

Intent of Objective

Making courts 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 appellate court process is open, to the extent reasonable, to those who seek or are affected by its review or wish to observe it. Appellate courts should identify and remedy problems relating to court procedures, court costs, courthouse characteristics, and other barriers that may limit participation in the appellate process. The cost of litigation, particularly at the appellate level, can limit access to the judicial process. When a party lacks sufficient financial resources to pursue a good-faith claim, provision should be made to minimize or defray the costs associated with the presentation of the case. Physical features of the courthouse can constitute formidable barriers to persons with disabilities who want to observe or participate in the

appellate process. Accommodations should be made so that individuals with speech, hearing, vision, or cognitive impairments can participate in the court's process.

Responses to Objective

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

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reports that its clerk's office assisted pro se litigants as much as possible with answering procedural questions without giving legal advice. In issuing court orders involving pro se litigants, the Court will generally provide a basic outline of the steps a pro se litigant might take when technical problems associated with submissions of applications or the pleading cause the filing to be rejected prior to review on the merits. The Court issued press releases for riding circuit, informing the public of the date, time, and location of hearings. During FY 1999 through 2004, the Court was not involved in any case that required direct contact with a patron who could not speak English.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that its judges worked with schools and civic clubs promoting accessibility of court proceedings. The Court also trained security and front-desk clerk's personnel in ADA requirements and diversity training, better preparing them to communicate effectively with those who are physically challenged.
- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it adopted a new ADA policy and posted the policy on its website and posted signs within the courthouse building. The Court posted its Pro Se Manual and the Handbook of the Louisiana Courts of Appeal, Third Circuit Procedure on its website as well as appellate brief and supervisory writ checklists to aid litigants in appellate procedure.

- **Fourth Circuit Court of Appeal.** The Fourth Circuit Court of Appeal reports that it had a Spanish-speaking employee available in the clerk's office. The Court also had a secure, controlled access building in conjunction with the Supreme Court.

Objective 3.2

To facilitate public access to their decisions.

Intent of Objective

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

Responses to Objective

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

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it posted its published decisions on its website. The Court created a retention schedule for writ applications and appeal files.

Objective 3.3

To inform the public of their operations and activities.

Intent of Objective

Most citizens do not have direct contact with the courts. Information about courts is filtered through sources such as the media, lawyers, litigants, jurors, political leaders, and the employees of other components of the justice system. Public opinion polls indicate that the public knows very little about the courts, and what is known is often at odds with reality. This objective implies that courts have a



direct responsibility to inform the community of their structure, functions and programs. The disclosure of such information through a variety of outreach programs increases the influence of the courts on the development of the law, which, in turn, affects public policy and the activities of other governmental institutions. At the same time, such disclosure increases public awareness of and confidence in the operations of the courts.

Responses to Objective

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

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that, in 2004, the Court held its Circuit Riding Program in Natchitoches, Louisiana at the Louisiana School for Math and Science. The Court's sessions were videotaped and the tapes will be stored in the high school's library for educational purposes. The Court's Circuit Riding Program helped educate the public within the Third Circuit by inviting the public and high school students to view oral arguments. The judges participated in various law day events as well as continuing legal education seminars. Its judges also visited local schools and civil organizations on a regular basis as speakers on law-related topics. News releases by the Court were published on the web page.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reports that it conducted a "Big Bad Wolf Trial".

Objective 3.4

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

Intent of Objective

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

Responses to Objective

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

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

Objective 4.1

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

Intent of Objective

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

Responses to Objective

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

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reports that it appointed an assistant clerk "full-time" to the Business Services Office; worked for the assignment of pro tempore judges and staffs to address the civil appeals caseload problem in the Court and worked

toward securing additional judgeships for the Court as a permanent resolution for the civil appeal caseload problem.

Objective 4.2

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

Intent of Objective

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

Responses to Objective

In addition to the responses provided in Exhibits 17, 18, 19 and 20, intermediate courts of appeal also reported the following:

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reports that it redesigned and started implementation of the communications package in the Court's satellite offices to allow for better communications exchange with the Baton Rouge courthouse.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that its judges and law clerks regularly attended development seminars conducted by local bar associations and/or universities. The judges of the Court meet once a month in administrative conference to discuss changes in court procedures and rules and to direct changes in procedures if warranted.
- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it was current in its filings. The "judges bulletin board" helped the judges manage their caseloads by revealing the status of appeals and writ applications. The criminal staff director regularly distributed all amendments to existing laws and apprised the judges of new legislation.

Objective 4.3

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

Intent of Objective

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

Responses to Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that its judges and clerk participated on a state committee to address delay in record preparation and delinquent court reporting. It developed a safety plan and disseminated the procedures to all employees and conducted quarterly safety meetings. It also developed written internet/computer access policies to protect the integrity of the Court's data and conducted periodic annual training related to workplace issues.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reports that it focused on eliminating bureaucratic waste, fraud and abuse.



Objective 4.4

To use fair employment practices.

Intent of Objective

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

Responses to Objective

Other than the responses displayed in Exhibits 22, 23, 24 and 25, there were no other comments on this objective.

Objective 5.1

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

Intent of Objective

For the judiciary to be fair and impartial, it should develop and maintain its distinctive and independent status as a separate, co-equal branch of

state government. It also must be conscious of its legal and administrative boundaries and be vigilant in protecting them.

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

Responses to Objective

No response.

Objective 6.1

To conduct operational planning by the Operational Planning Team.

Intent of Objective

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

Responses to Objective

No response.

EXHIBIT 1

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO PROVIDE A REASONABLE OPPORTUNITY FOR MULTI-JUDGE REVIEW OF DECISIONS MADE BY LOWER TRIBUNALS

Objective 1.1	Did not address this area in FY 1999-2000 through FY 2003-2004	Controlled Absences of Judges from Docketed Hearings	Maintained Sufficient Staff to Support Greater Opportunities for Multi-Judge Review	Controlled Recusation	Maintained or Initiated Systems for Tracking Appeals and Writs	Other
APPELLATE COURT						
1			•	•	•	
2		•	•	•	•	•
3			•	•	•	•
4		•	•	•	•	
5		•	•	•	•	•
TOTALS	0	3	5	5	5	3

EXHIBIT 2

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO DEVELOP, CLARIFY, AND UNIFY THE LAW

Objective 1.2	Did not address this area in FY 1999-2000 through FY 2003-2004	Established a Committee of the Clerk's Office and/or Central Staff to Address the Routing Communication, and Disposition of Issues Associated with Emergency or Expedited Write Applications	Created or Continued a Special Screening Process at the Time of Lodging to identify Petitions/Applications Warranting Expedited Processing	Adopted Rules and Procedures for Expediting Children's Cases	Created or Maintained Summary Docketing Procedures	Created or Maintained a Special Panel of Judges to Hear Expedited Cases	Created or Maintained a System of Duty Judges – Rotates Weekly	Developed or Maintained a Request Form for Ensuring that Applications Requesting Expedited Treatment Meet All Rule Requirements	Other
APPELLATE COURT									
1		•	•	•	•	•	•		
2		•	•	•	•		•		
3		•	•	•		•		•	•
4		•	•	•	•	•	•		
5			•			•	•		
TOTALS	0	4	5	4	3	4	4	1	1



EXHIBIT 3

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO DEVELOP, CLARIFY, AND UNIFY THE LAW

Objective 1.2	Did not address this area in FY 1999-2000 through FY 2003-2004	Obtained and Maintained Sufficient Legal Resources to Facilitate the Clarification, Harmonization, and Development of the Law	Developed and Maintained Specific Strategies for Encouraging and Promoting Effective Collegiality Among Judges	Other
APPELLATE COURT				
1		•		•
2		•	•	•
3		•		•
4		•		•
5		•	•	
TOTALS	0	5	2	4

EXHIBIT 4

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ENSURE THAT ADEQUATE CONSIDERATION IS GIVEN TO EACH CASE AND THAT DECISIONS ARE BASED ON LEGALLY RELEVANT FACTORS

Objective 2.1	Did not address this area in FY 1999-2000 through FY 2003-2004	Obtained or maintained Sufficient Staff to Ensure That Adequate Consideration is Given to Each Case	Improved Docketing and Scheduling of Cases	Developed and Maintained Appellate Guidelines to Promote Efficiency and Effectiveness in the Court's Consideration of Appeals and Writs	Sponsored a "Records Preparation Seminar" to Assist Courts in Properly Processing Appeals, etc.	Has Weekly Writ Conferences	Has Pre-and Post Argument Conferences	Other
APPELLATE COURT								
1		•	•	•	•	•		
2		•	•	•	•	•	•	•
3		•	•	•	•		•	•
4		•	•				•	
5		•	•	•			•	•
TOTALS	0	5	5	4	3	2	4	3

EXHIBIT 5

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ENSURE THAT THE DECISIONS OF COURTS OF APPEAL ARE CLEAR AND THE FORM OF THE OPINION IS CONTROLLED BY RULE 2-16 OF THE UNIFORM RULES, COURTS OF APPEAL

Objective 2.2	Did not address this area in FY 1999-2000 through FY 2003-2004	Developed and Implemented a New Rule Outlining the Appropriate Use of Full Opinions, Memorandum Opinions, and Per Curiam Opinions	Instituted or maintained special Procedures to Verify the Accuracy of Opinions in Terms of Substance, Grammar, and Citations	Encouraged and Sponsored Programs Enabling Judges and Attorneys to Approve Their Legal Writing Skills	Established Standard Terminology for Reporting Summary and Dispositive language Used in the Court	Other
APPELLATE COURT						
1		•	•			
2		•	•	•	•	
3		•	•	•	•	•
4			•			
5			•	•		•
TOTALS	0	3	5	3	2	2

EXHIBIT 6

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO PUBLISH THOSE OPINIONS THAT DEVELOP, CLARIFY, OR UNIFY THE LAW

Objective 2.3	Did not address this area in FY 1999-2000 through FY 2003-2004	Developed or Maintained Standards for Publication	Met with District Judges to Address Their Concerns Regarding the Publication of Opinions	Other
APPELLATE COURT				
1		•		
2		•	•	•
3		•	•	
4		•		
5		•		
TOTALS	0	5	2	1



EXHIBIT 7

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO RESOLVE CASES EXPEDITIOUSLY

Objective 2.4	Did not address this area in FY 1999-2000 through FY 2003-2004	Improved Docketing and Scheduling	Installed an Automated Case Management Information System	Employed Case Managers to Expedite Court Processes	Planned the Development of an Automated Case Management System	Improved the Manual System of Case Processing	Took Steps to Reduce Cases Under Advisement	Initiated Summary Dockets	Initiated a Medication Program(s)	Added More Panels Per Cycle	Improved Process of Opinion Writing and Review	Other
APPELLATE COURT												
1		•	•		•	•	•	•	•			
2		•				•						•
3		•	•	•	•	•	•				•	•
4		•	•			•	•	•			•	
5		•	•			•	•				•	•
TOTALS	0	5	4	1	2	5	4	2	1	0	3	3

EXHIBIT 8

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ASSIST PRO SE LITIGANTS

Objective 3.1	Did not address this area in FY 1999-2000 through FY 2003-2004	Worked with the Clerk of Court to Provide Information	Worked with the Local Bar to Provide Information	Other
APPELLATE COURT				
1				•
2		•		
3		•	•	•
4		•		
5		•	•	
TOTALS	0	4	2	2

EXHIBIT 9

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ENSURE THAT THE PUBLIC WAS AWARE OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS

Objective 3.1	Did not address this area in FY 1999-2000 through FY 2003-2004	Published the Court's Schedule on the doors or Walls of the Courtrooms	Developed a Website Which Has Information on Court Schedules and Accessibility	Published and Distributed Court Calendars	Provided an Information Answer Desk in the Courthouse	Other
APPELLATE COURT						
1		•	•	•	•	•
2		•	•	•	•	•
3		•	•	•		
4		•	•		•	
5		•	•			
TOTALS	0	5	5	3	3	2

EXHIBIT 10

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO DEVELOP AND MAINTAIN A POLICY OR PROCEDURE TO ASSIST PATRONS WHO CANNOT SPEAK ENGLISH

Objective 3.1	Did not address this area in FY 1999-2000 through FY 2003-2004	Paid for Foreign Language Interpreter Services in Criminal Cases	Paid for Foreign Language Interpreter Services in Family/Juvenile Cases	Paid for Foreign Language Interpreter Services in Other Civil Cases	Developed and Maintained a List of Professional Interpreters for Non-English Speaking Patrons	Other
APPELLATE COURT						
1	•					
2					•	
3	•					•
4						•
5	•					•
TOTALS	3	0	0	0	1	3



EXHIBIT 11

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

Objective 3.1	Did not address this area in FY 1999-2000 through FY 2003-2004	Implemented ADA Non-discrimination Policy or Court Rule	Posted Public Notice/Communication of Availability of Reasonable Accommodations	Established Complaint Procedure	Posted Signage (Raised Lettering, Braille, Accessible Restrooms, Etc.)	Developed Written Essential Functions for Court Jobs	Adopted oath for Sign Language Interpreters	Established List of Available Real-Time Court Reporters and Sign Language Interpreters	Implemented an Emergency Evacuation procedure to Accommodate Disabled patrons/Employees	Other
APPELLATE COURT										
1		•	•	•		•				
2	•	•	•	•	•	•		•		•
3		•	•	•	•	•		•		
4		•	•			•				
5		•	•	•	•					
TOTALS	0	5	5	4	3	4	0	0	2	1

EXHIBIT 12

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO IMPLEMENT SAFETY AND SECURITY MEASURES

Objective 3.1	Did not address this area in FY 1999-2000 through FY 2003-2004	Had a Security Audit Performed	Developed a Safety Policy	Developed a Security Policy	Installed Security Alarms in Judges' Chambers/Courtrooms	Had Bailiffs Trained in Better Security	Appointed a Safety Officer	Sponsored Safety/Security Training	Implemented an Emergency Evaluation Procedure	Installed Security Equipment	Other
APPELLATE COURT											
1			•	•			•	•	•	•	
2		•	•	•	•	•	•	•	•	•	
3		•	•	•	•		•	•	•	•	•
4		•	•	•	•	•	•	•	•	•	•
5			•	•	•	•	•	•	•	•	•
TOTALS	0	3	5	5	4	3	5	5	5	5	3

EXHIBIT 13

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO FACILITATE PUBLIC ACCESS TO DECISIONS

Objective 3.2	Did not address this area in FY 1999-2000 through FY 2003-2004	Promptly Issue Media Releases on Opinions and Decisions	Publish Opinions, Rules, etc. on the Court's Website	Publish Opinions, Rules, etc. on the Keep Photocopy and Other Publications Costs at Reasonable Levels	Maintain Sufficient Staff, Especially in File Room, to Facilitate Public Access to opinions	Installed or Maintained Effective Technological Means for Storing, Archiving, and Retrieving the Court's Files and Records	Developed and maintained Guidelines for handling Sealed Records and Exhibits	Other
APPELLATE COURT								
1			•	•	•	•	•	
2		•	•	•	•	•	•	
3		•	•	•	•		•	•
4				•	•	•	•	
5			•	•	•	•		
TOTALS	0	2	4	5	5	4	4	1

EXHIBIT 14

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO INFORM THE PUBLIC OF THE OPERATION AND ACTIVITIES OF THE COURT

Objective 3.3	Did not address this area in FY 1999-2000 through FY 2003-2004	Provided a Newsletter	Appeared on Radio and TV Shows	Visited Classrooms	Conducted Oral Arguments in Various Locations Throughout the District	Gave Talks at Various Forums	Sponsored Tours of the Courts	Involved Students in Oral Arguments	Participated in Shadow Programs	Sponsored or Participated in Law Day Activities	Other
APPELLATE COURT											
1			•	•	•	•	•	•		•	
2				•	•	•	•	•	•	•	
3			•	•	•	•	•	•		•	•
4					•	•	•	•			
5						•	•	•		•	•
TOTALS	0	0	2	3	4	5	5	5	1	4	2



EXHIBIT 15

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ENSURE THE HIGHEST PROFESSIONAL CONDUCT OF THE BENCH AND THE BAR

Objective 3.3	Did not address this area in FY 1999-2000 through FY 2003-2004	Sponsored or Led CLE for Involving Attorneys and District Judges	Participated in Judicial College Programs	Participated in Circuit Association Programs	Participated in the programs of the Louisiana State Bar Association	Participated in the programs of the Inns of the Court	Displayed in the Courthouse Copies of the Supreme Court's Poster on Professionalism in the Court	Conducted Surveys or Focus Groups to Ascertain Public Opinion Regarding the Court's Responsiveness and Professionalism of the Court	Installed or Maintained a Judicial Mentoring Program for Appellate Judges	Other
APPELLATE COURT										
1		•	•	•	•	•				
2		•	•	•	•	•	•			•
3		•	•	•	•	•			•	
4		•	•		•	•				
5		•	•	•	•	•				
TOTALS	0	5	5	4	5	5	1	0	1	1

EXHIBIT 16

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO SEEK AND OBTAIN SUFFICIENT REOURCES FROM THE LEGISLATIVE AND EXECUTIVE BRANCHES TO FULFILL THE COURT'S RESPONSIBILITIES, AND TO INSTITUTE AND MAINTAIN A SYSTEM OF ACCOUNTABILITY

Objective 4.1	Did not address this area in FY 1999-2000 through FY 2003-2004	Sponsored and Complied with the Appellate Court Employee Pay Plan	Participated in and Supported the Work of the Judicial Compensation Commission	Participated in and Supported the Judicial Budgetary Control Board	Participated in the Judicial Budget and Performance Accountability Program	Other
APPELLATE COURT						
1		•	•	•	•	•
2		•	•	•	•	
3		•	•	•	•	
4		•	•	•	•	
5		•	•	•	•	
TOTALS	0	5	5	5	5	1

EXHIBIT 17

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO IMPROVE RANDOM ALLOTMENT

Objective 4.2	Better Manual Procedures	Programmed Electronic Device
APPELLATE COURT		
1	•	
2	•	•
3	•	•
4	•	
5	•	
TOTALS	5	2

EXHIBIT 18

TECHNOLOGIES INSTALLED OR IMPLEMENTED IN FY 1999-2000 THROUGH 2003-2004

Objective 4.2	Did not address this area in FY 1999-2000 through FY 2003-2004	Bought Additional Personal Computers	Installed/Maintained a LAN System	Installed Video-Conferencing System	Installed Real-time Reporting	Installed E-mail/Internet	Installed Scanners and microtaping Equipment	Installed and used Power Point Software	Upgraded Word Processing Software	Installed New Audio-Visual Equipment	Installed Digital Audio/Video Equipment	Installed Legal Research Software	Installed Automated Security System	Installed/Maintained Automated Case Management System	Other
APPELLATE COURT															
1		•	•		•	•	•					•		•	•
2		•	•			•	•	•	•			•	•	•	
3		•	•			•	•	•	•			•	•	•	•
4		•	•			•		•	•	•		•	•	•	
5		•	•			•	•	•	•	•		•	•	•	
TOTALS	0	5	5	0	1	5	4	4	4	2	0	5	4	5	2



EXHIBIT 19

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ENSURE THAT ALL COURT RECORDS OF RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PRESERVED PROPERLY

Objective 4.2	Did not address this area in FY 1999-2000 through FY 2003-2004	Developed Policies or Rules Relating To the Issue	Developed an Automated Case Management System	Developed a System of Bar-Coding to Track Location of Manual Files and Documents	Met with Clerk on continuing Basis to Improve Procedures and Address Problems	Standardized and Automated Minute Entries	Used Real-Time Court Reporting	Developed and Implemented a Records Retention Plan	Other
APPELLATE COURT									
1		•	•		•	•		•	
2		•	•		•			•	
3		•	•	•	•			•	
4			•		•			•	
5		•	•		•			•	
TOTALS	0	4	5	1	5	1	0	5	0

EXHIBIT 20

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE

Objective 4.2	Did not address this area in FY 1999-2000 through FY 2003-2004	Designed a person to Monitor Rules and Legislation and to Communicate Promptly All Changes in Law and Procedure to Appropriate and Relevant Persons	Designated a Committee to Monitor Rules and Legislation and to Communicate Promptly All Changes in Law and Procedure to Appropriate and Relevant Persons	Instituted En Banc Judicial Review of All Changes in Law and Procedure	Obtained and Circulated Updated Bench Books, Checklists, and Other Materials to Ensure Prompt Implementation of Changes in Law and Procedure	Other
APPELLATE COURT						
1		•		•	•	
2		•		•	•	•
3		•			•	
4		•				
5		•				
TOTALS	0	5	0	2	3	1

EXHIBIT 21

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO DEVELOP METHODS OF IMPROVING ASPECTS OF TRIAL COURT PERFORMANCE THAT AFFECT THE APPELLATE JUDICIAL PROCESS

Objective 4.3	Did not address this area in FY 1999-2000 through FY 2003-2004	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	4	2

EXHIBIT 22

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ADOPT, IMPLEMENT, OR UPDATE PERSONNEL POLICIES

Objective 4.4	Did not address this area in FY 1999-2000 through FY 2003-2004	ADA/Reasonable Accommodations	Workplace Violence/Weapons	Harassment	Discipline	Recruitment/Hiring	Vacation/Sick Leave	Equal Employment	Family Medical Leave	Confidentiality	Grievance	Nepotism	Compensation/Pay	Technology	Drug-Free Workplace	Other
APPELLATE COURT																
1		•	•	•			•		•				•		•	
2		•	•	•	•	•	•	•	•	•	•	•	•	•	•	
3		•	•	•	•		•	•	•	•	•		•	•	•	
4		•	•	•	•		•	•	•	•	•	•	•	•	•	
5		•	•	•	•	•	•	•	•	•	•		•	•	•	
TOTALS	0	5	5	5	4	2	5	4	5	4	4	2	5	4	5	0



EXHIBIT 23

ARE YOUR POLICIES POSTED OR DISSEMINATED TO ALL EMPLOYEES

Objective 4.4	Yes	No
APPELLATE COURT		
1	•	
2	•	
3	•	
4	•	
5	•	
TOTALS	5	0

EXHIBIT 24

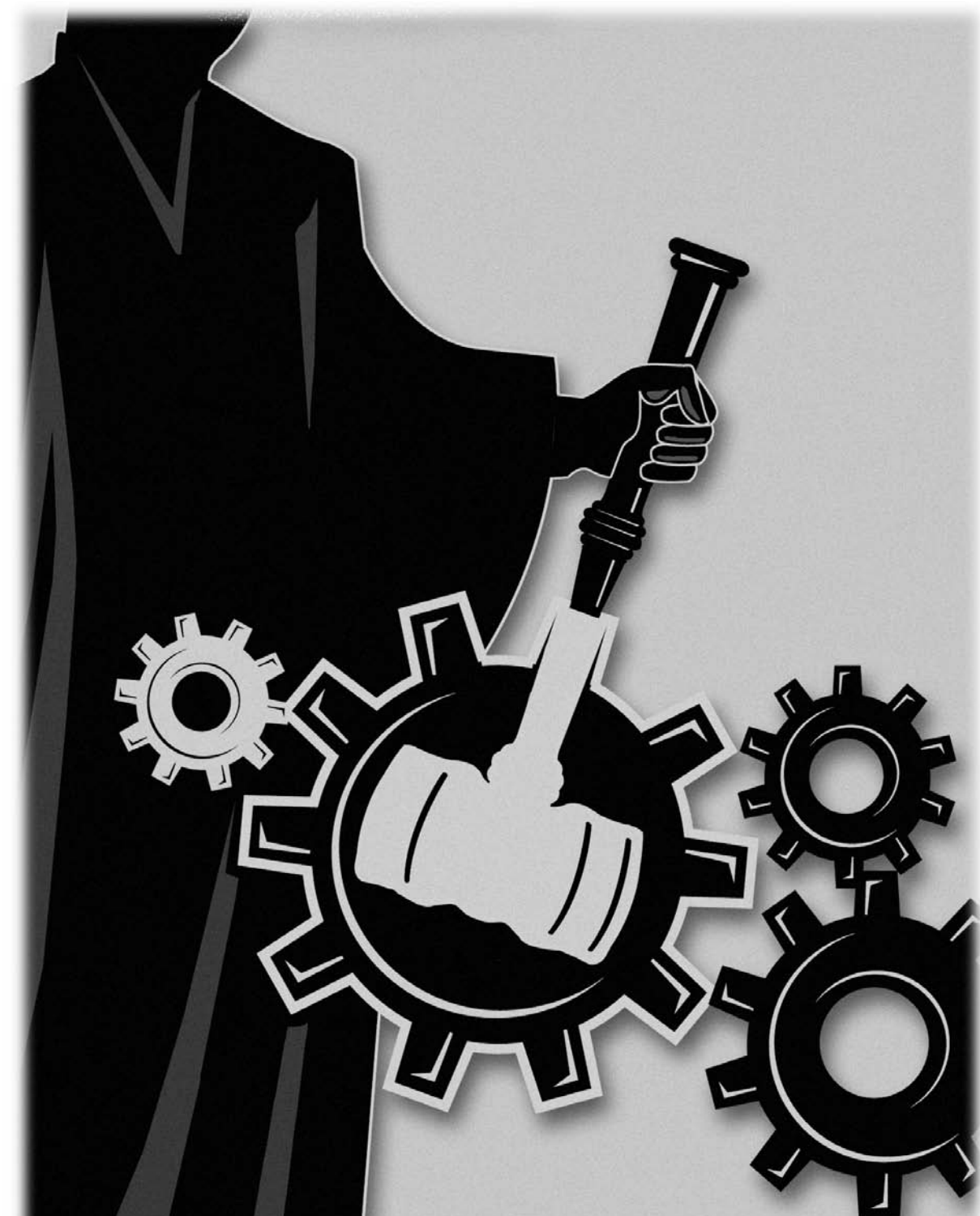
DID YOU OBTAIN SIGNED ACKNOWLEDGMENT OF RECEIPT OF THESE POLICIES FROM YOUR EMPLOYEES

Objective 4.4	Yes	No
APPELLATE COURT		
1	•	
2	•	
3	•	
4	•	
5	•	
TOTALS	5	0

EXHIBIT 25

ACTIONS TAKEN IN FY 1999-2000 THROUGH 2003-2004 TO IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT

Objective 4.4	Did not address this area in FY 1999-2000 through FY 2003-2004	Provided Technology Training	Provided In-House Training	Provided Courtesy and Customer Service Training	Provided ADA Training	Provided Harassment Training	Provided Workplace Violence Training	Used Training Videos/CDs, etc.	Paid for Continuing Education and Training	Provided Supervisory and Management Training	Sent Employees to Conferences	Other
APPELLATE COURT												
1		•	•	•		•		•	•		•	•
2		•	•	•	•	•	•	•	•	•	•	
3		•	•		•	•	•	•	•	•	•	
4		•	•		•	•	•	•	•	•	•	
5		•	•					•	•	•	•	
TOTALS	0	5	5	2	3	4	3	5	5	4	5	1



PERFORMANCE REPORTS:

PERFORMANCE OF THE DISTRICT COURTS



PERFORMANCE OF THE DISTRICT COURTS

INTRODUCTION

The Board of the Louisiana District Judges Association adopted the Strategic Plan of the District Courts in November of 1999. The Supreme Court of Louisiana approved the Plan together with those of the Supreme Court and the Courts of Appeal on December 31, 1999. At the time of adoption, the Strategic Plan of the District Courts contained five goals, twenty-three objectives, and seventy-four strategies.

To plan and guide the implementation of the Strategic Plan of the District Courts, the Louisiana District Judges Association established a Committee on Strategic Planning chaired by Judge Robert H. Morrison, III, and consisting of Judge Michael Bagneris, Judge Mary Hotard Becnel, and Judge Durwood Conque. The Committee met several times with the Judicial Administrator of the Supreme Court to develop and monitor an implementation plan consisting of the following elements:

1. distribution to each district judge of a copy of the plan and a letter from the Chair of the Committee on Strategic Planning listing FY 2001-2002 priorities and urging serious attention and action.
2. regular, periodic meetings of the Committee on Strategic Planning to monitor and facilitate further planning and implementation.
3. regular briefing of the Board of the Louisiana District Judges Association on the Committee's progress.
4. meetings with the Louisiana Court Administrators Association to brief the district court administrators on the strategic plan and to enlist their help with the plan's implementation.
5. development and distribution of the 2002-2003 Survey of Chief Judges on Judicial Performance.

Currently, the Committee on Strategic Planning is chaired by Judge Mary Becnel.

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

The information comprising the "Intent of Objective" sections of this Report was derived primarily from the *District Court Performance Standards with Commentary 1990*. The goals and objectives of the Strategic Plan of the District Courts were based on the adopted Performance Standards of the District Courts (Cf. Louisiana Supreme Court Rules, Part G, General Administrative Rules, Section 10.) The information presented in the "Responses to Objective" and "Future Steps" sections of the Report was derived from the responses of each District Court to a Survey of Chief Judges, which was prepared by the Office of the Judicial Administrator of the Supreme Court and disseminated to the district courts during the fall of 2002.

Because the city and parish courts have now developed and are in the process of implementing their own strategic plan, the term "trial courts" will be changed in this report and later in the 2005-2009 strategic plan itself to "district courts." The term district courts will henceforth include, for the purpose of strategic planning and performance reporting, the forty general jurisdiction district courts, the Orleans Civil District Court, the

Orleans Criminal District Court, the East Baton Rouge Family Court, and the four juvenile courts - the Caddo Parish Juvenile Court; the East Baton Rouge Parish Juvenile Court; the Jefferson Parish Juvenile Court; and the Orleans Parish Juvenile Court.

DISTRICT COURT OBJECTIVES

- 1.1 To conduct judicial proceedings that are public by law or custom openly.
- 1.2 To encourage responsible parties to make court facilities safe, accessible, and convenient.
- 1.3 To give all who appear before the court reasonable opportunities to participate effectively without undue hardship or inconvenience.
- 1.4 To ensure that all judges and other district court personnel are courteous and responsive to the public and accord respect to all with whom they come into contact.
- 1.5 To encourage all responsible public bodies and public officers to make the costs of access to district court proceedings and records -- whether measured in terms of money, time, or the procedures that must be followed -- reasonable, fair, and affordable.
- 2.1 To encourage timely case management and processing.
- 2.2 To provide required reports and to respond to requests for information promptly.
- 2.3 To promptly implement changes in law and procedure.
- 2.4 To enhance jury service.
- 3.1 To faithfully adhere to laws, procedural rules, and established policies.
- 3.2 To ensure that the jury venire is representative of the jurisdiction from which it is drawn.
- 3.3 To give individual attention to cases, deciding them without undue disparity among like cases and upon legally relevant factors.
- 3.4 To ensure that the decisions of the court address clearly the issues presented to it and, where appropriate, to specify how compliance can be achieved.
- 3.5 To ensure that appropriate responsibility is taken for the enforcement of court orders.
- 3.6 To ensure that all court records of relevant court decisions and actions are accurate and preserved properly.



- 4.1 To maintain the constitutional independence of the judiciary while observing the principle of cooperation with other branches of government.
- 4.2 To seek, use, and account for public resources in a responsible manner.
- 4.3 To use fair employment practices.
- 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.

Objective 1.1

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

Intent of the Objective

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

Responses to the Objective

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

- **1st JDC.** The 1st JDC reports that dockets were posted outside courtrooms as well as having an informational officer present on the courtroom floor. All proceedings were open to the public, except domestic cases involving child custody. A court calendar was provided to attorneys, clerks, district attorneys and sheriff departments.
- **2nd JDC.** The 2nd JDC reports that it published and distributed court calendars.
- **3rd JDC.** The 3rd JDC reports that it published the Court's schedule on the doors or walls of the courtrooms and published and distributed court calendars.

- **4th JDC.** The 4th JDC reports that it published the Court's schedule on the doors or walls of the courtrooms, developed a website which has information on court schedules and accessibility, published and distributed court calendars, provided an information answer desk in the courthouse and established a "Know the Facts" multi-brochure handout program for common court procedures.
- **5th JDC.** The 5th JDC reports that it published the Court's schedule on the doors or walls of the courtrooms; published and distributed court calendars; and published court schedules in newspapers. It also reports that publication of the court calendar was a regular, ongoing activity of the Court. The court calendar was distributed annually to the clerks of court, sheriffs, district attorney, detention facilities and members of the local bar. Revisions were distributed on an ongoing basis. The Court also reports that Division E and Division G maintained websites that provided general information about the Court and the court dockets for those divisions. The Court also adopted a policy providing for ADA accessibility and compliance, including the placement of the ADA accommodation language on its juror subpoenas and appointed the court administrator to serve as the ADA coordinator for the Court. Individual judges made accommodations when requested. Courtroom sound systems were monitored on a regular, ongoing basis and improvements were made as needed. The Court purchased real time court reporting systems for two court reporters.

- **6th JDC.** The 6th JDC reports that it published the Court's schedule on the doors or walls of the courtrooms, published and distributed court calendars and is in the process of developing a website.
- **7th JDC.** The 7th JDC reports that it published the Court's schedule on the doors or walls of the courtrooms and published and distributed court calendars.
- **8th JDC.** The 8th JDC reports that it filed a calendar for year with the clerk.
- **9th JDC.** The 9th JDC reports that it published the Court's schedule on the doors or walls of the courtrooms, developed a website which has information on court schedules and accessibility and provided an information answer desk in the courthouse.
- **10th JDC.** The 10th JDC reports that it published the Court's schedule on the doors or walls of the courtrooms, radio and other media were used to discuss court, and invited students to observe court proceedings.
- **11th JDC.** The 11th JDC reports that it published and distributed court calendars.
- **12th JDC.** The 12th JDC reports that it published the Court's schedule on the doors or walls of the courtrooms.
- **14th JDC.** The 14th JDC reports that it published the Court's schedule on the doors or walls of the courtrooms and provided an information answer desk in the courthouse.
- **15th JDC.** The 15th JDC reports that it published the Court's schedule on the doors or walls of the courtrooms, published and distributed court calendars, and provided an information answer desk in the courthouse.
- **16th JDC.** The 16th JDC reports that juvenile adjudication hearings were closed to the public in

accordance with the Louisiana Children's Code. All other proceedings were open to the public.

- **19th JDC.** The 19th JDC reports that it published the Court's schedule on the doors or walls of the courtrooms and provided an information answer desk in the courthouse.
- **20th JDC.** The 20th JDC reports that it developed a website which has information on court schedules and accessibility.
- **21st JDC.** The 21st JDC reports that it published the Court's schedule on the doors or walls of the courtrooms, developing a website which has information on court schedules and accessibility, published and distributing court calendars, and provided an information answer desk in the courthouse.
- **22nd JDC.** The 22nd JDC reports that it published the Court's schedule on the doors or walls of the courtrooms and published and distributed court calendars.
- **23rd JDC.** The 23rd JDC reports that it published the Court's schedule on the doors or walls of the courtrooms and provided an information answer desk in the courthouse.
- **28th JDC.** The 28th JDC reports that its court calendar is published annually. Daily/weekly schedules are also published, and its docket clerk and administrator are available to provide daily/weekly schedules on demand.
- **37th JDC.** The 37th JDC reports that it provided information upon request regarding the Court's schedule.
- **38th JDC.** The 38th JDC reports that its local newspaper carried the court schedule and other useful information on the Court.
- **40th JDC.** The 40th JDC reports that it requested its Sheriff to provide additional security at the Court.



- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reports that it developed a website which has information on court schedules and accessibility and provided an information answer desk in the courthouse.
- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that it posted the Court's dockets outside each courtroom, developed and maintained a website which has information as to duty, contacts, hours, address, and other information, and provided an information answer desk in the courthouse.
- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that its dockets for non-support hearings are posted daily.
- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it developed a website which has information on court schedules and accessibility, and provided an information answer desk in the courthouse.
- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it developed a website which has information on court schedules and accessibility and hired public information officer.

- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it published the Court's schedule on the doors or walls of the courtrooms, court schedules are posted on bulletin boards outside of various courtrooms, developed a website which has information on court schedules and accessibility, holiday schedules are posted on the website, and provided an information answer desk in the courthouse.
- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reports that it developed a website which has information on court schedules and accessibility.

Future Plans

- **1st JDC.** The 1st JDC reports that it will continue to add to its information desk services, which currently provide docket information, directions and other assistance to visitors. The Court plans to upgrade its website.
- **16th JDC.** The 16th JDC reports that it will develop a resource list and standby system to obtain signage and language interpreters, and obtain hearing assistance equipment when needed. It will continue to develop policy and procedures to ensure ADA compliance, the Court plans to develop a proposal to automate the court calendar, it plans to acquire real time court reporting equipment for additional court reporters.

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ENSURE THAT THE PUBLIC WAS AWARE OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS--Exhibit 1						
Objective 1.1	Did not address this area in FY 1999-2000 through FY 2003-2004	Published the Court's Schedule on the Doors or Walls of the Courtrooms	Developed a Website Which Has Information on Court Schedules and Accessibility	Published and Distributed Court Calendars	Provided an Information Answer Desk in the Courthouse	Other
DISTRICT COURT						
1		✓		✓	✓	
2				✓		
3		✓		✓		
4		✓	✓	✓	✓	✓
5		✓		✓		✓
6		✓		✓		✓
7		✓		✓		
8						✓
9		✓	✓		✓	
10		✓				✓
11				✓		
12		✓				
13	✓					
14		✓			✓	
15		✓	✓	✓	✓	
16			✓	✓		✓
17						✓
18	✓					
19		✓			✓	
20			✓			
21		✓	✓	✓	✓	
22		✓		✓		
23		✓			✓	
24		✓	✓			
25		✓	✓			
26		✓		✓		
27		✓				
28						✓
29		✓				
30		✓			✓	
31				✓		
32		✓				
33			✓			
34		✓	✓		✓	
35				✓		
36						
37						
38						
39						
40		✓				
Orleans Criminal		✓	✓		✓	
Orleans Civil			✓			✓
Orleans Juvenile			✓			
Caddo Juvenile			✓		✓	
Calcasieu Family/Juvenile	✓					
Jefferson Juvenile			✓		✓	
East Baton Rouge Juvenile			✓			✓
East Baton Rouge Family		✓	✓		✓	
TOTALS	3	26	16	15	14	10



Objective 1.2

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

Intent of Objective

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

Responses to the Objective

In addition to the responses provided in Exhibit 2, district courts also reported the following:

- **1st JDC.** The 1st JDC reports that renovation of the ground floor of the courthouse has been completed and provides a new courtroom next to a prisoner holding facility. Courthouse security was upgraded to include another entrance, panic alarms were installed in every courtroom, a new fire alarm system was completed during 2003, and walk through detectors were established on first floor public entrances. The Court reports that a new security x-ray was installed for packages and parcels, both secure parking and a basement entry for judges were established. The Court conducted an ADA accessibility audit. ADA compliance is of primary importance and any areas needing attention have been brought to the attention of the host agency.

- **2nd JDC.** The 2nd JDC reports that it had a security audit performed, installed security alarms in judges' chambers/courtrooms, had bailiffs trained in better security and installed security equipment to implement safety and security measures.
- **3rd JDC.** The 3rd JDC reports that it had bailiffs trained in better security, implemented an emergency evaluation procedure and installed security equipment to implement safety and security measures.
- **4th JDC.** The 4th JDC reports that it had a security audit performed, developed a safety policy, developed a security policy, installed security alarms in judges' chambers/courtrooms, had bailiffs trained in better security, sponsored safety/security training, implemented an emergency evacuation procedure, installed security equipment and assisted the sheriff in payment of salaries for courthouse security personnel.
- **5th JDC.** The 5th JDC reports that it installed security alarms in judges' chambers/courtrooms, had bailiffs trained in better security, sponsored safety/security training, and installed security equipment.
- **6th JDC.** The 6th JDC reports that it developed a security policy, installed security alarms in judges' chambers/courtrooms and installed security equipment.
- **7th JDC.** The 7th JDC reports that Sheriff's office provided security on a case-by-case basis at the request of a judge.
- **8th JDC.** The 8th JDC reports that it submitted a plan for security to its police jury requesting proposed security measures.
- **9th JDC.** The 9th JDC reports that it installed security alarms in judges' chambers/courtrooms, installed security equipment and sent employees

to parish sponsored security/disaster training seminar.

- **10th JDC.** The 10th JDC reports that it had a security audit performed and had bailiffs trained in better security.
- **11th JDC.** The 11th JDC reports that it had bailiffs trained in better security.
- **12th JDC.** The 12th JDC reports that it had bailiffs trained in better security and appointed a safety officer.
- **14th JDC.** The 14th JDC reports that its Sheriff's office developed a security policy, installed security alarms in judges' chambers/courtrooms, had bailiffs trained in better security, implemented an emergency evacuation procedure, installed security equipment and on-site safety equipment.
- **15th JDC.** The 15th JDC reports that it had a security audit performed, developed a safety policy, developed a security policy, had bailiffs trained in better security, appointed safety officers, implemented an emergency evaluation procedure, and installed security equipment.
- **16th JDC.** The 16th JDC reports that the maintenance and development of security/emergency procedures were a regular, ongoing activity of the Court, the judges met periodically on an ongoing basis with the clerks of court, sheriffs, district attorney, parish government representatives and other courthouse agencies to identify and address current and future security needs. The Court reports that a security audit was conducted in St. Martin Parish by the U.S. Marshall's office to determine what steps may be taken to implement security procedures. The St. Martin Parish courthouse was secured during 2004. The main entrance of the courthouse is the single point of entry for the public. A walk-through metal detector and x-ray machine was located at that entrance, which is monitored by deputy sheriffs during business hours.

Courthouse employees may enter the courthouse at one rear entry with an access card assigned by the St. Martin Parish government in accordance with adopted procedures designed to preserve the security measures implemented. There are walk-through metal detectors located on the second floor of the Iberia Parish courthouse and on the sixth floor of the St. Mary Parish courthouse, which are monitored by deputy sheriffs when court is in session. The Court reports that the judges worked with local officials on an on-going basis to bring the court's physical facilities into compliance with the ADA as a regular, on-going activity. Its judges also used the ADA Compliance Checklist developed by the Judicial Administrator of the Supreme Court to determine compliance with the American with Disabilities Act.

- **24th JDC.** The 24th JDC reports that its courthouse renovation project was begun during the period. Upon completion in 2005, the new facility will enhance safety, security, access, and convenience.
- **26th JDC.** The 26th JDC reports that it worked with local officials to bring the Court's physical facilities into compliance with ADA requirements. The administrator conducted sensitivity training relating to ADA responsibilities for members of the Bossier Parish Sheriff's Department, the Bossier and Webster Clerks of Court, the Drug Court staff, the FINS staff, and the staffs of the Bossier and Webster Parish Police Juries. The administrator served on a committee of the Louisiana Court Administrators Association (LCAA) to establish and disseminate information (including checklists, model rules, and model language communicating ADA rights and procedures on summons, subpoenas, and other court documents) on all aspects of the ADA to district courts.
- **27th JDC.** The 27th JDC reports that it ordered the Parish Council to comply with the ADA in so far as court facilities were involved.



- **28th JDC.** The 28th JDC reports that its administrator made a site inspection and reported his findings in writing to the police jury.
- **29th JDC.** The 29th JDC reports that it directed its court administrator to initiate actions to bring the district into ADA compliance.
- **31st JDC.** The 31st JDC reports that it made a written request to the Police Jury to install a security system for the courtroom and the entire courthouse.
- **34th JDC.** The 24th JDC reports that it implemented screening with secured entry into the court building and has developed a system of having security officers present in the courthouse at all times.
- **35th JDC.** The 25th JDC reports that listed on all notices requiring an appearance in court a contact person to assist in the accommodation of persons with disabilities.
- **38th JDC.** The 38th JDC reports that it has employed workers with disabilities to test when and where ADA accommodations may be warranted.

Future Plans

- **1st JDC.** The 1st JDC reports that it will continue to upgrade security to judges' offices and courthouse facilities.
- **16th JDC.** The 16th JDC reports that it will continue to work with the clerks of court, sheriffs, district attorney, and parish governments to identify security needs, and to develop and implement a security plan for each courthouse to address: evacuation procedures for emergencies caused by fire, severe weather conditions and bomb threats; emergency preparedness training for employees; and the installation of panic alarms on the judges' benches to signal directly

to the sheriff's office in the event of a courtroom emergency. The Court reports that it will conduct an ADA compliance audit in at least one of its parishes; identify and address ADA needs; compile a resource directory to enable the court to respond efficiently to requests for accommodation; and explore additional avenues to communicate the availability of reasonable accommodation to court users.

- **17th JDC.** The 17th JDC reports that it had bailiffs trained in better security, appointed a safety officer, and installed an audio/video/alarm system in all courtrooms and chambers.
- **19th JDC.** The 19th JDC reports that it had a security audit performed, developed a security policy; installed security alarms in judges' chambers/courtrooms, sponsored safety/security training, implemented an emergency evacuation procedure, and installed security equipment.
- **20th JDC.** The 20th JDC reports that it installed security equipment.
- **21st JDC.** The 21st JDC reports that it had a security audit performed, developed a security policy, had bailiffs trained in better security; appointed a safety officer, and installed security equipment.
- **22nd JDC.** The 22nd JDC reports it developed a security policy, installed security alarms in judges' chambers/courtrooms; had bailiffs trained in better security, sponsored safety/security training and implemented an emergency evaluation procedure.
- **23rd JDC.** The 23rd JDC reports it had a security audit performed, had bailiffs trained in better security, and installed security equipment.
- **Calcasieu Parish Family & Juvenile Court.** The Calcasieu Parish Family & Juvenile Court reports that it had a security audit performed and made changes in security

personnel based on the security audit and installed an x-ray machine at the main entrance for security.

- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reports that it developed a safety policy, developed a security policy, installed security alarms in judges' chambers/courtrooms, had bailiffs trained in better security, appointed a safety officer; sponsored safety/security training, implemented an emergency evacuation procedure, and installed security equipment.
- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that it installed security equipment (monitors), installed security alarms in judges' chambers/courtrooms, selected bailiffs from trained sheriff personnel, installed metal detectors at entrances of courtrooms, and reviewed emergency evacuation procedures on an annual basis. The Court continues to pursue a new courthouse facility in conjunction with the 19th JDC. Funding is forthcoming and sites are currently under study.
- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that it had a security audit performed, developed a security policy, installed security alarms in judges' chambers/courtrooms, sponsored safety/security training, and installed security equipment. It also installed panic buttons easily accessible to each judge from the bench to alert security in the event of a courtroom emergency, conducted a security audit and implemented security measures based upon its findings by installing security access codes on all entrances to corridors leading to staff and judges' offices, established a centralized location with camera surveillance for the collection of all court costs, fines, restitution, bonds and child support as a convenience to the clientele it serves and to better secure the safety of court personnel. It conducted safety training for all court employees focusing on fire safety, hostage

and bomb terrorist threats, and self-defense tactics. In a collaborative effort with the East Baton Rouge Parish Sheriff's Office, the Department of Juvenile Services and the City-Parish Department of Public Works, the Court upgraded and reinforced security measures that were already in place, written procedures were circulated to all employees detailing notable changes along with specific instructions for procedures to be taken when the panic alarm is engaged during a courtroom emergency. The Court also met with security personnel from the East Baton Rouge Parish Sheriff's Office on a routine basis to develop, implement and maintain security procedures to ensure that court facilities are safe. In a collaborative effort with the East Baton Rouge Parish Office of Emergency Preparedness, the East Baton Rouge Parish Sheriff's Department, the Baton Rouge City Constable's Office, and the Department of Juvenile Services, began the process of developing emergency evacuation procedures to be completed in early 2005. Emergency evacuation procedures will be outlined in an Emergency Evacuation Procedures Manual. Under the plan, emergency evacuation procedures will be conducted collectively with the Juvenile Court, the Department of Juvenile Services and the Juvenile Detention Center.

- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it developed a safety policy, installed security alarms in judges' chambers/courtrooms, sponsored safety/security training; implemented an emergency evacuation procedure; and installed security equipment.
- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it had a security audit performed, installed security alarms in judges' chambers/courtrooms, and upgraded security equipment.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports the Federal Marshal conducted a security



audit on the Court's behalf. The Court conducted informal periodic surveys of the opinions of jurors and court personnel regarding security and safety and maintained and updated its emergency procedures based on a previously approved emergency preparedness plan. Employee training was conducted on telephone accuracy and courtesy. Efforts to develop and implement appropriate policies and procedures on ADA accessibility were continued.

Future Plans

- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that designated staff members from each agency will attend CERT (Certified Emergency Response Team) training in March 2005 and fire drills will be held quarterly.

- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that in the next few months, the Court plans to address this issue in greater detail with the Civil Sheriff and other occupants of the building.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it had a security audit performed.
- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reports that it implemented an emergency evacuation procedure, installed security equipment, and required court personnel to attend CPR classes.

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO IMPLEMENT SAFETY AND SECURITY MEASURES--Exhibit 2											
Objective 1.2	Did not address this area in FY 1999-2000 through FY 2003-2004	Had a Security Audit Performed	Developed a Safety Policy	Developed a Security Policy	Installed Security Alarms in Judges' Chambers/Courtrooms	Had Bailiffs Trained in Better Security	Appointed a Safety Officer	Sponsored Safety/Security Training	Implemented an Emergency Evacuation Procedure	Installed Security Equipment	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		✓	✓	✓		✓			✓		
26		✓			✓	✓		✓	✓		
27		✓	✓	✓	✓				✓		
28	✓										
29						✓		✓			
30						✓		✓	✓		
31										✓	
32		✓									
33						✓					
34		✓		✓		✓			✓	✓	
35	✓										
36		✓			✓	✓		✓	✓		
37							✓				
38	✓										
39										✓	
40										✓	
Orleans Criminal		✓									
Orleans Civil		✓			✓				✓	✓	
Orleans Juvenile								✓	✓	✓	
Caddo Juvenile			✓	✓	✓	✓	✓	✓	✓		
Calcasieu Family/Juvenile		✓								✓	
Jefferson Juvenile			✓		✓			✓	✓		
East Baton Rouge Juvenile		✓		✓	✓			✓	✓	✓	
East Baton Rouge Family				✓	✓	✓		✓	✓		
TOTALS	5	18	6	13	18	22	6	8	14	24	16



Objective 1.3

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

Intent of the Objective

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

Responses to the Objective

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

- **1st JDC.** The 1st JDC reports that the Judicial District consists of a cross-section of various nationalities. The Court established procedures to have available qualified interpreters for the various nationalities which might appear in court. A list of interpreters and sign language experts were compiled by the Court and was used when necessary for hearing impaired and foreign language witnesses and jurors. Both sign language capability and real time reporting were readily utilized by the Court in assisting persons with hearing disabilities. Real time reporting has been utilized with persons lacking sign language capability. Listening devices were available for persons needing assistance but not requiring sign language. The Court also reports that it has a courtroom that is equipped with special audio listening devices specifically designed to assist individuals with hearing problems. The design of this device allows for free movement of court personnel throughout the courtroom.
- **2nd JDC.** The 2nd JDC reports that it paid for foreign language interpreter services in criminal cases and developed and maintained a list of professional interpreters for non-English speaking patrons.

- **3rd JDC.** The 3rd JDC reports that it paid for foreign language interpreter services in criminal cases and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **4th JDC.** The 4th JDC reports that it paid for foreign language interpreter services in criminal cases, in family/juvenile cases, and in other civil cases, developed and maintained a list of professional interpreters for non-English speaking patrons, and provided an interpreter request form in all courtrooms and on the Court's website.
- **5th JDC.** The 5th JDC reports that it paid for foreign language interpreter services in criminal cases, in family/juvenile cases, and in other civil cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **6th JDC.** The 6th JDC reports that it paid for foreign language interpreter services in criminal cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **8th JDC.** The 8th JDC reports that it paid for foreign language interpreter services in civil cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **9th JDC.** The 9th reports that it paid for foreign language interpreter services in criminal cases, in family/juvenile cases, and in other civil cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **11th JDC.** The 11th JDC reports that it paid for foreign language interpreter services in criminal cases, in family/juvenile cases, and in other civil cases.
- **12th JDC.** The 12th JDC reports that it paid for foreign language interpreter services in criminal cases.

- **14th JDC.** The 14th JDC reports that it paid for foreign language interpreter services in criminal cases, in family/juvenile cases, and in other civil cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **15th JDC.** The 15th JDC reports that it paid for foreign language interpreter services in criminal cases, in family/juvenile cases, and in other civil cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **16th JDC.** The 16th JDC reports that sign language interpreters and language interpreters were provided as needed.
- **17th JDC.** The 17th JDC reports that it paid for foreign language interpreter services in criminal cases and in family/juvenile cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **19th JDC.** The 19th JDC reports that it paid for foreign language interpreter services in criminal cases and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **20th JDC.** The 20th JDC reports that it paid for foreign language interpreter services in criminal cases.
- **21st JDC.** The 21st JDC reports that it paid for foreign language interpreter services in criminal cases, in family/juvenile cases, and in other civil cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **22nd JDC.** The 22nd JDC reports that it paid for foreign language interpreter services in criminal cases, family/juvenile cases, and other civil cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.

- **23rd JDC.** The 23rd JDC reports that it paid for foreign language interpreter services in criminal cases, family/juvenile cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **Calcasieu Parish Family & Juvenile Court.** The Calcasieu Parish Family & Juvenile Court reports that it paid for foreign language interpreter services in family/juvenile cases.
- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reports that it paid for foreign language interpreter services in family/juvenile cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that it maintained a list of interpreters for non-English speaking patrons and arranged sign language services to those with disabilities free of charge.
- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that it paid for foreign language interpreter services in family/juvenile cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.
- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it paid for foreign language interpreter services in family/juvenile cases, and utilized the services of professional translator companies.
- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it paid for foreign language interpreter services in civil cases, developed and maintained a list of professional interpreters for non-English speaking patrons. For more than five years, the Court has had a policy to pay the cost for foreign language interpreters in civil cases.



- **Orleans Parish Criminal District Court.**

The Orleans Parish Criminal District Court reports that it paid for foreign language interpreter services in criminal cases, and developed and maintained a list of professional interpreters for non-English speaking patrons. The Court reports that its judges and personnel attend training regularly. The Supreme Court Code of Professionalism is displayed in various courts as well as the judicial administrator's office. The Public Problem Resolution Process is channeled through the judicial administrator's office. Written complaints are requested. Information surveys are conducted to get juror opinions of courtesy and responsiveness. Ongoing efforts are made to conduct surveys of general public regarding courtesy and responsiveness of court personnel in order to improve customer service. The Court's judges participated in judicial training throughout the state. The Louisiana Court Administrators offered continuing education for judicial training once a year in Lafayette. It is a regular ongoing activity of the court to develop judge-to-judge exchanges. Administrators encourage exchange through networking with other administrators in the country. The Court's judges also attend seminars throughout the country as well as the Judicial College in Reno, NV and exchange ideas and

gain guidance from colleagues located in other jurisdictions. The Court partners with the University of New Orleans (Curriculum for International Visitors) to host visitors from other countries including judges, attorneys, police and individuals who work in the criminal justice arena.

- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reports that it paid for foreign language interpreter services in family/juvenile cases, and developed and maintained a list of professional interpreters for non-English speaking patrons.

Future Plans

- **1st JDC.** The 1st JDC reports that it will continue to provide facilities that fall within ADA compliance and provide more security to the public and employees.
- **16th JDC.** The 16th JDC reports that the Court will develop a resource list of certified sign interpreters and language interpreters and will disseminate the list to court personnel in all three parishes.

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)--Exhibit 3

Objective 1.3	Did not address this area in FY 1999-2000 through FY 2003-2004	Implemented ADA Non-Discrimination Policy or Court Rule	Posted Public Notice/Communication of Availability of Reasonable Accommodations	Established Complaint Procedure	Posted Signage (Raised Lettering, Braille, Accessible Restrooms, Etc.)	Developed Written Essential Functions for Court Jobs	Adopted Oath for Sign Language Interpreters	Established List of Available Real-Time Court Reporters and Sign Language Interpreters	Implemented an Emergency Evacuation Procedure to Accommodate Disabled Patrons/Employees	Other
DISTRICT COURT										
1		✓	✓	✓			✓	✓		
2		✓	✓							
3							✓		✓	
4		✓	✓	✓	✓	✓		✓	✓	✓
5		✓	✓	✓						
6		✓	✓	✓	✓					
7		✓	✓		✓					
8			✓	✓			✓			✓
9				✓			✓	✓		
10				✓						✓
11					✓					
12			✓							
13		✓	✓	✓						
14		✓	✓	✓	✓		✓	✓		
15			✓	✓			✓	✓	✓	
16		✓				✓				✓
17										✓
18		✓					✓			
19			✓	✓		✓		✓	✓	
20				✓						✓
21		✓		✓						
22				✓	✓				✓	
23		✓	✓	✓	✓		✓	✓		
24										✓
25			✓		✓		✓			
26		✓	✓	✓	✓	✓		✓		✓
27										✓
28		✓			✓					✓
29										✓
30		✓	✓	✓	✓	✓	✓	✓	✓	
31		✓								
32	✓									
33		✓	✓					✓		
34		✓	✓	✓					✓	
35		✓	✓	✓						✓
36			✓	✓		✓		✓		
37		✓	✓	✓	✓					
38			✓							✓
39										✓
40										✓
Orleans Criminal		✓	✓	✓		✓		✓		
Orleans Civil		✓	✓	✓	✓				✓	
Orleans Juvenile					✓	✓				
Caddo Juvenile		✓	✓	✓					✓	
Calcasieu Family/Juvenile	✓									
Jefferson Juvenile				✓	✓	✓		✓	✓	✓
East Baton Rouge Juvenile		✓	✓	✓	✓	✓				✓
East Baton Rouge Family		✓						✓	✓	✓
TOTALS	2	25	26	25	16	10	10	14	11	18



ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ASSIST NON-ENGLISH SPEAKING LITIGANTS--Exhibit 4

Objective 1.3	Did not address this area in FY 1999-2000 through FY 2003-2004	Paid for Foreign Language Interpreter Services in Criminal Cases	Paid for Foreign Language Interpreter Services in Family/Juvenile Cases	Paid for Foreign Language Interpreter Services in Other Civil Cases	Developed and Maintained a List of Professional Interpreters for Non-English Speaking Patrons	Other
DISTRICT COURT						
1		✓			✓	
2		✓			✓	
3		✓			✓	
4		✓	✓	✓	✓	✓
5		✓	✓	✓	✓	
6		✓			✓	
7	✓					
8		✓			✓	
9		✓	✓	✓	✓	
10	✓					
11		✓	✓	✓		
12		✓				
13	✓					
14		✓	✓	✓	✓	
15		✓	✓	✓	✓	
16		✓		✓	✓	✓
17		✓		✓	✓	
18	✓					
19		✓			✓	
20		✓			✓	
21		✓	✓	✓	✓	
22		✓	✓	✓	✓	
23		✓		✓	✓	
24	✓	✓			✓	
25		✓	✓	✓	✓	
26		✓	✓	✓	✓	
27		✓			✓	
28		✓			✓	
29		✓			✓	
30		✓	✓	✓	✓	
31		✓	✓	✓	✓	
32		✓	✓			
33	✓					
34		✓	✓	✓		
35		✓				
36		✓		✓	✓	
37		✓		✓		
38		✓	✓	✓	✓	
39		✓				
40			✓			
Orleans Criminal		✓			✓	
Orleans Civil			✓		✓	✓
Orleans Juvenile				✓	✓	
Caddo Juvenile				✓	✓	
Calcasieu Family/Juvenile				✓		
Jefferson Juvenile						✓
East Baton Rouge Juvenile				✓	✓	
East Baton Rouge Family					✓	
TOTALS	6	35	17	23	28	4

Objective 1.4

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

Intent of the Objective

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

Responses to the Objective

- **1st JDC.** The 1st JDC reports that it continued to take steps to ensure that court personnel were courteous and responsive to litigants and the general public. Many of the judges instructed on professionalism and ethics at local bar-sponsored seminars. In addition, judges went to schools to talk to students about the court system. The judges continued to participate in local state and national education programs and sent court employees to conferences.
- **16th JDC.** The 16th JDC reports that it was a regular, ongoing activity of the court to ensure that its personnel were courteous and responsive. Its judges participated in the Inn on the Teche and the American Inn to promote ethics and professionalism for the bench and the bar. The Supreme Court's Code of Professionalism was displayed in the judges' chambers. The Court reports that its judges addressed and participated in judicial training and political exchanges of information on a regular, ongoing basis. Its judges also attended various judicial training programs such as National Judicial College courses, national drug court training conferences, and training conferences sponsored by the Louisiana Judicial College. Its judges participated in regional, state and national judiciary associations, attended meetings to network and exchange ideas with other judges, and visited individual courts to view and experience first hand the initiatives of other courts; attended

Elder Abuse and Domestic Violence training sessions and trained law enforcement regarding those issues. The Court provided funds for continuing education costs for employees; and employees were sent to conferences on a regular, on-going basis. A drug court team was sent to visit another drug court. The judges provided real time court reporting system training to court reporters. The 26th JDC also reports that it displays the Supreme Court's Code of Professionalism in the duty judge's chambers.

• **East Baton Rouge Parish Juvenile Court.**

The East Baton Rouge Parish Juvenile Court reports that the "Vision of Fairness" code is displayed in the waiting areas and judges' chambers. It also developed a survey instrument of regular court-users including court employees, lawyers and probation officers to assess the user's perception of courtesy and responsiveness of court personnel.

Future Plans

- **16th JDC.** The 16th JDC reports that it will establish a Public Problem Resolution Process. The court will also conduct periodic surveys of jurors, court personnel, attorneys, and litigants regarding court security, accessibility, courtesy, responsiveness and overall court performance.

Objective 1.5

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

Intent of the Objective

Litigants and others who use the services of the district courts face five main financial barriers to effective access to the district court: fees and court costs; third-party expenses (e.g. deposition costs and expert witness fees); attorney fees and costs; the cost of time; and the cost of regulatory procedures, especially with respect to accessing records. Objective 1.5 calls on courts to exercise leadership by working



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

Responses to the Objective

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

- **1st JDC.** The 1st JDC reports that it continued to support the local Bar's Lawyer Referral Service and the Bar's pro bono program. Additionally, the Court worked with Northwest Legal Services, the local agency which furnishes quality civil legal services to the financially disadvantaged. The Court also fully supports the local Indigent Defender's Office. The Court has done everything possible to provide additional funding for the office by the use of probation fees and additional costs when appropriate. The Court established an information desk on the first floor of the courthouse and hired two ladies to serve as information clerks who assist the public with court-related matters. Additionally, the Court purchased, for public distribution, pamphlets on various legal topics which were distributed from the information clerk's kiosk.
- **2nd JDC.** The 2nd JDC reports that it worked with the clerk of court to provide information to assist pro se litigants. It also implemented an ADA non-discrimination policy or court rule and established a complaint procedure.
- **3rd JDC.** The 3rd JDC reports that it worked with the clerk of court to provide information to assist pro se litigants. The Court also reports that it adopted an oath for sign language interpreters and implemented an emergency evacuation procedure to accommodate disabled patrons/employees to comply with the ADA.

- **4th JDC.** The 4th JDC reports that it increased court costs to assist the Indigent Defender Board. A Victims Assistance Program was established by the 4th Judicial District Attorney. Court personnel provided instructional handouts on evictions, protective orders, traffic fines and court costs for the public. The Court also reports that it implemented an ADA non-discrimination policy or court rule, posted public notice/communication of the availability of reasonable accommodations, established a complaint procedure; posted signage (raised lettering, Braille, accessible restrooms, etc.), developed written essential functions for court jobs, established a list of available real-time court reporters and sign language interpreters, implemented an emergency evacuation procedure to accommodate disabled patrons/employees. Most courtrooms are amplified and have assisted listening devices. The Court also established an inter-agency ADA committee and installed ADA accessible doors in courthouse entrances.
- **5th JDC.** The 5th JDC reports that it worked with the clerk of court to provide information and worked with the local bar to provide information to assist pro se litigants. The Court also reports that it implemented an ADA non-discrimination policy or court rule, posted public notice/communication of the availability of reasonable accommodations; established a complaint procedure, and established list of available real-time court reporters and sign language interpreters.
- **6th JDC.** The 6th JDC reports that it worked with the clerk of court to provide information to assist pro se litigants. The Court also reports that it implemented an ADA non-discrimination policy or court rule, posted public notice/communication of availability of reasonable accommodations, established a complaint procedure, and posted signage.
- **7th JDC.** The 7th JDC reports that it worked with the clerk of court to provide information and worked with the local bar to provide information to assist pro se litigants. The Court also implemented an ADA non-discrimination

policy or court rule, posted public notice/communication of availability of reasonable accommodations, and posted signage.

- **8th JDC.** The 8th JDC reports that it worked with the clerk of court to provide information to assist pro se litigants. The Court also reports that it posted public notice/communication of the availability of reasonable accommodations, established a complaint procedure, adopted an oath for sign language interpreters, and obtained Braille information for posting.
- **9th JDC.** The 9th JDC reports that it worked with the local bar to provide information to assist pro se litigants. The Court also reports that it established a complaint procedure, adopted an oath for sign language interpreters, and established a list of available sign language interpreters.
- **10th JDC.** The 10th JDC reports that it worked with the clerk of court to provide information to assist pro se litigants, established a complaint procedure, and included a description of accommodations for persons with disabilities in all notices, subpoenas, etc.
- **11th JDC.** The 11th JDC reports that it worked with the clerk of court to provide information to assist pro se litigants, and posted signage (raised lettering, Braille, accessible restrooms, etc.).
- **12th JDC.** The 12th JDC reports that it worked with the clerk of court to provide information to assist pro se litigants, and posted public notice/communication of the availability of reasonable accommodations.
- **13th JDC.** The 13th JDC reports that it appointed counsel for criminal actions and juvenile matters. The Court also implemented an ADA non-discrimination policy or court rule, posted public notice/communication of the availability of reasonable accommodations, and established a complaint procedure.

- **14th JDC.** The 14th JDC reports that it spent significant time in pre-trial and trial proceedings explaining local procedures. The Court also reports that it implemented an ADA non-discrimination policy or court rule, posted public notice/communication of the availability of reasonable accommodations, established a complaint procedure, posted signage, adopted an oath for sign language interpreters, and established a list of available real-time court reporters and sign language interpreters.
- **15th JDC.** The 15th JDC reports that it posted public notice/communication of the availability of reasonable accommodations, established a complaint procedure, adopted an oath for sign language interpreters, established a list of available sign language interpreters, and implemented an emergency evaluation procedure to accommodate disabled patrons/employees.
- **16th JDC.** The 16th JDC reports that the judges met with the Indigent Defender Board on an ongoing basis to improve and monitor the availability and quality of indigent defender services. The judges received written reports from the Indigent Defender Board regarding services provided. The judges maintained a juvenile docket coordinator program in Iberia, St. Martin and St. Mary Parishes. The coordinator maintained a resource list of attorneys for appointment to ensure representation of parents and children. The juvenile docket coordinator also coordinated pretrial conferences (Parent Legal Orientation Conferences) conducted by indigent defense attorneys to advise participants of the nature and consequences of the proceedings. The Court also maintained a DWI Victim Impact Panel.
- **17th JDC.** The 17th JDC reports that it worked with the clerk of court to provide information, and consulted with the clerk of court to insure compliance with the Louisiana Protective Order Registry and the In Forma Pauperis Affidavit required by the Rules for Louisiana district courts. The Court also constructed two courtrooms in full compliance with ADA.



- **18th JDC.** The 18th JDC reports that it worked with the clerk of court to provide information to assist pro se litigants. The Court also reports that it implemented an ADA non-discrimination policy or court rule and adopted an oath for sign language interpreters.
- **19th JDC.** The 19th JDC reports that it worked with the clerk of court to provide information to assist pro se litigants. The Court also reports that it posted a public notice/communication of the availability of reasonable accommodations, established a complaint procedure, developed written essential functions for court jobs, established a list of available real-time court reporters and sign language interpreters, and implemented an emergency evaluation procedure to accommodate disabled patrons/employees.
- **20th JDC.** The 20th JDC reports that it worked with the clerk of court and the local bar to provide information to assist pro se litigants. The Court also reports that it constructed a courtroom on the first floor to accommodate those who are unable to climb stairs.
- **21st JDC.** The 21st JDC reports that it devised forms for pro se divorce litigants and transcript request forms and made them available through the clerks of court. The Court also reports that it implemented an ADA non-discrimination policy or court rule; and established a complaint procedure.
- **22nd JDC.** The 22nd JDC reports that it established a complaint procedure, posted signage and implemented an emergency evacuation procedure to accommodate disabled patrons/employees.
- **23rd JDC.** The 23rd JDC reports that it worked with the local bar to provide information to assist pro se litigants. The Court also reports that it implemented an ADA non-discrimination policy or court rule, posted public notice/communication of availability of

reasonable accommodations, established a complaint procedure, posted signage, adopted an oath for sign language interpreters, and established a list of available real-time court reporters and sign language interpreters.

- **27th JDC.** The 27th JDC reports that it initiated a civil indigent fund for paying for lawyers to assist pro se litigants and other indigents with civil cases.
- **29th JDC.** The 29th JDC reports that it advised every pro se litigants of their rights. It also prepared form orders that enabled pro se litigants to write to the Court asking for a court date or assistance from the Court.
- **34th JDC.** The 34th JDC reports that it worked with a local battered women's clinic to assist pro se litigants.
- **36th JDC.** The 36th JDC reports that it instructed its staff on community-based resources available in the area for indigent services and for referrals whenever inquiries are made of the Court.
- **Calcasieu Parish Family & Juvenile Court.** The Calcasieu Parish Family & Juvenile Court reports that it worked with the local bar to provide information to assist pro se litigants.
- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reports that it worked with the clerk of court and the local bar to provide information to assist pro se litigants. The Court also reports that it implemented an ADA non-discrimination policy or court rule, posted a public notice/communication of the availability of reasonable accommodations, established a complaint procedure, and implemented an emergency evaluation procedure to accommodate patrons/employees with disabilities.
- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that it worked with the clerk of court and

the local bar to provide information and representation to assist pro se litigants. The Court also reports that it had a compliance audit performed, provided sign language interpreters as requested, implemented ADA non-discrimination policy, and designated a person to assist disabled persons in the event of an emergency evacuation.

- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that it assisted in pleadings and made referrals to the “Thirst for Justice Program” in accordance with the Baton Rouge Bar Association/Pro-Bono Project. The Court also reports that it implemented an ADA non-discrimination policy or court rule; posted a public notice/communication of the availability of reasonable accommodations, established a complaint procedure; posted signage and developed written essential functions for court jobs. It appointed an ADA coordinator, commissioned an ADA accessibility audit using the checklist provided by the Louisiana Supreme Court and set timeframes for structural improvements; revised service information forms and notices to include an accommodation statement, the name and telephone number of the ADA coordinator and to communicate the availability of special accommodations upon request. It also developed an ADA Accommodations Request Form and a grievance process; worked with the Department of Public Works to complete all structural modifications necessary to bring the Court into compliance; structurally modified one of three courtrooms with access ramps to both the witness stand and the judge's bench; conducted an ADA sensitivity training for court personnel; installed a new TDD line at the receptionist's desk with enhanced capabilities to better accommodate the hearing impaired; and installed new seating in all courtrooms in accordance with ADA compliance specifications. The Court also maintained a close working relationship with the Office of the Public Defender to improve and ensure adequate indigent defense. It increased the allocation of funds to the Public Defender's Office by instituting the assessment of court costs on delinquency filings (\$17.50 from each assessment

is allocated to the Public Defender's Office); revised policies regarding the Court's restitution procedures and established a protocol for accessing the Victim of Juvenile Crime Compensation Fund.

- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it established a complaint procedure; posted signage; developed written essential functions for court jobs; established a list of available real-time court reporters and sign language interpreters; implemented an emergency evacuation procedure to accommodate patrons/employees with disabilities; and worked with local officials to bring the physical facility into compliance.
- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it worked with the local bar to provide information. The Court also reports that it implemented an ADA non-discrimination policy or court rule; posted a public notice/communication of availability of reasonable accommodations; established a complaint procedure; posted signage; and implemented an emergency evacuation procedure to accommodate patrons/employees with disabilities.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it worked with the clerk of court to provide information to assist pro se litigants. The Court also implemented an ADA non-discrimination policy or court rule; posted a public notice/communication of the availability of reasonable accommodations, established a complaint procedure; developed written essential functions for court jobs; and established list of available real-time court reporters and sign language interpreters.
- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reports that it worked with the clerk of court to provide information to assist pro se litigants. The Court posted signage; and developed written essential functions for court jobs.



Future Plans

- **1st JDC.** The 1st JDC reports that it will focus on improving the quality of representation provided to indigent defendants.

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ASSIST PRO SE LITIGANTS--					
Exhibit 5					
Objective 1.3	Did not address this area in FY 1999-2000 through FY 2003-2004	Worked with the Clerk of Court to Provide Information	Worked with the Local Bar to Provide Information		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		✓	✓		
26		✓			
27					✓
28		✓	✓		
29					✓
30		✓			
31		✓	✓		
32		✓	✓		
33	✓				
34		✓	✓		✓
35		✓			
36		✓	✓		✓
37		✓	✓		
38		✓	✓		
39	✓				
40		✓			
Orleans Criminal		✓			✓
Orleans Civil			✓		
Orleans Juvenile		✓			
Caddo Juvenile		✓	✓		
Calcasieu Family/Juvenile			✓		
Jefferson Juvenile	✓				
East Baton Rouge Juvenile					✓
East Baton Rouge Family		✓	✓		
TOTALS	5	31	18		14

Objective 2.1

To encourage timely case management and processing.

Intent of the Objective

The American Bar Association, the Conference of Chief Justices, and the Conference of State Court Administrators have recommended that all courts adopt time standards for expeditious case management at the district court level. Such time standards, according to their proponents, were intended to serve as a tool for expediting case processing and reducing delay. The Louisiana Supreme Court adopted time aspirational standards in 1993 for itself, the courts of appeal, and for the general civil, summary civil, and domestic relations cases at the district court level. At the Supreme Court and intermediate appellate court levels, the adopted time standards are measured with the assistance of automated case management information systems and are reported on annually in the Annual Report of the Supreme Court and as performance indicators in the judicial appropriations bill. At the district court level, however, the time standards cannot be measured for the district courts as a whole or for most individual courts due to the low level of automation or the types of systems operated by the Clerks of Court. Time standards are also imbedded in the Louisiana Children's Code in the form of maximum time limits for the holding of hearings in Child in Need of Care (CINC) cases and other types of juvenile cases. However, these mandated time standards also cannot be monitored or measured efficiently at the present time due to the lack of automation in the district court system. For these reasons, Objective 2.1 focuses on strategies for developing interim manual case management systems and techniques while automated case management information systems are being developed. The objective also focuses on timeliness in the sense of the punctual commencement of scheduled proceedings.

Responses to the Objective

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

- **1st JDC.** The 1st JDC reports that more civil and criminal jury weeks were scheduled to facilitate moving cases, and court calendars were provided to attorneys, district attorneys, sheriffs and clerks. The Court reports that pretrial conferences were routinely held by all civil sections to expedite efficient case management. Judges and administrators were encouraged to attend case management seminars to improve their skills.
- **2nd JDC.** The 2nd JDC reports that it implemented pre-trial conferences, took steps to reduce cases under advisement; and encouraged alternative dispute resolution.
- **3rd JDC.** The 3rd JDC reports that it improved docketing and scheduling, employed case managers to expedite court processes, improved the manual system of case processing, took steps to reduce cases under advisement, continued its pre-trial and status conference system, and scheduled additional, special jury terms as needed.
- **4th JDC.** The 4th JDC reports that it improved docketing and scheduling, planned the development of an automated case management system, improved the manual system of case processing, took steps to reduce cases under advisement, implemented pre-trial conferences, encouraged alternative dispute resolution, and established judicial specialization by creating separate civil and criminal sections of court. A case management system is under development and being tested.
- **5th JDC.** The 5th JDC reports that it improved docketing and scheduling, improved the manual system of case processing, took steps to reduce cases under advisement, implemented pre-trial conferences, and encouraged alternative dispute resolution to reduce delays and improve case management.



- **6th JDC.** The 6th JDC reports that it improved docketing and scheduling, installed an automated case management information system, improved the manual system of case processing, took steps to reduce cases under advisement, implemented pre-trial conferences, encouraged alternative dispute resolution, and installed an automated case management information system in one of three parishes.
- **7th JDC.** The 7th JDC reports that it improved docketing and scheduling, installed an automated case management information system, improved the manual system of case processing, took steps to reduce cases under advisement, and implemented pre-trial conferences.
- **8th JDC.** The 8th JDC reports that it improved docketing and scheduling, installed an automated case management information system, and implemented pre-trial conferences.
- **9th JDC.** The 9th JDC reports that it employed case managers to expedite court processes to reduce delays and improve case management.
- **10th JDC.** The 10th JDC reports that it improved docketing and scheduling, took steps to reduce cases under advisement, and encouraged alternative dispute resolution.
- **11th JDC.** The 11th JDC reports that it improved docketing and scheduling, and encouraged alternative dispute resolution.
- **12th JDC.** The 12th JDC reports that it improved docketing and scheduling to reduce delays and improve case management.
- **13th JDC.** The 13th JDC reports that it implemented pre-trial conferences.
- **14th JDC.** The 14th JDC reports that it took steps to reduce cases under advisement, implemented pre-trial conferences, and encouraged alternative dispute resolution.
- **15th JDC.** The 15th JDC reports that it improved docketing and scheduling, employed hearing officers to expedite court processes, and established a family court section.
- **16th JDC.** The 16th JDC reports that it improved its docketing schedule and its manual system of case processing, and instituted review hearings to better monitor and managed criminal cases. The Court implemented and maintained a Family Court Program in St. Mary, Iberia and St. Martin Parishes. Two full-time and one part-time hearing officers conducted pretrial conferences in all family court matters. Hearing officers in each parish conducted intake procedures and conferences between involved parties and attorneys in all 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. The hearing officers made recommendations for the continued development and expansion of the program. The Court implemented and maintained a criminal allotment system whereby cases are allotted to specific judges for one year. This procedure has enabled better case management by the judiciary, reduced the time between arrest and arraignment, and reduced the time between arrest and case disposition. The Court implemented and maintained an allotment system for juvenile cases which created two juvenile sections. Juvenile court dockets were assigned to one judge in each parish, an initiative that resulted in greater continuity of adjudication, better judicial oversight, and improved proficiency. The Court maintained a program to reduce delays in Child-In-Need-of-Care cases through a juvenile docket coordinator in Iberia, St. Martin and St. Mary parishes. The juvenile docket coordinator coordinated Parent Legal Orientation (PLO) conferences to avoid initial delays in the adjudication hearing regarding parents' right to retain counsel or have counsel appointed for them. PLO conferences advised participants of the nature and consequences of the proceedings,

maintained a resource list of attorneys for appointment to ensure representation of parents and children, and communicated with attorneys, clients, and caseworkers to reduce delays. The juvenile docket coordinator program established the immediate setting of future hearings and initiated in-court service of process on participants for the next hearing to avoid future delays due to lack of proper service. The juvenile docket coordinator maintained data in a juvenile court management database to monitor and track cases. The Court's judges conducted periodic reviews of certain domestic abuse relations cases with the parties on an ongoing basis, especially in contested custody-visitation cases. The Court met with its clerks of court, the Supreme Court's CMIS staff, and COTT representatives to develop uniform coding procedures for data entry into the case management information systems of the clerks of court. The Court participated as a member of the planning team of the Integrated Juvenile Justice Information System being developed by the Louisiana Children's Cabinet in a coordinated effort with the Louisiana Supreme Court. It reports that Division E created a process for tracking criminal cases through an automated case tracking system.

- **17th JDC.** The 17th JDC reports that it encouraged alternative dispute resolution to reduce delays and improve case management.
- **18th JDC.** The 18th JDC reports that it improved docketing and scheduling, improved the manual system of case processing, took steps to reduce cases under advisement, implemented pre-trial conferences, and encouraged alternative dispute resolution.
- **19th JDC.** The 19th JDC reports that it installed an automated case management information system.
- **20th JDC.** The 20th JDC reports that it improved docketing and scheduling, and implemented pre-trial conferences.

- **21st JDC.** The 21st JDC reports that it improved docketing and scheduling; took steps to reduce cases under advisement, implemented pre-trial conferences, encouraged alternative dispute resolution, and improved the method of scheduling pre-trial continuances.
- **22nd JDC.** The 22nd JDC reports that it took steps to reduce cases under advisement and encouraged alternative dispute resolution.
- **23rd JDC.** The 23rd JDC reports that it improved docketing and scheduling, improved the manual system of case processing, took steps to reduce cases under advisement, implemented pre-trial conferences, and encouraged alternative dispute resolution.
- **29th JDC.** The 29th JDC reports that it developed policies and procedures regarding the pre-clearing of court dates as a means of reducing delays and improving case management.
- **36th JDC.** The 36th JDC reports that the responsibilities of its hearing officers were increased to include pre-trial proceedings on partitions and other domestic proceedings.
- **37th JDC.** The 37th JDC reports that it implemented status conferences that were set 30 days prior to a felony jury week in an effort to decrease multiple continuances.
- **40th JDC.** The 40th JDC reports that it instituted a practice of having settlement conferences shortly before trials.
- **Calcasieu Parish Family & Juvenile Court.** The Calcasieu Parish Family & Juvenile Court reports that it improved docketing and scheduling, employed case managers to expedite court processes, encouraged alternative dispute resolution using mediation in all custody or visitation cases, and employed case managers for Need-of-Care and delinquency cases, as well as for domestic abuse and certain non-support cases.



- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reports that it improved docketing and scheduling, improved the development of an automated case management system, and took steps to reduce cases under advisement.
- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that it expanded an automated case management information system, maintained a software program (SoftDock) designed specifically for Family Court, studied a new court software program, improved docketing and scheduling, and encouraged alternative dispute resolution through mediation.
- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that it improved docketing and scheduling, employed case managers to expedite court processes (hired two additional minute clerks), appointed attorney focus groups to study reasons for delays and continuances and to recommend methods to reduce same. The Court's INC Facilitation Team set and implemented goals to achieve effective case management techniques by improving the timeliness and quality of INC cases; reduced delays in INC cases by appointing counsel at the time the verified complaint is filed so counsel is present at the initial hearing; and enhanced the expedited process of non-support matters by issuing subpoenas and preparing judgments in-house through the court's automated case management system. The Court also reports that it co-sponsored a CLE training with the Office of Community Services focusing on child welfare best practices and promoting pro bono representation of children and parents, assisted Tulane University's Director of Child and Adolescent psychiatry in compiling statistical information on INC cases regarding the length of time in foster care and recidivism rates. It worked closely with the district attorney and the

Department of Social Services to ensure the continued success of the expedited process of non-support matters, enhanced the expedited process of non-support matters by issuing subpoenas and preparing judgments in-house through the court's automated case management system and through the development of a procedure by which judgments and minute entries could be prepared simultaneously through the automated system immediately following court.

- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it improved docketing and scheduling, encouraged alternative dispute resolution (mediation in Child-In-Need-of-Care cases), enhanced oversight of cases for ASFA compliance purposes, and hired a full-time mediation program director.
- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it improved docketing and scheduling, upgraded its automated case management information system, and took steps to reduce cases under advisement. It is the Court's policy to constantly seek methods to reduce delays and improve case management.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it improved docketing and scheduling, employed case managers to expedite court processes, improved the manual system of case processing, took steps to reduce cases under advisement, developed an automated case management system, and implemented a pilot program in two sections. The Court also reports that it is a regular and ongoing activity of the Court to develop and implement case management by maintaining checklists, docket masters and other manual tools to track the timeliness of cases. The Court created an Information Technology Committee comprised of judges and administrators to address issues.

- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reports that it improved docketing and scheduling, installed an automated case management information system, employed case managers to expedite court processes, improved the manual system of case processing, took steps to reduce cases under advisement, and encouraged alternative dispute resolution.

Future Plans

- **1st JDC.** The 1st JDC reports that it is looking into the possibility of implementing a case

management system for civil filings in order to track cases more effectively. The Court will also attempt to comply with the suggested guidelines adopted by the Louisiana Supreme Court Committee on Delay Reduction.

- **16th JDC.** The 16th JDC reports that it will develop a proposal to implement a case management information system and will look for ways to improve case management.



ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO REDUCE DELAYS AND IMPROVE CASE MANAGEMENT--Exhibit 6										
Objective 2.1	Did not address this area in FY 1999-2000 through FY 2003-2004	Improved Docketing and Scheduling	Employed Case Managers to Expedite Court Processes	Improved the Manual System of Case Processing	Implemented Pre-Trial Conferences	Installed/Upgraded an Automated Case Management System	Planned/Improved the Development of an Automated Case Management System	Took Steps to Reduce Cases Under Advisement	Encouraged Alternative Dispute Resolution	Other
DISTRICT COURT										
1		✓	✓		✓				✓	
2					✓			✓	✓	
3		✓	✓	✓				✓		✓
4		✓		✓	✓		✓	✓	✓	✓
5		✓		✓	✓			✓	✓	
6		✓		✓	✓	✓		✓	✓	✓
7		✓		✓	✓	✓		✓		
8		✓			✓	✓				✓
9		✓	✓							
10		✓						✓	✓	
11		✓							✓	
12		✓								
13					✓					
14					✓			✓	✓	
15		✓	✓		✓					✓
16		✓	✓	✓						✓
17									✓	
18		✓		✓	✓			✓	✓	
19						✓	✓			
20		✓			✓					
21		✓			✓			✓	✓	✓
22								✓	✓	
23		✓		✓	✓			✓	✓	
24		✓			✓			✓	✓	
25		✓	✓	✓		✓		✓	✓	
26		✓			✓		✓	✓	✓	
27		✓			✓					
28					✓			✓		
29		✓							✓	✓
30		✓								
31		✓		✓				✓	✓	
32		✓							✓	
33		✓		✓				✓		
34		✓			✓			✓	✓	
35		✓		✓				✓	✓	
36		✓		✓	✓			✓	✓	✓
37								✓	✓	✓
38		✓			✓					
39										
40					✓				✓	✓
Orleans Criminal		✓	✓	✓			✓	✓		✓
Orleans Civil		✓				✓		✓		✓
Orleans Juvenile		✓	✓	✓		✓	✓	✓		
Caddo Juvenile		✓					✓	✓		
Calcasieu Family/Juvenile		✓	✓						✓	✓
Jefferson Juvenile		✓							✓	✓
East Baton Rouge Juvenile		✓	✓							✓
East Baton Rouge Family		✓				✓	✓			✓
TOTALS	0	38	10	15	22	8	7	26	27	17



Objective 2.2

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

Intent of the Objective

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

Responses to the Objective

- **1st JDC.** The 1st JDC reports that it used staff and law clerks to assist them in responding to reports and requests in a timely manner.
- **16th JDC.** The 16th JDC reports that it is a regular, ongoing activity of the Court to provide requested information promptly.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it conducted regular and ongoing activities to provide required reports and to respond to requests for information promptly, grant reporting and Supreme Court Drug Court reporting were done in a timely fashion.

Objective 2.3

To promptly implement changes in law and procedure

Intent of the Objective

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

Responses to the Objective

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

- **1st JDC.** The 1st JDC reports that it had weekly meetings to deal with problems in judicial administration. These meetings consisted of consideration of new changes in the law and procedure, and ways in which to implement them into the present system.
- **2nd JDC.** The 2nd JDC reports that it instituted en banc judicial review of all changes in law and procedure and obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **3rd JDC.** The 3rd JDC reports that it obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **4th JDC.** The 4th JDC reports that it obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure. It also circulated all court civil and criminal 2nd Circuit opinions among the judges.
- **5th JDC.** The 5th JDC reports that it designated a person 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, and obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **6th JDC.** The 6th JDC reports that it instituted en banc judicial review of all changes in law and procedure and obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **7th JDC.** The 7th JDC reports that it designated a person 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, and obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.

- **9th JDC.** The 9th JDC reports that it designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons.
- **10th JDC.** The 10th JDC reports that it obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **11th JDC.** The 11th JDC reports that it obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **12th JDC.** The 12th JDC reports that it obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **13th JDC.** The 13th JDC reports that it obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **14th JDC.** The 14th JDC reports that it designated a person and a committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons, instituted en banc judicial review of all changes in law and procedure, obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **15th JDC.** The 15th JDC reports that it obtained and circulated updated bench books, checklists, and other materials to ensure prompt

implementation of changes in law and procedure.

- **16th JDC.** The 16th JDC reports that it addresses changes in the law and legal procedure through its regular and special en banc meetings as a regular, ongoing activity. The Court participated in the FY 2001-2002 performance audit on compliance with the federal Adoption and Safe Families Act (ASFA) and the Louisiana Children's Code, and took steps to correct all deficiencies. The Court continues to take steps to ensure compliance with ASFA on a regular, ongoing basis. The Court reports that all of its judges completed the mandatory ASFA training. The Court consolidated child dependency cases into a specialized division and improved its manual case management system. The Court also maintained a juvenile docket coordinator program to monitor and track child dependency cases. The juvenile docket coordinator coordinated Parent Legal Orientation conferences to advise participants of the nature and consequences of the proceedings, maintained a resource list of attorneys for appointment to ensure representation of parents and children, and communicated with attorneys, clients, and caseworkers to reduce delays. The juvenile docket coordinator maintained data in a juvenile court management database to monitor and track cases. The Court reports that it is a regular, ongoing activity to meet regularly with the FINS intake officers and the FINS committee to monitor the efficiency and effectiveness of the program and to make program improvements.
- **17th JDC.** The 17th JDC reports that it designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedures to appropriate and relevant persons. All judges attended Continuing Legal Education and the judges discussed updates at monthly judges' meeting.
- **18th JDC.** The 18th JDC reports that it designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons.

- **19th JDC.** The 19th JDC reports that it designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons.
- **20th JDC.** The 20th JDC reports that it obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **21st JDC.** The 21st JDC reports that it designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons, and obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **22nd JDC.** The 22nd JDC reports that it obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **23rd JDC.** The 23rd JDC reports that it designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedures to appropriate and relevant persons. It obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **29th JDC.** The 29th JDC reports that it developed policies and procedures regarding the pre-clearing of court dates as a means of reducing delays and improving case management.
- **36th JDC.** The 36th JDC reports that the responsibilities of its hearing officers were increased to include pre-trial proceedings on partitions and other domestic proceedings.
- **37th JDC.** The 37th JDC reports that it implemented status conferences set 30 days prior to felony jury week in an effort to decrease

multiple continuances.

- **40th JDC.** The 40th JDC reports that it instituted a practice of having settlement conferences shortly before trials.
- **Calcasieu Parish Family & Juvenile Court.** The Calcasieu Parish Family & Juvenile Court reports that it obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reports that it designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons, and hosted meeting with area legislators to discuss requests.
- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that its law clerks monitor rules and legislation and communicate all changes in law and procedure to appropriate and relevant persons, instituted en banc judicial review of all changes in law and procedure, and obtained and circulated updated bench books and other materials to ensure prompt implementation of changes in law and procedure. The Court also answered numerous requests for information on a timely basis.
- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that it obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure; prompt implementation of changes in law and procedure is a regular, ongoing activity of the court. The Court encourages management training on Human Resources issues to ensure that policies and procedures are in compliance with the law as they pertain to the FMLA, ADA, FLSA and other employment laws. The Court maintains a close



working relationship with the FINS director and the Department of Juvenile Services and aids in providing FINS services through the Court's Strengthening Families Program. The Court conducted a staff survey in an effort to identify problems and/or the need to make changes to improve the overall effectiveness and efficiency of court operations, worked closely with CASA to implement a procedure to immediately appoint a CASA volunteer at the time the verified complaint is filed to assure that a CASA volunteer is present at the initial hearing. The Court also assisted in the development and implementation of TASC and coordinated efforts with TASC to ensure cases are properly processed for court proceedings, developed and implemented truancy court in a collaborative effort with the East Baton Rouge Parish School System and TASC to address truancy issues for grades K-5. Truancy court provides an expedited process for bringing chronically "high risk" truants and their parents before the court following non-compliance with the "Informal Family Service Plan Agreement" (IFSPA).

- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it designated a person 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, and obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure.
- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it designated a committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it designated a person and a committee to monitor rules and legislation and to

communicate promptly all changes in law and procedure to appropriate and relevant persons. The Court also reports that it conducted regular and ongoing activities to track changes in the law and legal procedures and that administrators and law clerks informed judges of changes, trends and new conditions.

- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reports that it designated a person and a committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons.

Objective 2.4 To enhance jury service.

Intent of the Objective

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

Responses to the Objective

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

- **1st JDC.** The 1st JDC reports that it had a full-time jury coordinator whose job was to notify potential jurors and process their responses in an orderly and quick fashion. This is done by the use of jury questionnaires and also use of telephone communication systems. Through these systems, jurors are processed quickly and are notified of changes both by phone and mail. The Court provided parking for all jurors to assist them in their jury service, and it updated

and produced its own jury orientation video. By the use of the jury video, the jury coordinator made every effort to inform jurors and to improve the comfort and morale of jury pools. The Court included ADA standards in the jury orientation and selection process.

- **2nd JDC.** The 2nd JDC reports that it provided information on jury service, improved conveniences in the jury room and installed an automated system for contacting jurors of cancellations and postponements to make jury service more convenient or effective.
- **3rd JDC.** The 3rd JDC reports that it improved the meals of jurors, provided information on jury service, improved conveniences in the jury room, installed an automated system for contacting jurors of cancellations and postponements and made changes to the venire selection process.
- **4th JDC.** The 4th JDC reports that it improved the meals of jurors, improved conveniences in the jury room, installed an automated system for contacting jurors of cancellations and postponements, made changes to the venire selection process, included the ADA accommodation language in the jury summons, and implemented other ADA improvements. The Court padded benches in the jury holding room, cable TV and magazines were provided. A jury manager was hired by the clerk of court and the jury orientation film was updated. The Court also provided certificates for jurors upon completion of jury service.
- **5th JDC.** The 5th JDC reports that it improved the meals of jurors, provided information on jury service; conducted exit surveys of jurors, improved conveniences in the jury room, installed an automated system for contacting jurors of cancellations and postponements, and included the ADA accommodation language in the jury summons to make jury service more convenient or effective.

- **6th JDC.** The 6th JDC reports that it provided information on jury service, made changes to the venire selection process, included the ADA accommodation language in the jury summons, and implemented other ADA improvements.
- **7th JDC.** The 7th JDC reports that it provided information on jury service, conducted exit surveys of jurors, improved conveniences in the jury room; installed an automated system for contacting jurors of cancellations and postponements, and mailed jurors a Certificate of Appreciation for jury service.
- **8th JDC.** The 8th JDC reports that it implemented other ADA improvements and implemented an automatic call-in system for jurors and the notice for ADA.
- **9th JDC.** The 9th JDC reports that it provided information on jury service, improved conveniences in the jury room, installed an automated system for contacting jurors of cancellations and postponements, included the ADA accommodation language in the jury summons, and implemented other ADA improvements.
- **10th JDC.** The 10th JDC reports that it provided information on jury service, made changes to the venire selection process, and included the ADA accommodation language in the jury summons. It also reports that it implemented a plan to limit jury service to one week. It made special efforts to keep jury pools continually informed of the progress of the docket while they are awaiting to be called for jury selection. Pool members were continually informed that their presence and willingness to serve were important, and that they were appreciated. The Court remained particularly sensitive to the morale of jury pools and was careful to provide for changes in conditions and procedures to accommodate the jury pools so that their service was the least burdensome possible.



- **12th JDC.** The 12th JDC reports that it improved the meals of jurors, provided information on jury service, and made changes to the venire selection process.
- **14th JDC.** The 14th JDC reports that it improved the meals of jurors, provided information on jury service, improved conveniences in the jury room, and installed an automated system for contacting jurors of cancellations and postponements.
- **15th JDC.** The 15th JDC reports that it included the ADA accommodation language in the jury summons and implemented other ADA improvements.
- **16th JDC.** The 16th JDC reports that its judges conducted surveys of jurors in civil and criminal cases in all three of its parishes. The information derived from the surveys is communicated to the judges of the Court, the parish governments, and the sheriffs for their information and possible action. Its judges conducted exit questionnaires of jurors for feedback regarding jury service. Its judges sent letters of appreciation to jurors after their jury service. The Court reports that it maintained jury pool procedures from which petit and civil jurors may be chosen and initiated jury pools for civil and criminal cases and jury panels for petit and civil juries. Its judges continue to monitor and improve procedures for selecting and impaneling jurors. The Court instituted the practice of mailing jury questionnaires with the juror subpoenas for jury duty. Jury questionnaire procedures were utilized to eliminate unqualified persons and to constantly monitor its process for improvement. The ADA accommodation language and an accommodation request form were included in the questionnaire. Instruction sheets were mailed with juror summonses to provide general information to jurors regarding service. The Court also established a new procedure for selecting and impaneling jurors. Its judges met with the Jury Commissioners periodically regarding commissioner authority in

accordance with Supreme Court rules and statutory provisions. Its judges approved a public information jury booklet prepared and printed by the clerk of court in St. Martin Parish to be distributed to jurors. The clerks of court in the three parishes maintained voice mail systems which allowed jurors to call in, prior to reporting for service, which provided a message confirming that they must report or notified that they were released from duty. The number of jurors subpoenaed to serve in St. Martin Parish each jury term was reduced as a result of the procedure implemented for mail summonses.

- **17th JDC.** The 17th JDC reports that it improved the meals of jurors, conducted exit surveys of jurors, and updated instructions mailed with juror subpoenas to reflect Acts 2003, No. 678.
- **18th JDC.** The 18th JDC reports that it improved the meals of jurors and improved conveniences in the jury room.
- **19th JDC.** The 19th JDC reports that it improved the meals of jurors, provided information on jury service, conducted exit surveys of jurors, improved conveniences in the jury room, installed the ADA accommodation language in the jury summons; and implemented other ADA improvements.
- **20th JDC.** The 20th JDC reports that it improved the meals of jurors and implemented ADA improvements.
- **21st JDC.** The 21st JDC reports that it improved the meals of jurors, provided information on jury service, conducted exit surveys of jurors, improved conveniences in the jury room, made changes to the venire selection process, and implemented ADA improvements.
- **22nd JDC.** The 22nd JDC reports that it provided information on jury service, conducted exit surveys of jurors, improved conveniences in

the jury room, made changes to the venire selection process, included the ADA accommodation language in the jury summons, and hired a jury coordinator.

- **23rd JDC.** The 23rd JDC reports that it conducted exit surveys of jurors, improved conveniences in the jury room, installed an automated system for contacting jurors of cancellations and postponements, and implemented ADA improvements.
- **26th JDC.** The 26th JDC reports that it installed a call-in telephone service for providing jurors with information and instructions.
- **40th JDC.** The 40th JDC reports that it instituted exit surveys to determine which employers continue to pay their employees during jury service.
- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it provided information on jury service, conducted exit surveys of jurors, included the ADA

accommodation language in the jury summons; and implemented other ADA improvements.

- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it provided information on jury service, conducted exit surveys of jurors, improved convenience in the jury room; made changes to the venire selection process, included the ADA accommodation language in the jury summons, and installed a fire alarm system. The Court identified a need for public service announcements and investigated successful strategies in other jurisdictions that have benefited from jury service. It developed and implemented a juror orientation video, provided ongoing docket information to jurors, and conducted monthly surveys of jury morale.

Future Plans

- **1st JDC.** The 1st JDC reports that it will study ways of identifying problems of jurors to further enhance morale among prospective jurors. The Court will continue to look for ways to limit in-house waiting time for jurors.



ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE--Exhibit 7

Objective 2.3	Did not address this area in FY 1999-2000 through FY 2003-2004	Designated a Person to Monitor Rules and Legislation and to Communicate Promptly All Changes in Law and Procedure to Appropriate and Relevant Persons	Designated a Committee to Monitor Rules and Legislation and to Communicate Promptly All Changes in Law and Procedure to Appropriate and Relevant Persons	Instituted En Banc Judicial Review of All Changes in Law and Procedure	Obtained and Circulated Updated Bench Books, Checklists, and Other Materials to Ensure Prompt Implementation of Changes in Law and Procedure	Other
DISTRICT COURT						
1					✓	
2				✓	✓	
3					✓	
4					✓	✓
5		✓		✓	✓	
6				✓	✓	
7		✓		✓	✓	
8	✓					
9		✓				
10					✓	
11					✓	
12					✓	
13					✓	
14		✓	✓	✓	✓	
15					✓	
16						✓
17		✓				✓
18		✓				
19		✓				
20					✓	
21		✓			✓	
22					✓	
23		✓			✓	
24					✓	
25					✓	
26						✓
27	✓					
28					✓	
29		✓			✓	✓
30		✓			✓	
31					✓	
32					✓	
33					✓	
34					✓	✓
35				✓	✓	
36				✓	✓	✓
37		✓				
38					✓	
39						
40					✓	✓
Orleans Criminal		✓	✓			
Orleans Civil			✓			
Orleans Juvenile		✓	✓			
Caddo Juvenile		✓				✓
Calcasieu Family/Juvenile					✓	
Jefferson Juvenile		✓		✓	✓	
East Baton Rouge Juvenile					✓	✓
East Baton Rouge Family		✓		✓	✓	
TOTALS	2	17	4	9	34	10

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO MAKE JURY SERVICE MORE CONVENIENT OR EFFECTIVE--Exhibit 8

Objective 2.4	Did not address this area in FY 1999-2000 through FY 2003-2004	Improved the Meals of Jurors	Conducted Exit Surveys of Jurors	Installed an Automated System for Contacting Jurors of Cancellations and postponements	Included the ADA Accommodation Language in the Jury Summons	Provided Information on Jury Service	Improved Conveniences in the Jury Room	Made Changes to the Venire Selection Process	Implemented Other ADA Improvements	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				✓	✓			✓		
26		✓	✓		✓	✓	✓		✓	✓
27							✓			
28							✓			✓
29		✓					✓			
30		✓	✓		✓		✓		✓	
31		✓		✓		✓	✓			
32		✓			✓		✓			
33		✓		✓			✓		✓	
34		✓	✓			✓	✓		✓	
35					✓		✓		✓	
36		✓			✓	✓	✓	✓	✓	
37									✓	
38					✓	✓				
39										
40			✓	✓	✓	✓	✓			✓
Orleans Criminal			✓		✓	✓	✓	✓		✓
Orleans Civil			✓		✓	✓			✓	✓
Orleans Juvenile										
Caddo Juvenile										
Calcasieu Family/Juvenile										✓
Jefferson Juvenile										✓
East Baton Rouge Juvenile										✓
East Baton Rouge Family										✓
TOTALS	2	19	14		12	19	21	26	9	17



ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO MAKE THE JURY VENIRE MORE REPRESENTATIVE--Exhibit 9

Objective 2.4	Did not address this area in FY 1999-2000 through FY 2003-2004	Created a List Containing More Than Voter Registrants	Regularly Updated the Jury Venire List	Took Steps to Ensure Random Selection of Jurors	Other
DISTRICT COURT					
1			✓	✓	
2			✓	✓	
3					
4		✓	✓	✓	✓
5			✓	✓	
6			✓	✓	
7		✓	✓	✓	
8					✓
9		✓			
10			✓		
11	✓				
12				✓	
13	✓				
14			✓	✓	
15			✓		
16				✓	✓
17		✓			
18			✓	✓	
19			✓	✓	
20		✓	✓		
21			✓		
22		✓			
23			✓		
24				✓	
25		✓		✓	
26			✓		
27			✓		
28		✓			✓
29				✓	
30			✓		
31		✓	✓		
32			✓	✓	
33		✓	✓		
34		✓	✓	✓	
35		✓	✓	✓	
36			✓	✓	
37	✓				
38		✓	✓	✓	✓
39					
40		✓	✓	✓	
Orleans Criminal			✓		
Orleans Civil		✓	✓	✓	
Orleans Juvenile					
Caddo Juvenile					
Calcasieu Family/Juvenile					
Jefferson Juvenile					
East Baton Rouge Juvenile					✓
East Baton Rouge Family					✓
TOTALS	3	15	26	21	7

Objective 3.1

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

Intent of the Objective

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

Responses to the Objective

- **1st JDC.** The 1st JDC reports that it divided its court into criminal, civil and family law sections. Periodically, the judges of a section met with practicing attorneys to hear and resolve any problems which might be causing tension among the attorneys and the courts. Every effort was made to keep the practice of law at the highest professional level. The Court also reports that all the judges met each week and discussed the business of the Court. In these meetings, the judges discussed new procedural rules, and any new laws that had been enacted. They established policies for the court to ensure the orderly process of justice.
- **16th JDC.** The 16th JDC reports that it faithfully adhered to laws, procedural rules, and established policies as regular, ongoing activities of the Court.
- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that it completed implementation of a new "Policies and Procedures Manual" for all employee classifications.

- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that it formed a Rules Revision Committee wherein the juvenile court judges, representatives of the District Attorney's Office, the Public Defender's Office, Clerk of Court, office of Community Services, various juvenile court staff, and local attorneys all worked together to update and revise the local Rules of Court. The recommendations of the Committee were adopted by the Court and submitted to the Louisiana Supreme Court for publication in 2004.

Future Plans

- **16th JDC.** The 16th JDC reports that it will take steps to implement procedures to foster interaction between the bench and the bar to encourage and obtain feedback regarding procedures, rules and policies and the overall operation of the Court.

Objective 3.2

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

Intent of the Objective

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

Responses to the Objective

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

- **1st JDC.** The 1st JDC reports that it utilized a random computer process provided by the clerk of court.
- **2nd JDC.** The 2nd JDC reports that it regularly updated the jury venire list and took



steps to ensure random selection of jurors.

- **4th JDC.** The 4th JDC reports that it created a list containing more than voter registrants, regularly updated the jury venire list, and took steps to ensure random selection of jurors. The clerk of court upgraded his jury management program.
- **5th JDC.** The 5th JDC reports that it updated regularly the jury venire list and took steps to ensure random selection of jurors to make the jury venire more representative.
- **6th JDC.** The 6th JDC reports that it updated regularly the jury venire list and took steps to ensure random selection of jurors.
- **7th JDC.** The 7th JDC reports that it created a list containing more than voter registrants, updated regularly the jury venire list, and took steps to ensure random selection of jurors.
- **9th JDC.** The 9th JDC reports that it created a list containing more than voter registrants.
- **10th JDC.** The 10th JDC reports that it updated regularly the jury venire list.
- **12th JDC.** The 12th JDC reports that it took steps to ensure random selection of jurors.
- **14th JDC.** The 14th JDC reports that it updated regularly the jury venire list and took steps to ensure random selection of jurors.
- **15th JDC.** The 15th JDC reports that it updated regularly the jury venire list.
- **16th JDC.** The 16th JDC reports that jurors were selected using a random computer process.
- **17th JDC.** The 17th JDC reports that it created a list containing more than voter registrants.

- **18th JDC.** The 18th JDC reports that it updated regularly the jury venire list and took steps to ensure random selection of jurors.
- **19th JDC.** The 19th JDC reports that it updated regularly the jury venire list and took steps to ensure random selection of jurors.
- **20th JDC.** The 20th JDC reports that it created a list containing more than voter registrants and updated regularly the jury venire list.
- **21st JDC.** The 21st JDC reports that it updated regularly the jury venire list and already has in place steps to ensure random selection of jurors.
- **22nd JDC.** The 22nd JDC reports that it created a list containing more than voter registrants.
- **23rd JDC.** The 23rd JDC reports that it updated regularly the jury venire list.
- **38th JDC.** The 38th JDC reports that it instituted an electronic process for compiling the jury venire.
- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it created a list containing more than voter registrants, updated regularly the jury venire list, and took steps to ensure random selection of jurors.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it updated regularly the jury venire list, conducted regular and ongoing activities to ensure that the selection of the prospective jurors from the jury lists was random.

Future Plans

- **1st JDC.** The 1st JDC reports that it will

continue to improve the venire process to excuse, prior to their appearance, jurors not qualified to serve by use of guidelines set by law.

Objective 3.3

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

Intent of the Objective

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

Responses to the Objective

- **1st JDC.** The 1st JDC reports that it used a standardized bail bond schedule on certain crimes to speed up processing of defendants through the court. Each day, every criminal defendant, who has been arrested and in jail, appears by television monitor in front of the Court. There, the Court advised them of their charge, appoints an attorney, sets bond and sets a future court date.
- **2nd JDC.** The 2nd JDC reports that it developed and continues to use a standardized bail bond schedule, boykin language, and some form of sentencing or dispositional guidelines.
- **3rd JDC.** The 3rd JDC reports that it developed and continues to use a standardized bail bond schedule, boykin language, and some

form of sentencing or dispositional guidelines to give individual attention to cases, deciding them without undue disparity among like cases and upon legally relevant factors.

- **4th JDC.** The 4th JDC reports that it developed and continues to use a standardized bail bond schedule to give individual attention to cases, deciding them without undue disparity among like cases and upon legally relevant factors.
- **5th JDC.** The 5th JDC reports that it developed and continues to use a standardized bail bond schedule, boykin language and some form of sentencing or dispositional guidelines.
- **6th JDC.** The 6th JDC reports that it developed and continues to use a standardized bail bond schedule, standardized boykin language, and some form of sentencing or dispositional guidelines.
- **7th JDC.** The 7th JDC reports that it developed and continues to use a standardized bail bond schedule and standardized boykin language.
- **8th JDC.** The 8th JDC reports that it developed and continues to use a standardized bail bond schedule, standardized boykin language, and some form of sentencing or dispositional guidelines.
- **9th JDC.** The 9th JDC reports that it developed and continues to use a standardized bail bond schedule and standardized boykin language.
- **10th JDC.** The 10th JDC reports that it developed and continues to use a standardized bail bond schedule, standardized boykin language and some form of sentencing or dispositional guidelines.
- **12th JDC.** The 12th JDC reports that it developed and continues to use a standardized boykin language.



- **13th JDC.** The 13th JDC reports that it developed and continues to use a standardized bail bond schedule and standardized boykin language.
- **14th JDC.** The 14th JDC reports that it developed and continues to use a standardized bail bond schedule, standardized boykin language, and some form of sentencing or dispositional guidelines.
- **15th JDC.** The 15th JDC reports that it developed and continues to use a standardized bail bond schedule.
- **16th JDC.** The 16th JDC reports that integrity, fairness and equality were provided in all matters before the Court.
- **17th JDC.** The 17th JDC reports that it developed and continues to use standardized boykin language.
- **19th JDC.** The 19th JDC reports that it developed and continues to use a standardized bail bond schedule (for misdemeanors).
- **20th JDC.** The 20th JDC reports that it developed and continues to use a standardized bail bond schedule, standardized boykin language, and some form of sentencing or dispositional guidelines.
- **21st JDC.** The 21st JDC reports that it developed and continues to use a standardized bail bond schedule, standardized boykin language, and some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards.
- **22nd JDC.** The 22nd JDC reports that it developed and continues to use a standardized bail bond schedule.
- **23rd JDC.** The 23rd JDC reports that it developed and continues to use a standardized bail bond schedule (misdemeanors only) and

standardized boykin language.

- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reports that it developed and continues to use standardized boykin language.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reports that it developed and continues to use standardized boykin language and it restructured the schedule of traffic costs and fines to ensure equality and fairness among like cases within the court.
- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it continues to use standardized boykin language and some form of sentencing or dispositional guidelines, especially with respect to ASFA requirements in CINC, FINS and delinquency cases for children in state custody.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it developed and continues to use standardized boykin language.

Objective 3.4

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

Intent of the Objective

An order or decision that sets forth consequences or articulates rights but fails to tie the actual consequences resulting from the decision to the antecedent issues breaks the connection required for reliable review and enforcement. A decision that is not clearly communicated poses problems both for the parties and for judges who may be called upon to interpret or apply the decision. This objective implies that dispositions for each charge or count in a criminal complaint, for example, 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. Noncompliance with court pronouncements and subsequent difficulties of

enforcement sometimes occur because orders are not stated in terms that are readily understood and capable of being monitored. An order that requires a minimum payment per month on a restitution obligation, for example, is clearer and more enforceable than an order that establishes an obligation but sets no time frame for completion. Decisions in civil cases, especially those unraveling tangled webs of multiple claims and parties, should also connect clearly each issue and its consequences.

Responses to the Objective

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

- **1st JDC.** The 1st JDC reports that it used pre-trial conferences to clarify the legal issues and enhance the movement of the cases through the system.
- **3rd JDC.** The 3rd JDC reports that criminal sentence matters are provided in written form and provided in duplicate to defendants and all other interested agencies. Probation dates are set within six months to ensure that probation conditions are followed. The probation officers that supervise felony and misdemeanor probationers are instructed to file a rule to revoke the probation if any condition of probation is not met, including the payment of fines, court costs or restitution.
- **5th JDC.** The 5th JDC reports that it diligently strives to provide clarity of sentences in criminal cases and injunctive or declaratory orders or judgments in civil cases. When a judgment or sentence is unclear, the Court attempts to clarify the judgment or sentence so that its rulings will be properly understood and implemented. A survey regarding this issue has been prepared for distribution. The Court meets annually with attorneys who practice in the district to solicit feedback on the clarity of orders and judgments in criminal and civil cases. The Court considers recommendations for improved clarity in these areas during en banc judge's meetings.
- **16th JDC.** The 16th JDC reports that its

judges adopted a uniform bond form order for written bond orders.

Future Plans

- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court will create an attorney focus group or panel to solicit feedback on the clarity of orders and judgments.

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. Noncompliance may indicate misunderstanding, misrepresentation, or a lack of respect for or confidence in the courts. Obviously, courts cannot assume total responsibility for the enforcement of all of their decisions and orders. The responsibility of the courts for enforcement varies from jurisdiction to jurisdiction, program to program, case to case, and event to event; however, all courts have a responsibility to take appropriate action for the enforcement of their orders.

Responses to the Objective

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

- **1st JDC.** The 1st JDC reports that the judges conducted conferences with probation officers to review probation compliance of the defendant and to review probation officer's files to ensure that requirements are being followed.
- **2nd JDC.** The 2nd JDC reports that it improved service of process to ensure timely enforcement of arrest warrants, summons, and subpoenas.
- **3rd JDC.** The 3rd JDC reports that it created a



manual tracking program to ensure timely enforcement of arrest warrants, summons, and subpoenas.

- **4th JDC.** The 4th JDC reports that it scheduled periodic warrant round-ups and began efforts to implement Think Stream to integrate all law enforcement agencies into one shared database.
- **5th JDC.** The 5th JDC reports that it improved service of process, improved enforcement and address lists to ensure timely enforcement of arrest warrants, summons, and subpoenas.
- **6th JDC.** The 6th JDC reports that it improved service of process, improved enforcement, created a manual tracking program; improved address lists and coordinated with other jurisdictions to ensure timely enforcement of arrest warrants, summons, and subpoenas.
- **10th JDC.** The 10th JDC reports that it improved service of process, improved enforcement, and worked with the Sheriff to improve service and timeliness of service.
- **11th JDC.** The 11th JDC reports that it improved enforcement and created a manual tracking program to ensure timely enforcement of arrest warrants, summons, and subpoenas.
- **12th JDC.** The 12th JDC reports that it created a manual tracking program to ensure timely enforcement of arrest warrants, summons, and subpoenas.
- **14th JDC.** The 14th JDC reports that it created a manual tracking program and improved enforcement to ensure timely enforcement of arrest warrants, summons, and subpoenas.
- **16th JDC.** The 16th JDC reports that its judges maintained direct contact with domestic abuse counselors to ensure compliance by those ordered. Its judges maintained direct contact with providers of driving improvement and substance abuse evaluations and treatment to ensure compliance with court orders by DWI defendants. The Court reports that its judges

conducted conferences with probation officers to review the compliance of defendants and to review probation officer files to ensure compliance with probation requirements or to order probation revocation hearings. Its judges also authorized hearing officers to conduct probation review hearings for misdemeanor and felony probationers and to monitor probationers as a means for better assuring compliance with probation requirements. The Court reports that its judges created a task force, consisting of the sheriffs, other law enforcement agencies, the clerks of court, the district attorney, probation and parole officers and others, to develop a plan for remedying the growing number of outstanding warrants and the handling of “failure to appear” warrants. Its judges also implemented procedures, in a coordinated effort with sheriffs and the district attorney, to monitor the collections and disbursement of fines and forfeitures. The Court's judges implemented a procedure whereby the probation office of the Department of Corrections provided, within thirty (30) days of sentencing, a written report to the judges notifying the Court when a probationer has been signed up and who the probation officer is. Upon such notification, the Court then scheduled probation review hearings. Its judges also met with the Louisiana Department of Corrections, Probation and parole officers to discuss and improve procedures relating to sentencing, review hearings, and plea agreement forms. Its judges met with sheriffs and law enforcement agencies in Iberia parish and developed a warrant tracking system and began publishing the “most wanted” in the newspaper.

- **17th JDC.** The 17th JDC reports that it coordinated with other jurisdictions, and coordinated with the clerk of court, district attorney and sheriff to include date of birth, driver's license and social security number on arrest warrants. It installed computers for bailiffs in courtroom.
- **18th JDC.** The 18th JDC reports that it improved service of process to ensure timely enforcement of arrest warrants, summons, and subpoenas.

- **19th JDC.** The 19th JDC reports that it created an automated tracking program to ensure timely enforcement of arrest warrants, summons, and subpoenas.
- **20th JDC.** The 20th JDC reports that it improved service of process and improved enforcement.
- **21st JDC.** The 21st JDC reports that it improved service of process and improved enforcement to ensure timely enforcement of arrest warrants, summons, and subpoenas.
- **28th JDC.** The 28th JDC reports that it encouraged other offices to ensure the timely enforcement of arrest warrants, summons, and subpoenas.
- **36th JDC.** The 36th JDC reports that its misdemeanor probation supervision staff has installed an automated tracking system for supervision and warrants to operate more efficiently. The Court also provided the computers, the training, and the software for the program.
- **40th JDC.** The 40th JDC reports that it consulted with its Sheriff regarding improvements to the timely enforcement of warrants, summons, and subpoenas.
- **Calcasieu Parish Family & Juvenile Court.** The Calcasieu Parish Family & Juvenile Court reports that it worked with the clerk of court and the local sheriff's department to insure faster service of process in CINC cases.
- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reports that it worked closely with the sheriff's office to clean up old warrants.
- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that it sent Notices of Appearance to all participants in a timely manner and coordinated with other jurisdictions to ensure timely enforcement of arrest warrants, summons, and subpoenas.

- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that it improved service of process and updated the addresses of interested parties in an automated system.
- **Jefferson Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that it improved address lists in non-support cases. The Court also met with the clerk on a continuing basis to improve procedures and address problems and it standardized and automated minute entries.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it improved service of process, improved enforcement, and its judges and administrators participated in an ongoing task force comprised of various criminal justice agencies to develop and implement electronic subpoenas. Through its automated minute entry program, arrest capias are generated. The Court had ongoing meetings with the sheriff's personnel regarding execution of arrest warrants, and had a team of field agents funded by the City of New Orleans to execute warrants for specialty courts. The Court conducted regular and ongoing activity to determine level of compliance with court orders relating to fines, court costs, restitution and other orders relating to probationers. Data entries were compiled and reports were generated.
- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reports that it improved service of process, created a manual tracking program, and improved address lists.

Future Plans

- **16th JDC.** The 16th JDC reports that it will continue to address the issue in its regular, ongoing operations to ensure that appropriate responsibility is taken for the enforcement of court orders.



**ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO GIVE INDIVIDUAL ATTENTION TO CASES, DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON LEGALLY RELEVANT FACTORS--
-Exhibit 10**

Objective 3.2	Did not address this area in FY 1999-2000 through FY 2003-2004	Developed and Continues to Use a Standardized Bail Bond Schedule	Developed and Continues to Use a Standardized Boykin Language	Developed and Continues to Use Some Form of Sentencing or Dispositional Guidelines	Developed and Continues to Use Some method of Monitoring and Reporting on Cases to Analyze and Communicate Disparities in Sentencing or Civil Awards	Other
DISTRICT COURT						
1		✓	✓			
2		✓	✓	✓		
3		✓	✓	✓		
4		✓	✓			
5		✓	✓	✓		
6		✓	✓	✓		
7		✓	✓			
8		✓	✓	✓		
9		✓	✓			
10		✓	✓	✓		
11	✓					
12			✓			
13		✓	✓			
14		✓	✓	✓		
15		✓				
16		✓				✓
17			✓			
18	✓					
19		✓				
20		✓	✓	✓		
21		✓	✓		✓	
22		✓				
23		✓	✓			
24		✓	✓			
25		✓	✓	✓		
26		✓	✓			
27		✓	✓			
28		✓	✓	✓		
29		✓	✓	✓		
30		✓	✓	✓		
31		✓	✓			
32		✓				
33		✓	✓			
34		✓				
35			✓	✓		
36		✓	✓			
37		✓	✓	✓		
38		✓	✓	✓	✓	
39			✓			
40		✓	✓			
Orleans Criminal			✓			
Orleans Civil						
Orleans Juvenile	✓					
Caddo Juvenile			✓			
Calcasieu Family/Juvenile						
Jefferson Juvenile			✓	✓		
East Baton Rouge Juvenile			✓			✓
East Baton Rouge Family						
TOTALS	3	34	35	16	2	2

**ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ENSURE TIMELY ENFORCEMENT OF ARREST WARRANTS, SUMMONS, AND SUBPOENAS --
Exhibit 11**

Objective 3.4	Did not address this area in FY 1999-2000 through FY 2003-2004	Improved Service of Process	Created a Manual Tracking Program	Improved Address Lists	Improved Enforcement	Created an Automated Tracking Program	Coordinated with Other Jurisdictions	Other
DISTRICT COURT								
1	✓							
2		✓						
3			✓					
4								✓
5		✓		✓	✓			
6		✓	✓	✓	✓		✓	
7	✓							
8								✓
9								
10		✓			✓			
11			✓		✓			
12			✓					
13	✓							
14			✓		✓			
15	✓							
16			✓		✓			✓
17							✓	✓
18		✓						
19						✓		
20		✓			✓			
21		✓			✓			
22	✓							
23	✓							
24				✓			✓	
25								
26							✓	
27		✓		✓				
28								✓
29		✓						
30		✓						
31		✓			✓			
32	✓							
33	✓							
34		✓						
35	✓							
36	✓				✓	✓		✓
37	✓							
38	✓							
39								
40								✓
Orleans Criminal		✓			✓			✓
Orleans Civil								
Orleans Juvenile		✓	✓	✓				
Caddo Juvenile								✓
Calcasieu Family/Juvenile								✓
Jefferson Juvenile				✓				
East Baton Rouge Juvenile		✓						✓
East Baton Rouge Family							✓	✓
TOTALS	11	15	7	6	11	2	5	12



ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ENSURE THAT ALL COURT RECORDS OF RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PRESERVED PROPERLY--Exhibit 12

Objective 3.6	Did not address this area in FY 1999-2000 through FY 2003-2004	Developed Policies or Rules Relating to the Issue	Developed an Automated Case Management System	Developed a System of Bar-Coding to Track Location of Manual Files and Documents	Met with Clerk on Continuing Basis to Improve Procedures and Address Problems	Standardized and Automated Minute Entries	Use Real-Time Court Reporting	Developed and Implemented a Records Retention Plan	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			✓		✓	✓			
26					✓	✓			✓
27					✓				
28					✓				✓
29						✓	✓		
30	✓								
31					✓				
32					✓				
33		✓				✓			
34					✓				✓
35					✓				
36					✓				
37	✓								
38					✓		✓		
39									✓
40					✓	✓	✓		
Orleans Criminal			✓		✓	✓	✓		
Orleans Civil		✓					✓		
Orleans Juvenile			✓			✓			
Caddo Juvenile					✓				
Calcasieu Family/Juvenile	✓								
Jefferson Juvenile					✓	✓			
East Baton Rouge Juvenile		✓			✓	✓		✓	✓
East Baton Rouge Family			✓		✓	✓			
TOTALS	8	4	6	1	34	20	9	4	8

Objective 3.6

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

Intent of the Objective

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

Responses to the Objective

- **1st JDC.** The 1st JDC reports that an archival procedure had been established for securing and retrieving out-of-date records that may be necessary in the future.
- **2nd JDC.** The 2nd JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems to ensure that all court records of relevant court decisions and actions were accurate and preserved properly.
- **3rd JDC.** The 3rd JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems to ensure that all court records of relevant court decisions and actions are accurate and preserved properly.
- **4th JDC.** The 4th JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems. The Court also established archiving policies for record retention in judicial administration.
- **5th JDC.** The 5th JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems and standardized and automated minute entries.
- **6th JDC.** The 6th JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems and

standardized and automated minute entries.

- **7th JDC.** The 7th JDC reports that it developed an automated case management system; met with the clerk on a continuing basis to improve procedures and address problems, standardized and automated minutes entries, and developed and implemented a records retention plan.
- **8th JDC.** The 8th JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems.
- **10th JDC.** The 10th JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems, standardized and automated minute entries, and worked with clerk to implement a new software program for court minutes.
- **11th JDC.** The 11th JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems.
- **12th JDC.** The 12th JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems.
- **13th JDC.** The 13th JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems.
- **14th JDC.** The 14th JDC reports that it developed policies or rules relating to the issue, met with the clerk on a continuing basis to improve procedures and address problems, and standardized and automated minute entries.
- **16th JDC.** The 16th JDC reports that it developed a policy with regards to lawyers checking out court files.
- **17th JDC.** The 17th JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems, standardized



and automated minute entries, used real-time court reporting, and periodically reviewed with court reporters requirements of record retention required by La. R.S. 15:511 and La. C.G.P. Art. 372.

- **19th JDC.** The 19th JDC reports that it developed an automated case management system; developed a system of bar-coding to track the location of manual files and documents, met with the clerk on a continuing basis to improve procedures and address problems, standardized and automated minute entries, used real-time court reporting, and developed and implemented a records retention plan.
- **20th JDC.** The 20th JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems.
- **21st JDC.** The 21st JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems, standardized and automated minute entries, and used real-time court reporting in some divisions.
- **23rd JDC.** The 23rd JDC reports that it met with the clerk on a continuing basis to improve procedures and address problems.
- **26th JDC.** The 26th JDC reports that it established a connection to the clerk of court's office in Bossier Parish to retrieve minutes and other information on civil and criminal matters more effectively.
- **34th JDC.** The 34th JDC reports that it installed real-time court reporting throughout the Court.
- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reports that it met with the clerk on a continuing basis to improve procedures and address problems.

- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that it standardized and automated minute entries, met with the clerk of court to improve procedures and address problems, and maintained an automated case management system.
- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that it developed policies or rules relating to the issue, met with the clerk on a continuing basis to improve procedures and address problems, standardized and automated minute entries, developed and implemented a records retention plan, and worked with the clerk of court to implement and adopt a policy entitled "Microfilming Procedures for Closed Juvenile Records Over 10 Years Old".
- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it developed policies or rules relating to the issues and used real-time court reporting.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it developed an automated case management system (two pilots), met with the clerk on a continuing basis to improve procedures and address problems, standardized and automated minute entries, and used real-time court reporting (one section is a pilot for real-time reporting). Its court administrators participated in the Supreme Court Task Force to identify problems and open lines of communications, conducted regular and ongoing activities to standardize minute entries among sections and electronically transmit information to the sheriff and clerk (currently, there are 12 to 13 sections using the standardized and automated minute entry application), new minute clerks were trained in the same fashion, and weekly meetings with minute clerks, the chief deputy judicial administrator and programmer were conducted.

- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reports that it developed an automated case management system and standardized and automated minute entries.

Future Plans

- **16th JDC.** The 16th JDC reports that it will continue to address the issue in its regular, ongoing operations.

Objective 4.1

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

Intent of the Objective

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

Responses to the Objective

- **1st JDC.** The 1st JDC reports that it worked closely with the parish authority in monitoring budget matters and planning and improving courthouse structures and facilities. This has resulted in a cooperative attitude in providing better jury facilities, new court offices, and new courtrooms.
- **16th JDC.** The 16th JDC reports that its judges participated in local Council of Government meetings as a regular, ongoing activity and hosted meetings with legislators to promote better judicial/legislative relations. Its

judges also participated in the Supreme Court's Chamber-to-Chamber program with legislators and members of the area's Chamber of Commerce. The Court reports that its judges communicated and cooperated on a regular, ongoing basis with parish governments, the district attorney, the clerks of court, and the sheriffs. Its judges also coordinated their efforts with the parish governments and the district attorney to create a 16th Judicial District Court Juvenile Youth Services Planning Board.

- **26th JDC.** The 26th JDC reports that it met regularly with representatives of the clerk of court's office, the district attorney's office, the indigent defender board's office and law enforcement agencies regarding courtroom functions. It also had monthly meetings with these same agencies, area mayors and city officials, and with the area Chamber of Commerce to discuss the state of the 26th Judicial District Court.
- **36th JDC.** The 36th JDC reports that it sponsored a Law Day Event with educational speakers, recognition of a student moot court team, and a reception for the public.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it worked diligently to ensure open lines of communication with the legislature through judicial-ride-alongs, participation in committee hearings in Baton Rouge and providing information to legislators and judges regarding bills that affect the judicial process. It conducted regular and ongoing activities to communicate, coordinate and cooperate with the legislative branches on all matters relating to judicial resource needs.

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 district court responsibly seek the resources needed to meet its judicial responsibilities, that it uses those resources prudently (even if the resources are inadequate), and that it properly account for the use of the resources.

Responses to the Objective

- **1st JDC.** The 1st JDC reports that it hired a financial coordinator to work closely with the parish governing authority on financial matters. This has resulted in a spirit of cooperation and better coordination of financial resources. The Judicial Expense Funds of the Court are maintained by our local governing body. Proper accounting procedures are utilized and the account is audited yearly. Expenditures made from the Judicial Expense Fund are in accordance with accepted procurement procedures. For many years, the Court has utilized a hearing officer to expedite paternity and child support matters in conjunction with our family law judges. Broadening the authority of hearing officers will result in elected judges being able to devote more time and effort to complex and pressing matters.
- **16th JDC.** The 16th JDC reports that it maintained policies and guidelines for the expenditure of judicial expense funds. The Court's chief judge appointed a finance committee of judges to work with the court administrator on an ongoing basis to monitor the fiscal budgets and to update and implement fiscal policy, as needed. The Court reports that the judges and court administrator met periodically with a certified public accountant to develop and implement policies and procedures for establishing better accounting and financial controls over judicial expense funds. The Court maintains written fixed asset inventory procedures for the management of fixed assets.
- **20th JDC.** The 20th JDC reports that it obtained legislative approval and implemented a judicial expense fund as an additional source of revenue that will not burden the parish governing

authorities. The Court worked with the police juries in its district to reduce operational expenses by completely revising the method of maintaining its law library and changing its telephone service provider.

- **26th JDC.** The 26th JDC reports that it retained a certified public accountant to conduct its annual audits. The Court also reports that it adhered to state travel policies and spending and property regulations regarding the use of public funds. It also maintained an inventory of fixed assets.
- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that its court administration worked closely with the Louisiana Supreme Court and the National Center for State Courts to develop an effective and efficient audit tool for use in conducting the 2001 ASFA Compliance Performance Audit.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it made ongoing and regular efforts to maintain a sufficient number of highly qualified staff to support and facilitate judicial adjudicative and administrative functions. There was a vital need for funding of support staff - secretaries for judges and judicial administration, facility maintenance personnel, case monitors to execute court orders and enforce safety of the community, case managers for Drug Treatment Court, Domestic Violence Monitoring Court and Mental Health Court. In addition, proper staffing of the Jury Commission was needed. The Court also reports that it undertook regular and ongoing activities to maintain proper legal resources to facilitate judicial process and administrative functions; it made regular and ongoing efforts to develop general guidelines for managing judicial expense funds. The Judicial Expense Fund was properly managed by the Judicial Administrator as reflected in the annual audit submitted to the state. The Judicial Administrator periodically contacted personnel of

Judicial Administrator's Office of the Supreme Court. The Court employed a part-time CPA and full-time bookkeeper who were working to develop common approaches to accounting and financial controls. The Court implemented an automated accounting system to ensure performance, accountability and accuracy.

Future Plans

- **1st JDC.** The 1st JDC reports that it will continue to look for ways to control and eliminate costs of operation.
- **16th JDC.** The 16th JDC reports that it will review and revise policies and guidelines for the expenditure of judicial expense funds and the management of fixed assets as a regular, ongoing activity.
- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that it was installing additional camera surveillance to enhance security.

Objective 4.3

To use fair employment practices.

Intent of the Objective

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

Responses to the Objective

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

- **1st JDC.** The 1st JDC reports that it established personnel committees to deal with

employee problems relating to both office personnel and court reporters. In addition, the Court is continuing to develop job descriptions of staff employees and has produced a personnel manual for court reporters.

- **2nd JDC.** The 2nd JDC reports that it provided technology and in-house training, paid for continuing education and training, and sent employees to conferences to improve employee training and development. It also implemented ADA reasonable accommodations.
- **3rd JDC.** The 3rd JDC reports that it provided in-house training and courtesy and customer service training, paid for continuing education and training, provided supervisory and management training, and sent employees to conferences to improve employee training and development. The Court also reported that it adopted, implemented or updated personnel policies on confidentiality, workplace violence/weapons, vacation/sick leave and family medical leave.
- **4th JDC.** The 4th JDC reports that it provided technology training, in-house training, courtesy and customer service training, ADA training, harassment training, workplace violence training, used training videos/CDs, etc., paid for continuing education and training, supervisory and management training, sent employees to conferences, and provided personal safety kits and disaster/terrorism training. The Court also provided first aid and CPR training to all judges' office personnel. The Court also adopted, implemented, or updated personnel policies on ADA reasonable accommodations, workplace violence/weapons, harassment, discipline, recruitment/ hiring, vacation/sick leave, equal employment, family medical leave, confidentiality, grievance, nepotism, compensation/pay, technology, drug-free workplace, and developed salary plans for court personnel.
- **5th JDC.** The 5th JDC reports that it provided technology training, in-house training, courtesy and customer service training, paid for continuing



education and training, and sent employees to conferences to improve employee training and development. The Court also adopted, implemented, or updated personnel policies on ADA reasonable accommodations, workplace violence/weapons, vacation/sick leave, equal employment, family medical leave, confidentiality, grievance, nepotism, and drug-free workplace.

- **6th JDC.** The 6th JDC reports that it provided technology training, paid for continuing education and training, and sent employees to conferences to improve employee training and development. The Court also adopted, implemented, or updated ADA reasonable accommodations.
- **7th JDC.** The 7th JDC reports that it provided technology training, in-house training, courtesy and customer service training, supervisory and management training, and sent employees to conferences.
- **8th JDC.** The 8th JDC reports that it sent employees to conferences to improve employee training and development. The Court also adopted, implemented, or updated personnel policies on ADA reasonable accommodations, discipline, vacation/sick leave, family medical leave, equal employment, and posted all notices regarding employment benefits.
- **9th JDC.** The 9th JDC reports that it provided technology training, and harassment training, paid for continuing education and training, and sent employees to conferences. The Court also reports that it adopted, implemented or updated personnel policies on ADA reasonable accommodations and harassment.
- **10th JDC.** The 10th JDC reports that it provided in-house training, paid for continuing education and training and sent employees to conferences. The Court also reports that it adopted, implemented, or updated personnel policies on confidentiality.
- **11th JDC.** The 11th JDC reports that it

provided technology training, paid for continuing education and training, and sent employees to conferences.

- **12th JDC.** The 12th JDC reports that it provided technology training and sent employees to conferences to improve employee training and development. The Court also reports that it adopted, implemented, or updated personnel policies on recruitment/hiring and equal employment.
- **13th JDC.** The 13th JDC reports that it adopted, implemented, or updated personnel policies on ADA reasonable accommodations.
- **14th JDC.** The 14th JDC reports that it provided technology training; provided in-house training; paid for continuing education and training, and sent employees to conferences. The Court also reports that it adopted, implemented, or updated personnel policies on ADA reasonable accommodations, discipline, recruitment/hiring; confidentiality, compensation/pay, and technology.
- **15th JDC.** The 15th JDC reports that it provided technology training, in-house training, used training videos/CDs, etc., paid for continuing education and training, and sent employees to conferences. The Court also reports that it adopted, implemented, or updated personnel policies on vacation/sick leave and developed policy that mandates reporters to give five (5) “duty days” per year (sitting as replacement in other divisions if needed).
- **16th JDC.** The 16th JDC reports that it is a regular, ongoing activity of the Court to use fair employment practices. The Court used the employment guidelines within the “Vision of Fairness” manual provided by the Supreme Court to ensure that it adheres to fair employment practices. The Court paid for continuing employee education and training and sent employees to conferences on a regular, ongoing basis.

- **17th JDC.** The 17th JDC reports that it provided technology training, paid for continuing education and training, and sent employees to conferences.
- **18th JDC.** The 18th JDC reports that it paid for continuing education and training and sent employees to conferences.
- **19th JDC.** The 19th JDC reports that it provided technology training, in-house training, courtesy and customer service training, ADA training; harassment training, supervisory and management training, used training videos/CDs, etc., paid for continuing education and training, and sent employees to conferences. The Court also reports that it adopted, implemented or updated personnel policies on ADA reasonable accommodations, harassment, recruitment/hiring, equal employment, family medical leave, and technology.
- **20th JDC.** The 20th JDC reports that it provided in-house training, paid for continuing education and training, and sent employees to conferences to improve employee training and development. The Court also reports that it adopted, implemented, or updated personnel policies on family medical leave and the drug-free workplace.
- **21st JDC.** The 21st JDC reports that it provided courtesy and customer service training; provided in-house training; provided ADA training; paid for continuing education and training; provided supervisory and management training; and sent employees to conferences. The Court also reports that it adopted, implemented, or updated personnel policies on ADA reasonable accommodations; workplace violence/weapons; vacation/sick leave; confidentiality; compensation/pay; and technology.
- **22nd JDC.** The 22nd JDC reports that it used training video/CDs, etc.; paid for continuing education and training; and provided supervisory and management training.

- **23rd JDC.** The 23rd JDC reports that it provided technology, courtesy and customer service, and ADA training; paid for continuing education and training; and sent employees to conferences. The Court also reports that it adopted, implemented, or updated personnel policies on ADA reasonable accommodations; vacation/sick leave; equal employment; and compensation/pay.
- **24th JDC.** The 24th JDC reports that it adopted personnel guidelines during the referenced period.
- **26th JDC.** The 26th JDC reports that it addressed judicial training and judicial exchange of information through it regular, ongoing activities.
- **28th JDC.** The 38th JDC reports that it complies with the human resource rules and policies of the police jury.
- **Calcasieu Parish Family and Juvenile Court.** The Calcasieu Parish Family and Juvenile Court reports that it provided technology training; in-house training; paid for continuing education and training; sent employees to conferences; and provided motivation and team building training for staff. The Court also reports that it adopted, implemented, or updated personnel policies on vacation/sick leave; family medical leave; confidentiality; and job description policy.
- **Caddo Parish Juvenile Court.** The Caddo parish Juvenile Court reports that it provided technology training; courtesy and customer service training; ADA training; harassment training; workplace violence training; paid for continuing education and training; and sent employees to conferences. The Court also reports that it adopted, implemented, or updated personnel policies on ADA reasonable accommodations; workplace violence/weapons; harassment; discipline; recruitment/hiring; vacation/sick leave; equal employment; family



medical leave, confidentiality, grievance; nepotism, compensation/pay, drug-free workplace, and new personnel policy manual.

- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that it used training videos/CDs, etc., provided technology and ADA training, paid for continuing education and training, sent employees to conferences, and its employees learned from computer technicians while repairs and software installations were performed on their computers. The Court also reports that it developed, adopted, and amended an “Employee Policy & Procedures Manual” addressing general information and Family Court forms, employment at will, equal opportunity employment policy, ADA training aids, resources & low cost ADA accommodations, ADA interpreting services/real-time transcription, accommodating jurors with special needs, harassment in the workplace, substance abuse and drug-free workplace, computer and electronic communications, confidentially/employee code of conduct; weapons and workplace violence, nepotism, recruitment and selection, disciplinary policy, separation from employment; employee compensation benefits (vacation/sick leave, compensation/pay, family medical leave), employee job descriptions, and emergency evacuation procedures.
- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that it provided technology, in-house, courtesy and customer service, ADA, and supervisory and management training, used training videos/CDs, etc., paid for continuing education and training, and sent employees to conferences. All minute clerks attended the “Juvenile Minutes Seminar” sponsored by the Louisiana Clerk's of Court Association and the Louisiana Supreme Court. The Court sponsored a safety training for all juvenile court employees focusing on fire safety, hostage, bomb and terrorist threats and self-defense tactics. All receptionists attended telephone skills/customer service training. All court employees attended “Excellence in Customer Service”, a training

workshop developed and implemented by the City-Parish Training Facility customized specifically for the Juvenile Court. The Court conducted a staff survey to identify in-house problems to address improvement and efficiency of overall court operations, employees attended a Heart health wellness seminar conducted by medical professionals from Our Lady of the Lake Heart Center who provided personal assessments and instruction to court employees. The Court also reports that it adopted, implemented, or updated personnel policies on ADA reasonable accommodations, workplace violence/weapons, harassment, discipline, recruitment/hiring, vacation/sick leave, equal employment, family medical leave, confidentiality, grievance, compensation/pay, technology, and drug-free workplace. Court administration maintained a close working relationship with the city-parish government to ensure continued financial support to provide for efficient court operations and to hire and maintain essential and qualified personnel. The Court adopted a new personnel manual establishing various policies and procedures relative to fair and consistent human resources practices. The personnel manual includes an Equal Employment/Non-Discrimination Policy; prohibits harassment, sexual or otherwise; provides a complaint procedure to report allegations of discrimination or harassment; upholds compliance with the ADA; includes a Drug-Free Workplace Policy; a Weapons and Workplace Violence Policy, and policies relative to computer, electronic, telephonic communications; and internet access and usage. An Employee Code of Conduct; addresses employee leave and disciplinary action policies and procedures and endorses fair recruitment, hiring and compensation practices.

- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it provided technology, in-house, supervisory and management training, paid for continuing education and training; and sent employees to conferences. The Court also adopted, implemented, or updated personnel policies on ADA reasonable accommodations, harassment, discipline, recruitment/hiring, vacation/sick leave,

family medical leave, confidentiality, grievances, compensation/pay, and technology.

- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it provided technology, in-house, courtesy and customer service, supervisory, management and ADA training, used training videos/CDs, etc., paid for continuing education and training, and sent employees to conferences. The Court also adopted, implemented, or updated personnel policies on ADA reasonable accommodations, workplace violence/weapons, harassment, equal employment, family medical leave, confidentiality, nepotism, and technology.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it provided technology, in-house, courtesy and customer service, harassment, workplace violence, supervisory and management, and ADA training, used training videos/CDs, etc., paid for continuing education and training, and sent employees to conferences. The Court also reports that it adopted, implemented, or updated personnel policies on ADA reasonable accommodations, harassment, discipline, vacation/sick leave, equal employment, family

medical leave, confidentiality, grievances, compensation/pay, technology, and drug-free workplace. It is a regular and ongoing activity of the Court to develop, promulgate and enforce fair employment policies by law and by good human resource management practices.

- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reports that it provided technology, in-house, courtesy and customer service, harassment, supervisory and management training, used training videos/CDs, etc., paid for continuing education and training, and sent employees to conferences. The Court also adopted, implemented, or updated ADA reasonable accommodations, workplace violence/weapons, harassment, discipline, recruitment/hiring, vacation/sick leave, equal employment, family medical leave, confidentiality, grievances, nepotism, compensation/pay, technology, and drug-free workplace.

Future Plans

- **16th JDC.** The 16th JDC reports that it will develop written employment policies and procedures. It will also develop and implement a plan for ADA training for employees.



ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ADOPT, IMPLEMENT, OR UPDATE PERSONNEL POLICIES--Exhibit 13

Objective 4.3	Did not address this area in FY 1999-2000 through FY 2003-2004	ADA/Reasonable Accommodations	Harassment	Recruitment/Hiring	Equal Employment	Confidentiality	Nepotism	Technology	Workplace Violence/Weapons	Discipline	Vacation/Sick Leave	Family Medical Leave	Grievance	Compensation/Pay	Drug-Free Workplace	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					✓		✓			✓	✓	✓	✓	✓		
26		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27	✓															
28		✓				✓					✓	✓		✓		
29											✓	✓		✓		
30		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
31		✓	✓		✓					✓	✓	✓	✓			
32	✓															
33				✓		✓					✓			✓		
34		✓	✓		✓			✓		✓	✓			✓	✓	
35		✓						✓								
36				✓						✓	✓			✓		
37		✓						✓								
38																✓
39	✓															
40								✓								✓
Orleans Criminal		✓	✓		✓	✓		✓		✓	✓	✓	✓	✓	✓	
Orleans Civil		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Caddo Juvenile		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Calcasieu Family/Juvenile						✓					✓	✓				✓
Jefferson Juvenile		✓	✓	✓		✓		✓		✓	✓	✓	✓	✓		
East Baton Rouge Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
East Baton Rouge Family		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TOTALS	8	27	14	13	17	18	9	18	11	13	25	23	12	19	12	11



ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO ADOPT, IMPLEMENT, OR UPDATE PERSONNEL POLICIES--Exhibit 14

Objective 4.3	Are Your Policies Posted or Disseminated to All Employees?		Did You Obtain Signed Acknowledgment of Receipt of These Policies From Your Employees?	
	Yes	No	Yes	No
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	✓			✓
26	✓			✓
27				
28				✓
29	✓			✓
30	✓			✓
31	✓			✓
32		✓		✓
33		✓		✓
34		✓		✓
35	✓			✓
36	✓			✓
37	✓			✓
38	✓			✓
39	✓			✓
40		✓		✓
Orleans Criminal	✓		✓	
Orleans Civil	✓		✓	
Orleans Juvenile	✓		✓	
Caddo Juvenile	✓		✓	
Calcasieu Family/Juvenile	✓		✓	
Jefferson Juvenile	✓		✓	
East Baton Rouge Juvenile	✓		✓	
East Baton Rouge Family	✓		✓	
TOTALS	35	6	12	28



ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT--Exhibit 15

Objective 4.3	Did not address this area in FY 1999-2000 through FY 2003-2004	Provided Technology Training	Provided Courtesy and Customer Service Training	Provided Harassment Training	Provided In-House Training	Provided ADA Training	Provided Workplace Violence Training	Used Training Videos/CDs, etc.	Provided Supervisory and Management Training	Paid for Continuing Education and Training	Sent Employees to Conferences	Other
DISTRICT COURT												
1		✓	✓		✓				✓	✓	✓	
2		✓			✓					✓	✓	
3			✓		✓				✓	✓	✓	
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5		✓	✓		✓					✓	✓	
6		✓								✓	✓	
7		✓	✓		✓				✓		✓	
8											✓	
9		✓		✓						✓	✓	
10					✓					✓	✓	
11		✓								✓	✓	
12		✓									✓	
13	✓											
14		✓			✓					✓	✓	
15		✓			✓			✓		✓	✓	
16		✓								✓	✓	✓
17		✓								✓	✓	
18										✓	✓	
19		✓	✓	✓	✓	✓		✓	✓	✓	✓	
20					✓					✓	✓	
21			✓		✓	✓			✓	✓	✓	
22								✓	✓	✓	✓	
23		✓	✓			✓				✓	✓	
24		✓		✓						✓	✓	
25		✓			✓	✓				✓	✓	
26		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
27	✓											
28		✓							✓	✓	✓	
29		✓							✓	✓	✓	
30	✓											
31		✓			✓							
32										✓		
33		✓			✓					✓	✓	
34		✓			✓					✓		
35		✓				✓						
36		✓	✓		✓	✓				✓	✓	
37					✓	✓				✓	✓	
38		✓								✓	✓	
39	✓											
40			✓						✓	✓	✓	
Orleans Criminal		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Civil		✓	✓		✓	✓		✓	✓	✓	✓	
Orleans Juvenile		✓	✓	✓	✓			✓	✓	✓	✓	
Caddo Juvenile		✓	✓	✓		✓	✓			✓	✓	
Calcasieu Family/Juvenile		✓			✓					✓	✓	✓
Jefferson Juvenile		✓			✓				✓	✓	✓	
East Baton Rouge Juvenile		✓	✓		✓	✓		✓	✓	✓	✓	✓
East Baton Rouge Family		✓				✓		✓		✓	✓	✓
TOTALS	4	34	16	8	25	14	4	10	16	39	38	5

Objective 4.4

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

Intent of the Objective

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

Response to the Objective

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

- **1st JDC.** The 1st JDC reports that community education was provided through jury duty films, notary classes, courthouse and courtroom tours, mock trials, public school shadow programs, and public speaking at schools and civic clubs. College students attended court sessions as a requirement of their course work. The Court participated in various educational programs. For example, the Court has and will in the future participate in a "Recent Developments by the Judiciary" seminar sponsored by the Shreveport Bar Association. A number of judges of the Court participated in various educational programs sponsored by such organizations as the National Judicial College and the American Academy of Judicial Education.
- **2nd JDC.** The 2nd JDC reports that to educate the public about its Court, the law, or the administration of justice it visited classrooms,

gave talks at various forums and sponsored tours of the courts.

- **3rd JDC.** The 3rd JDC reports that it visited classrooms, gave talks at various forums, sponsored tours of the courts, and participated in shadow programs to educate the public about the Court, the law, or the administration of justice.
- **4th JDC.** The 4th JDC reports that it provided a newsletter, appeared on radio and TV shows, visited classrooms, sponsored a teen court program, gave talks at various forums, sponsored tours of the Court, participated in Judicial Ride-Along programs, participated in shadow programs, and contracted a public relations consultant to coordinate and plan media events. The Court also participated in the Supreme Court's Chamber-to-Chamber program.
- **5th JDC.** The 5th JDC reports that it appeared on radio and TV shows, visited classrooms, gave talks at various forums, sponsored tours of the Court, participated in Judicial Ride-Along programs, and participated in shadow programs.
- **6th JDC.** The 6th JDC reports that it visited classrooms, gave talks at various forums, and sponsored tours of the Court to educate the public about the Court, the law, or the administration of justice.
- **7th JDC.** The 7th JDC reports that it visited classrooms, gave talks at various forums, sponsored tours of the Court, participated in Judicial Ride-Along programs, and participated in shadow programs.
- **8th JDC.** The 8th JDC reports that it visited classrooms, and sponsored tours of the Court.
- **9th JDC.** The 9th JDC reports that it appeared on radio and TV shows, visited classrooms, sponsored a teen court program, gave talks at various forums; sponsored tours of the Court, and participated in shadow programs.



- **10th JDC.** The 10th JDC reports that it appeared on radio and TV shows, visited classrooms, sponsored a teen court program, gave talks at various forums, sponsored tours of the Court, and participated in Judicial Ride-Along programs.
- **11th JDC.** The 11th JDC reports that it visited classrooms, participated in Judicial Ride-Along programs, and participated in shadow programs.
- **12th JDC.** The 12th JDC reports that it visited classrooms, sponsored a teen court program, sponsored tours of the Court, and gave talks at various forums.
- **13th JDC.** The 13th JDC reports that it visited classrooms, gave talks at various forums, sponsored tours of the Court, and participated in shadow programs.
- **14th JDC.** The 14th JDC reports that it visited classrooms, sponsored a teen court program, gave talks at various forums, sponsored tours of the Court, participated in Judicial Ride-Along programs, and participated in shadow programs.
- **15th JDC.** The 15th JDC reports that it visited classrooms, gave talks at various forums, sponsored tours of the Court, participated in Judicial Ride-Along programs, and participated in shadow programs.
- **16th JDC.** The 16th JDC reports that regularly provides public education and public outreach services. Its judges visited classrooms, gave talks at various forums, participated in Judicial Ride-Along programs, appeared on radio and TV shows, sponsored tours of the Court, and participated in school shadow programs. The Court reports that its judges taught and lectured police and the public on domestic violence issues, juvenile court issues including truancy, FINS and delinquency. Its judges also spoke at schools and civic clubs, and participated in the Judges-in-the-Classroom program and in the Chamber-to-Chamber program, encouraged civic organizations to attend court, established greater

intergovernmental coordination, established the Inn on the Teche, an American Inn of Court, and established a partnership with boys and girls clubs.

- **17th JDC.** The 17th JDC reports that it appeared on radio and TV shows, visited classrooms, gave talks at various forums, participated in Judicial Ride-Along programs, and participated in shadow programs.
- **18th JDC.** The 18th JDC reports that it sponsored tours of the Court and participated in Judicial Ride-Along programs.
- **19th JDC.** The 19th JDC reports that it visited classrooms, appeared on radio and TV shows, gave talks at various forums, sponsored tours of the Court, and participated in Judicial Ride-Along programs.
- **20th JDC.** The 20th JDC reports that it visited classrooms and gave talks at various forums.
- **21st JDC.** The 21st JDC reports that it appeared on radio and TV shows, visited classrooms, gave talks at various forums, sponsored tours of the Court, participated in Judicial Ride-Along programs, and participated in shadow programs.
- **22nd JDC.** The 22nd JDC reports that it participated in Judicial Ride-Along programs and sponsored tours of the Court.
- **23rd JDC.** The 23rd JDC reports that it visited classrooms, gave talks at various forums, sponsored tours of the Court, and participated in mock trial competitions.
- **24th JDC.** The 24th JDC reports it disseminated the publication “You and the Law” to various persons.
- **26th JDC.** The 26th JDC reports that it participated in the Supreme Court's Chamber-to-Chamber Program during the referenced period.

- **33rd JDC.** The 33rd JDC reports that it hosted the 3rd Circuit sitting in Allen Parish.
- **39th JDC.** The 39th JDC reports that it sponsored visits by school children to observe the Court in operation.
- **Calcasieu Parish Family & Juvenile Court.** The Calcasieu Parish Family & Juvenile Court reports that it appeared on radio and TV shows, visited classrooms, sponsored a teen court program, gave talks at various forums, sponsored tours of the Court, and sponsored “Day in Family & Juvenile Court” for public officials (i.e. policy jury, mayor, legislators).
- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reports that it appeared on radio and TV shows, visited classrooms, sponsored a teen court program, gave talks at various forums, sponsored tours of the Court, and participated in Judicial Ride-Along programs.
- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that it gave talks at various forums, appeared on radio and TV shows, sponsored tours of the Court, participated in Law Day activities, and maintained and updated its court web page.
- **East Baton Rouge Parish Juvenile Court.** The East Baton Rouge Parish Juvenile Court reports that it appeared on radio and TV shows, visited classrooms, gave talks at various forums, sponsored tours of the Court, formed a community partnership with the Casey Family Program, participated in the Baton Rouge Chamber of Commerce Leadership Program annually, participated in the organizational planning of the first statewide public hearing in conjunction with the Juvenile Justice Commission and through continued participation supported the facilitation of the goals, mission and process of the Commission. The Court also reports that it appointed a chairman and formed the Juvenile Court Improvements Committee to seek out

funding sources for the construction of a new Juvenile Justice Complex for East Baton Rouge Parish. The Committee promotes community awareness by educating the public about the essential functions of the Court and the important role the Court plays within the community, and information about the Court was linked to the City of Baton Rouge's website.

- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it provided a newsletter (CASA), appeared on radio and TV shows (CASA, drug court, judges), visited classrooms, gave talks at various forums, sponsored tours of the Court, participated in Judicial Ride-Along programs, allowed school children to tour the Court and hear from the judge, district attorney, defense attorney and probation, and to tour the Rivarde Detention Center.
- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it provided a newsletter, appeared on radio and TV shows, visited classrooms, gave talks at various forums, and sponsored tours of the Court.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it visited classrooms, appeared on radio and TV shows, gave talks at various forums, sponsored tours of the Court, and participated in Judicial Ride-Along programs. Students of all ages visited the Court. Moot courts were conducted regularly. The Court participated in Curriculum for International Visitors while facilitating visits with judges and personnel. The Court implemented an organizational and structure chart, which was public record. Media coverage for specialty courts as well as alternatives to incarceration programs was a continuing effort and goal. The Court created a state-of-the-art drug testing lab. Website development is an ongoing and a regular activity. The Court has an active relationship with the Community Relations Department of the Supreme Court. Administrators met regularly with the Supreme Court Community Relations Department to



dialog about methods and ways to inform the community of the Court and its programs. Drug Court and Domestic Violence Court were highlighted in the media. A new Mental Health Court will be showcased in the very near future. Citywide cleanup, painting of schools, Judges-in-the-Classroom as well as class visitation of the Court were part of the community outreach focus.

- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reports that it provided a newsletter; appeared on radio and TV shows; visited classrooms; sponsored a teen court program; gave talks at various forums; sponsored tours of the Court, and participated in Judicial Ride-Along programs.

Objective 4.5

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

Intent of the Objective

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

Responses to the Objective

In addition to the responses provided in Exhibits 16, 17 and 18, district courts also reported the following:

- **1st JDC.** The 1st JDC reports that it continues to increase capacity for real-time reporting with the certification of a reporter.
- **2nd JDC.** The 2nd JDC reports that it improved docketing and scheduling, improved the manual system of case management, and ensured that all judges with juvenile jurisdiction attended mandatory training. The Court bought

additional personal computers, installed video-conferencing/arraignment system, real-time reporting, new audio-visual equipment, e-mail/internet, and upgraded word processing software to ensure compliance with the ASFA.

- **3rd JDC.** The 3rd JDC reports that it improved docketing and scheduling, improved the manual system of case management, ensured that all judges with juvenile jurisdiction attended mandatory training, developed common forms, improved rules of court, court employees followed up with attorneys to remind them of court dates and added additional juvenile days to ensure timely compliance without delays. The Court also bought additional personal computers, installed e-mail/internet, upgraded word processing software, and installed legal research software.
- **4th JDC.** The 4th JDC reports that it created a specialized division or section of court, created a facilitation team, improved docketing and scheduling, installed an automated case scheduling and management information system, employed case managers to expedite court processes, improved the manual system of case management, ensured that all judges with juvenile jurisdiction attended mandatory training, developed common forms, improved rules of court, and created bench book checklists to insure ASFA compliance. The Court continues to provide supplemental funding for FINS. The Court also reports that it bought additional personal computers, installed a LAN system, installed a video-conferencing/arraignment system, installed electronic monitoring, installed e-mail/internet, installed and used PowerPoint software, upgraded word processing software, installed new audio-visual equipment, installed digital audio/video, installed legal research software, installed an automated security system and installed VPN, a two-parish WAN, and wireless internet in courtrooms for judges' notebooks. The Court attained equipment and certification for online NCIC background checks.
- **5th JDC.** The 5th JDC reports that it created a facilitation team, improved docketing and scheduling, improved the manual system of case

management, ensured that all judges with juvenile jurisdiction attended mandatory training and improved the rules of court. The Court also reports that it bought additional personal computers, installed e-mail/internet, upgraded word processing, installed new audio-visual equipment, installed legal research software and installed an automated security system.

- **6th JDC.** The 6th JDC reports that it created a facilitation team; improved docketing and scheduling; improved the manual system of case management, and ensured that all judges with juvenile jurisdiction attended mandatory training and developed common forms.
The Court also reports that it bought additional personal computers, installed electronic monitoring, installed e-mail/internet, upgraded word processing software, installed legal research software, and installed an automated security system.
- **7th JDC.** The 7th JDC reports that it improved docketing and scheduling, improved the manual system of case management, ensured that all judges with juvenile jurisdiction attended mandatory training, and developed common forms. The Court also bought additional personal computers, installed e-mail/internet, upgraded word processing software, and installed legal research software.
- **8th JDC.** The 8th JDC reports that it improved docketing and scheduling, ensured that all judges with juvenile jurisdiction attended mandatory training, and developed common forms. The Court also reports that it installed e-mail/internet and installed new audio-visual equipment.
- **9th JDC.** The 9th JDC reports that it created a facilitation team, improved the manual system of case management, ensured that all judges with juvenile jurisdiction attended mandatory training, and developed common forms. The Court also bought additional personal computers, installed a video-conferencing/arraignment system, installed e-mail/internet, installed digital audio/video, installed legal research software, and installed automated security system.

- **10th JDC.** The 10th JDC reports that it improved the manual system of case management, ensured that all judges with juvenile jurisdiction attended mandatory training, and developed common forms. It also reports that all judges with juvenile jurisdiction and staff with juvenile responsibilities were ASFA trained by the staff from the Supreme Court, and ASFA procedures and requirements were fully implemented. The Court trained a minute clerk in ASFA procedures and met with the district attorney and the Office of Community Services to ensure compliance. It reviewed the FINS program and changes were made to improve services and accountability. In addition, the Court teamed with the Boys and Girls Club of Natchitoches to create a CASA program, which serves the needs of both and met with representatives of the Natchitoches Parish School Board, the FINS program and the district attorney to improve truancy programs, including truancy court. The Court also reports that it bought additional personal computers, installed a video-conferencing/arraignment system, installed electronic monitoring, installed e-mail/internet, upgraded word processing software, and installed legal research software.
- **11th JDC.** The 11th JDC reports that it improved docketing and scheduling and ensured that all judges with juvenile jurisdiction attended mandatory training. The Court also bought additional personal computers, installed a video-conferencing/arraignment system, and installed e-mail/internet.
- **12th JDC.** The 12th JDC reports that it improved docketing and scheduling and ensured that all judges with juvenile jurisdiction attended mandatory training. It also bought additional personal computers and upgraded word processing software.
- **13th JDC.** The 13th JDC reports that it ensured that all judges with juvenile jurisdiction attended mandatory training. The Court also bought additional personal computers, installed e-mail/internet, upgraded word processing software, installed digital audio/video, and installed legal research software.



- **14th JDC.** The 14th JDC reports that it created a specialized division or section of court, created a facilitation team, improved docketing and scheduling; installed an automated case scheduling and management information system, employed case managers to expedite court processes, improved the manual system of case management, ensured that all judges with juvenile jurisdiction attended mandatory training, and developed common forms. The Court also reports that it bought additional personal computers, installed video-conferencing/arraignment system, installed real-time reporting, installed e-mail/internet, upgraded word processing software, installed new audio-visual equipment, installed legal research software, and installed DVD's in all courtrooms.
- **15th JDC.** The 15th JDC reports that it created a facilitation team, improved docketing and scheduling, ensured that all judges with juvenile jurisdiction attended mandatory training; and participated in 2001 ASFA Performance Audit. The Court also bought additional personal computers, installed a LAN system, installed e-mail/internet, upgraded word processing, installed audio, and installed legal research software.
- **16th JDC.** The 16th JDC reports that it maintained adult drug court programs in all three of its parishes. Juvenile and Family Focus Drug Court programs were maintained in Iberia and St. Mary Parishes, and an Addictive Recovery Community Home Network program was implemented and maintained. The Court reports that a Re-Entry Drug Court program was implemented and maintained in Iberia Parish, a family court pretrial proceeding program was implemented and maintained in St. Mary, Iberia, and St. Martin Parishes. The Court also maintained an allotment system of felony cases to assigned judges for a one-year period, it maintained juvenile court dockets assigned to one judge in each parish and implemented a Court Appointed Special Advocates (CASA) program in Iberia Parish, and subscribed to Westlaw for legal research online. A LAN system was installed in all three parishes that included judges and staff

visiting judges, offices, courtrooms, the court administrator and staff, and the family court hearing officers and staff, and provided internet and e-mail access to all judges and employees. The Court also installed an anti-virus software on every court computer, purchased two real-time reporting systems, and provided training for two court reporters to test real-time reporting equipment. A digital recording system was installed in St. Mary Parish and equipment training was provided to court reporters.

- **17th JDC.** The 17th JDC reports that it created a facilitation team, and ensured that all judges with juvenile jurisdiction attended mandatory training. The facilitation team composed of representatives of court, district attorney and indigent defender reviewed compliance with ASFA time lines. The Court also reports that it bought additional personal computers, installed e-mail/internet, upgraded word processing software, and utilized electronic monitoring as a condition of bail.
- **18th JDC.** The 18th JDC reports that it improved docketing and scheduling, improved the manual system of case management, ensured that all judges with juvenile jurisdiction attended mandatory training, and developed common forms. The Court also reports that it installed electronic monitoring, installed e-mail/internet, upgraded word processing software, installed new audio-visual equipment and installed legal research software.
- **19th JDC.** The 19th JDC reports that it bought additional personal computers, installed a LAN system, installed a video-conferencing/arraignment system, installed real-time reporting, installed electronic monitoring; installed e-mail/internet, installed and used PowerPoint software, updated word processing software, installed new audio-visual equipment, installed digital audio/video and installed legal research software.
- **20th JDC.** The 20th JDC reports that it created a facilitation team and ensured that all judges with juvenile jurisdiction attended

mandatory training. The Court also reports that it bought additional personal computers; installed a LAN system; installed e-mail/internet; upgraded word processing software and installed legal research software.

- **21st JDC.** The 21st JDC reports that it created a specialized division or section of court; improved docketing and scheduling; installed an automated case scheduling and management information system (hardware was installed but software has not been provided yet); improved the manual system of case management; ensured that all judges with juvenile jurisdiction attended mandatory training and developed common forms. The Court also reported that it bought additional personal computers; upgraded video-conferencing/arraignment system; installed in some divisions real-time reporting; installed electronic monitoring; upgraded e-mail/internet; upgraded word processing software; installed new audio-visual equipment; upgraded legal research software and installed an automated security system.
- **22nd JDC.** The 22nd JDC reports that it employed case managers to expedite court processes and ensured that all judges with juvenile jurisdiction attended mandatory training. The Court also reports that it bought additional personal computers; installed real-time reporting; installed e-mail/internet; upgraded word processing software; installed new audio-visual; installed legal research software and installed an automated security system.
- **23rd JDC.** The 23rd JDC reports that it improved docketing and scheduling; improved the manual system of case management; ensured that all judges with juvenile jurisdiction attended mandatory training and timelines were created for tracking ASFA compliance. The Court also reports that it bought additional personal computers; maintained a LAN system; installed video-conferencing/arraignment system; installed electronic monitoring; installed e-mail/internet; installed digital audio/video and installed legal research software.

- **26th JDC.** The 26th JDC reports that it created juvenile and adult drug treatment courts. It appointed a hearing officer to hear all cases requesting protective orders. It created a community service program and a family strengthening program for juvenile status offenders and families referred to FINS, and joined efforts with Volunteers for Youth Justice in Shreveport to provide alternative sanctions to status offenders. A Truancy Assessment Center was also established in Bossier and Webster Parishes.
- **29th JDC.** The 29th JDC reports that it prepared a checklist on every CINC proceeding to ensure compliance with the requirements of ASFA and the Louisiana Children's Code.
- **32nd JDC.** The 32nd JDC reports that it established a closer working relationship with CASA.
- **34th JDC.** The 34th JDC reports that it worked with its district attorney and OCS staff to ensure compliance with the requirements of ASFA and the Louisiana Children's Code. The Court also reports that it began installation and training for real time court reporting for all of its court reporters.
- **36th JDC.** The 36th JDC reports that an assigned judge continually monitors all manual files to check ASFA time-line compliance in every case.
- **37th JDC.** The 37th JDC reports that its staff monitored CINC cases to ensure compliance with ASFA and the Louisiana Children's Code and to decrease matters "lost" without proper documentation.
- **Calcasieu Parish Family & Juvenile Court.** The Calcasieu Parish Family & Juvenile Court reports that it created a facilitation team; improved docketing and scheduling, installed an automated case scheduling and management information system (it tried the Supreme Court's case management program for CINC cases),



employed case managers to expedite court processes, improved the manual system of case management, ensured that all judges with juvenile jurisdiction attended mandatory training and developed common forms. The Court also reports that it bought additional personal computers, installed a LAN system, installed e-mail/internet, upgraded word processing software and installed legal research software.

- **Caddo Parish Juvenile Court.** The Caddo Parish Juvenile Court reports that it created a specialized division or section of court, improved docketing and scheduling, ensured that all judges with juvenile jurisdiction attended mandatory training and developed common forms. The Court also reports that it bought additional personal computers; installed electronic monitoring; installed e-mail/internet; installed and used PowerPoint software; upgraded word processing software; installed new audio-visual equipment and installed an automated security system.
- **East Baton Rouge Parish Family Court.** The East Baton Rouge Parish Family Court reports that it bought additional personal computers, upgraded the court's network server, studied video-conferencing/arrestment systems, studied the feasibility of new audio-visual, upgraded word processing software and maintained and updated its court web page. The Court has provided all judges with VPN capability whereby each judge can access his office computer from any site in the United States and can perform functions on a home computer as if the Judge was in the office.
- **East Baton Rouge Parish Juvenile Court** The East Baton Rouge Parish Juvenile Court reports that it created a docketing and scheduling system, employed case managers to expedite court processes (employed two additional minute clerks), ensured that all judges with juvenile jurisdiction attended mandatory training, developed common forms, and improved rules of court. The Court also developed minute entries to coincide with the checklists developed by the

Louisiana Supreme Court's Court Improvement Program, assisted in developing an effective and efficient audit tool for use in the ASFA Compliance Performance Audit conducted by the NCSC under the direction of the Louisiana Supreme Court. The Court co-sponsored a training seminar with CASA, Discovery-SLU Resource Center, and the Office of Community Services for local attorneys entitled "Child Protection and the Law", attained goals set by the Facilitation Team to reduce delays to eliminate discrepancies between orders and minute entries, to better document indigency, and to ensure documentation of required ASFA findings using required ASFA language through programming of uniform ASFA minute entries into the Court's automated system, conducted in-house training for minute clerks, juvenile court judges, court personnel and representatives of all agencies essential to successful implementation of the ASFA process attended the ASFA audit follow-up site visit sponsored by the Louisiana Supreme Court's Court Improvement Program. The Court also reports that it bought additional personal computers; installed e-mail/internet, upgraded word processing software, installed legal research software, and upgraded the technology of the courtrooms and facilities on a routine basis. The Court's non-support division took an active role in various "Fathering Court" initiatives. It was selected as the pilot site for the "Low Income Fathers Pilot Demonstration Project" sponsored by the Louisiana Department of Social Services and has been actively participating in the project since January 2004 as pilot implementation partners with the East Baton Rouge District Attorney's Office, East Baton Rouge Support Enforcement Services, local non-profit Family Road and SSA Consultants of Baton Rouge. The goal of the program is to establish a service delivery model capable of equipping low-income fathers with the skills necessary to provide regular financial and emotional support for their children. The Court participates on a regular basis in LSU's Law School's "Juvenile Practice Workshop". Pursuant to Rule XX, Section 6 of the Rules of the Supreme Court of Louisiana, law students are sworn in as law student practitioners

and under the supervision of the public defender, for a six week period, the student practitioners represent indigent juveniles who have been petitioned for delinquency offenses in juvenile court. The Court's mentoring program "Reclaiming Our Youth" addresses the problem of increased isolation among the young people in the community. The program is an opportunity for local citizens to contribute their time to disadvantaged youth who are often deprived of the parental support and guidance necessary for the development of productive citizens. The Juvenile Court Improvements Committee, the East Baton Rouge Parish Library and the Department of Juvenile Services joined in an effort to reach at-risk youth housed in the juvenile detention facility by opening the facility's new outreach center. The facility's library was totally revamped and stocked with hundreds of books, audio and video recordings and DVDs and once a month the EBRP library will conduct workshops for the juvenile detainees. The Court also participated on Louisiana Supreme Court's Committee to establish uniform court rules.

- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it upgraded an automated case scheduling and management information system, improved the manual system of case management, encouraged or used alternative dispute resolution, ensured that all judges with juvenile jurisdiction attended mandatory training, improved common forms; improved rules of court, complied with Supreme Court orders, established a court-based work group to conduct self audits, developed policies and procedures for ASFA compliance, maintained active dialogue with OCS and OYS and participated in training. The Court also bought additional personal computers, installed and used PowerPoint software, upgraded word processing software and upgraded its mainframe computer system.
- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it bought additional personal computers, installed real-time reporting, installed e-mail/internet, installed and used PowerPoint software, upgraded

word processing software, installed legal research software and upgraded an automated security system.

- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports that it bought additional personal computers and installed one real-time reporting system as a pilot in one section of court. The Court continued to develop and implement specialty courts. Seven successful Drug Treatment Courts were in operation, the first and only domestic violence monitoring court and mental health court in the state. During the 2003 legislative session, a study resolution for the feasibility of statewide mental health courts was passed. The state Criminal Justice Legislative Committee conducted a hearing at the Court in the beginning of the 2004 session. Successful Court Intervention Services Program and a Drug Testing Lab were in operation and there were specialized divisions for a collections and community service. A pilot program for an automated case management system was implemented in June 2004. A standardized minute entry program was operated in twelve of thirteen sections (a major barrier is still funding resources). A database for drug treatment court statistics is in operation. It is an ongoing and regular activity of the court to improve court intervention services and alternatives to incarceration.
- **Orleans Parish Juvenile Court.** The Orleans Parish Juvenile Court reports that it created a specialized division or section of court, created a facilitation team, improved docketing and scheduling, installed an automated case scheduling and management information system, planned the development of an automated case management system, employed case managers to expedite court processes, improved the manual system of case management, encouraged or used alternative dispute resolution, ensured that all judges with juvenile jurisdiction attended mandatory training, developed common forms, and improved rules of court. The Court also bought additional personal computers, installed a LAN system, installed e-mail/internet, installed



and used PowerPoint software, upgraded word processing software, installed new audio-visual equipment, installed digital audio/video and installed legal research software.

Future Plans

- **1st JDC.** The 1st JDC reports that it will continue to update and expand drug court involvement.

- **16th JDC.** The 16th JDC reports that it will prepare a proposal to implement a video-conferencing/arraignment system in all three parishes and will develop a plan to purchase additional real-time court reporting systems and to train court reporters.

ACTIONS TAKEN IN FY 1999-2000 THROUGH FY 2003-2004 TO EDUCATE THE PUBLIC ABOUT THE COURT, THE LAW, OR THE ADMINISTRATION OF JUSTICE--Exhibit 16										
Objective 4.4	Did not address this area in FY 1999-2000 through FY 2003-2004	Provided a Newsletter	Visited Classrooms	Gave Talks at Various Forums	Participated in Judicial Ride-Along Programs	Appeared on Radio and TV Shows	Sponsored a Teen Court Program	Sponsored Tours of the Courts	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			✓	✓				✓	✓	
26			✓	✓	✓		✓	✓	✓	✓
27			✓	✓	✓			✓		
28			✓	✓				✓	✓	✓
29			✓	✓	✓			✓	✓	
30			✓	✓				✓	✓	
31				✓				✓		
32			✓						✓	
33				✓				✓		✓
34			✓	✓	✓			✓	✓	
35								✓	✓	
36			✓	✓	✓			✓		✓
37			✓					✓	✓	
38				✓				✓		
39								✓		✓
40			✓	✓				✓	✓	
Orleans Criminal			✓	✓	✓	✓		✓		✓
Orleans Civil		✓	✓	✓		✓		✓		
Orleans Juvenile		✓	✓	✓	✓	✓	✓	✓		
Caddo Juvenile			✓	✓	✓	✓	✓	✓		
Calcasieu Family/Juvenile			✓	✓		✓	✓	✓		✓
Jefferson Juvenile		✓	✓	✓	✓	✓		✓		✓
East Baton Rouge Juvenile			✓	✓		✓		✓		✓
East Baton Rouge Family				✓		✓		✓		✓
TOTALS	0	4	40	40	22	17	9	43	23	14





PERFORMANCE REPORTS:

PERFORMANCE OF THE CITY AND PARISH COURTS

PERFORMANCE OF THE CITY AND PARISH COURTS

INTRODUCTION

The Board of the Louisiana Association of City Court Judges adopted the Strategic Plan of the City and Parish Courts in May of 2002. The Supreme Court of Louisiana approved the Plan in July of 2002. At the time of adoption, the Strategic Plan of the City and Parish Courts contained five goals, twenty-one objectives, and fifty-five strategies.

To plan and guide the implementation of the Strategic Plan of the City and Parish Courts, the Louisiana Association of City Court Judges established a Committee on Strategic Planning chaired by its then president, Judge Paul Bonin. Its current chair is Judge Grace Gasaway. Thus far, the Committee has met once with the Judicial Administrator of the Supreme Court to develop and monitor an implementation plan consisting of the following elements:

1. distribution to each district judge of a copy of the plan.
2. regular briefings of the Board and members of the Louisiana Association of City Court Judges on the progress of the Association and the city and parish courts in implementing the strategic plan.
3. meetings with the Committee on Strategic Planning.
4. development and distribution of the 2002-2003 Survey of Chief Judges on Judicial Performance.

The goals and objectives in the Strategic Plan of the City and Parish Courts are based on the national trial court performance standards as modified by the Louisiana Commission on Performance Standards and Strategic Planning in 2002. The information presented in the "Responses to Objective" section of the Report was derived from the responses of each city and parish court to the Survey of Chief Judges, which was prepared by the Office of the Judicial Administrator of the Supreme Court and disseminated to the city and parish courts during the fall of 2004.

All fifty-two of the chief judges of the city and parish courts responded to the Survey of the Chief Judges. In most cases, the chief judges answered both the objective and open-ended questions included in the Survey. In some cases, the chief judges elected only to answer the objective questions. In answering the open-ended questions, most of the chief judges provided lists of activities that they either were using or planned to use to address the objectives. Sometimes, the chief judges simply indicated that their responses to certain objectives were part of the regular, ongoing activities of their courts. In other cases, the chief judges responded to the open-ended questions by indicating that their courts were either already in compliance with the objective or would take steps to be compliant in the future.



City Court Objectives

- 1.1 To conduct judicial proceedings that are public by law or custom openly.
- 1.2 To encourage responsible parties to make court facilities safe, accessible, and convenient.
- 1.3 To give all who appear before the court reasonable opportunities to participate effectively without undue hardship or inconvenience.
- 1.4 To ensure that all judges and other trial court personnel are courteous and responsive to the public and accord respect to all with whom they come into contact.
- 1.5 To encourage all responsible public bodies and public officers to make the costs of access to trial court proceedings and records - whether measured in terms of money, time, or the procedures that must be followed - reasonable, fair, and affordable.
- 2.1 To encourage timely case management and processing.
- 2.2 To provide required reports and to respond to requests for information promptly.
- 2.3 To promptly implement changes in law and procedure.
- 3.1 To faithfully adhere to laws, procedural rules, and established policies.
- 3.2 To give individual attention to cases, deciding them without undue disparity among like cases and upon legally relevant factors.
- 3.3 To ensure that the decisions of the court address clearly the issues presented to it and, where appropriate, to specify how compliance can be achieved.
- 3.4 To ensure that appropriate responsibility is taken for the enforcement of court orders.
- 3.5 To ensure that all court records of relevant court decisions and actions are accurate and preserved properly.
- 4.1 To maintain the constitutional independence of the judiciary while observing the principle of cooperation with other branches of government.
- 4.2 To seek, use, and account for public resources in a responsible manner.
- 4.3 To use fair employment practices.
- 4.4 To inform the community of the court's structure, function, and programs.
- 4.5 To recognize new conditions or emerging events and to adjust court operations as necessary.
- 5.1 To ensure that the court and the justice it renders are accessible and are perceived by the public to be accessible.
- 5.2 To ensure that the court functions fairly, impartially, and expeditiously, and is perceived by the public to be so.
- 5.3 To ensure that the court is independent, cooperative with other components of government, and accountable, and is perceived by the public to be so.

Objective 1.1

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

Intent of the Objective

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

Responses to the Objective

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

- **Crowley City Court.** The Crowley City Court reports that its dockets are published in the local newspaper.
- **City Court of Hammond.** The City Court of Hammond reports that it continued to mail letters to newly registered voters informing them of the availability of court services.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that court dockets are posted on bulletin boards outside of and within each courtroom. In addition, docket information is available by telephone upon request and will be reported on the Court's new web site when developed.
- **New Orleans Municipal Court.** The New Orleans Municipal Court reports that it posted signs on the entrance doors to courtrooms to notify the public when the Court would be closed. It also notified the media to disseminate information on court closings to the public.
- **Springhill City Court.** The Springhill City Court reports that it provided docket information to the local newspaper.

- **Ville Platte City Court.** The Ville Platte City Court reports that it notifies the public through the media whenever the Court is closed for any reason.

Objective 1.2

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

Intent of Objective

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

Responses to the Objective

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

- **City Court of Bogalusa.** The City Court of Bogalusa reports that it requested the city to buy security equipment for the court during the 2003-2004 fiscal year.
- **Denham Springs City Court.** The Denham Springs City Court reports that it continued to work with its Marshal's office to enhance security procedures.



- **Franklin City Court.** The Franklin City Court is considering constructing walls to separate a customer area from other parts of the Court.
- **Jeanerette City Court.** The Jeanerette City Court reports that its judge attended a bench skills management training seminar held at the National Judicial College, and thereafter, met with court personnel and bailiffs to discuss and implement new safety procedural protocols.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it sponsored training on its security equipment (metal detector, X-Ray, monitor room, etc.) for bailiffs, Vinson Guard personnel, and the Court's support personnel.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it has installed new security equipment (a metal detector and X-Ray machine) and has sponsored security training for its personnel to deal with every emergency. In addition, the Court has provided training to its employees on safety procedures. There are designated safety coordinators and also designated safe locations in place.
- **Kaplan City Court.** The Kaplan City Court reports that it has expressed its concerns

regarding security to its Marshal and clerks, and has encouraged certain measures to be implemented. The Court has also sought a grant to enhance security but was not successful in that endeavor. The Court is very concerned about security but cannot afford metal detectors and other needed security resources.

- **City Court of Morgan City.** The City Court of Morgan City reports that it implemented security checks using hand-held metal detectors before each criminal trial.
- **New Orleans Traffic Court.** The New Orleans Traffic Court reports that scanning machines and security police are stationed at the entrance to the Court.
- **Rayne City Court.** The Rayne City Court reports that it upgraded its security equipment and has started to implement plans to modify its courtroom so as to provide a safer and more secure environment for its clerk and court personnel.
- **City Court of Winnsboro.** The City Court of Winnsboro reports that it requested and obtained the cooperation of the Winnsboro Police Department in carrying out random searches on court dates.

ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO ENSURE THAT THE PUBLIC WAS AWARE OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS--Exhibit 1						
OBJECTIVE 1.1	Did not address this area in FY 1999-2000 through FY 2003-2004	Published the Court's Schedule on the Doors or Walls of the Courtrooms	Developed a Website Which Has Information on Court Schedules and Accessibility	Published and Distributed Court Calendars	Provided An Information Answer Desk in the Courthouse	Other
Abbeville				✓		
Alexandria Parish Ct	✓					
Ascension	✓					
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					✓	
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	19	16	6	16	6	8



ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO IMPLEMENT SAFETY AND SECURITY MEASURES--Exhibit 2											
OBJECTIVE 1.2	Did not address this area in FY 1999-2000 through FY 2003-2004	Had a Security Audit Performed	Developed a Safety Policy	Developed a Security Policy	Installed Security Alarms in Judges' Chambers/ Courtrooms	Had Bailiffs Trained in Better Security	Appointed a Safety Officer	Sponsored Safety/Security Training	Implemented an Emergency Evacuation Procedure	Installed Security Equipment	Other
Abbeville	✓										
Alexandria	✓										
Ascension Parish Ct						✓			✓		
Baker									✓		
Bastrop					✓				✓		
Baton Rouge		✓		✓		✓		✓	✓		
Bogalusa										✓	
Bossier City		✓									
Breaux Bridge	✓										
Bunkie	✓										
Crowley									✓		
Denham Springs										✓	
Eunice									✓		
Franklin						✓				✓	
Hammond					✓	✓			✓		
Houma	✓										
Jeannerette											✓
Jefferson - 1st Parish Ct		✓		✓				✓	✓	✓	
Jefferson - 2nd Parish Ct			✓	✓		✓	✓	✓	✓		
Jennings					✓						
Kaplan											✓
Lafayette									✓		
Lake Charles		✓		✓							
Leesville	✓										
Marksville						✓					
Minden	✓										
Monroe					✓			✓			
Morgan City		✓		✓							✓
Natchitoches				✓		✓					
New Iberia					✓				✓	✓	
N.O. - 1st City Ct				✓			✓	✓	✓		
N.O. - 2nd City Ct				✓		✓	✓		✓		
N.O. - Municipal Ct		✓	✓	✓	✓				✓		
N.O. - Traffic Ct		✓		✓			✓		✓	✓	
Oakdale	✓										
Opelousas				✓					✓		
Pineville											
Plaquemine									✓		
Port Allen	✓										
Rayne			✓	✓			✓			✓	
Ruston									✓		
Shreveport			✓				✓	✓			
Slidell	✓										
Springhill	✓										
Sulphur						✓					
Thibodaux									✓		
Vidalia	✓										
Ville Platte									✓		
West Monroe					✓				✓		
Winnfield	✓										
Winnsboro											✓
Zachary							✓				
TOTALS	13	7	4	11	8	9	7	1	6	21	10

Objective 1.3

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

Intent of the Objective

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

Responses to the Objective

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

- **City Court of Bogalusa.** The City Court of Bogalusa reports that it has identified an interpreter to assist the deaf in court proceedings.
- **Bunkie City Court.** The Bunkie City Court reports that it has identified an interpreter to assist the deaf in court proceedings.
- **Denham Springs City Court.** The Denham Springs City Court reports that it paid for sign language interpreters in juvenile and criminal proceedings as needed.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it has had a Telecommunications Device for the Deaf (TDD) in place since 1993. During FY 2003-2004, the Court purchased a new TDD.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that all

subpoenas and notices of trial contain a note stating that assistance will be provided to anyone with a disability. In addition, interpreter services are supplied to defendants when needed.

- **Kaplan City Court.** The Kaplan City Court reports that it has engaged sign interpreters for the deaf when needed.
- **Minden City Court.** The Minden City Court reports that it complies with the ADA requirements promulgated by the City of Minden.
- **New Orleans Municipal Court.** The New Orleans Municipal Court reports that in November 2003 one of its courtrooms was renovated to comply with the ADA and two public restrooms were made accessible to persons with disabilities.
- **New Orleans Traffic Court.** The New Orleans Traffic Court reports that it made language interpreters available to appropriate persons needing such services. It also constructed a wheelchair ramp in one of its courtrooms and provided an external wheelchair ramp with a button activated electric door.
- **Opelousas City Court.** The Opelousas City Court reports that it has an individual available to the Court at all times who speaks French and Spanish.
- **Ville Platte City Court.** The Ville Platte City Court reports that it has hired someone who speaks English and another language.
- **Winnsboro City Court.** The Winnsboro City Court reports that it uses interpreters who are available through the Franklin Parish Sheriff's Office.



ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)--Exhibit 3										
OBJECTIVE 1.3	Did not address this area in FY 1999-2000 through FY 2003-2004	Implemented ADA Non-Discrimination Policy or Court Rule	Posted Public Notice/Communication of Availability of Reasonable Accommodations	Established Complaint Procedure	Posted Signage (Raised lettering, Braille, Accessible Restrooms, Etc.)	Developed Written Essential Functions for Court Jobs	Adopted Oath for Sign Language Interpreters	Established List of Available Real-Time Court Reporters & Sign Language Interpreters	Implemented an Emergency Evacuation Procedure to Accommodate Disabled Patrons/Employees	Other
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	✓									
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	30	4	9	3	8	1	5	6	4	6



ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO ASSIST NON-ENGLISH SPEAKING LITIGANTS--Exhibit 4						
OBJECTIVE 1.3	Did not address this area in FY 1999-2000 through FY 2003-2004	Paid for Foreign Language Interpreter Services in Criminal Cases	Paid for Foreign Language Interpreter Services in Family/Juvenile Cases	Paid for Foreign Language Interpreter Services in Other Civil Cases	Developed & Maintained a List of Professional Interpreters for non-English Speaking Patrons	Other
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		✓				
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	16	27	9	6	17	7



Objective 1.4

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

Intent of the Objective

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

Responses to the Objective

- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that new procedures have been implemented to facilitate the public's convenience in paying fines and court costs. The web site will be developed to further enhance the public's convenience in this respect. The Court also reports that it has supplied in-house training on courtesy and professionalism to all employees in the past year in addition to its other procedures for enhancing courtesy and responsiveness.

Objective 1.5

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

Intent of the Objective

Litigants and others who use the services of the trial courts face five main financial barriers to effective access to the trial court: fees and court costs; third-party expenses (e.g. deposition costs and expert witness fees); attorney fees and costs; the cost of time; and the cost of regulatory procedures, especially with respect to accessing records. Objective 1.5 calls on courts to exercise leadership by working with other public bodies and officers to make the costs of

access to trial court proceedings and records reasonable, fair, and affordable. The means to achieve the objective include: actions to simplify procedures and reduce paperwork; efforts to improve alternative dispute resolution, in forma pauperis filings, indigent defense, legal services for the poor, legal clinics, pro bono services and pro se representation; and efforts to assist the victims of crime.

Responses to the Objective

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

- **Baker City Court.** The Baker City Court reports that it appointed public defenders to represent all 17-18 year-old defendants.
- **Denham Springs City Court.** The Denham Springs City Court reports that it updated a list of local attorneys to be potentially appointed by the judge to represent the financially disadvantaged in juvenile and criminal matters.
- **Eunice City Court.** The Eunice City Court reports that it informed pro se litigants of court procedures and evidentiary needs.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it continues to work with the clerk of court to assist pro se litigants.
- **Kaplan City Court.** The Kaplan City Court reports that virtually all of its self-represented litigants appear in its small claims court where the Court has greater latitude in rendering assistance.
- **First City Court of Orleans.** The First City Court of Orleans reports that it provided informational booklets on the Court's policies and procedures to pro se litigants.
- **Rayne City Court.** The Rayne City Court reports that it worked closely with the district

indigent defender board to provide legal services to indigents accused of crimes.

- **City Court of Thibodaux.** The City Court of Thibodaux reports that it provided generic civil suit petitions and other forms to assist pro se litigants.

Objective 2.1

To encourage timely case management and processing.

Intent of the Objective

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

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

the punctual commencement of scheduled proceedings.

Responses to the Objective

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

- **Bunkie City Court.** The Bunkie City Court reports that it moved the starting time of court from 9:00 a.m. to 10:00 a.m. to allow time for plea bargains to be worked out.
- **Franklin City Court.** The Franklin City Court reports that it obtained a new computer program to facilitate criminal docketing and reporting.
- **Jeanerette City Court.** The Jeanerette City Court reports that it met with the city's police department and the Sheriff's office to discuss prompt filing of offense in the court. It also reviewed court procedures regarding the length of time for offenses to move through the system. In addition, the Court reports that it began discussions regarding the auditing of citations and the tracking of citation booklets provided by the Court.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that plans were discussed with the Jefferson Parish Clerk of Court to create an automatic system that will provide an aging program for cases under advisement so that no case sits without comment for any great length of time. The Court also reports that its Parish Court Case Management System, originally implemented in 2002, continues to be enhanced. In addition, the Court reports that the following projects were accomplished during the survey period: streamlining codes for minute entries; electronic attachments and recalls, the imaging of court records; error checking and protection for court minutes; and the enhancement of docketing and calendar programs.



- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it continues to improve its automated case management system. Additional criminal days were placed on the Court's calendar to reduce delays and improve case management.
- **Kaplan City Court.** The Kaplan City Court reports that it developed a centralized data base via networking to reduce delays and improve case management. The Court also reports that it limits cases under advisement to one week.

- **Lafayette City Court.** The Lafayette City Court reports that it added extra court dates and improved its case management software during the period.
- **Marksville City Court.** The Marksville City Court reports that it has installed a computerized data base and tracking system.
- **Rayne City Court.** The Rayne City Court reports that it continuously improves its accounting and case management information.

ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO ASSIST PRO SE LITIGANTS--Exhibit 5						
OBJECTIVE 1.5	Did not address this area in FY 1999-2000 through FY 2003-2004		Worked with the Clerk of Court to Provide Information		Worked with the Local Bar to Provide Information	Other
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	✓					
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	17		27		3	8



ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO REDUCE DELAYS AND IMPROVE CASE MANAGEMENT--Exhibit 6										
OBJECTIVE 2.1	Did not address this area in FY 1999-2000 through FY 2003-2004	Improved Docketing and Scheduling	Employed Case Managers to Expedite Court Processes	Improved the Manual System of Case Processing	Implemented Pre-Trial Conferences	Installed/Upgraded an Automated Case Management System	Planned/Improved the Development of an Automated Case Management System	Took Steps to Reduce Cases Under Adversement	Encouraged Alternative Dispute Resolution	Other
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		✓								
Natchitoches				✓						
New Iberia		✓						✓		
N.O. - 1st City Ct		✓			✓			✓	✓	
N.O. - 2nd City Ct		✓		✓	✓			✓	✓	
N.O. - Municipal Ct		✓				✓				
N.O. - Traffic Ct		✓		✓						
Oakdale		✓							✓	
Opelousas		✓						✓		
Pineville		✓		✓	✓			✓		
Plaquemine									✓	
Port Allen	✓									
Rayne		✓								✓
Ruston		✓								
Shreveport		✓						✓		
Slidell		✓								
Springhill	✓									
Sulphur							✓			
Thibodaux	✓									
Vidalia	✓									
Ville Platte		✓			✓					
West Monroe					✓			✓		
Winnfield		✓			✓			✓	✓	
Winnsboro										✓
Zachary		✓								
TOTALS	9	32	0	13	9	3	4	11	5	10



Objective 2.2

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

Intent of the Objective

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

Responses to the Objective

The Second Parish Court reports that it strives to supply requested information in a timely manner. The system that supplies the Court with required reports is updated regularly.

Objective 2.3

To promptly implement changes in law and procedure.

Intent of the Objective

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

Responses to the Objective

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

- **Bastrop City Court.** The Bastrop City Court reports that it reviewed legislative changes especially to the criminal law.
- **Bossier City Court.** The Bossier City Court reports that it is in the process of forming a committee of city court clerks to ensure that all city courts are up to date on changes in law affecting the courts.

- **City Court of Hammond.** The City Court of Hammond reports that its judge attends all conferences sponsored by the Louisiana Judicial College as a means of keeping up to date on changes in law and procedure.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it has processes in place to ensure that changes in the court cost/fine schedule, the bond schedule, and changes in law are updated regularly.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson continually reviews changes in the law and legal procedures, and modifies its court procedures accordingly. The judges and staff of the Court also continually review the policies and rules of the Court to ensure their effectiveness and appropriateness.
- **Kaplan City Court.** The Kaplan City Court reports that its judge personally manages this responsibility by keeping himself abreast of such changes and communicating the changes to his staff.
- **New Orleans Municipal Court.** The New Orleans Municipal Court reports that it circulated ordinances as they were received from the New Orleans City Council to its judges and staff.
- **Rayne City Court.** The Rayne City Courts reports that it continuously updates its boykin forms as needed.
- **Sulphur City Court.** The Sulphur City Court reports that it sends its clerks to conventions and seminars, it uses the Internet to access the legislature's web site, and uses new CD software to access the latest information on criminal law and procedure.
- **City Court of Thibodaux.** The City Court of Thibodaux reports that its judge monitors



legislation which is applicable to city courts and makes changes where necessary.

- **City Court of Winnsboro.** The City Court of Winnsboro reports that its judge regularly attends seminars that highlight changes in law and procedure.

Objective 3.1

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

Intent of the Objective

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

Responses to the Objective

No responses.

Objective 3.2

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

Intent of the Objective

This objective upholds the standard that litigants should receive individual attention without variation due to the judge assigned or the legally irrelevant characteristics of the parties. To the extent possible, persons similarly situated should receive similar

treatment. The objective further requires that court decisions and actions be in proper proportion to the nature and magnitude of the case and to the characteristics of the parties. Variations should not be predictable due to legally irrelevant factors, nor should the outcome of a case depend on which judge within a court presides over a hearing or trial. The objective relates to all decisions, including sentences in criminal cases, the conditions of bail, the amount of child support, the appointment of legal counsel, and the use of court-supervised alternatives to formal litigation.

Responses to the Objective

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

- **City Court of Alexandria.** The City Court of Alexandria reports that it used standardized probation forms which were applicable in most probations situations.
- **Denham Springs City Court.** The Denham Springs City Court reports that it previously developed and continued to use both a standardized bail bond schedule and standardized boykin language during the 2003-2004 fiscal year.
- **Sulphur City Court.** The Sulphur City Court is exploring a method of getting all local sentencing online using Thinkstream technology.

Objective 3.3

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

Intent of the Objective

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

interpret or apply the decision. This objective implies that dispositions for each charge or count in a criminal complaint, for example, is easy to discern, and that the terms of punishment and sentence should be clearly associated with each count upon which a conviction is returned. Noncompliance with court pronouncements and subsequent difficulties of enforcement sometimes occur because orders are not stated in terms that are readily understood and capable of being monitored. An order that requires a

minimum payment per month on a restitution obligation, for example, is clearer and more enforceable than an order that establishes an obligation but sets no time frame for completion. Decisions in civil cases, especially those unraveling tangled webs of multiple claims and parties, should also connect clearly each issue and its consequences.

Responses to the Objective

No responses.



ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE--Exhibit 7

OBJECTIVE 2.3	Did not address this area in FY 1999-2000 through FY 2003-2004	Designated a Person to Monitor Rules and Legislation	Designated a Committee to Monitor Rules and Legislation	Instituted En Banc Judicial Review of All Changes in Law and Procedure	Obtained and Circulated Updated Bench Books, Checklists, etc.	Other
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	✓					
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				✓		
Winnboro						✓
Zachary		✓				
TOTALS	14	13	1	3	24	10

ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO GIVE INDIVIDUAL ATTENTION TO CASES, DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON LEGALLY RELEVANT FACTORS--Exhibit 8

OBJECTIVE 3.2	Did not address this area in FY 1999-2000 through FY 2003-2004	Developed and Continues to Use a Standardized Bail Bond Schedule	Developed and Continues to use a Standardized Boykin Language	Developed and Continues to Use Some Form of Sentencing or Dispositional Guidelines	Developed and Continues to use Some Method of Monitoring and Reporting on Cases to Analyze and Communicate Disparities in Sentencing or Civil Awards	Other
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		✓	✓			
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	✓					
Winnboro		✓	✓			
Zachary			✓			
TOTALS	7	33	41	30	3	6



Objective 3.4

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

Intent of the Objective

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

Responses to the Objective

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

- **Bastrop City Court.** The Bastrop City Court reports that it worked with the city police department to obtain an officer assigned to the enforcement of warrants.
- **City Court of Bogalusa.** The City Court of Bogalusa reports that it developed an amnesty program for arrestees failing to comply with warrants, summons, and subpoenas.
- **Bossier City Court.** The Bossier City Court reports that it worked closely with its Marshal's office to ensure that papers were served timely.
- **Denham Springs City Court.** The Denham Springs City Court reports that it worked with its Marshal's office to update old warrants so that the deputies could enforce those warrants after hours.

- **City Court of Hammond.** The City Court of Hammond reports that it continued its Court Management Services program through its warrant/criminal division.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it created an automatic electronic system to pass attachments and recalls directly to the Sheriff, and to receive back any rejection based on stated criteria.
- **Kaplan City Court.** The Kaplan City Court reports that its judge met with the Court's executive officers to encourage cooperation among agencies and to seek solutions to the problem of enforcing warrants, summons, and subpoenas.
- **Marksville City Court.** The Marksville City Court reports that it has gotten the City of Marksville to detail off-duty police officers and agents to assist in enforcing arrest warrants, summons, and subpoenas.
- **Monroe City Court.** The Monroe City Court reports that warrants are now tracked and executed by the Monroe Police Department.
- **Sulphur City Court.** The Sulphur City Court reports that its Marshal hired another deputy to coordinate timely enforcement of arrest warrants, summons, and subpoenas. It also investigated the purchase of new software to assist in this matter and obtained a daily jail roster via e-mail to reduce bench warrants for non-appearance.
- **City Court of Thibodaux.** The City Court of Thibodaux reports that, whenever there is a problem regarding service of process, a meeting is held with the police captain or City Marshal in charge of the service to resolve the problem.

Objective 3.5

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

Intent of the Objective

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

Responses to the Objective

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

- **Bunkie City Court.** The Bunkie City Court reports that it purchased new recording equipment to tape proceedings, the results of which are saved together with written minute entries.
- **Denham Springs City Court.** The Denham Springs City Court reports that it hired a court reporter to transcribe minutes and cases on appeal. It also reports that it maintains a new

filing system for old records and continues to work with the Secretary of State for the approved destruction of obsolete records.

- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it initiated a bid process for a digital court reporting and sound system. However, the bid had to be voided because the accepted qualified vendor failed to produce a performance bond. The process was re-done and the Court expects the new system to be installed in the coming year.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it works diligently with other agencies to ensure the accuracy and preservation of all records. In addition, the clerk of court began an imaging program for all official records in FY 2003-2004.
- **Kaplan City Court.** The Kaplan City Court installed a centralized data base to maintain records electronically, in addition to continuing to print, review, sign, and bind all minutes, and storing all manual records in the Court's vault.
- **Sulphur City Court.** The Sulphur City Court digitally records all proceedings, thus making the record available to all.



ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO ENSURE TIMELY ENFORCEMENT OF ARREST WARRANTS, SUMMONS, AND SUBPOENAS--Exhibit 9								
OBJECTIVE 3.4	Did not address this area in FY 1999-2000 through FY 2003-2004	Improved Service of Process	Improved Enforcement	Created a Manual Tracking Program	Created An Automated Tracking Program	Improved Address Lists	Coordinated with Other Jurisdictions	Other
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		✓	✓					
Natchitoches							✓	
New Iberia	✓							
N.O. - 1st City Ct	✓							
N.O. - 2nd City Ct								
N.O. - Municipal Ct		✓				✓		
N.O. - Traffic Ct		✓	✓				✓	
Oakdale			✓			✓	✓	
Opelousas		✓						
Pineville				✓				
Plaquemine	✓							
Port Allen	✓							
Rayne		✓	✓				✓	
Ruston	✓							
Shreveport		✓	✓		✓		✓	✓
Slidell			✓					
Springhill			✓					
Sulphur			✓					✓
Thibodaux								✓
Vidalia	✓							
Ville Platte						✓		
West Monroe	✓							
Winnfield								✓
Winnsboro		✓						
Zachary						✓		
TOTALS	13	17	17	4	3	9	11	13

ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO ENSURE THAT ALL COURT RECORDS OF RELEVANT COURT DECISIONS ARE ACCURATE AND PRESERVED PROPERLY--Exhibit 10									
OBJECTIVE 3.5	Did not address this area in FY 1999-2000 through FY 2003-2004	Developed Policies or Rules Relating to the Issue	Developed an Automated Case Management System	Developed a System of Bar-Coding to Track Location of Manual Files and Documents	Met with Clerk on Continuing Basis to Improve Procedures and Address Problems	Standardized and Automated Minute Entries	Use Real-Time Court Reporting	Developed and Implemented a Records Retention Plan	Other
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					✓			✓	
Natchitoches					✓	✓			
New Iberia					✓		✓		
N.O. - 1st City Ct					✓	✓	✓		
N.O. - 2nd City Ct		✓			✓				
N.O. - Municipal Ct		✓	✓	✓	✓	✓		✓	
N.O. - Traffic Ct		✓		✓	✓			✓	
Oakdale					✓				
Opelousas					✓	✓			
Pineville					✓			✓	
Plaquemine					✓			✓	
Port Allen					✓			✓	
Rayne					✓			✓	
Ruston	✓								
Shreveport				✓				✓	
Slidell	✓								
Springhill	✓								
Sulphur									✓
Thibodaux	✓						✓		
Vidalia					✓				
Ville Platte					✓	✓			
West Monroe					✓	✓			
Winnfield	✓								
Winnsboro			✓						
Zachary					✓				
TOTALS	6	9	3	3	38	19	4	14	4



Objective 4.1

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

Intent of the Objective

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

Responses to the Objective

- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it continues to maintain an independent working relationship with other branches of parish government and other courts.
- **Sulphur City Court.** The Sulphur City Court reports that it invited its area legislator to visit the Court. It also met with the Marshal, the Sheriff and the police chief to discuss problems and areas of coordination and improvement.
- **Ville Platte City Court.** The Ville Platte City Court reports that it has been working with the city administration for the past five years to build a new city courthouse, police station, and jail. Construction on the complex has begun and the relocation to the new facilities is expected to occur in December of 2005.

Objective 4.2

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

Intent of the Objective

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

Responses to the Objective

- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it works closely with various entities in the Parish to prepare and maintain proper accounting procedures for the annual budget and the Judicial Expense Fund. Annual audits are performed on these accounts. Continual efforts are made by the Court to investigate and control civil filing fees and criminal court costs that are not related to court functions.

Objective 4.3

To use fair employment practices.

Intent of the Objective

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

Responses to the Objective

In addition to the responses provided in Exhibits 11, 12 and 13, city and parish courts also reported the following:

- **Franklin City Court.** The Franklin City Court reports that it hired new personnel to train city court personnel in the use of a new computer program.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it is involved in the ongoing development of a new Employee Policy Manual that will address all of the major human resource policy issues.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it has plans for developing and promulgating an employee handbook. The Court has also sponsored continuing education and training for employees in a number of human resource areas including courtesy, professionalism and ethics. In addition, the required notices of applicable laws are posted on a bulletin board, and new employees are supplied with information on current office policies, procedures, and instructions.
- **Lake Charles City Court.** The Lake Charles City Court reports that it has adopted and maintained the same human resource policies and procedures as the City of Lake Charles.
- **City Court of Morgan City.** The City Court of Morgan City reports that it has held monthly meetings with its employees to discuss personnel issues and concerns.
- **New Orleans Traffic Court.** The New Orleans Traffic Court reports that it implemented an open door policy for coaching and consultation.
- **City Court of Port Allen.** The City Court of Port Allen reports that its employees comply with the personnel policies of the City of Port Allen.



ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO ADOPT, IMPLEMENT, OR UPDATE PERSONNEL POLICIES - WHICH POLICIES DID YOU ADOPT, IMPLEMENT, OR UPDATE--Exhibit 11

OBJECTIVE 4.3	Did not address this area in FY 1999-2000 through FY 2003-2004	ADA/Reasonable Accommodations	Workplace Violence/Weapons	Harassment	Discipline	Recruitment/Hiring	Vacation/Sick Leave	Equal Employment	Family Medical Leave	Confidentiality	Grievance	Nepotism	Compensation/Pay	Technology	Drug-Free Workplace	Other
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																✓
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	22	8	8	10	12	4	18	5	9	9	6	3	10	7	5	6



ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO ADOPT, IMPLEMENT, OR UPDATE PERSONNEL POLICIES - WHICH POLICIES DID YOU ADOPT, IMPLEMENT, OR UPDATE--Exhibit 12

OBJECTIVE 4.3	Are Your Policies Posted or Disseminated to All Employees?		Did You Obtain Signed Acknowledgment of Receipt of These Policies From Your Employees?	
	Yes	No	Yes	No
Abbeville	✓			✓
Alexandria		✓		✓
Ascension Parish Ct	✓			✓
Baker				
Bastrop				
Baton Rouge	✓		✓	
Bogalusa				
Bossier City				
Breaux Bridge	✓			✓
Bunkie				
Crowley	✓		✓	
Denham Springs	✓		✓	
Eunice	✓		✓	
Franklin	✓		✓	
Hammond	✓		✓	
Houma	✓		✓	
Jeanerette				
Jefferson - 1st Parish Ct	✓		✓	
Jefferson - 2nd Parish Ct	✓		✓	
Jennings	✓		✓	
Kaplan	✓		✓	
Lafayette	✓		✓	
Lake Charles	✓			✓
Leesville				
Marksville		✓		✓
Minden	✓		✓	
Monroe		✓		✓
Morgan City		✓		✓
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	32	8	18	20



ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT--Exhibit 13

OBJECTIVE 4.3	Did not address this area in FY 1999-2000 through FY 2003-2004	Provided Technology Training	Provided Courtesy and Customer Service Training	Provided Harassment Training	Provided In-House Training	Provided ADA Training	Provided Workplace Violence Training	Used Training Videos/CDs, etc.	Provided Supervisory and Management Training	Paid for Continuing Education and Training	Sent Employees to Conferences	Other
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		✓								✓	✓	
Natchitoches											✓	
New Iberia		✓								✓	✓	
N.O. - 1st City Ct			✓		✓	✓				✓		
N.O. - 2nd City Ct					✓							
N.O. - Municipal Ct		✓			✓				✓	✓	✓	
N.O. - Traffic Ct		✓	✓		✓				✓	✓	✓	✓
Oakdale		✓	✓		✓			✓	✓	✓	✓	
Opelousas		✓										
Pineville	✓											
Plaquemine										✓	✓	
Port Allen		✓								✓	✓	
Rayne					✓					✓	✓	
Ruston			✓							✓		
Shreveport		✓	✓	✓	✓		✓		✓	✓	✓	
Slidell											✓	
Springhill	✓											
Sulphur		✓	✓		✓				✓	✓	✓	
Thibodaux					✓							
Vidalia					✓							
Ville Platte		✓									✓	
West Monroe												
Winnfield			✓		✓							
Winnsboro											✓	
Zachary		✓			✓					✓	✓	
TOTALS	5	21	14	5	24	3	3	5	13	26	36	5

Objective 4.4

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

Intent of the Objective

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

Response to the Objective

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

- **Denham Springs City Court.** The Denham Springs City Court reports that it participated in a Latch Key Program with the City Police Department to inform children who stay home alone after school on ways to protect themselves.

- **Franklin City Court.** The Franklin City Court reports that it authorized and assisted the Save Our Youth Mentoring Program.
- **City Court of Hammond.** The City Court of Hammond reports that it continued to mail letters to newly registered voters informing them of the availability of court services.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it has developed a web site which will be enlarged and linked to other sites.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that its judges have participated in various programs designed to inform the community of the functions of the Court. The judges appeared on radio and television shows, visited classrooms, and participated in public forums. The Court also continues to sponsor high-school mock trials for areas schools.
- **City Court of Thibodaux.** The City Court of Thibodaux reports that it participated in the Annual Mayor for the Day Program.
- **Winnsboro City Court.** The Winnsboro City Court reports that its judge continues to sponsor a free week-long tennis clinic called "Stay on Court, Not In Court", a program designed to educate people about the court system in a friendly environment.



ACTIONS TAKEN IN FY 2003 THROUGH FY 2004 TO EDUCATE THE PUBLIC ABOUT THE COURT, THE LAW, OR THE ADMINISTRATION OF JUSTICE--
Exhibit 14

OBJECTIVE 4.4	Did not address this area in FY 1999-2000 through FY 2003-2004	Provided a Newsletter	Appeared on Radio and TV Shows	Visited Classrooms	Sponsored/Participated in Teen Court Program	Gave Talks at Various Forums	Sponsored Tours of the Courts	Participated in Judicial Ride-Along Programs	Participated in Shadow Programs	Other
Abbeville							✓			
Alexandria			✓							
Ascension Parish Ct				✓		✓				
Baker	✓									
Bastrop							✓			
Baton Rouge				✓		✓	✓			✓
Bogalusa				✓		✓		✓		
Bossier City				✓	✓	✓	✓		✓	
Breaux Bridge				✓		✓				
Bunkie				✓	✓	✓				
Crowley							✓		✓	
Denham Springs									✓	✓
Eunice				✓		✓	✓		✓	
Franklin										✓
Hammond			✓	✓		✓	✓	✓	✓	
Houma				✓		✓	✓		✓	
Jeannerette				✓						
Jefferson - 1st Parish Ct				✓		✓	✓			
Jefferson - 2nd Parish Ct			✓	✓	✓	✓				
Jennings				✓			✓	✓		
Kaplan				✓		✓				✓
Lafayette			✓	✓		✓	✓		✓	
Lake Charles	✓									
Leesville			✓	✓		✓	✓		✓	
Marksville					✓		✓			
Minden					✓				✓	
Monroe							✓		✓	
Morgan City		✓	✓	✓		✓				
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	3	10	26	9	33	22	3	12	7

Objective 4.5

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

Intent of the Objective

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

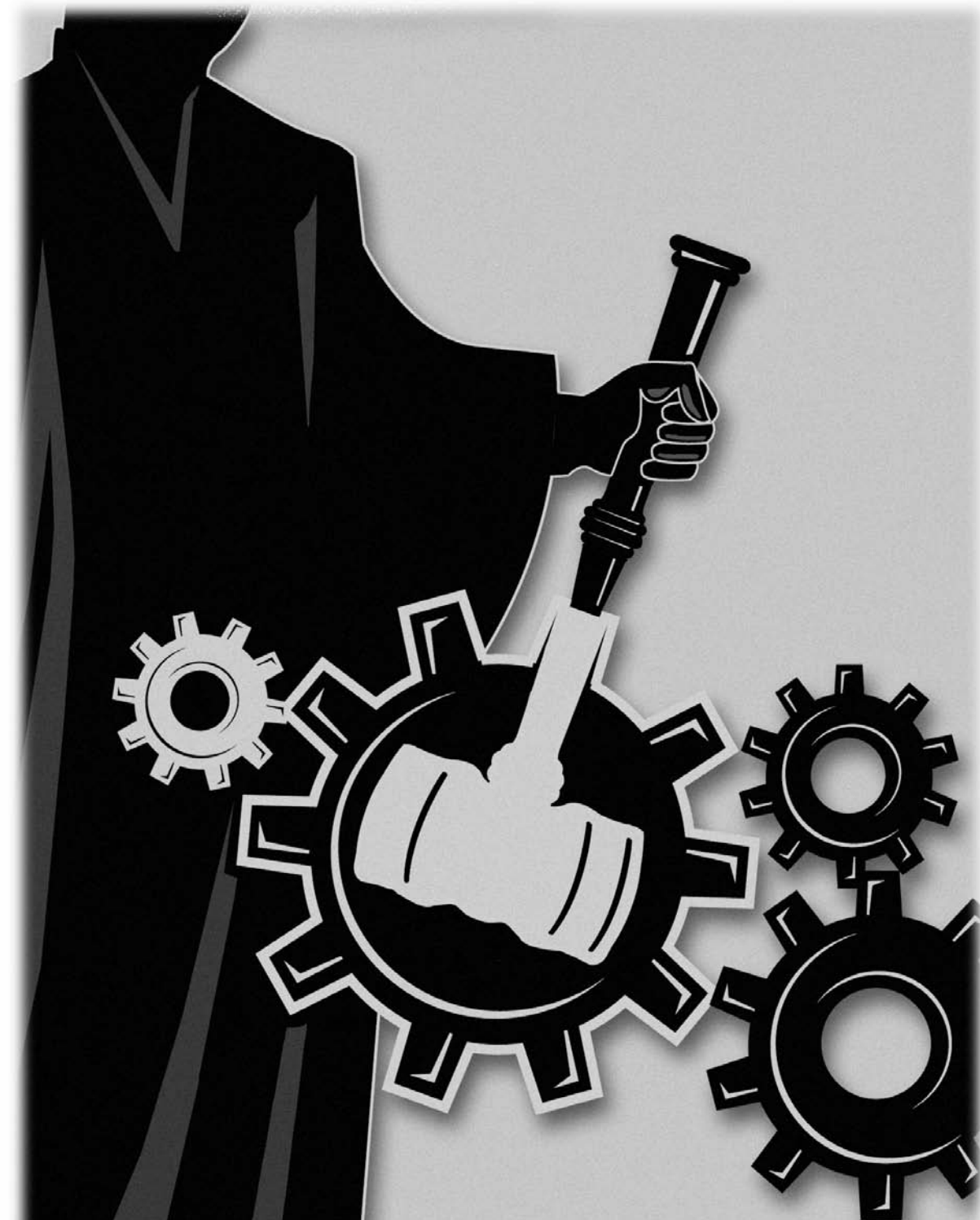
Responses to the Objective

In addition to the responses provided in Exhibits 15 and 16, city and parish courts also reported the following:

- **Denham Springs City Court.** The Denham Springs City Court reports that it added another court date to its calendar specifically for handling Child-in-Need-of-Care (CINC) cases.
- **Kaplan City Court.** The Kaplan City Court reports that its judge attended the ASFA training sessions, studied the applicable law and guidelines, and implemented full compliance with ASFA requirements. The judge also participated in a teen court program.
- **Oakdale City Court.** The Oakdale City Court reports that it installed legal research software during the referenced period. It also communicated with other courts on software and hardware needs.

- **Pineville City Court.** The Pineville City Court reports that it purchased a new computer system with Incode, and purchased new, more up-to-date, computer systems and a server for the clerk's office.
- **Sulphur City Court.** The Sulphur City Court reports that it set up an e-mail system with attorney approval to officially notify attorneys of proceedings. It converted digital audio files into a MP3 format to allow for more storage capacity. It worked with Pro-Law to develop SQL software for city courts and tested the compatibility of the Pro-Law software with the police department's HTE software to export and import traffic tickets from one system to another. It purchased a laptop computer to assist the judge in court and to maintain communication between the staff and the judge whenever the judge is out of court. It added a word perfect CD with Title 14 to allow for easier search capability for any law. It updated virus protection and networking capabilities. It used its web site for maintaining uniformity in court costs with other jurisdictions, and used the Internet to search the Secretary of State's data base to confirm the identity of defendants and the names of parties suing without an attorney.
- **City Court of Thibodaux.** The City Court of Thibodaux reports that it continues to retain a juvenile case manager to ensure compliance with ASFA.
- **City Court of Winnsboro.** The City Court of Winnsboro reports that it had updated its legal research software.





PERFORMANCE REPORTS:

SUPREME COURT DATA GATHERING SYSTEMS

SUPREME COURT DATA GATHERING SYSTEMS

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

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

Each of these systems is briefly described below.

LOUISIANA SUPREME COURT CASE MANAGEMENT SYSTEM (CMS)

The Louisiana Supreme Court's current Case Management System (CMS) was originally built and deployed in 1999 to become a Y2K compliant system and to update to a PC based environment using client server technology. This included an Oracle data base as the back end and a Visual Basic Graphical User Interface (GUI) as the end user front end.

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

The new system will also allow the court to pursue its initiative to provide Electronic Filing (e-filing) to the public in the Portal as well as allowing Attorneys to query selected fields in CMS for data on their respective case filings.



The e-filing initiative will also be the first step in a completely paperless archiving system and assuming the industry recognizes electronic media, doing away with the current microfilm process for any item filed via e-filing.

The 5-year goals are to have a functional e-filing system, completely web based CMS suite, both an Intranet for the court staff to work on court materials from any location and an Extranet for Attorneys to login and e-file or query the CMS suite for information on an already filed case. Finally to have a digital archival system tied to the e-filing process that allows for complete backup and safeguarding of all filed data.

CMIS CRIMINAL DISPOSITION DATA SYSTEM

The Court Management Information System (CMIS) criminal disposition data system, when completed, will be a complete database of all dispositions and sentences from the district courts. Currently, the CMIS staff is receiving criminal filing information, dispositions, and sentencing information from 60 parishes. Currently there are approximately 1.7 million criminal history records in the CMIS criminal history repository. The four district courts not transmitting criminal justice information to CMIS, for varying reasons, are located in Beauregard, Bossier, East Carroll, and Lafourche parishes.

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

CMIS has also developed a telephonic interface for the FBI National Instant Check System (NICS) to check dispositions for denial of firearms from those courts forwarding disposition information to CMIS. CMIS is also currently programming and developing a file transfer procedure for forwarding criminal disposition information to the FBI for inclusion in their NICS database. This will allow other states to search the FBI NICS file for denial of firearms for convicted felons.

THE LOUISIANA PROTECTIVE ORDER REGISTRY (LPOR)

The Louisiana Protective Order Registry (LPOR), a statewide repository of court orders issued to prohibit domestic abuse and dating violence, and to aid law enforcement, prosecutors and the courts in handling such matters, was established by legislative act (La. R.S. 46:2136.2) in 1997. The Judicial Administrator's Office of the Louisiana Supreme Court was given responsibility for developing standardized forms titled, 'Uniform Abuse Prevention Order' forms, and for collecting the data from all courts and entering it into the registry.

After a pilot phase, which began in late 1997 and continued through 1998, the registry was officially launched in April, 1999. Courts were expected to begin using the standardized forms and transmitting their orders of protection to the registry no later than January 1, 2000.

Records contained in the registry are made available to state and local law enforcement agencies, district attorney offices, the Department of Social Services, office of family support, support enforcement services, office of community services, the Department of Health and Hospitals, bureau of protective services, the Governor's Office of Elderly Affairs, elderly protective services, the office of the attorney general, and the courts.

EDUCATION AND TRAINING

At the time the registry was launched in 1999, the LPOR also offered a multi-disciplinary training program, which was brought to cities across the state and covered relevant state and federal laws, the registry's policies and procedures, and specific instructions regarding the use of the standardized order forms. All judges, magistrates, hearing officers, district attorneys, court administrators, clerks of court, legal services and pro bono program providers, domestic violence victim advocates, and attorneys, as well as others with a need-to-know, were encouraged to attend one of the scheduled seminars.

The LPOR training team has continued to provide regional seminars and workshops since that time. The following table indicates the number of individuals reached through these seminars and workshops each year since that component of the project was added.

	1999	2000	2001	2002	2003	2004	Total
Number of Training Participants	1,539	1,065	592	775	888	1,497	6,356

Orders Entered Into the Registry

From the pilot phase of the project through the close of 2004, registry staff received and entered a total of 109,150 orders. Of these, 78,382 (72%) were civil orders and 30,768 (28%) were criminal orders of protection. The following tables provide a breakdown of the orders entered into the registry, by order type, for each year since the program was piloted in 1997.

Table One: Civil Orders

Civil Orders:	1997	1998	1999	2000	2001	2002	Subtotal
Temporary Restraining Order	9	1,491	2,864	6,901	8,427	11,726	31,418
Protective Order	0	642	1,244	2,924	3,173	4,102	12,085
Preliminary Injunction	0	12	35	141	104	71	363
Permanent Injunction	0	24	23	96	193	121	457
Total Civil Orders	9	2,169	4,166	10,062	11,897	16,020	44,323

Table One: Civil Orders (Continued)

Civil Orders:	2003	2004	2005	2006	2007	2008	Total*
Temporary Restraining Order	12,099	12,856	0	0	0	0	56,373
Protective Order	4,292	4,156	0	0	0	0	20,533
Preliminary Injunction	110	99	0	0	0	0	572
Permanent Injunction	245	202	0	0	0	0	904
Total Civil Orders	16,746	17,313	0	0	0	0	78,382



Table Two: Criminal Orders

Criminal Orders:	1997	1998	1999	2000	2001	2002	Subtotal
Bail Restrictions	15	1,372	1,407	2,270	2,760	2,257	10,081
Peace Bond	0	519	1,381	1,635	2,721	2,292	8,548
Combined Bail/Peace Bond	0	7	53	177	164	315	716
Sentencing Order	0	0	0	0	0	0	0
Probation Conditions	0	0	0	0	0	0	0
Combined Sentencing/Probation	0	70	111	97	82	70	430
Total Criminal Orders	15	1,968	2,952	4,179	5,727	4,934	19,775

Table Two: Criminal Orders (Continued)

Criminal Orders:	2003	2004	2005	2006	2007	2008	Total*
Bail Restrictions	2,224	2,315	0	0	0	0	14,620
Peace Bond	2,234	2,347	0	0	0	0	13,129
Combined Bail/Peace Bond	598	655	0	0	0	0	1,969
Sentencing Order	0	0	0	0	0	0	0
Probation Conditions	0	0	0	0	0	0	0
Combined Sentencing/Probation	213	407	0	0	0	0	1,050
Total Criminal Orders	5,269	5,724	0	0	0	0	30,768

Table Three: Totals by Year

	1997	1998	1999	2000	2001	2002	Subtotal
Total Civil and Criminal Orders	24	4,137	7,118	14,241	17,624	20,954	64,098

Table Three: Totals by Year (Continued)

	2003	2004	2005	2006	2007	2008	Total*
Total Civil and Criminal Orders	22,015	23,037	0	0	0	0	109,150

*Please note that the "Total" figures include orders entered from 1997 through December, 2004

THE DRUG COURT INFORMATION SYSTEM

The Supreme Court Drug Court Office (SCDCO) initiated development of an automated data management system in 2002. The database, called the Drug Court Case Management system (DCCM), was developed by the SCDCO with significant input from representatives of the state's drug courts to ensure local case management needs would be met. Unique among the database systems currently in use around the country, the Supreme Court's DCCM provides an important statewide linkage between criminal justice, treatment, corrections and other professionals in the drug court arena. The web-based system allows multiple users to input and access critical offender data in a real-time format.

Launched in January 2004, the DCCM is designed to assist drug courts with tracking their clients through the drug court process by providing a single database in which demographic, program status, treatment and discharge data can be maintained, quickly accessed and easily shared. The system has also been designed to generate data related to key performance indicators such as recidivism, relapse and social functioning as measured by changes in education, employment, and other variables.

The DCCM will allow for objective monitoring and evaluation of drug court programs to ensure accountability of the entire system, to educate the public, the legislature and other key stakeholders about the efficacy of treatment and to identify, through research, the most effective approaches to the rehabilitation of offenders.

The DCCM will be enhanced in 2005 to include refined case management functionality and more sophisticated reporting capabilities.

THE TRAFFIC VIOLATION SYSTEM

The purpose of the Traffic Project is to update driver history records at the Office of Motor Vehicles (OMV) through electronic transmission of traffic filings and related disposition data. To achieve this goal, district courts, as well as city and mayor's courts, transmit traffic case data to CMIS. CMIS then error checks the data for accuracy and completeness and then places the data on a server for retrieval by OMV. When completed, the system will quicken the process by which OMV, as well as judges and prosecutors around the state, receive traffic case data.

The project is steadily moving forward. Currently, forty-two (42) courts (32 district, 8 city, and 2 mayor's courts) have agreed to participate in the traffic project, twenty-eight (28) of which are already transmitting traffic data which is being retrieved by OMV and posted to OMV driver history records. Further, more courts intend to participate in the project and are currently at various stages of updating their systems in order to capture and transmit traffic data.

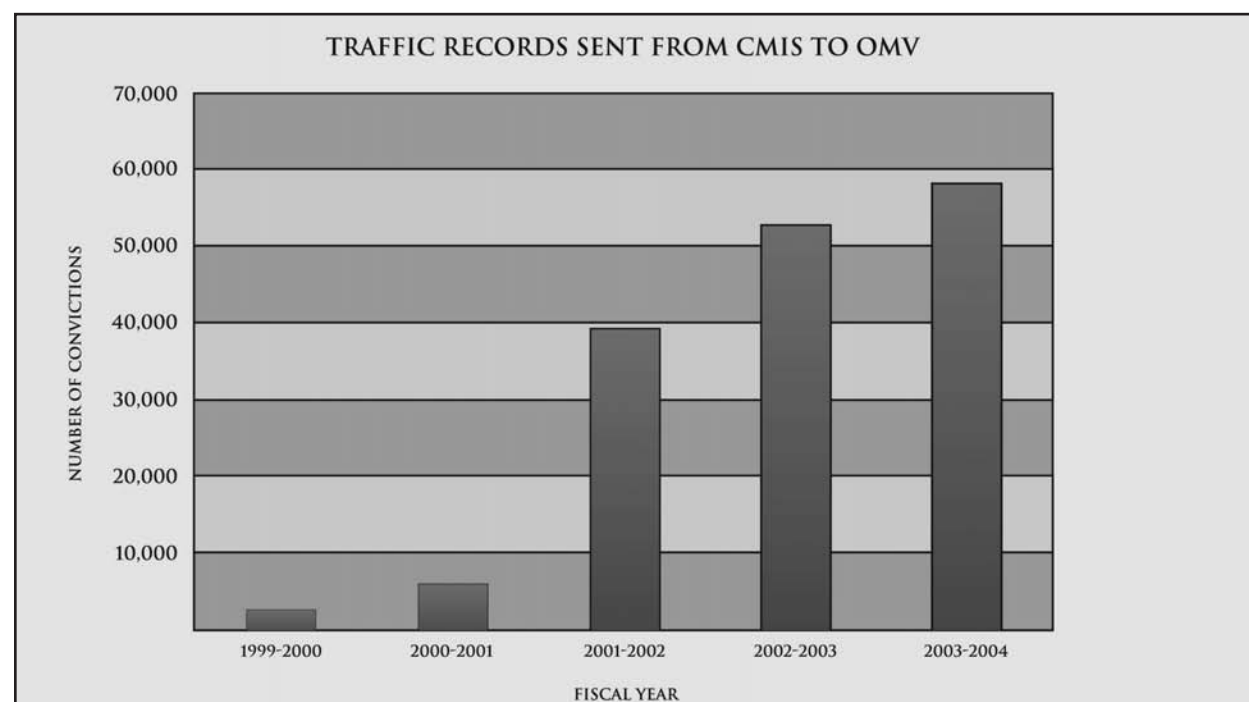
Benefits of the project include decreased paperwork on behalf of the clerks of court, faster flow of information, and accurate driver history records for judges and prosecutors. In the past, most courts have sent traffic information to OMV via physical mail (a task no longer necessary when participating in the traffic project), and OMV was then required to key this data into their driver history records, a time consuming and often error prone process. Finally, participating courts have reported that defendants who fail to appear to court are quickly notified that their driver's license has been suspended. This reduces the time by which those defendants appear in court to settle their ticket.

CMIS has very recently received grant funding from the Federal Motor Carrier Safety Association (FMCSA). Funding will be used to encourage more district courts to participate in this traffic project and, if there is



enough interest, to develop a Supreme Court hosted, web interfaced, case management system for the city courts so that traffic violations can be captured by CMIS and forwarded to OMV in a timely manner. The Commercial Motor Vehicle Safety Act of 1986 and the Motor Carrier Safety Improvement Act of 1999 require that states forward electronic Commercial Driver License (CDL) violations to federal databases within thirty days (ten days by 2008) after the court disposition has been rendered or jeopardize losing highway funding for the state. Turnaround time for driver history records to be attached to state driver history records for those courts participating in the CMIS traffic project has averaged approximately five days. OMV is then responsible for forwarding CDL convictions to the federal database.

Once completed, the traffic database will also be able to generate performance indicators on workloads, types of traffic violations, and recidivism.



THE COURT OF APPEALS REPORTING SYSTEM (CARS)

CMIS continues to work with the appellate courts in the design of their new systems and the collection of common data elements for both the appellate courts and CMIS. An agreement has been reached with the appellate courts on the reporting of case types, dispositions, manners of disposition, common data elements and event triggers for the automation of CARS, all in alignment with reporting criteria for the National Center for State Courts (NCSC). Four of the five appellate courts are electronically transmitting their filings and actions for monthly reporting. The appellate courts may now implement these standards in their respective databases. Additionally, CMIS will be collecting the same information for reporting to NCSC.

THE TRIAL COURT REPORTING SYSTEM

The Trial Court Reporting System is essentially a manual system through which the Supreme Court receives at the end of each calendar year from the clerks of court data on juvenile, civil, and criminal case filings, and the number of civil and criminal jury trials. In all but four of the parishes, traffic filings are separated from

criminal filings. Total criminal filings are able to be broken down into felonies and misdemeanors by fifty-three (53) of sixty-four (64) parishes. Jury trial data is reported monthly by each judge to the Supreme Court via manual forms on the number of civil and criminal jury trials. The data derived from the manual forms submitted by the clerks of court and the judges are later computerized by the Supreme Court using Excel Spreadsheet software. The performance indicators potentially available from the system in its current form would consist of the number of juvenile, civil and criminal filings and the number of civil and criminal jury trials for each judicial district, and all district courts, and the percentage of filings and jury trials of each district compared to the sum of all districts.

THE JUVENILE AND FAMILY COURT REPORTING SYSTEM

The Juvenile and Family Court Reporting System is a manual system through which the Supreme Court has been receiving from the four juvenile courts within the state data on juvenile delinquency cases, juvenile traffic cases, adoption cases, child support cases, and other cases, and from the one family court in the state data on family court filings by type of case. The juvenile court data includes information on formal and informal case processes and dispositions and other data. The data derived from the manual forms submitted monthly by each court are computerized on Excel spreadsheets by the court staff, aggregated by year, and reported in the Court's annual report. Next year, the Court intends to revise the data collected from the juvenile courts and to provide a simpler system of reporting in the Annual Report.

Electronic reporting to the Supreme Court will commence once the Integrated Juvenile Justice Information System (IJJIS) has been implemented.

THE PARISH AND CITY COURT REPORTING SYSTEM

The Parish and City Court Reporting System is a manual system through which the Supreme Court receives from each parish and city court data on the number of civil, criminal, traffic, and juvenile cases filed and terminated in the previous calendar year. The data derived from the manual forms submitted by each court is computerized on Excel spreadsheets by the Court staff and maintained by year. The performance indicators potentially available from the system in its current form would consist of the number and percentage of filings by case type.

THE INTEGRATED JUVENILE JUSTICE INFORMATION SYSTEM (IJJIS)

The Integrated Juvenile Justice Information System (IJJIS) is being developed to accomplish three levels of integration:

- (1) 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;
- (2) the integration of all case types (child abuse and neglect, delinquency, families in need of services, adoption, child support, etc.) by the use of common family identifiers; and
- (3) the integration of information from all agencies involved in juvenile court proceedings (the protective services agency, law enforcement agencies, the district attorney, the indigent defender, the probation and parole agencies, treatment facilities, corrections agencies, the public school system, and other agencies).

The system will be built on a PC-server platform using a web-based format and a SQL database. Once completed, the system will be in the public domain and can be adapted, enhanced, and changed as needed.



Currently, the IJJIS consists of the following components:

- A Child-in-Need-of-Care component that is being enhanced to include Termination of Parental Rights, Voluntary Surrender and Adoption Case Management;
- An Informal FINS component that is being enhanced to eliminate errors and facilitate user friendliness;
- A Truancy component that is being developed and enhanced by the Judicial Administrator's Office and the LSU Office of Social Service Research and Development (OSSRD);
- An offender component (juvenile delinquency, juvenile traffic, Formal FINS) that is being developed by the Children's Cabinet and the Judicial Administrator's Office with all of the functionalities needed by other case type components;
- Juvenile Drug Court component that will be imported from the Drug Court Information System, DCCM, described above.

Each of these components is expected to be completed within one to two years and will be made available to all interested courts. Other components that will have to be developed include: Child Support, Mental Health, and Other Case Types.



PERFORMANCE REPORTS:
DATA STANDARDS



DATA STANDARDS

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

System	Basis of Standards
<ul style="list-style-type: none"> Clerk of Court Case Management Information System 	<ul style="list-style-type: none"> State
<ul style="list-style-type: none"> CMIS Criminal Disposition Data System 	<ul style="list-style-type: none"> National Center of Crime Information (NCIC); State
<ul style="list-style-type: none"> The Louisiana Protective Order Registry 	<ul style="list-style-type: none"> NCIC; State
<ul style="list-style-type: none"> The Drug Court Information System 	<ul style="list-style-type: none"> Drug Court Program Office
<ul style="list-style-type: none"> The Traffic Violation System 	<ul style="list-style-type: none"> State
<ul style="list-style-type: none"> The Court of Appeal Reporting System (CARS) 	<ul style="list-style-type: none"> National Center for State Courts (NCSC)
<ul style="list-style-type: none"> The Trial Court Reporting System 	<ul style="list-style-type: none"> NCSC
<ul style="list-style-type: none"> The Juvenile and Family Court Reporting System 	<ul style="list-style-type: none"> NCSC; State
<ul style="list-style-type: none"> The Parish and City Court Reporting System 	<ul style="list-style-type: none"> NCSC
<ul style="list-style-type: none"> The Parish and City Court Reporting System 	<ul style="list-style-type: none"> State
<ul style="list-style-type: none"> The Integrated Juvenile Justice Information System (IJJIS) 	<ul style="list-style-type: none"> Louisiana Children's Code

BARRIERS TO DATA GATHERING AND DEVELOPMENT

Many of the problems impairing the development of information systems capable of producing meaningful indicators on judicial performance are deeply rooted in the chaotic way in which the judicial system is structured, governed, and financed.

The present set of fragmented arrangements involves more than 747 elected judges and justices of the peace spread over five layers of courts – Supreme Court, courts of appeal, district courts, parish and city courts, and justices of the peace. It also involves 41 elected district attorneys, 69 elected clerks of court, 65 elected sheriffs, 64 coroners, approximately 390 elected constables serving justices of the peace, 50 elected city court marshals or constables, and 250 mayors or their designees managing mayors' courts – all of whom exercise individual, independent authority and are funded through different financing mechanisms.

The current set of financial arrangements is equally bewildering and problematic. As part of these arrangements, local governments are required to carry the heavy burden of funding a large part of the operations of the courts, the district attorneys, and the coroners – all of which are state constitutional functions. Citizens are also required to pay rather high fees, fines, court costs and assessments to also help pay for the costs of judicial branch functions. These arrangements create a condition of “rich” offices and “poor” offices, and force agencies that should work together to compete with one another for limited resources. Furthermore, the present funding arrangements prevent uniformity and consistency in judicial services, and threaten judicial impartiality by making judicial functions too dependent on local governments and user-generated income. In addition, the current financing arrangements make it impossible for citizens and the legislature to understand the total amount of financing being provided to each agency, thus making public accountability nearly impossible.

The fragmentation of the structure of the judicial branch and the fragmentation of its funding seriously affect the Supreme Court's ability to gather data, to achieve effective coordination and collaboration within the system, and to improve judicial performance and the administration of justice.

As a result of the fragmented structure and financing of the judicial branch, the judicial system lacks many types of data that would help the Supreme Court and the lower courts to manage and expedite cases and improve the administration of justice. This is particularly true in the district courts. In most judicial districts, the reason for the lack of data is the general lack of appropriate automated case management systems for capturing and reporting the information. To report data manually for hundreds and thousands of cases per month is time consuming and costly. Another factor is the time and cost of reprogramming. Even where information systems do exist, they may not be programmed to provide the type of information being requested. Because of the constitutional and other factors affecting the structure and financing of the judicial branch, many judicial districts do not have, under the present system, the resources or the ability to generate the types of data needed to allocate resources properly, reduce delays, and, in general, manage cases more effectively. Some examples of the types of data that are currently not available within judicial district courts are provided in Exhibit 1 of this part of the Supreme Court's Strategic Plan.

The ability of family, juvenile, city and parish courts to generate needed data is also limited. Only a few of these types of courts have sophisticated management information systems capable of generating needed data. The great majority of these courts are very limited in the types of data they can produce. Most are able to generate filing data on certain types of cases in terms of number filed and number terminated but the case typing is very limited, and case management information and specific disposition data are generally unavailable in an automated form.

The capacity to generate automated case management and disposition information is virtually non-existent within the jurisdictions of justices of the peace and the mayors' courts, primarily because of the lack of financial, staffing, and technological resources in these jurisdictions.





THE SUPREME COURT OF LOUISIANA

**JUDICIAL ADMINISTRATOR'S OFFICE
400 ROYAL STREET, SUITE 1190
NEW ORLEANS, LOUISIANA 70130-8101
504-310-2550 | WWW.LASC.ORG**