

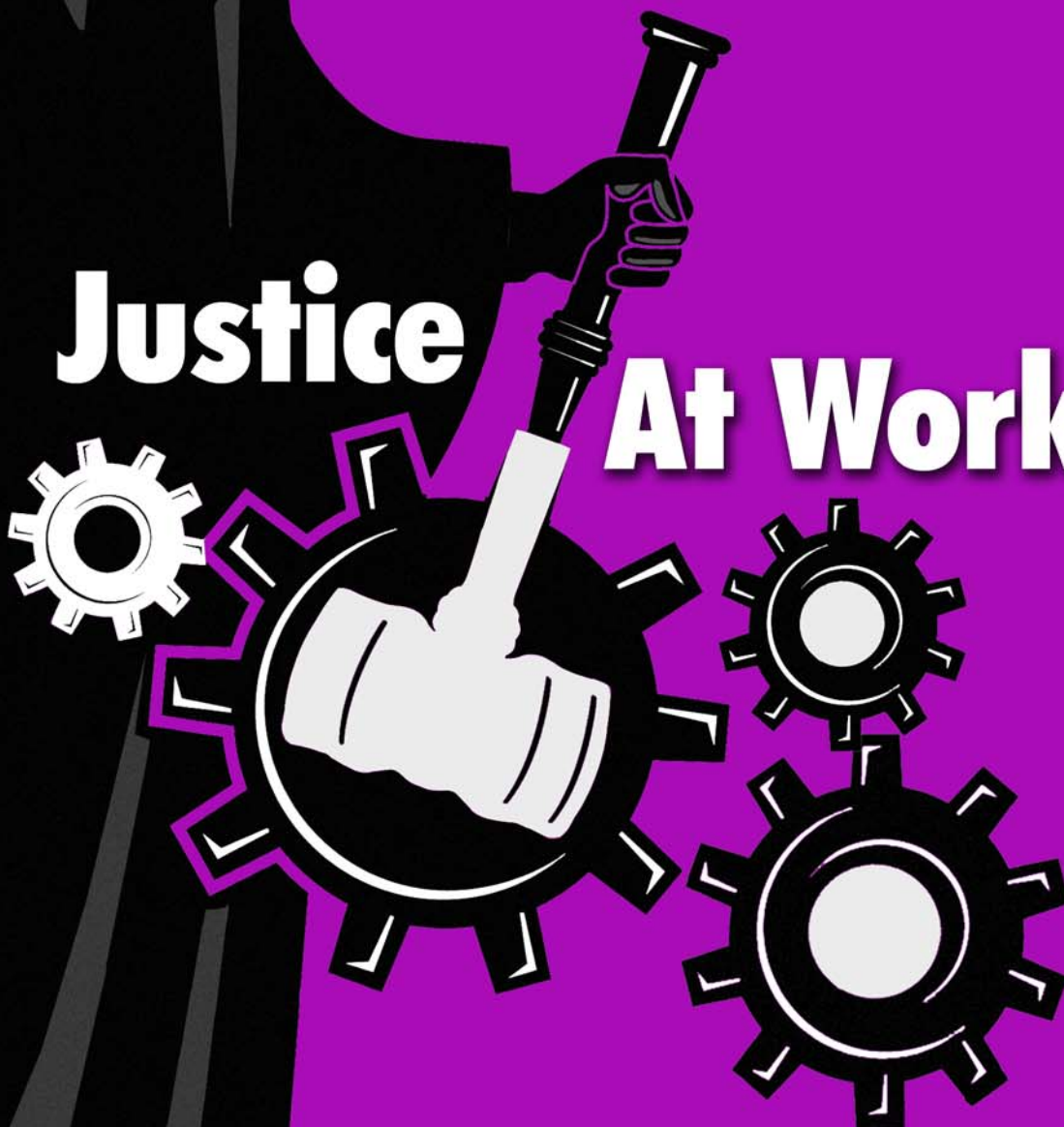
THE SUPREME COURT OF LOUISIANA

2004
2005

The State of
Judicial Performance
in Louisiana

Justice

At Work



FY 2004 – 2005
The State of Judicial Performance In Louisiana

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The State Of Judicial Performance In Louisiana

This sixth 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 sixth 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 2004-2005, and a one-year update on development and implementation of strategic planning by the City and Parish Courts during FY 2004-2005, i.e., the period generally from July 1, 2004 to June 30, 2005.

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 2004-2005.

The Court assigned the lead responsibility for implementing the Strategic Plan to its Judicial Administrator. As part of this responsibility, the Judicial Administrator assigned tasks to various persons on his staff and to other staff members of the Court. He also created a 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.**

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 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 appellant 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.** Specific to this reporting period, the Clerk's Technology upgrades have been quite significant both in the handling of case filings and the courtroom itself. Most noteworthy is the implementation of a wireless computer network in the courtroom allowing the Justices to utilize tablet laptops on the bench to both communicate with their respective law staffs and also with each other. To further enhance this communication tool, the court also employed a Video/Audio feed from the courtroom to all the staff, thus allowing staff to see and hear courtroom proceedings on their desktop computers. This essentially puts the Justices' staffs on the bench with them, allowing for real time communications via the tablet PCs and instant messaging, passing information and doing real time research while sitting.

These two features together have made for a significant improvement in the Justices' ability to be provided information while on the bench as well as the archiving of the session for later viewing by any staff member.

The court rolled out its Intranet Portal. This tool allows staff to securely access typical in-house automation tools from any location with a web browser and Internet connection. The Portal is a tremendous resource for staff to consolidate tools (legal research, email, calendars, etc.) in day-to-day operations. Additionally, it will be used as a Disaster Recovery "Lifeboat", allowing staff to access court tools as well as communicate their status and locations to the court family. It also gives the court a venue to post on the web critical and sensitive staff and court information in a secure environment. This tool will grow over the years and become the home for the Virtual Court and e-filing operations.

Finally, the Court rolled out its new website with much improved and advanced search tools and new navigation. The site's new look and feel facilitates users in their access information on the site as well as conducting legal research. Noteworthy is the site receiving one of the JUSTICE SERVED® 2005 Top 10 Court Website Awards. This was no small accomplishment since Justice Served reviewed more than 3,000 court websites to find the best of class in e-services for courts.

- **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 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 or 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/ 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 Objec-



tive 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 curium opinions to explain their decisions and actions – sometimes at the request of the Supreme Court and sometimes on their own initiative. In many cases, these per curium opinions assist the Supreme Court to better address the dispositive issues, state the holdings, and articulate more clearly its reasons for the decision.

Objective 2.3

To resolve cases in a timely manner.

Intent of Objective

Once the Supreme Court acquires jurisdiction of a matter, the validity of a lower tribunal’s decision remains in doubt until the Supreme Court rules. 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. Con-



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 2004-2005, the Supreme Court, through its Chief Justice, participated in the Task Force on Indigent Defense created by the Legislature. The Task Force studied several aspects of the indigent defense issue and at the regular session of 2005 recommended a set of initiatives to improve the availability and quality of indigent defense. 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:
 - **Media Releases.** (total 34) Court-generated news released to local, state and occasionally national press.
 - **Number of Recipients of Releases.** The number of recipients of releases was approximately 4,441.
 - **Courthouse Tours.** International visitors, school groups, civic groups, and government officials.
 - **Law Day Events.** Courthouse tours, mock trials, poster contests, and collateral materials.
 - **Cameras in the Courtroom Requests.** 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.** Court-generated news stories which included judge interviews accompanied by photos or video.
- **Events Planned.** Planning and coordination of court-hosted functions for numerous people including: committee, board and judicial organization meetings; conferences; court open-houses; and ceremonial events.
- **Publications.** 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.** 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.** 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 maintained a project coordinator who continued 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 March of 2005, the Court held oral arguments in Hammond, LA.

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. During the period of this report, the College offered eight or more CLE programs for judges. It also provided bench books, newsletters, and videos relating to judicial practice. In CY 2002, the Supreme Court commissioned Dr. Maureen E. Conner of Michigan State University and Mr. Thomas Langhorne of The Langhorne Group to assess the performance of the Judicial College in terms of its relevance and interest to the judges of the state. The audit began in the Fall of 2002 and was completed in August of 2003. The recommendations of the Audit continue to be reviewed and implemented.
- **Judiciary Commission.** The 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, 1999-2005, 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 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. The Committee is required to make reasonable attempts to informally resolve complaints; however, a public statement may be 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. Prior to each round of judicial elections, the Committee distributes a Campaign Conduct Acknowledgment form that asks candidates to acknowledge that they have read, understood, and are bound by the provisions of the Louisiana Code of Judicial Conduct. The Committee has also conducted educational presentations, focusing on restrictions on judicial campaign activities incorporated in Canon 7 of the Code of Judicial Conduct. During the election campaign of 2002, the Committee received 32 complaints concerning campaign conduct and issued one public statement concerning campaign conduct it found problematic. In the period from January of 2003 to October of 2006, the Committee received only 12 complaints concerning judicial campaign conduct. None of these complaints 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, FY 2003-2004, and FY 2004-2005, 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 Account-**

ability 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.

- **Judicial Compensation Commission.** The Supreme Court actively supported and assisted the work of the Judicial Compensation Commission created pursuant to Act 1077 of 1995. During the year 2005, recommendations of the Judicial Compensation Commission were resubmitted to the legislature and those recommendations were contained in HB No. 343, which was unanimously

passed out of the House Judiciary Committee by a vote of 14-0 but not acted on thereafter in recognition of the Governor's call that no elected official receive an increase in pay unless and until the teachers of the state do so.

- **Compensation Plan and Human Resource Policies of the Supreme Court and the Courts of Appeal.** The Supreme Court, through its Judicial Administrator, continues to staff, maintain, and develop the compensation plan and human resource policies for employees of the Supreme Court and the courts of appeal.
- **Judicial Employee Compensation.** The Court continues its efforts to secure adequate salaries, benefits, other compensation and emoluments appropriate to each type of employee as a means of retaining and attracting highly qualified staff.
- **Employee Retirement and Group Benefits.** The Supreme Court, through its Judicial Administrator and Clerk of Court, continues to ensure that all courts and all judicial employees are aware of how to access the benefits of their respective retirement and group benefit programs and are in compliance with the rules and regulations of such programs.
- **Judicial Financial Reform.** The Supreme Court continues to encourage its Judicial Administrator to study and make recommendations to the Court on ways to improve the financing of the judiciary.
- **Supreme Court Facilities.** In May of 2004, the renovation of the 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.



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.

- **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.

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. 13:61.
- **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 crimi-



nal 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 website: 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 interdisciplinary 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 Program supports local information court-based processes to identify, assess and connect services to children and their families. FINS-AP continues to further develop a web-based application to track, manage and report program data and performance. In 2005, FINS-AP collaborated with the Louisiana FINS Association to further define and develop best practice standards and processes for program outcome evaluation and funding, and supported the 10th annual statewide FINS conference.
- **Integrated Juvenile Justice Information System (IJJIS).** The Administrator continues to develop an Integrated Juvenile Justice Information System (IJJIS) being piloted at the Orleans Parish Juvenile Court. Upon completion, IJJIS



will be provided free of charge of all courts having juvenile jurisdiction. Currently, all existing Child-in-Need-of-Care components are being transferred to a web-based application. This system will allow more courts to use the system, with all maintenance upgrades and trouble-shooting to be accomplished on one central server.

- **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.** Through the Children and Families Division of the Judicial Administrator’s Office, the Court engaged in several initiatives to improve the juvenile justice system for children and families in Louisiana.
- **CASA Assistance Program.** The CASA Assistance Program administered federal funding to the 13 Court Appointed Special Advocate programs serving 51 parishes across the state. Over 3000 children in need of care were served by CASA volunteers, and over 1000 were placed in safe and permanent homes.
- **Court Improvement Program (CIP).** The Court Improvement Program (CIP) is finishing work on a reassessment of its activities since the initial CIP assessment completed in 1997. New findings and recommendations will guide CIP activities in the coming years. The CIP began efforts to continue the Child Advocacy Mediation Program beyond the pilot stage. This initiative will continue in Orleans and Jefferson Parish Juvenile Courts. A “Best Practices” package of information, including model policies and procedures, is in development for other courts wishing to implement mediation in Child-in-Need-of-Care cases. CIP co-sponsored the fourth annual “Together We Can” conference. This two-day event drew over 300 attendees, who focused on current legal and social issues facing Louisiana’s abused and neglected children. In addition, CIP and the CASA Assistance Program provided financial and technical support for the annual statewide CASA conference.



- **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. In addition to the annual juvenile law update, courts exercising juvenile jurisdiction were provided with specialized training on Juvenile Waiver of Counsel and Competency.
- **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 over-burdened 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
2005 -	1,648 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
- Provided consultative assistance to lower courts upon request with regard to matters such as recruitment, policy development and administration, disciplinary matters, and employee training.
- Conducted six comprehensive investigations of complaints of policy violations and other employee misconduct in the judiciary.
- Provided consultation to managers and prepared documentation for disciplinary actions as necessary-ongoing.
- Developed specialized job related 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.
- Maintained human resource database for appellate courts-ongoing.
- Coordinated new hires, pay changes, etc., with payroll department-ongoing.
- Reviewed monthly time sheets of employees, calculated their leave usage, and earnings of annual, sick and compensatory leave-ongoing.
- Developed agenda, reports and coordinate 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 moni-



toring 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; Task Force on Legal Representation in Child Support Cases; and the 2004 Task Force on Indigent Defense.

- **Cooperation with Other Justice Agencies.**

During the period of this Report, 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 1999-2005

	1999	2000	2001	2002	2003	2004	2005
Requests for Information	965	913	833	938	1,082	806	585
Number of Complaints Received and Docketed	427	479	451	488	549	579	486
Number Screened Out	279	292	274	288	399	454	387
Remaining Cases Reviewed	148	187	177	200	150	125	99
Number Requiring In-Depth Investigation	36	33	81	47	38	54	36
Number of Formal Charges	14	20	28	29	23	18	35
Number of Judges with Formal Charges	8	10	8	8	11	14	2
Cases Disposed of	412	490	434	480	508	649	493
Cases Pending	120	109	126	134	236	186	181

Exhibit 2
COMPLAINTS FILED AGAINST LAWYERS AND
DISPOSITIONS OF ATTORNEY DISCIPLINARY BOARD
BY CALENDAR YEAR, 1999-2005

	1999	2000	2001	2002	2003	2004	2005
Number of Complaints Filed Against Lawyers	2,873	3,008	2,631	2,788	2,846	3,326	3,133
Number of Complaints Filed Against Lawyers Resolved or Disposed of in That Calendar Year	1,608	1,637	1,586	1,605	3,177	2,897	3,025



Exhibit 3
INDICATORS OF FISCAL WORKLOAD, 2000-2005

INDICATOR	YEAR					TOTAL
	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	
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 04/05

Statistics	FY 1999 - 2000	FY 2000 - 2001	FY 2001 - 2002	FY 2002 - 2003	FY 2003 - 2004	FY 2004 - 2005
Cumulative Number of Courts	22	26	31	37	38	40
Number of Judicial Districts Served	14	17	20	22	23	24
Average Number of Clients Served Per Month ¹	n.a. ⁵	1,647	2,059	2,322	2,671	2891
Drug-Free Babies Born ²	n.a.	67 ⁴	24	21	46	43
Graduates ³	n.a.	1,291 ⁵	760	708	624	706
Sources/Notes:						
1. SCDCO End of Fiscal Year Count						
2. SCDCO Calendar Year Survey						
3. SCDCO Calendar Year Survey/OAD						
4. 1997-2001						
5. 1997-2001						



Exhibit 5
HUMAN RESOURCE TRAINING CY 1999-2005

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 1999-2005

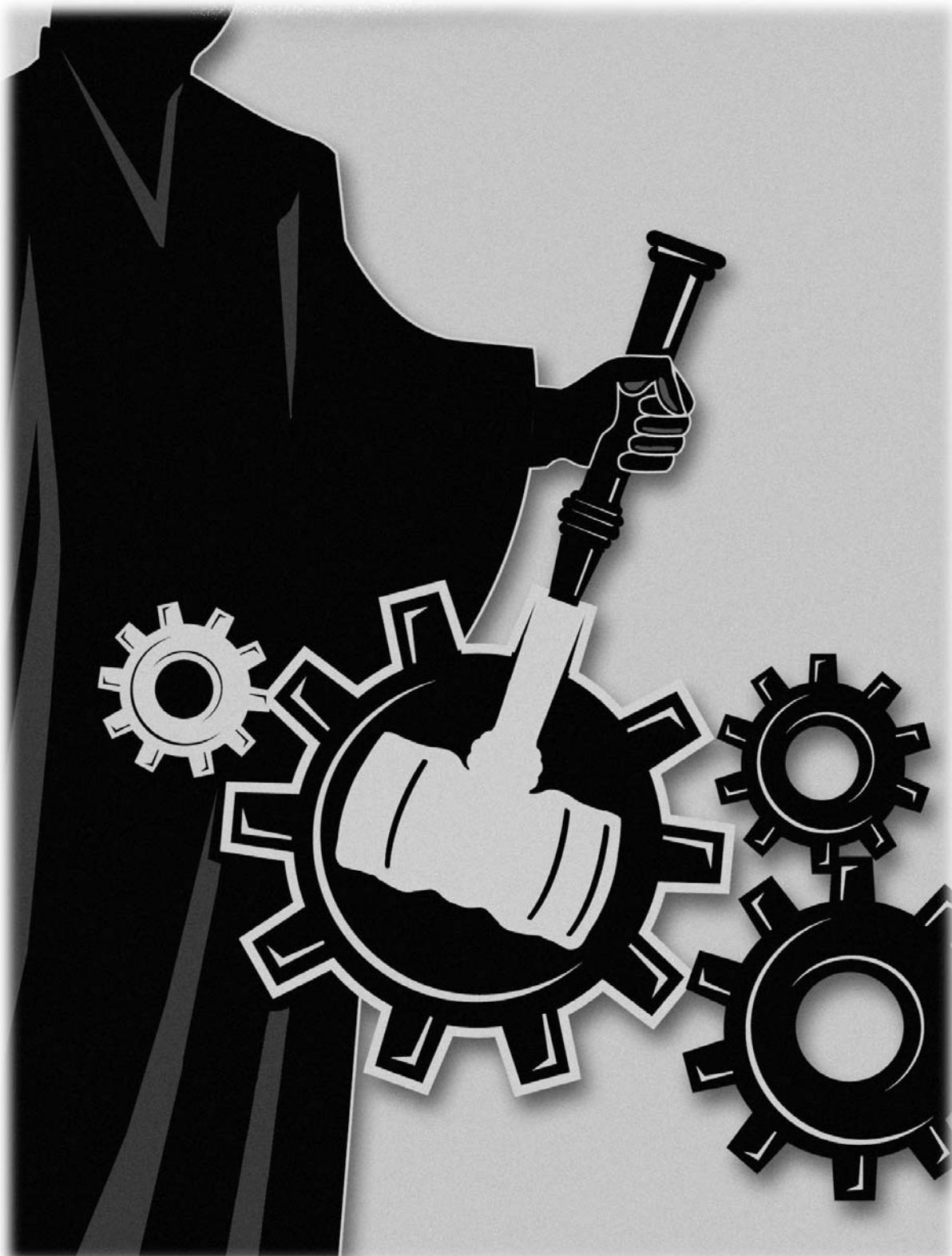
YEAR	POLICY		ADOPTED
1999	Confidentiality Policy	New	7/11/1999
	Compensatory Leave	New	1/1/2000
2000	Law Clerk Retirement	Amended	6/20/2000
	Definition of "Term Employees"	Amended	12/14/2000
	"Performance Pay"	Amended	12/14/2000
	"Pay Upon Temporary Assignment"	Amended	12/14/2000
	"Holiday" rule	Amended	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

ACTIVITIES	NUMBER	YEAR(S)
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 the courts' decisions.
- 3.3 To inform the public of the courts' 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 the courts' responsibilities, and to institute and maintain a system of accountability for the efficient use of these resources.
- 4.2 To manage the courts' 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 develop internal procedures for ensuring that recusals and random allotment of cases are in compliance with existing legal provisions.

Responses to Objective

In addition to the responses provided in Exhibit 1, the intermediate courts of appeal also reports 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. Staff positions were also filled in January, 2005, to assist the supplemental docket for civil appeals.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that it added two judges to each rehearing application to afford multi-judge review of the court’s own work and

developed an en banc policy to improve multi-judge review.

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that the Court in its random allotment of assigning appeal panels tries to insure that each judge sits with each of the other judges at least once, and not more than twice in a calendar year. The Court also provided for the random allotment of assigning supervisory writ panels and continued its outreach program where two panels of three judges travel the circuit to hear oral arguments at once a year. In the spring of 2005, the Court held hearings in Cameron, Louisiana. These hearings were attended by classes from the area high schools. In the fall of 2005, the Court scheduled hearings in Opelousas and Alexandria and had twenty-two high schools scheduled to attend. These hearing were cancelled due to the hurricanes and were rescheduled for the spring of 2006.

Objective 1.2

To develop, clarify, and unify the law.

Intent of Objective

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

Responses to Objective

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

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reports that the court’s document management system allowed court judges and staff to electronically search and review prior



decisions, both published and unpublished, and internal reports to insure uniformity in First Circuit decisions. The Court also 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 it promoted pre- and post-argument conferences. Through the Second Circuit Judges Association, the Court also conducted annual CLE seminars to promote and improve the effective administration of justice and provide a forum for continuing education. In addition, the judges of the Court actively participated in Inns of Court and other bench/bar initiatives.
- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it entered into a flat-fee contract with both West and Lexis/Shepherds for online legal research. The Court also contracted with West to provide Louisiana legislative history for 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. The judges of the Court also routinely spoke at CLE seminars for various associations.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit Court of Appeal reports that its judges attended two en banc lunches and hosted a Christmas gathering. Each judge in rotation hosted the monthly birthday gathering for the Court.

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

Responses to Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that it collaborated with local and state bar associations to educate the bar about the rules and procedures that are in place to insure expeditious consideration. The Court also commenced a study and review of e-filing and other e-document procedures envisioning future implementation in the intermediate appellate courts.
- **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 are placed on the next available docket after briefing was completed. The Court strictly adhered to Uniform Rules – Court of Appeal, Rule 5. The Court 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 central staff director or civil director 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 need to be handled expeditiously. Special reports were utilized to track expedited criminal writ applications as well as civil writ applications.

Objective 2.1

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

Intent of Objective

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

Responses to Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that it 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, Third Circuit Procedure, in published form and provided the manual on the internet site. The manual was intended to aid attorneys on their appellate work. The Court also contracted with West to provide a patron access terminal for use by 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 was accessible on the internet site. The manual has greatly improved the ability of pro se litigants to provide the Court with the necessary documentation, and it aids the litigants in conforming to the Uniform Rules.

Objective 2.2

To ensure that decisions of the Courts of Appeal are clear and the form of the opinion is controlled by Rule 2-16, 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. However, the length of exposition does not determine clarity. Clarity is manifest when the Court conveys its decision in an understandable and useful fashion, and when its directions to the lower tribunal are also clear whenever it remands a case for further proceedings.

Response to Objective

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

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it continued to update its Third Circuit Court of Appeal Citation Manual to insure that the citations and form of its opinions are uniform. The Court continued to follow the publication guidelines established by Uniform Rules – Court of Appeal, Rule 2-16. The Court also thoroughly discussed Rule 2-16, 2-16.1, 2-16.2, and 2-16.3 at en banc conferences and adopted these rules as internal rules of the Court on May 5, 2004.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reports that it developed electronic procedures to standardize form of opinions/ dispositions.

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, the intermediate courts of appeal also reports the following:

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that its judges reviewed the court’s internal procedures regarding standards for publication and continued to promote the importance of uniformity in applying the standards.

Objective 2.4

To resolve cases expeditiously.

Intent of Objective

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

Responses to Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that it em-



ployed a monitoring system to reduce the backlog of all cases and time delays from lodging to disposition. The Court also maintained and internally reported statistical reports reflecting the time a matter was assigned to a judge to disposition.

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that its judges were current in hearing and rendering decisions on appeal and writ applications and that there was little or no backlog in the Court. The Court reports that its chief judge received timely and accurate monthly reports on the status of holdover cases, including appeals and writ applications and monitored such cases closely through communication with the individual judges. The Court continued to utilize its “judges’ bulletin board,” a computerized case and opinion tracking program, which reflects if a case is held over and acts as a constant reminder to each judge as to the status of 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 criminal records and tracked supplementation of the records as necessary. The Court revised and updated its Manual for the Production of Appellate Court Records. The Court periodically conducted a seminar for all district court, city court, and worker’s compensation clerks who prepare appellate records. The Court distributed this manual to each of the district and city clerks.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reports that it continued to refine its electronic case management system.

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, or wish to observe its review. 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 Exhibits 8-12, the intermediate courts of appeal also reports 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 by answering procedural questions without giving legal advice. When 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 pleading cause the filing to be rejected prior to review on the merits. The Court also issued press releases for riding circuit, informing the public of the date, time and location of hearings.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that its Clerk of Court participated in a National Pro Se Summit, a conference to explore equal access issues especially relative to pro se applicants. The Court’s judges worked with schools and civic clubs promoting the accessibility of court proceedings. The Court identified employees that were multi-lingual and identified other human resources that could be utilized



when the need arose. The Court also identified sources that could interpret rules and forms and that could duplicate such rules and forms in multiple formats. The Court also reviewed the demographics of the circuit to determine which languages were prominent within this court's geographic jurisdiction and it identified resources that could be utilized based on need. The Court trained security and front desk clerk's personnel in ADA requirements and diversity issues, thus preparing them to communicate effectively with those who were physically challenged. The Court also developed a continuity of operations plan and continued to research and establish off site/remote redundant systems by partnering with other courts.

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it adopted an ADA policy and posted the policy on its website and posted ADA signs within the courthouse building. The Court posted its Pro Se Manual and Handbook of Louisiana Court of Appeal, Third Circuit Procedure on its website as well as appellate brief and supervisory writ checklists to aid litigants in appellate procedure. The Court also adopted a new Emergency Preparedness Plan on November 15, 2005 which comprehensively covered hurricane and disaster preparedness, fire procedures, bomb threats and bio-terrorism procedures as well as public health emergencies.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit Court of Appeal reports that it assigned a Spanish-speaking employee in the clerk's office to address language interpretation. It also worked with the Supreme Court to ensure that its new facilities at 400 Royal Street had secured and controlled access.

Objective 3.2

To facilitate public access to their decisions.

Intent of Objective

The decisions of the courts of appeal are a matter of public record. Making the decisions of the courts

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

Responses to Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that it installed digital courtroom recording systems which allowed the court to archive oral argument presentations and provide copies to the bar and others. The new system also provided easy access from the server for judges to review arguments during opinion preparation time periods.
- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it continued to post its published decisions on the Court's internet site. The Court also created a retention schedule for writ applications and appeal files.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit Court of Appeal reports that it installed a computer in a public area of the courthouse for individuals to gain access to Westlaw.

Objective 3.3

To inform the public of their operations and activities.

Intent of Objective

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



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

Responses to Objective

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

- **Third Circuit Court of Appeal.** The Third Circuit Court of Appeal reports that it continued to hold its Circuit Riding Program in parishes other than Calcasieu. 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. The judges also visited local schools and civic organizations on a regular basis as speakers on law-related topics. News releases by the Court were published on the web page.

Objective 3.4

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

Intent of Objective

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

Responses to Objective

In addition to the responses provided in Exhibit 15, the

intermediate courts of appeal also reports 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 also 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. Even with the soundest management practices, 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

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

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reports that it assigned an assistant clerk assignment "full-time" to the Business Services office. The Court also justified funding for a supplemental docket and mediation



program to address longstanding civil appeal caseload issues.

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 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 17-19, the intermediate courts of appeal also reports the following:

- **First Circuit Court of Appeal.** The First Circuit Court of Appeal reports that it implemented a communications package at the Court's satellite offices for better communications exchange with the Baton Rouge courthouse.
- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that it enlarged its statistical reporting capabilities to include court reporter delays and extensions. The Court also commenced evaluation of document management systems with a target to implement same in FY 2005-2006. The Court's judges and law clerks regularly attended recent development seminars conducted by local bar associations and/or universities. The Court's judges also met 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 even though the Court was performing well within ABA time standards for handling appeals, the "judges' bulletin board" helped the judges manage their caseloads, by revealing the status of appeals and writ applications. The Court purchased a new server-based Dictaphone system. New telephone systems were purchased and installed in each of the satellite offices. The Court also hired an additional IT Specialist to support its computer network which included nine satellite offices. The chief judge regularly had meetings with the clerk and various supervisors to discuss employee issues and policies, administrative procedures, and case management procedures. The supervisors had regular meetings with their staff to implement and discuss the policies and procedures. This procedure resulted in a better handling and flow of cases through the appellate process. This procedure resulted in a better handling and flow of cases through the appellate process. The Central Staff Director regularly distributed all amendments to existing laws and apprised the judges of new legislation. One of the designated duties of the Administrative General Counsel was the handling of election-related cases for consistency, expedience and development of expertise in that area of law.

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 20, the intermediate courts of appeal also report 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. The Court also developed statistical reports allowing it to analyze data relative to court reporter delays and extensions. The Court worked with district courts one-on-one to review data and address individual and/or systemic court reporter delay issues.

Objective 4.4

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, 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 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

In addition to the responses provided in Exhibits 21-23, the intermediate courts of appeal also reports the following:

- **First Circuit Court of Appeal.** The First

Circuit Court of Appeal reports that it sent key staff to the seminar: "What you need to know about public records, open meetings, and the cost of governmental ethics." The Court also provided training on substance abuse and drug-free workplace and on airborne pathogens to all of its employees.

- **Second Circuit Court of Appeal.** The Second Circuit Court of Appeal reports that it developed a safety plan and disseminated the procedures to all employees and that it conducted quarterly safety meetings. The Court developed written internet/computer access policies to protect the integrity of the Court's data. The Court conducted periodic annual training related to workplace issues, and commenced development of a continuity of operations plan, collaborating with other courts to explore possible locations for redundant systems and storage of critical data.

Objective 5.1

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

Intent of Objective

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

- None reported.



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

- None reported.



Exhibit 1

ACTIONS TAKEN IN FY 2004-2005 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 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Controlled absences of judges from docketed hearings	Maintained sufficient staff to support greater opportunities for multi-judge review	Controlled recusation	Improved random allotment through better manual procedures	Improved random allotment through programmed electronic device	Maintained or initiated systems for tracking appeals and writs by type and comparing the numbers year-by-year	Other
APPELLATE COURT										
1		•			•	•	•		•	
2		•		•	•	•	•	•	•	•
3		•			•	•			•	•
4		•		•	•	•	•		•	
5		•			•	•			•	
TOTALS	0	5	0	2	5	5	3	1	5	2

Exhibit 2

ACTIONS TAKEN IN FY 2004-2005 TO DEVELOP, CLARIFY, AND UNIFY THE LAW

Objective 1.2	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Obtained and maintained sufficient legal resources to facilitate the clarification, harmonization, and development of the law	Developed and maintained specific strategies for encouraging and promoting effective collegiality among judges	Other
APPELLATE COURT						
1		•		•		•
2		•		•	•	•
3		•		•	•	•
4		•		•	•	•
5		•		•		
TOTALS	0	5	0	5	3	4



Exhibit 3

ACTIONS TAKEN IN FY 2004-2005 TO DETERMINE EXPEDITIOUSLY THOSE PETITIONS AND/OR APPLICATIONS FOR WHICH NO OTHER ADEQUATE OR SPEEDY REMEDY EXISTS

Objective 1.3	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Established a committee of the clerk's office and/or central staff to address the routing, communication, and disposition of issues associated with emergency or expedited writ applications	Created or continued a special screening process at the time of lodging to identify petitions/applications warranting expeditious processing	Adopted rules and procedures for expediting children's cases	Created or maintained summary docketing procedures	Created or maintained a special panel of judges to hear expedited cases	Created or maintained a system of duty judges	Developed or maintained a request form for ensuring that applications requesting expeditious treatment meet all rule requirements	Other
APPELLATE COURT											
1		•		•	•	•	•	•	•		
2		•		•	•	•	•		•	•	•
3		•		•	•	•				•	•
4		•		•	•	•	•	•			
5		•		•	•	•		•	•		
TOTALS	0	5	0	5	5	5	3	3	3	2	2

Exhibit 4

ACTIONS TAKEN IN FY 2004-2005 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 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Obtained or maintained sufficient staff to ensure that adequate consideration is given to each case	Improved docketing and scheduling of cases	Developed and maintained appellate guidelines to promote efficiency and effectiveness in the court's consideration of appeals and writs	Sponsored a "records preparation seminar" to assist district courts in properly processing appeals, meeting deadlines, and reducing errors that might delay the lodging of the record	Has weekly writ conferences	Has pre and post argument conferences	Other
APPELLATE COURT										
1		•		•	•	•	•	•		
2		•		•	•	•	•	•	•	•
3		•		•	•	•			•	•
4		•		•	•				•	
5		•		•		•			•	
TOTALS	0	5	0	5	4	4	2	2	4	2



Exhibit 5

ACTIONS TAKEN IN FY 2004-2005 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 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	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	5	0	3	5	4	2	2

Exhibit 6

ACTIONS TAKEN IN FY 2004-2005 TO PUBLISH THOSE OPINIONS THAT DEVELOP, CLARIFY, OR UNIFY THE LAW

Objective 2.3	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Developed and 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	4	0	5	2	1



Exhibit 7
ACTIONS TAKEN IN FY 2004-2005 TO RESOLVE CASES EXPEDITIOUSLY

Objective 2.4	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Improved docketing and scheduling	Installed an automated case management information system	Employed case managers to expedite court processes	Planned the development of an automated case management system	Improved the manual system of case processing	Took steps to reduce cases under advisement	Initiated summary dockets	Initiated a mediation program(s)	Added more panels per cycle	Improved process of opinion writing and review	Other
APPELLATE COURT														
1		•		•	•		•	•	•	•	•			
2		•		•				•	•					•
3				•	•	•	•	•	•				•	•
4		•		•	•			•	•	•			•	
5		•		•	•			•	•				•	•
TOTALS	0	4	0	5	4	1	2	5	5	2	1	0	3	3

Exhibit 8
ACTIONS TAKEN IN FY 2004-2005 TO ASSIST PRO SE LITIGANTS

Objective 3.1	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Worked with the clerk of court to provide information	Worked with the local bar to provide information	Other
APPELLATE COURT						
1		•				•
2		•	•	•	•	•
3		•		•	•	•
4		•		•		
5		•		•	•	
TOTALS	0	5	1	4	3	3



Exhibit 9

ACTIONS TAKEN IN FY 2004-2005 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 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Published the court's schedule on the doors or walls of the courtrooms	Developed a web site which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information answer desk in the courthouse	Other
APPELLATE COURT								
1		•		•	•	•	•	•
2		•	•	•	•	•	•	•
3				•	•	•		
4				•	•		•	
5				•	•			
TOTALS	0	2	1	5	5	3	3	2

Exhibit 10

ACTIONS TAKEN IN FY 2004-2005 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 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Paid for foreign language interpreter services in criminal cases	Paid for foreign language interpreter services in family/juvenile cases	Paid for foreign language interpreter services in other civil cases	Developed and maintained a list of professional interpreters for non-English speaking patrons	Other
APPELLATE COURT								
1	•							
2		•					•	•
3	•							•
4		•						•
5	•							
TOTALS	3	2	0	0	0	0	1	3



Exhibit 11

ACTIONS TAKEN IN FY 2004-2005 TO COMPLY WITH THE AMERICANS WITH DISABILITY ACT (ADA)

Objective 3.1	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	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	0	5	5	3	5	4	0	1	2	1

Exhibit 12

ACTIONS TAKEN IN FY 2004-2005 TO IMPLEMENT SAFETY AND SECURITY MEASURES

Objective 3.1	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Had a security audit performed	Developed a safety policy and program	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
	APPELLATE COURT												
1		•			•	•				•	•		
2		•											
3		•		•	•	•	•		•	•	•	•	•
4		•		•	•	•	•	•	•	•	•	•	•
5		•						•	•	•	•	•	
TOTALS	0	5	0	2	3	3	2	2	3	4	4	3	2



Exhibit 13
ACTIONS TAKEN IN FY 2004-2005 TO FACILITATE PUBLIC ACCESS TO DECISIONS

Objective 3.2	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Promptly issue media releases on opinions and decisions	Publish opinions, rules, etc. on the court's web site	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	5	1	3	4	5	5	4	4	3

Exhibit 14
ACTIONS TAKEN IN FY 2004-2005 TO INFORM THE PUBLIC OF THE OPERATION AND ACTIVITIES OF THE COURT

Objective 3.3	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Provided a newsletter	Appeared on radio and TV shows	Visited classrooms	Conducted oral arguments in various locations throughout the district	Gave talks at various forums	Sponsored tours of the court	Involved students in oral arguments	Participated in shadow programs	Sponsored or participated in law day activities	Other
	APPELLATE COURT												
1		•			•	•	•	•	•	•		•	
2		•				•	•	•	•	•	•	•	
3		•			•	•	•	•	•	•		•	•
4							•	•	•	•			
5		•						•	•				
TOTALS	0	4	0	0	2	3	4	5	5	4	1	3	1



Exhibit 15

ACTIONS TAKEN IN FY 2004-2005 TO ENSURE THE HIGHEST PROFESSIONAL CONDUCT OF THE BENCH AND THE BAR

Objective 3.4	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Sponsored or led CLE for involving attorneys and district judges	Participated in Judicial College programs	Participated in Circuit Association Programs	Participated in the programs of the Louisiana State Bar Association	Participated in the programs of the Inns of the Court	Displayed in the courthouse copies of the Supreme Court's poster on Professionalism in the courts	Conducted surveys or focus groups to ascertain public opinion regarding the court's responsiveness and professionalism of the court	Installed or maintained a judicial mentoring program for appellate judges	Other
APPELLATE COURT												
1		•		•	•	•	•	•				
2		•		•	•	•	•	•	•			•
3		•		•	•	•	•	•			•	
4		•		•	•	•	•	•				
5		•		•	•	•	•	•				
TOTALS	0	5	0	5	5	4	5	5	1	0	1	1

Exhibit 16

ACTIONS TAKEN IN FY 2004-2005 TO SEEK AND OBTAIN SUFFICIENT RESOURCES FROM THE LEGISLATIVE AND EXECUTIVE BRANCHES TO FULFILL THE COURT'S RESPONSIBILITIES; AND TO INSTITUTE AND MAINTAIN A SYSTEM OF ACCOUNTABILITY

Objective 4.1	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	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	0	5	5	5	4	1



Exhibit 17

ACTIONS TAKEN IN FY 2004-2005 TO MANAGE CASELOADS EFFECTIVELY AND USE AVAILABLE RESOURCES EFFICIENTLY AND PRODUCTIVELY

Objective 4.2	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Bought additional personal computers	Installed/maintained a LAN system	Installed video-conferencing system	Installed/maintained real-time reporting	Installed/maintained e-mail/internet	Installed printers, scanners and micro-taping 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	2	5	5	0	1	4	3	2	2	1	2	5	3	5	3

Exhibit 18

ACTIONS TAKEN IN FY 2004-2005 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 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Developed policies or rules relating to the issue	Developed/maintained an automated case management system	Developed a system of bar-coding to track location of manual files and documents	Met with clerk on continuing basis to improve procedures and address problems	Standardized and automated minute entries	Used real-time court reporting	Developed and implemented a records retention plan	Other
	APPELLATE COURT										
1		•		•	•		•	•		•	
2		•		•	•		•	•		•	•
3		•		•	•		•			•	
4		•		•	•		•			•	
5		•		•	•		•			•	
TOTALS	0	5	0	4	5	0	5	2	0	5	1



Exhibit 19

ACTIONS TAKEN IN FY 2004-2005 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE

Objective 4.2	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Designed a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Designated a committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated update bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
APPELLATE COURT								
1		•		•		•	•	
2		•		•			•	•
3		•		•	•		•	
4					•	•	•	
5		•		•	•			
TOTALS	0	4	0	4	3	2	4	1

Exhibit 20

ACTIONS TAKEN IN FY 2004-2005 TO DEVELOP METHODS FOR IMPROVING ASPECTS OF TRIAL COURT PERFORMANCE THAT AFFECT THE APPELLATE JUDICIAL PROCESS

Objective 4.3	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Provided guidance to district clerks of court on preparing clear, accurate, timely and complete appellate records	Provided guidance to district courts on error correction and new areas of the law	Other
APPELLATE COURT						
1		•		•	•	
2				•	•	•
3		•		•	•	
4						
5		•		•	•	
TOTALS	0	3	0	4	4	1



Exhibit 21

ACTIONS TAKEN IN FY 2004-2005 TO ADOPT, IMPLEMENT, OR UPDATE PERSONNEL POLICIES

Objective 4.4	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	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	4	1	5	5	5	3	1	5	4	5	4	3	2	4	4	5	1

Exhibit 22

ACTIONS TAKEN IN FY 2004-2005 TO ADOPT, IMPLEMENT, OR UPDATE PERSONNEL POLICIES

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



Exhibit 23

ACTIONS TAKEN IN FY 2004-2005 TO IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT

Objective 4.4	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Provided technology training	Provided in-house training	Provided courtesy and customer service training	Provided ADA training	Provided harassment training	Provided workplace violence training	Used training videos/CDs, etc.	Paid for continuing education and training	Provided supervisory and management training	Sent employees to conferences	Other
APPELLATE COURT														
1		•		•	•	•		•		•	•		•	•
2		•		•	•	•	•	•	•	•	•	•	•	
3		•		•	•		•	•	•	•	•	•	•	
4		•		•	•		•	•	•	•	•	•	•	
5		•		•	•						•		•	
TOTALS	0	5	0	5	5	2	3	4	3	4	5	3	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, the district courts also reported the following:

- **3rd JDC.** The 3rd JDC reports that it placed easels and bulletin boards in hallways designating courtrooms, times, type of court and judge.
- **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 opened to the public. 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 monitored its sound systems on a regular, ongoing basis, and improvements were made as needed. Divisions E and G maintained websites that provided general information about the Court and the court dockets.
- **22nd JDC.** The 22nd JDC reports that daily court schedules were posted on a monitor at the courthouse entrance.

- **East Baton Rouge Family Court.** The East Baton Rouge Family Court reports that it posted the Court's dockets outside each courtroom, developed and maintained a web site which has information as to duty, contacts, hours, address, and other information, and provided an information answer desk in the courthouse.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reports that matters opened to the public were announced when the case was called and that dockets for non-support hearings were posted daily.

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:

- **3rd JDC.** The 3rd JDC reports that security cam-



eras were installed in Lincoln Parish.

- **4th JDC.** The 4th JDC reports that it had regular interagency security council meetings. The Court also established new law enforcement weapons policies and had a new security video door-phone purchased for hearing officers.
- **5th JDC.** The 5th JDC reports that it discussed security issues with members of the Bar, Sheriff's offices and D.A.'s office.
- **10th JDC.** The 10th JDC reports that it created a lay/bar/law enforcement committee to address security issues.
- **14th JDC.** The 14th JDC reports that it worked on a disaster preparedness plan and upgrades its security system, including its surveillance camera. The Court also issued public information statements to inform the public during disasters.
- **15th JDC.** The 15th JDC reports that it sent a judge to a national security conference. The Court also trained its employees on use of AEDs.
- **16th JDC.** The 16th JDC reports that the maintenance and development of security/ emergency procedures were a regular, ongoing activity of the court. The Court implemented a Court Security Committee to develop and implement security disaster plans for each parish and to train court staff, bailiffs and the parish governments. 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 St. Martin Parish courthouse was secured during 2004 and security measures implemented were maintained. The main entrance of the courthouse was the single point of entry for the public. A walk-through metal detector and x-ray machine were located at that entrance, which was monitored by deputy sheriffs during business hours. Courthouse employees entered 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 were 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 were monitored by deputy sheriffs. The Court appropriated funds for a court security officer in St. Mary Parish. Courthouse telephones were installed in Iberia Parish courtrooms and panic buttons were activated in St. Mary Parish courtrooms to provide emergency response mechanisms to signal directly to the sheriff's office in the event of a courtroom emergency.

- **17th JDC.** The 17th JDC reports that it updated employee lists and provided new I.D. tags to court employees. The Court also solicited the assistance of the sheriff in preparing plan to make court operations and the building more secure for the public and the Court's employees.
- **23rd JDC.** The 23rd JDC reports that it hired additional security personnel, installed a light for the hallway where prisoners are escorted to courtrooms, and installed a light system to notify security when a prisoner is in a judges' hallway or chambers. The Court also worked with its sheriffs to provide more security and to implement better security procedures.
- **28th JDC.** The 28th JDC reports that its court administrator developed a written policy for emergency situations.
- **40th JDC.** The 40th JDC reports that it met with parish and sheriff officers to hire more security personnel and install security equipment.
- **Caddo Juvenile Court.** The Caddo Juvenile Court reports that it conducted meetings with the Sheriff's Department on safety issues.
- **East Baton Rouge Family Court.** The East Baton Rouge Family Court reports that it installed security equipment (monitors) and security alarms



in the judges' chambers/ courtrooms. The Court also selected bailiffs from trained sheriff personnel, installed metal detectors at entrances of courtrooms, and reviewed emergency evacuation procedures on an annual basis.

- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reports that it 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. The Court also had armed deputies meet judges at the door to escort them to their offices. In conjunction with the East Baton Rouge Parish Sheriff's office, the Court continued to enforce security measures that were already in place.

The Court developed a Continuity of Operations Plan (COOP) establishing policy and guidance to ensure the continuous performance of the Court's essential functions/operations in the event an emergency threatened or incapacitated operations. 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, the Court was in the process of developing emergency evacuation procedures. Emergency 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. The Court also designated staff members to attend CERT (Certified Emergency Response Team) training; and the Court began conducting quarterly fire drills.

- **Orleans Criminal District Court.** The Orleans Criminal District Court reports that it installed a fire alarm system. The Court also reports that, prior to Hurricane Katrina, it initiated meetings with all criminal justice agencies to develop and implement an emergency evacuation procedure.

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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 3-5, district courts also reported the following:

- **4th JDC.** The 4th JDC reports that it established a Limited English Proficiency (LEP) Committee.
- **5th JDC.** The 5th JDC reports that it developed and implemented an ADA compliance and non-discrimination policy and complaint resolution procedure. The Court also provided contact information for those with limited proficiency in English.
- **10th JDC.** The 10th JDC reports that it added the notice of accommodations and request for assistance statements to notices and summons sent out by the clerk of court.
- **16th JDC.** The 16th JDC reports that it continued a policy providing for ADA accessibility and compliance, including the placement of the ADA accommodation language on its juror subpoenas and appointment of the court administrator to serve as the ADA Coordinator for the Court. In addition, individual judges made accommoda-



tions when requested. The judges of the Court also worked with local officials on an ongoing basis to bring the Court's physical facilities into compliance with the ADA. The Court also reports that courtroom sound systems are monitored on a regular, ongoing basis and improvements are made as needed. The Court maintains a resource list of signage and language interpreters. Sign language interpreters and language interpreters are also provided as needed. The Court's judges continued to work with local officials on an ongoing basis to bring the Court's physical facilities into compliance with the ADA.

- **23rd JDC.** The 23rd JDC reports that it had meetings with Sheriffs' offices, Indigent Defender Board, Assistant District Attorneys and judges to expedite criminal trials and arraignments and guilty pleas. The Court also met with the local bar association to seek attorneys to do pro bono work and worked to make protective orders more available. The Court hired a hearing officer to handle protective orders and to spend more time with pro se litigants.
- **26th JDC.** The 26th JDC reports that it worked with architects and contractors in addressing ADA compliance issues in the construction and renovation of the Bossier Parish courthouse. The Court also worked with local officials to bring existing physical facilities into compliance.
- **28th JDC.** The 28th JDC reports that it continued to meet with courthouse building personnel to upgrade and meet ADA standards.
- **29th JDC.** The 29th JDC reports that it provided more definitive explanations to pro se litigants of their rights and court procedures. The Court also secured the services of a Spanish interpreter.
- **East Baton Rouge Family Court.** The East Baton Rouge Family Court reports that it maintained a list of interpreters for non-English speaking patrons and distributed the memo from the Louisiana Supreme Court regarding the need to provide

interpreters to non-English speaking parties. The Court also provided sign language interpreters as requested, maintained an ADA non-discrimination policy; and designated a person to assist disabled persons in the event of an emergency evacuation.

- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reports that it In accordance with the U.S. Department of Justice Guidance Document as it relates to the Civil Rights Act of 1964-National Origin, the Court established a formal process for assisting Limited English Proficiency (LEP) persons, identified local foreign language translation resources, and designed a staff contact person for those requiring foreign language assistance.

Previously the Court appointed an ADA coordinator, commissioned an ADA accessibility audit using the checklist provided by the Louisiana Supreme Court, and set timeframes for structural improvements. The ADA coordinator continued to be an active member of the National Association of ADA Coordinators. The Court continued to use revised service information forms and notices to include an accommodation statement, the name and telephone number of the ADA coordinator and to communicate the availability of special accommodations upon request. The Court continued to use the ADA Accommodations Request Form and a grievance process previously developed. The Court continued to work with the Department of Public Works to complete all structural modifications necessary to bring the court into compliance and to ensure that all new structural modifications were ADA compliant. The Court continued to maintain a TDD line at the receptionist's desk with enhanced capabilities to better accommodate the hearing impaired and maintained and updated a list of available sign language interpreters.

- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it translated several of its court forms into foreign languages. It also ordered door signs to be translated into foreign languages.



Objective 1.4

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

Intent of the Objective

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

Responses to the Objective

- **16th JDC.** The 16th JDC reports that it is a regular, ongoing activity of the Court to ensure that court personnel are courteous and responsive to all who serve, come before, and make inquiries. The Court also reports that 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 Court also displayed the Supreme Court's Code of Professionalism in judges' chambers.

Objective 1.5

To encourage all responsible public bodies and public officers to make the costs of access to district court proceedings and records ~ 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:

- **14th JDC.** The 14th JDC reports that it spent significant time in pre-trial and trial hearings explaining local procedures. The Court is working on developing pro se packets with forms and is working on the use of alternative dispute resolution.
- **16th JDC.** The 16th JDC reports that its 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 also received regular written reports from the Indigent Defender Board regarding services provided. The Court 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.
- **23rd JDC.** The 23rd JDC reports that it met with the local bar associations to seek attorneys to do pro bono work. It also worked to make protective orders more available by hiring a hearing officer to handle such orders and to spend more time with



pro se litigants.

- **East Baton Rouge Family Court.** The East Baton Rouge Family Court reports that it worked with the clerk of court to provide information to pro se litigants; and worked with the local bar to provide information and representation.

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:

- **3rd JDC.** The 3rd JDC reports that it continued its pre-trial and status conference system and scheduled additional, special jury terms as needed.
- **4th JDC.** The 4th JDC reports that it implemented a case management system designed by I.T. staff. The Court reports that it is in the final stages of selecting a multi-agency Criminal Justice Database System for the Court. Division I of the Court standardized its case management forms.
- **5th JDC.** The 5th JDC reports that it provided hearing officer conferences prior to trial dates to allow parties to secure temporary relief in domestic and related cases.
- **10th JDC.** The 10th JDC reports that it established a new system of setting arraignments and providing notices of criminal hearings to speed and streamline the process. It also implemented pre-trial procedures to assist court in ruling from bench and developed a protocol between attorneys and agencies involved to ensure timely scheduling. The Court also created an inventory of juveniles in custody to more effectively monitor their status.
- **15th JDC.** The 15th JDC reports that it assigned consecutive traffic dockets to one division to curtail continuances; requested additional IDO attorney be present for misdemeanor trials; requested probation and parole screening dockets for third time offenders; and standardized plea forms.
- **16th JDC.** The 16th JDC reports that it continued to improve its docketing schedule and its manual system of case processing. The Court also continued to conduct review hearings to better monitor and manage criminal cases. The Court maintained



a Family Court Program in St. Mary, Iberia and St. Martin Parishes. Two full-time and one part-time hearing officer conducted pre-trial 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's judges also conducted periodic reviews of certain domestic abuse relations cases with the parties on an ongoing basis, especially in contested custody-visitation cases. Division E of the Court maintained a process for tracking criminal cases through an automated case tracking system. A case management system is being developed for judges to track juvenile cases in each parish. The Court also maintained a criminal allotment system whereby cases are allotted to specific judges for one year. This procedure enables better case management by the judiciary, reduces the time between arrest and arraignment, and reduces the time between arrest and case disposition.

- **23rd JDC.** The 23rd JDC reports that its judges held meetings with its sheriffs, indigent defender boards, and assistant district attorneys to expedite criminal trials, arraignments, and guilty pleas.
- **28th JDC.** The 28th JDC reports that it designated a docket clerk to manage the court calendar. The Court also insisted that all judicial agencies, i.e. clerk of court, district attorney, etc., make every effort to timely present each case with proper minute entries, judgments and required language for compliance. The Court also emphasized the need to use proper addresses by updating address lists and to maintain daily communication between agencies responsible service of process.
- **29th JDC.** The 29th JDC reports that it developed stricter accountability for continuances and the pre-hearing of court dates. The Court continued use previously adopted standardized forms to

facilitate court processes.

- **34th JDC.** The 34th JDC reports that it worked with its sheriff's office to improve service or process.
- **40th JDC.** The 40th JDC reports that it held settlement conferences for all civil bench trials.
- **East Baton Rouge Family Court.** The East Baton Rouge Family Court reports that it expanded its automated case management information system, maintained software program (SoftDock) designed specifically for Family Court, and implemented training on a new AVS Software program. The Court also participated in the East Baton Rouge Parish Clerk of Court AVS Software training program, used training videos/ CDs, etc., provided technology training on FTR Gold Software, provided ADA training, paid for continuing education and training for judges, law clerks, and court reporters, sent employees to conferences, and required employees to learn from computer technicians while repairs and software installations were performed on their computers. The Court also sent Notices of Appearance to all participants in a timely manner.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reports that it continued to implement goals previously set by the Court's INC Facilitation Team to achieve effective case management techniques by improving timeliness and quality of INC cases. The Court continued to reduce delays in INC cases by appointing counsel at the time the verified complaint is filed to ensure that counsel is present at the initial hearing. The Court continued to enhance expedited process of non-support matters by issuing subpoenas and preparing judgments in-house through the Court's automated case management system. The Court also developed and implemented processes to insure that cases/reports are filed and disseminated prior to review hearings and that attorneys are contacted to avoid continuances and delays.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports



that an automated case reporting system was implemented as a pilot program in one section of the court.

Objective 2.2

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

Intent of the Objective

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

Responses to the Objective

- None reported.

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:

- **15th JDC.** The 15th JDC reports that it encouraged e-mailed communications among its judges.
- **16th JDC.** The 16th JDC reports that it addressed changes in the law and legal procedure

through regular and special en banc meetings as a regular, on-going activity of the Court. The judges of the Court addressed and participated in judicial training and judicial exchanges of information. For example, they attended training sessions on elder abuse and domestic violence. They also participated in regional, state, and national judiciary associations and visited other courts to view and experience first hand the initiatives of these other courts.

- **17th JDC.** The 17th JDC reports that its chief judge has taken the responsibility of informing all judges of changes in law and legal procedure and what the Court is required to do to comply with the law.
- **22nd JDC.** The 22nd JDC reports that changes in the law are regularly discussed at the Judges' en banc meetings.
- **23rd JDC.** The 23rd JDC reports that it hired judicial administrator whose duties included making sure all new laws and procedures were followed. The Court also worked with its local bar association to communicate recent changes in the law.
- **26th JDC.** The 26th JDC reports that its administrator networked regularly with other court administrators regarding changes in rules, laws and legislation.
- **34th JDC.** The 34th JDC reports that its judges participated in a bar seminar to ensure that changes in law and procedure were communicated and implemented promptly.
- **40th JDC.** The 40th JDC reports that it, shared new information at en banc meetings as a means of promptly communicating and implementing changes in law and procedure.
- **East Baton Rouge Family Court.** The East Baton Rouge Family Court reports that its law clerks monitored rules and legislation and communicated all changes in law and procedure to appropriate and relevant persons. The Court also



instituted en banc judicial review of all changes, obtained and circulated updated bench books and other materials to ensure prompt implementation of changes, and attended conferences specifically discussing changes implemented by the Louisiana Legislature.

- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reports that prompt implementation of changes in law and procedure was a regular, ongoing activity of the Court.

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:

- **4th JDC.** The 4th JDC reports that its Clerk of Court changed juror selection by using a larger continuous pool of prospective jurors. The Court also improved voir dire forms and created new phone tree for contacting jurors. The Court also completed a jury audit.
- **10th JDC.** The 10th JDC reports that it created a new system to limit jury service to one week.

- **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 was then communicated to the judges of the Court, the parish governments, and the sheriffs for their information and possible action. The judges conducted exit questionnaires of jurors for feedback regarding jury service. The judges sent letters of appreciation to jurors after their jury service. The Court maintained jury pool procedures from which petit and civil jurors may be chosen. The judges continued to monitor and improve procedures for selecting and impaneling jurors. The Court maintained the practice of mailing jury questionnaires with the juror subpoenas for jury duty. 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 are included in the questionnaire. Instruction sheets were mailed with juror summonses to provide general information to jurors regarding service. The judges met with the Jury Commissioners periodically regarding commissioner authority in accordance with Supreme Court Rules and statutory provisions. The clerks of court in the three parishes maintained voice mail systems which allowed jurors to call in, prior to reporting for service, and which provided a message confirming either that the jurors must report or notifying that they were released from duty.
- **23rd JDC.** The 23rd JDC reports that it worked on developing its website to assist jurors and to provide a better method for receiving jury excuses. The Court also developed and implemented a method for excused jurors to be added back into the jury pool.
- **29th JDC.** The 29th JDC reports that it displayed ABA jury service posters in juror waiting areas listing juror duties.
- **31st JDC.** The 31st JDC reports that it provided all jurors with a Juror's Handbook explaining court procedure for jury trials.



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

- None reported.

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:

- **4th JDC.** The 4th JDC reports that its clerk of court changed juror selection to a larger continuous pool of prospective jurors and improved voir dire forms.
- **16th JDC.** The 16th JDC reports that jurors were selected using a random computer process.
- **23rd JDC.** The 23rd JDC reports that its court provided a method for excused jurors to be added back into jury pool.

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

- **3rd JDC.** The 3rd JDC reports that it adopted guidelines for lawyers representing juveniles.
- **4th JDC.** The 4th JDC reports that its Division I developed forms for specific situations and developed a “disc bank” for rulings.
- **16th JDC.** The 16th JDC reports that it developed and implemented a uniform bond order form for written bond orders.
- **Orleans Parish Criminal Court.** The Orleans Parish Criminal Court reports that its new tracking and reporting system should eventually aid in the monitoring of cases to analyze sentencing.

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, 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

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

- **16th JDC.** The 16th JDC reports that it developed and implemented a uniform bond order form for written bond orders. The Court’s judges maintained direct contact with domestic abuse counselors to ensure compliance by those ordered. The 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 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. The judges 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.

Objective 3.5

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

Intent of the Objective

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



of their decisions and orders. The responsibility of the courts for enforcement varies from jurisdiction to jurisdiction, program to program, case to case, and event to event; however, all courts have a responsibility to take appropriate action for the enforcement of their orders.

Responses to the Objective

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

- **4th JDC.** The 4th JDC reports that it used new forms in Juvenile Court to expedite preparation of bench warrants. Sheriff had periodic roundups and warrants were placed on the internet.
- **16th JDC.** The 16th JDC reports that it developed and implemented a uniform bond order form for written bond orders. The Court's judges maintained direct contact with domestic abuse counselors to ensure compliance by those ordered. The 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 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. The judges 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 judges created and maintained 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. The judges maintained procedures, in a coordinated effort with sheriffs and the district attorney, to monitor the collections and disbursement of fines and forfeitures. The judges maintained a procedure whereby the probation office of the Department of Corrections provides, within thirty days of sentencing, a written report to the

judges notifying the Court when a probationer had been signed up and who the probation officer was. Upon such notification, the Court then scheduled probation review hearings. The judges periodically met with Louisiana Department of Corrections, Probation and parole officers to discuss and improve procedures relating to sentencing, review hearings, and plea agreement forms.

- **23rd JDC.** The 23rd JDC reports that it met with Sheriffs' employees to see that arrest warrants were timely served.
- **28th JDC.** The 28th JDC reports that it emphasized the need to use proper addresses by updating address lists and to maintain daily communication between agencies responsible for service of process.
- **34th JDC.** The 34th JDC reports that it worked with its sheriff's office to improve service of process.
- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that hired a court deputy supervisor to oversee the process of ensuring timely enforcement of arrest warrants, summons, and subpoenas.

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

- **10th JDC.** The 10th JDC reports that it developed a tracking system of suit records removed from the Clerk of Court's office.
- **14th JDC.** The 14th JDC reports that it coordinated and communicated with its newly-elected clerk on upgrading record keeping. The Court also worked on a records retention plan for juvenile records.
- **16th JDC.** The 16th JDC reports that it maintained a policy with regards to lawyers checking out court files.

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

- **10th JDC.** The 10th JDC reports that it worked to improve coordination with its sheriff.
- **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 and provided training to law enforcement officials on elder abuse and domestic violence.

- **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.

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

- **16th JDC.** The 16th JDC reports that it maintained policies and guidelines for the expenditure of judicial expense funds. A Finance Committee of judges works with the court administrator on



an ongoing basis to monitor the budgets and fiscal accounts of the Court and to update policy when needed. The judges and the court administrator met periodically with a certified public accountant to develop and implement policies and procedures for maintaining accounting and financial controls over judicial expense funds. The Court also maintained fixed asset inventory procedures for the management of fixed assets.

- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reports that it 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.

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:

- **4th JDC.** The 4th JDC reports that it revised its personnel manual.
- **10th JDC.** The 10th JDC reports that it updated its employee leave policies. The Court also sent each judge's administrative assistant to Louisiana

Protective Order Registry (LPOR) training. The Court also worked with its clerk of court to train a minute clerk to do real-time minute entries.

- **15th JDC.** The 15th JDC reports that it extended health coverage to all employees.
- **16th JDC.** The 16th JDC reports that it was a regular, ongoing activity of the Court to use fair employment practices. The Court uses the employment guidelines within the "Vision of Fairness" manual provided by the Louisiana 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. It appropriated funds for continuing education costs for employees, and employees were sent to conferences on a regular, ongoing basis.
- **17th JDC.** The 17th JDC reports that it worked on a comprehensive employee leave policy that is scheduled to be implemented very soon.
- **19th JDC.** The 19th JDC reports that it held the Court's third annual Professional Development Day during which court activities were suspended for an entire day to allow for staff training.
- **21st JDC.** The 21st JDC reports that it worked on a policy and procedure manual.
- **23rd JDC.** The 23rd JDC reports that it allowed all secretaries and other employees to go to training and seminars. The Court also standardized the benefits of court employees with those of other parish employees and addressed issues relating to retired employees. The Court also implemented policies on conflicts of interest, safety/security, and special leave.
- **26th JDC.** The 26th JDC reports that its administrator continued to conduct sensitivity training for court personnel.
- **29th JDC.** The 29th JDC reports that adopted a



personnel manual.

- **40th JDC.** The 40th JDC reports that it implemented an employee contract with reference to some personnel policies.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reports that the adoption, implementation, or updating of personnel policies was a regular, ongoing activity of the Court. The Court continued to implement policies and procedures as outlined in its Personnel Manual in accordance with fair and consistent human resources practices. The Court encourages management training on human resource 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.
- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it provided CPR training and training on IV-E reimbursements.

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:

- **4th JDC.** The 4th JDC reports that it updated "Know the Facts" information brochures. It also hosted a number of meetings involving other agencies and departments to improve communication and to set forth policy and procedure. Division I of the Court produced plays for elementary school children.
- **10th JDC.** The 10th JDC reports that it invited students to view sessions of court.
- **16th JDC.** The 16th JDC reports that it regularly provided public education and public outreach services. The Court's judges visited classrooms, gave talks at various forums, participated in Judicial Ride-Along programs, appeared on radio and TV shows, sponsored tours of the courts, and participated in school shadow programs. The judges taught and lectured police and the public on domestic violence issues; they taught and lectured on juvenile court issues including truancy, FINS and delinquency. The judges spoke at schools and civic clubs, and participated in the Judges-in-the-Classroom program and in the Chamber-to-Chamber program. They encouraged civic organizations to attend court; maintained the Inn on the Teche, an American Inn of Court, and maintained a partnership with boys and girls clubs.
- **17th JDC.** The 17th JDC reports that it participated in Student Court Day involving city and parish court and all public officials.
- **23rd JDC.** The 23rd JDC reports that it worked with Bar Association on a Mock Trial Program and sponsored the program. The judges of the Court attended Law Day in Baton Rouge and participated in the Mock Trial Program. The judges also served on a board to enhance relations with the school board.



- **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.
- **40th JDC.** The 40th JDC reports that its judges were instrumental in establishing children and youth planning board and instituted truancy court. Its court sponsored Law Day competition/ceremony and instituted charm school – manners for girls with behavior problems in partnership with school board.
- **East Baton Rouge Family Court.** The East Baton Rouge Family Court reports that its judges gave talks at various forums, visited classrooms, appeared on radio and TV shows, sponsored tours of the courts, and participated in Law Day activities.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reports that its employees attended a “Hearth Health” wellness seminar conducted by medical professionals from Our Lady of the Lake Hearth Center who provided personal assessments and instruction to Court employees. “Lunch Lessons” were also held in one division wherein the staff read and discussed designated provisions of the Children’s Code and implementation with the judge (who provided lunch). The Court continued to participate in the Baton Rouge Chamber of Commerce Leadership Program. The Court’s Juvenile Court Improvements Committee continued to seek out funding sources for the construction of a new Juvenile Justice Complex for East Baton Rouge Parish. The Committee continued to promote community awareness by educating the public about the essential functions of the Juvenile Court and the important role the Court plays within the community. Information about the Court continued to be linked to the city of Baton Rouge’s website. The Court partnered with the East Baton Rouge Parish school system and conducted a Parent Forum.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal District Court reports

that students of all ages visited the court. Moot court was conducted regularly. The Court participated in Curriculum for International Visitors while facilitating visits with judges and personnel.

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:

Technology

- **4th JDC.** The 4th JDC reports that it tested Dragon Naturally Speaking transcription in one of its divisions. The Court purchased and installed Second FTR Gold digital court reporting system in a courtroom. It obtained a grant for ten courtroom computers and three new servers to access criminal history databases. It upgraded several wireless access points in the courtrooms. The Court’s Probation Dept. purchased and installed a Justware case management system.
- **7th JDC.** The 7th JDC reports that DSL internet service was made available to the Court, enabling it to do research, receive information, etc. on a more



timely basis.

- **10th JDC.** The 10th JDC reports that it installed Microsoft Outlook, particularly for calendaring and installed computer programs for its judges to have access to Clerk of Court's records, including minutes.
- **14th JDC.** The 14th JDC reports that it installed conference phones in courtrooms and in judges' offices for attorney conferences. The Court also worked on upgrading its video arraignment system.
- **16th JDC.** The 16th JDC reports that a LAN system providing internet and e-mail access to judges and staff, visiting judges, offices, courtrooms, the court administrator and staff, and the Family Court hearing officers and staff in all three parishes. An anti-virus software was maintained on every court computer and was centrally managed and monitored. The Court maintained two real time reporting systems and was providing training and support for two court reporters to test real time reporting equipment. A digital recording system was maintained in St. Mary Parish and equipment training was provided to court reporters. The Court contracted the services of an information technology professional to provide preventative maintenance and repair services to the court's servers and personal computers. It purchased new personal computers to replace outdated and inoperable equipment. The Court also maintained two real-time court reporting systems and continues to provide support and training to court reporters.
- **17th JDC.** The 17th JDC reports that it experimented with voice recognition software for steno reporters to provide real time court reporting.
- **East Baton Rouge Family Court.** The East Baton Rouge Family Court reports that it bought additional personal computers, upgraded the Court's network server; installed additional electronic monitoring equipment; studied video-conferencing/ arraignment system; studied feasibility of new audio-visual; installed PowerPoint software;

upgraded word processing software; and maintained and updated Family Court web page (www.FamilyCourt.org). The Court also standardized and automated minute entries; met with the clerk of court to improve procedures and address problems; maintained an automated case management system; and teamed with the East Baton Rouge Parish Clerk of Court to establish a mutual case management software program.

- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reports that it upgraded the technology of the courtrooms and facilities on a routine basis, and provided internet access to more of the support staff. The Court also regularly updated addresses of interested parties through an automated system.
- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it upgraded its AS 400 computer system.
- **Orleans Parish Civil District Court.** The Orleans Parish Civil District Court reports that it upgraded workstations to Windows XP, upgraded anti-spy ware and anti-virus network software, and upgraded its version of WordPerfect.

Drug Court

- **4th JDC.** The 4th JDC reports that it established a juvenile drug court and developed PowerPoint presentations for Juvenile Drug Court stakeholder presentations. The Court produced in-house color information brochures and handbooks for the juvenile drug court. It also conducted various media campaigns for its adult and juvenile drug courts.
- **10th JDC.** The 10th JDC reports that it established a drug court during the period.
- **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 a Re-Entry Drug Court program was



continued in Iberia Parish.

Family Court Program

- **16th JDC.** The 16th JDC reports that it maintained a Family Court Program in St. Mary, Iberia and St. Martin parishes. Two full-time and one part-time hearing officer conducted pre-trial 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.

Juvenile Court

- **16th JDC.** The 16th JDC reports that it maintained an allotment system for juvenile cases which included 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. The 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 also continued to take steps to ensure compliance with ASFA on a regular, ongoing basis. It was a regular, ongoing activity of the Court to meet regularly with FINS intake officers and the FINS committee in each parish to monitor the efficiency and effectiveness of the program and to make program improvements. The Court participated as a member of the planning team of the Integrated Juvenile Justice Information System developed by the Louisiana Children's Cabinet in a coordinated effort with the Louisiana Supreme Court. The judges coordinated their efforts with the parish governments and the district attorney to create the 16th Judicial district Court Juvenile Youth Services Planning Board. A case management system was developed for judges to track juvenile cases in each parish.

- **22nd JDC.** The 22nd JDC reports that a staff attorney was assigned to monitor on a regular, continuous basis the Court's compliance with ASFA and its management of CINC cases.
- **40th JDC.** The 40th JDC reports that its judges were instrumental in establishing a children and youth planning board. The Court also instituted a truancy court.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court reports that it continued to implement goals previously set by the Court's INC Facilitation Team to achieve effective case management techniques by improving timeliness and quality of CINC cases. The Court continued to reduce delays in INC cases by appointing counsel at the time the verified complaint is filed so counsel is present at the initial hearing and continued to enhance 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 sponsored a CLE, "Basics of Child-In-Need-of-Care Representation and referred cases for medication pursuant to Children's Code Article 435, et. seq. The Court continued to use minute entries previously developed to coincide with the checklists developed by



the Louisiana Supreme Court's Court Improvement Program and developed and implemented "working papers" for use by minute entry clerks as a guide during hearings. The Court continued processes to insure cases/reports were filed and disseminated prior to review hearings and that attorneys were contacted to avoid continuances and delays. The Court continued to attain the goals previously set by the Court's Facilitation Team to reduce delays, to eliminate discrepancies between orders and minute entries, to better document indigency, and to ensure documentation of required ASFA findings using required ASFA language through programming of uniform ASFA minute entries into the Court's automated system. The Court also funded CLE for the district attorney and the public defender relative to juvenile competencies.

- **Jefferson Parish Juvenile Court.** The Jefferson Parish Juvenile Court reports that it improved its non-support case processing and that it operated a pilot mediation program in CINC cases.

Other

- **13th JDC.** The 13th JDC reports that it had discussions with its employees as to methods for handling various situations that may arise from time to time.

- **16th JDC.** The 16th JDC reports that it maintained juvenile court dockets assigned to one judge in each parish and maintained a Court Appointed Special Advocates (CASA) program in Iberia Parish.
- **40th JDC.** The 40th JDC reports that, as part of its Law Day activities, it instituted a charm school to help girls with behavior problems learn more about etiquette and courtesy.
- **Louisiana District Judges Association.** During the period of this report the Louisiana District Judges Association created or maintained several committees that responded to new conditions or emerging events. Included among these committees were: Mentoring Committee, Judicial Retreat Committee, Committee to Liaison with the Dept. of Corrections, Sheriffs, and District Attorney Relative to Jail and Probation Matters, Committee to Establish Uniform Commitment Document, Judges in the Classroom Program, Sexual Assault Task Force, Judicial Involvement Committee, Emergence & Evacuation Committee, Judicial Education Committee, Court House Security Committee, Capital Crimes Benchbook Committee, Committee Recognizing Judges (In Tribute and In Memoriam), and the Disaster Recovery Committee.



Exhibit 1

ACTIONS TAKEN IN FY 2004 - 2005 TO ENSURE THAT THE PUBLIC WAS AWARE OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS

Objective 1.1	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Published the court's schedule on the doors or walls of the courtrooms	Developed a web site which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information answer desk in the courthouse	Other
DISTRICT COURT								
1		✓		✓		✓	✓	
2		✓				✓		
3		✓		✓	✓	✓		✓
4		✓		✓	✓	✓		✓
5		✓				✓		
6		✓		✓	✓	✓		
7		✓		✓				
8								
9								
10		✓		✓				
11								
12								
13	✓							
14		✓		✓	✓		✓	
15		✓		✓		✓	✓	
16		✓			✓	✓		✓
17	✓							
18				✓		✓		
19		✓		✓			✓	
20								
21		✓		✓		✓		✓
22		✓				✓		✓
23				✓	✓	✓	✓	
24		✓		✓	✓	✓	✓	
25								
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	26	0	24	14	23	10	6



Exhibit 2
ACTIONS TAKEN IN FY 2004 - 2005 TO IMPLEMENT SAFETY AND SECURITY MEASURES

Objective 1.2	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Had s 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	4	25	5	13	7	7	18	16	4	4	12	18	13



Exhibit 3

ACTIONS TAKEN IN FY 2004 - 2005 TO DEVELOP AND MAINTAIN A POLICY OR PROCEDURE TO ASSIST PATRONS WHO CANNOT SPEAK ENGLISH

Objective 1.3	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Paid for foreign language interpreter services in criminal cases	Paid for foreign language interpreter services in family/juvenile cases	Paid for foreign language interpreter services in other civil cases	Developed and maintained a list of professional interpreters for non-English speaking patrons	Other
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	26	3	24	15	13	22	7



Exhibit 4

ACTIONS TAKEN IN FY 2004 - 2005 TO COMPLY WITH THE AMERICANS WITH DISABILITY ACT (ADA)

Objective 1.3	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	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 evaluation 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	24	3	17	21	15	12	10	6	13	8	5



Exhibit 5
ACTIONS TAKEN IN FY 2004 - 2005 TO ASSIST PRO SE LITIGANTS

Objective 1.5	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	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	8	22	0	19	16	8



Exhibit 6
ACTIONS TAKEN IN FY 2004 - 2005 TO REDUCE DELAYS AND IMPROVE CASE MANAGEMENT

Objective 2.1	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Improved docketing and scheduling	Installed an automated case management information system	Employed case managers to expedite court processes	Planned the development of an automated case management system	Improved the manual system of case processing	Took steps to reduce cases under advisement	Implemented pre-trial conferences	Encouraged alternative dispute resolution	Other
DISTRICT COURT												
1		✓		✓		✓				✓	✓	
2		✓								✓	✓	
3		✓		✓				✓	✓	✓	✓	✓
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5		✓	✓	✓				✓	✓	✓	✓	✓
6		✓		✓					✓		✓	
7		✓						✓				
8												
9												
10		✓	✓	✓					✓			✓
11												
12												
13		✓								✓		
14		✓				✓			✓	✓	✓	
15										✓	✓	✓
16		✓		✓		✓		✓		✓		✓
17		✓										✓
18				✓				✓	✓	✓	✓	
19		✓		✓	✓						✓	
20												
21		✓		✓							✓	
22		✓		✓				✓				
23			✓	✓						✓	✓	✓
24		✓		✓	✓				✓	✓	✓	
25												
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	1	26	5	21	4	6	4	9	17	17	18	15



Exhibit 7
ACTIONS TAKEN IN FY 2004 - 2005 TO PROMPTLY IMPLEMENT CHANGES
IN LAW AND PROCEDURE

Objective 2.3	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Designated a committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
DISTRICT COURT								
1		✓					✓	
2		✓		✓			✓	
3		✓		✓			✓	
4		✓					✓	
5		✓		✓			✓	
6		✓				✓	✓	
7		✓		✓		✓	✓	
8								
9								
10		✓					✓	
11								
12								
13	✓							
14		✓		✓	✓	✓	✓	
15							✓	✓
16		✓						✓
17		✓						✓
18							✓	
19		✓		✓				
20								
21		✓		✓				
22		✓		✓				✓
23				✓			✓	✓
24		✓		✓	✓	✓	✓	
25								
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	28	1	18	3	10	19	10



Exhibit 8
ACTIONS TAKEN IN FY 2004 - 2005 TO MAKE JURY SERVICE MORE CONVENIENT
OR EFFECTIVE

Objective 2.4	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Improved the meals of jurors	Provide 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	Made changes to the venire selection process	Included the ADA accommodation language in the jury summons	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	7	23	6	15	17	21	15	11	4	12	5	10



Exhibit 9
ACTIONS TAKEN IN FY 2004 - 2005 TO MAKE THE JURY VENIRE
MORE REPRESENTATIVE

Objective 3.2	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	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	10	21	2	4	18	15	5



Exhibit 10

ACTIONS TAKEN IN FY 2004 - 2005 TO GIVE INDIVIDUAL ATTENTION TO CASES, DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON LEGALLY RELEVANT FACTORS

Objective 3.3	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Developed and continues to use a standardized bail bond schedule	Developed and continues to use a standardized Boykin language	Developed and continues to use some form of sentencing or dispositional guidelines	Developed and continues to use some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Other
DISTRICT COURT								
1		✓		✓	✓			
2		✓		✓	✓			
3		✓	✓	✓	✓	✓		
4		✓	✓	✓	✓	✓	✓	✓
5		✓		✓	✓			
6		✓		✓	✓	✓		
7		✓		✓	✓	✓		
8								
9								
10		✓		✓	✓	✓		
11								
12								
13	✓							
14		✓		✓	✓	✓		
15		✓		✓	✓			
16		✓		✓				✓
17	✓							
18				✓	✓	✓	✓	
19		✓		✓	✓			
20								
21		✓		✓	✓			
22		✓		✓	✓			
23				✓	✓	✓		
24		✓		✓	✓			
25								
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	25	2	27	27	13	2	3



EXHIBIT 11
ACTIONS TAKEN IN FY 2004 - 2005 TO ENSURE TIMELY ENFORCEMENT OF ARREST
WARRANTS, SUMMONS, AND SUBPOENAS

Objective 3.5	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Improved service of process	Improved enforcement	Provided courtesy and customer service training	Created a manual tracking program	Created an automated tracking program	Improved address lists	Coordinated with other jurisdictions	Other
DISTRICT COURT											
1	✓										
2	✓										
3		✓					✓				
4		✓	✓	✓	✓				✓		✓
5	✓										
6		✓		✓	✓						
7	✓										
8											
9											
10		✓									✓
11											
12											
13	✓										
14		✓			✓		✓				
15	✓										
16		✓		✓	✓	✓					✓
17			✓		✓						✓
18	✓										
19	✓										
20											
21		✓		✓					✓		
22	✓										
23				✓	✓						✓
24		✓			✓				✓	✓	
25											
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	14	14	2	10	10	1	2	0	4	2	12



EXHIBIT 12

ACTIONS TAKEN IN FY 2004 - 2005 TO ENSURE THAT ALL COURT RECORDS OF RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PRESERVED PROMPTLY

Objective 3.6	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Developed policies or rules relating to the issue	Developed an automated case management system	Developed a system of bar-coding to track location of manual files and documents	Met with clerk on continuing basis to improve procedures and address problems	Standardized and automated minute entries	Use real-time court reporting	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	4	22	3	8	3	0	27	12	11	5	7



EXHIBIT 13

ACTIONS TAKEN IN FY 2004 - 2005 TO IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT

Objective 4.3	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Provided technology training	Provided in-house training	Provided courtesy and customer service training	Provided ADA training	Provided harassment training	Provided workplace violence training	Used training videos/CDs, etc.	Paid for continuing education and training	Provided supervisory and management training	Sent employees to conferences	Other
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	24	3	17	17	7	6	7	4	7	27	12	23	9



EXHIBIT 14
ACTIONS TAKEN IN FY 2004 - 2005 TO ADOPT, IMPLEMENT, OR UPDATE
PERSONNEL POLICIES

Objective 4.3	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	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
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	25	1	18	11	11	10	10	18	10	14	13	8	8	15	10	8	13



EXHIBIT 15
ACTIONS TAKEN IN FY 2004 - 2005 TO ADOPT, IMPLEMENT, OR UPDATE
PERSONNEL POLICIES

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	27	5		10	22	



EXHIBIT 16
ACTIONS TAKEN IN FY 2004 - 2005 TO EDUCATE THE PUBLIC ABOUT OUR COURT, THE LAW, OR THE ADMINISTRATION OF JUSTICE

Objective 4.4	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Provided a newsletter	Appeared on radio and TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the courts	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
DISTRICT COURT												
1		✓				✓		✓	✓		✓	
2		✓				✓		✓	✓			
3					✓			✓				
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5		✓				✓						
6		✓				✓						
7						✓		✓	✓		✓	
8												
9												
10		✓			✓		✓	✓		✓		✓
11												
12												
13		✓						✓				
14		✓			✓	✓	✓	✓	✓	✓	✓	✓
15		✓				✓		✓	✓		✓	
16		✓			✓	✓		✓	✓	✓	✓	✓
17		✓				✓					✓	✓
18						✓		✓			✓	✓
19		✓			✓			✓	✓	✓	✓	✓
20												
21		✓						✓		✓	✓	
22		✓					✓	✓	✓	✓		
23						✓		✓	✓	✓		✓
24		✓			✓	✓	✓	✓	✓	✓		
25												
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	1	27	3	3	13	24	8	26	24	13	16	12



EXHIBIT 17
ACTIONS TAKEN IN FY 2004 - 2005 TO INSTALL OR IMPLEMENT COURT TECHNOLOGIES

Objective 4.5	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Bought additional personal computers	Installed a LAN system	Installed video-conferencing/arraignment system	Installed real-time reporting	Installed electronic monitoring	Installed e-mail/internet	Installed and used Power Point software	Upgraded word processing software	Installed new audio-visual equipment	Installed digital audio/video	Installed legal research software	Installed automated security system	Other
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	1	26	6	27	5	6	13	9	17	10	21	8	6	14	4	15





PERFORMANCE REPORTS:

**PERFORMANCE OF THE
CITY & PARISH COURTS**

PERFORMANCE OF THE CITY AND PARISH COURTS

INTRODUCTION

The Board of the Louisiana Association of City Court Judges adopted the Strategic Plan of the City and Parish Courts in 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:

- **Alexandria City Court.** The Alexandria City Court reports that the Court’s schedule was shown on its website.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it provided telephone numbers for contacting court personnel and for obtaining procedural guidelines during the Katrina closing through email, television, newspaper, etc. Both the 1st and 2nd Parish Courts were involved in an ongoing process to develop a parish court website.
- **New Orleans Municipal Court.** The New Orleans Municipal Court reports that it posted signs

on the entrance doors to notify the public when the Court would be closed. It also notified the media to disseminate information regarding court closings.

- **Rayne City Court.** The Rayne City Court reports that it provided the local newspaper with court docketing and scheduling information for publication.
- **Ruston City Court.** The Ruston City Court reports that it is in the process of completing a website which will provide the ability to communicate better with the public.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it has assistive listening devices available in all courtrooms for use when required. Notices are printed on all subpoenas stating that such technology is available and that ADA assistance will be provided to anyone with a need. The notice provides a name and telephone number to contact. The Court currently places court dockets outside of each courtroom, and additional schedules are available in each courtroom. Information on the court’s docket is provided by telephone upon request. A future website will also provide this information to the public.
- **Slidell City Court.** The Slidell City Court reports that it developed and implemented a proactive media relations strategy to attract the media to briefings and interviews on court plans, services and procedures. The Strategy created greater public awareness of the Court and its services.

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:

- **Ascension Parish Court.** The Ascension Parish Court reports that it sent its bailiff to training.
- **Baker City Court.** The Baker City Court reports that it installed walls and bullet-resistant glass in the clerk's office between the staff and the general public.
- **Baton Rouge City Court.** The Baton Rouge City Court reports that it updated its x-ray security at the entrance to its courthouse.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it secured more locations in the courthouse building recently through the use of security card swipe equipment. The Court has an ongoing procedure to provide all
- employees in the First Parish Court building with identification badges.
- **Franklin City Court.** The Franklin City Court reports that it built a separate entrance for patrons to pay tickets, etc.
- **Hammond City Court.** The Hammond City Court reports that it requested a security inspection from the U.S. Marshal's office.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that, in July of 2005, the Court moved into its new facilities and is now in compliance with ADA requirements. Prior to moving into the new building, the Court consulted with Securitas Security Systems to design a security system for the building. As a result, the building is equipped with a security system that includes metal detectors at the entrance to the building and video monitoring in addition to the Court's own security staff. The Court's security staff is trained to handle any emergencies that may arise throughout the building. The Court's employees are provided with telephone courtesy and professionalism training.
- **Slidell City Court.** The Slidell City Court reports that it improved security procedures and worked closely with its marshal to plan and implement increased security procedures.
- **Sulphur City Court.** The Sulphur City Court reports that it discussed safety and security measures with the city marshal.
- **Thibodaux City Court.** The Thibodaux City Court reports that during court sessions, a police officer operates a metal detector in the hallway near the elevator.
- **West Monroe City Court.** The West Monroe City Court reports that it designated only one public "entrance" through which all visitors are screened by a security guard or deputy marshal. All other doors are locked, but are accessible for exiting



the building.

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 “programmatically 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:

- **Baton Rouge City Court.** The Baton Rouge City Court reports that it updated its website for users to request interpreter services prior to court appearances. It also updated its website with forms to address the need for ADA accommodation prior to court appearance.
- **Bossier City Court.** The Bossier City Court reports that it posted signs outside the courtroom indicating the availability of interpreters.
- **Denham Springs City Court.** The Denham Springs City Court reports that it continued to pay for sign language interpreters in juvenile and criminal matters as needed.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it purchased software to convert all court forms and information sheets to Spanish. This ongoing process will be expanded to include other languages. The Court has

revised trial notices to include ADA language and has created an emergency manual and guidelines for all employees and security personnel.

- **New Orleans Municipal Court.** The New Orleans Municipal Court reports that it has designated several employees who speak Spanish to assist clients of the Court. It also reports that one courtroom was renovated to comply with the ADA and two public restrooms were made assessable for persons with disabilities.
- **Port Allen City Court.** The Port Allen City Court reports that an interpreter is hired when needed on a case by case basis.
- **Rayne City Court.** The Rayne City Court reports that it allowed individuals to use the conference room for the convenience of disabled persons.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it has established a list of court certified language interpreters that are available when needed. The Court has established a fee policy and a procedure for prompt payment of interpreters. The Court’s new building is equipped with TDDS. Additionally, assistive listening devices are available in all of the courtrooms.
- **Slidell City Court.** The Slidell City Court reports that it has addressed the need for interpreters and has started to develop a list of interpreters. The Court has also secured the services of a sign language interpreter.
- **Sulphur City Court.** The Sulphur City Court reports that it had a rights form prepared in Spanish and had signage placed in the courthouse in several languages.

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 its judges and some of its personnel attend annual seminars which include training in ethics and professionalism. The Court displays a copy of the Code of Professionalism. The Court has a procedure in effect by which any complaints which a member of the public may have with the Court or any of its employees are addressed. Its judges will participate in a Judicial Mentoring Program if called upon to do so. The Court also reports that its judges are members of the 4th and 5th Circuit Judges Association. Throughout the year, both organizations conduct seminars on a range of subject matters. Also, the judges of the Court attend various seminars that are sponsored by the Louisiana Judicial College.

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 ac-

cess 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:

- **Baton Rouge City Court.** The Baton Rouge City Court reports that it improved its website by adding user-friendly criminal, traffic, and civil forms in a PDF format.
- **Bunkie City Court.** The Bunkie City Court reports that most of its litigants are pro se and that the clerk provides forms and assistance.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it worked with the clerk of court to automate the generation of various court documents.
- **Hammond City Court.** The Hammond City Court reports that its clerk of court served on the Louisiana Task Force on Indigent Defense.
- **New Orleans Municipal Court.** The New Orleans Municipal Court reports that each of its sections has an Orleans Parish indigent defender assigned to it.
- **Rayne City Court.** The Rayne City Court reports that it continues to work with the district Indigent Defender Board for appropriate services.



- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it works with the Indigent Defender Board of the 24th JDC to provide services to those that are in need and qualify for such services. Any indigent defendant seeking an attorney in a criminal matter is directed to the Indigent Defender Board for legal assistance. Additionally, the Court cooperates when requested to do so with law school programs assisting indigents in civil matters. The Court collects court costs that are used to assist the Indigent Defender Board in providing legal assistance to those whose financial status qualifies them for the board's defense. The Court also works with defendants that are unable to pay outstanding fines and costs by converting the fines and costs to community service hours when the court determines that it is necessary to do so. Further, the Court grants in forma pauperis status to anyone who applies and qualifies. Some forms are available through the clerk's office to assist pro se litigants. When necessary, a victim's advocate is present in court to provide services and support for the victim in a case. Additionally, the Court provides separate areas for victims that are waiting for particular court proceedings to be heard.
- **Sulphur City Court.** The Sulphur City Court reports that it continued training the clerk's office in civil law matters and on how to help users of the court system.
- **Thibodaux City Court.** The Thibodaux City Court reports that it provided generic civil suit petitions forms to litigants and lawyers.

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:

- **Ascension Parish Court.** The Ascension Parish Court reports that it added more trial dates and shifted court dates to reduce delays.
- **Baton Rouge City Court.** The Baton Rouge City Court reports that it added a second criminal trial court docket which increased the daily caseload by fifty percent in the criminal trial section.
- **Bossier City Court.** The Bossier City Court



reports that it retained a court arbitrator to expedite small claims.

- **Bunkie City Court.** The Bunkie City Court reports that it continues to retry all civil cases and always encourages alternative dispute resolution.
- **Eunice City Court.** The Eunice City Court reports that it designed policies with the district attorney's office for tracking cases returned from the division.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it assembled a multi-agency committee to handle the expeditious and proficient management of "Katrina" cases. Additionally, it implemented a revised pre-trial procedure to expedite contested costs. A Traffic Hearing Officer helped to relieve the burden of its high volume court. The Traffic Hearing Officer heard traffic cases on a daily basis. A manual of guidelines has been created which each appointee must review and utilize.
- **Jeanerette City Court.** The Jeanerette City Court reports that it developed databases and a system of word management integration.
- **Rayne City Court.** The Rayne City Court reports that it improved the automation of case processing.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it improved the efficiency of the pre-trial system by providing individual pre-trial conference rooms. The Court has a manual case management system in place. It also has an automated case management information system that assists the court in scheduling cases, tracking cases, and managing continuances. The Court uses effective case management techniques such as time-certain scheduling, pre-trial conferences, and time standards for reducing delay and expediting case processing. To ensure punctual commencement of court, its judges strive to begin court proceedings on time.

- **Slidell City Court.** The Slidell City Court reports that it worked with the Slidell Bar Association via a seminar on court processes and procedures. It received feedback on docketing and procedural changes to address the suggestions and needs of attorneys. The Court also addressed the needs of attorneys and the community by working to raise the civil jurisdiction of court to \$35,000.
- **Sulphur City Court.** The Sulphur City Court reports that it spoke with Lexis and Time Matters software developers to implement a Windows version of its DOS software.
- **West Monroe City Court.** The West Monroe City Court reports that the city has increased court personnel, including assistant city prosecutors, to resolve cases and manage caseload.

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

- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson 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:

- **Ascension Parish Court.** The Ascension Parish Court reports that it set up a procedure to ensure the qualifications of OCS attorneys.
- **Baker City Court.** The Baker City reports that its judge monitored Supreme Court and Appeals Court decisions weekly.
- **Bastrop City Court.** The Bastrop City Court reports that it reviewed the changes in law and procedures with the city prosecutor and city attorney.
- **Denham Springs City Court.** The Denham Springs City Court reports that it added additional court dates for juvenile cases.
- **Eunice City Court.** The Eunice City Court reports that it addressed issues with the local indigent defenders. It also worked with the local marshal's office to improve the system.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that its Traffic Hearing Officer guidelines, court fine schedule, probation schedule and guidelines were updated accordingly.
- **Hammond City Court.** The Hammond City Court reports that its judge attended all conferences sponsored by the Louisiana Judicial College and actively participated in the Louisiana City Judges Association, Louisiana Council of Juvenile and Family Court Judges, and various state committees.

Its clerk of court actively participated in the Louisiana Clerks of City Courts Association and attended conferences and worked on various committees.

- **New Orleans Municipal Court.** The New Orleans Municipal Court reports that it circulated updated ordinances to staff and other relevant parties as they were received from the New Orleans City Council.
- **Port Allen City Court.** The Port Allen City Court reports that its judge personally monitored the enactment of new rules and legislation.
- **Rayne City Court.** The Rayne City Court reports that it had a pre-trial conference with attorneys on each applicable case. Its judge also continued to attend seminars, conferences and lectures and received various court-related newsletters.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that, with the assistance of court attorneys and other support staff members, its judges review changes in the law and legal procedure when needed. Changes that require modification of court procedure are implemented. The Court also reports that meetings are held regularly to discuss and review the operation of the court and to consider any changes or adjustments that may be necessary.
- **Slidell City Court.** The Slidell City Court reports that its judge made community education appearances before adoptive parents group and was active in speaking with CASA volunteers to help recruitment and assist them in working with the Court.
- **Sulphur City Court.** The Sulphur City Court reports that it spoke with other judges in the parish and a state senator to facilitate using more judges to handle the cases. It also went over changes in law and procedures with its clerk after each seminar and sent clerks to the judges' summer convention.
- **Thibodaux City Court.** The Thibodaux City



Court reports that it retained its juvenile case manager. It also reports that, as mail is sorted its deputy clerks receive pertinent information or the law as it affects their duties.

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

- None Reported.

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

- None Reported.

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

- **Bunkie City Court.** The Bunkie City Court reports that it continues to advise juveniles and parents of their rights – in particular, their right to counsel.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it updated its bond schedule and its minimum fine schedule for purposes of standardization and the inclusion of 2004-2005 changes in law. The Court continues to update each year its bond schedule, minimum fine schedule, probation guidelines, and Traffic Hearing Officer Guidelines which are adapted to each defendant.
- **Houma City Court.** The Houma City Court reports that it continuously revises its informational resources to keep current in the law.
- **Monroe City Court.** The Monroe City Court reports that it expanded its waiver schedule of misdemeanor offenses.
- **Rayne City Court.** The Rayne City Court reports that it updated its plea forms.

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 misun-

derstanding, 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:

- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that the Court's probation department monitors individual cases to ensure compliance with sentencing and probation conditions. Its court communicates with the sheriff's office and the clerk of court's office of the parish to provide information on missed court dates and outstanding attachments. No criminal defendant leaves the court without a specific return date until the case is concluded.

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:



- **Alexandria City Court.** The Alexandria City Court reports that it continues to address this issue with its marshal.
- **Denham Springs City Court.** The Denham Springs City Court reports that it worked with its marshal's office to send out notification letters on all traffic warrants. It also continued to use a certified court reporter to transcribe its minutes and cases on appeal.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it worked in conjunction with the Jefferson Parish Sheriff's Office to make continual improvements to the automated system already in place. It is presently working on process servers using hand-held units to record service of process. Its court expanded the preservation of court records to include the physical removal of key electronics in emergency situations (servers, software, etc). It also installed and maintains a digital court reporting system.
- **Franklin City Court.** The Franklin City Court reports that it implemented a weekly update of outstanding warrants delivered to law enforcement.
- **Hammond City Court.** The Hammond City Court reports that it continued court management services through the warrant/criminal division. It also utilized the services of Professional Archives Solutions to assure the accurate filing and preservation of records.
- **Monroe City Court.** The Monroe City Court reports that it improved policies related to enforcement.
- **New Iberia City Court.** The New Iberia City Court reports that it worked with a new agency (the Iberia Parish Sheriff Office) because of the Court's limited experience and resources relating to these types of issues.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that

improvements have been made to the program that creates computerized minute entries so that more detailed and more secure minute entries can be produced. The Court regularly reviews minute entries made by the clerk of court's office and regularly meets with the clerk of court's staff concerning proper minute entries and their function in the Court. The clerk of court is a separate branch of government whose function is to store, retrieve and preserve court records.

- **Slidell City Court.** The Slidell City Court reports that its judge worked closely with its marshal to assure that the orders of the Court are followed. The marshal has improved notifications resulting in increased responses. The Court also reports that it formulated a records retention plan that is waiting on approval of the Secretary of State.
- **Sulphur City Court.** The Sulphur City Court reports that it is using a Think stream system and is working on a new case management system. The Court is also using digital recording.
- **Thibodaux City Court.** The Thibodaux City Court reports that anytime there is a question about service, a meeting is held with the police captain of the city marshal. The Court also reports that it leased a climate controlled storage space for old records.

Objective 4.1

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

Intent of the Objective

The judiciary must assert and maintain its independence as a separate branch of government. Within the organizational structure of the judicial branch of government, 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 strives to maintain a working relationship with the various courts and with the other branches of parish government including the clerk of court's office, the sheriff's office, the district attorney's office and parish officials. Additionally, its judges maintain contact with state legislators in order to further goals and requirements of the Court. At all times, the Court approaches these relationships as an independent body.

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. The Court maintains a subscription to an online legal research program and to selected publications, both of which are accessible to the judges and their support staff. An audit is conducted on the Court's Judicial Expense Account on an annual basis by an outside auditor. In compliance with statutory law, the annual budget for the Judicial Expense Account is published in a local publication and public hearings are held. To ensure that proper accounting procedure is followed, The Court is provided with assistance from the parish's budget director when preparing the annual operating budget. The Court reports that it has in place a traffic hearing officer court that enables the judges to keep pace with the large number of cases that are handled. Efforts are being made by the Court to investigate and attempt to control the costs of 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:

- **Denham Springs City Court.** The Denham Springs City Court reports that it updated office



policies and procedures.

- **Eunice City Court.** The Eunice City Court reports that it developed a policy and procedure manual to address many personnel-related issues.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it assembled in-house committees to identify and address specific areas requiring updated training. Currently, the Court has in place an employee manual which has been updated to address the above objective.
- **Lafayette City Court.** The Lafayette City Court reports that it updated its entire personnel policy.
- **Monroe City Court.** The Monroe City Court reports that it hired a new clerk to assist in personnel matters.
- **Port Allen City Court.** The Port Allen City Court reports that its employees adhere to the city's policies.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that new employees are provided with verbal instructions on office policy and procedures. Notices of applicable laws relating to ADA and FMLA are posted as required by law. The Court communicates with the Jefferson Parish Human Resources Department as necessary on questions of policies and procedures.
- **Slidell City Court.** The Slidell City Court reports that it had in-house training on specific guidelines on court rules, especially those relating to customer services. The Court hired a professional observer to assess the customer service of court personnel through direct observation of courtroom.
- **Sulphur City Court.** The Sulphur City Court reports that, with the assistance of its city government, it sent employees to stress management and other such seminars. The Court met with employees to discuss personnel policies and sent employees to seminars sponsored by the city.

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:

- **Baton Rouge City Court.** The Baton Rouge City Court reports that it enhanced its website with additional user forms, services, and ADA request forms.
- **Denham Springs City Court.** The Denham Springs City Court reports that it participated in a mock trial with its city police department in connection with its Latch Key Program.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that each of its judges contributes to public outreach and community relations. Informational presentations and speeches are delivered to community and civic groups as well as to local schools. The Court also reports that time is devoted to the legal education of students by active participation in training stu-



dents in the mock trial programs of various schools. Additional time is devoted to school programs for the training of students for debate and competitions. The public is further educated by the inclusion of court information in court notices and instructional materials, direct communication with court employees, at the court's information counter, the posting of material on courthouse bulletin boards, the use of the automated court information messaging service and the use of 1st and 2nd Parish Courts' website at www.jeffparishcourts.com.

- **Hammond City Court.** The Hammond City Court reports that it updated its court website, continued informational mail-outs defining available services to new registered voters.
- **New Orleans Municipal Court.** The New Orleans Municipal Court reports that it installed court cable systems for use by court reporters.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it continues to host practice rounds of the Judge Richard N. Ware IV Memorial Statewide High School Mock Trial Competition. Its judges make presentations and speeches throughout the year to various groups and schools. Numerous notices are posted on bulletin boards outside of each courtroom. Information on the court's structure, function and programs is provided to the public through direct communication with the court's employees and through the court's information counter.
- **Sulphur City Court.** The Sulphur City Court reports that it developed PowerPoint presentations on the Court to give to schools, churches and local organizations.
- **Thibodaux City Court.** The Thibodaux City Court reports that it held an annual mayor for the day program.

Objective 4.5

To recognize new conditions or emerging events and to adjust court operations as neces-

sary.

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:

- **Alexandria City Court.** The Alexandria City Court reports that it previously installed an automated security system, e-mail internet and personal computers.
- **Baker City Court.** The Baker City Court reports that it installed a new case management system.
- **Baton Rouge City Court.** The Baton Rouge City Court reports that it purchased automated traffic ticket writers which facilitate direct transmission of data from issuing officers to file servers within the court network system.
- **First Parish Court of Jefferson.** The First Parish Court of Jefferson reports that it recently installed a digital court reporting system to further enhance the technological aspects of its courtrooms.
- **Houma City Court.** The Houma City Court reports that it has provided every members of its staff with email accounts.



- **Monroe City Court.** The Monroe City Court reports that it contracted to replace and upgrade case its management software/hardware.
- **Port Allen City Court.** The Port Allen City Court reports that it began development of a court website.
- **Ruston City Court.** The Ruston City Court reports that it issued bid requests for new software for all departments.
- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that its computer program has been enhanced in order to allow the court's various departments' immediate access to minute entries made by the court's minute clerks. Regular meetings are scheduled between court administrative personnel, other courts and other branches of the system including the clerk of court's office, the district attorney's office, the sheriff's office, and parish officials. The Court continually evaluates the Court's needs, and upgrades technology accordingly.
- **Slidell City Court.** The Slidell City Court reports that it upgraded its hardware and software, improved networking, and contracted online with a legal research resource.
- **Sulphur City Court.** The Sulphur City Court reports that it already has digital recording in the courtroom but is looking to have digital video with offsite storage via internet. The Court is still working on updating its software and has added Lexis research to Westlaw.

Second Parish Court of Jefferson reports that it strives to provide the necessary services and information to the public in a professional and courteous manner. Its court's new building has a public file review room equipped with computers that enable attorneys and the general public to retrieve case information. There are employees stationed at an information counter located in the main lobby as well as employees in the various departments that are available to answer any questions or provide information to the public. As a new facility, its building is fully in compliance with ADA standards. Assistive listening devices are available in all courtrooms, and a TDD is available at the information counter should such technology be required. The court's staff is provided with training in various areas including professionalism and telephone courtesy. Its court works with other departments within the parish to provide specialized assistance.

Objective 5.2

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

Responses to the Objective

- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that it employs manual and automated case management techniques to ensure that the cases in its court are processed in a timely manner. The judges and their staff review changes and revisions in the relevant laws, in addition to holding regular meetings to discuss and review applicable procedures and to anticipate and implement any necessary changes.

Objective 5.3

To ensure that the court is independent, cooperative with other components of government, and accountable, and is perceived by the public to be so.

Objective 5.1

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

Responses to the Objective

- **Second Parish Court of Jefferson.** The



Responses to the Objective

- **Second Parish Court of Jefferson.** The Second Parish Court of Jefferson reports that the judges and support staffs of the First and Second Parish Courts hold meetings on a frequent basis to discuss various laws, policies and procedures that are applicable to the courts, with the goal of providing consistent service and information to the public and to the various governmental entities. The Court continues to host practice rounds of the Judge Richard N. Ware IV Memorial Statewide High School Mock Trial Competition. In addition, its judges participate in presentations and lectures to various community groups and schools. When possible, The Court accommodates other governmental entities by allowing courtrooms and facilities to be used by various entities, such as the judges of the 24th JDC, the counseling program of the 24th Judicial District Drug Court, and JEDCO.



EXHIBIT 1
ACTIONS TAKEN IN FY 2004-2005 TO ENSURE THAT THE PUBLIC WAS
AWARE OF THE OPENNESS AND ACCESSIBILITY
OF COURT PROCEEDINGS

OBJECTIVE 1.1	Did not address this objective in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Published the court's schedule on the doors or walls of the courtrooms	Developed a web site which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information answer desk in the courthouse	Other
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	14	18	5	14	6	12	10	7



EXHIBIT 2

ACTIONS TAKEN IN FY 2004 - 2005 TO IMPLEMENT SAFETY AND SECURITY MEASURES

Objective 1.2	Did not address this objective in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Had a security audit performed	Developed a safety policy	Developed a security policy	Installed security alarms in judges' chambers/courtrooms	Had bailiffs trained in better security	Appointed a safety officer	Sponsored safety/security training	Implemented an emergency evacuation procedure	Installed security equipment	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	8	13	5	2	4	5	5	5	2	4	5	14	10



EXHIBIT 3
ACTIONS TAKEN IN FY 2004 - 2005 TO DEVELOP AND MAINTAIN A POLICY OR
PROCEDURE TO ASSIST PATRONS WHO CANNOT SPEAK ENGLISH

Objective 1.3	Did not address this area in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Paid for foreign language interpreter services in criminal cases	Paid for foreign language interpreter services in family/juvenile cases	Paid for foreign language interpreter services in other civil cases	Developed and maintained a list of professional interpreters for non-English speaking patrons	Other
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	10	20	1	19	4	5	19	8



EXHIBIT 4
ACTIONS TAKEN IN FY 2004 - 2005 TO COMPLY WITH THE AMERICANS WITH DISABILITY ACT (ADA)

Objective 1.3	Did not address this objective in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	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
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	15	3	5	8	3	5	3	4	7	3	6



Exhibit 5
ACTIONS TAKEN IN FY 2004-2005 TO ASSIST PRO SE LITIGANTS

OBJECTIVE 1.5	Did not address this objective in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	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	14	14	0	16	7	10



EXHIBIT 6
ACTIONS TAKEN IN FY 2004-2005 TO REDUCE DELAYS AND IMPROVE
CASE MANAGEMENT

OBJECTIVE 2.1	Did not address this objective in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Improved docketing and scheduling	Installed an automated case management information system	Employed case managers to expedite court processes	Planned the development of an automated case management system	Improved the manual system of case processing	Took steps to reduce cases under advisement	Implement pre-trial conferences	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	7	19	6	17	5	1	4	7	3	4	2	15



EXHIBIT 7
ACTIONS TAKEN IN FY 2004-2005 TO PROMPTLY IMPLEMENT CHANGES IN
LAW AND PROCEDURE

OBJECTIVE 2.3	Did not address this objective in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Designated a person to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Designated a committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
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	7	18	3	11	1	4	17	12



EXHIBIT 8

ACTIONS TAKEN IN FY 2004-2005 TO GIVE INDIVIDUAL ATTENTION TO CASES, DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON LEGALLY RELEVANT FACTORS

OBJECTIVE 3.3	Did not address this objective in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Developed and continues to use a standardized bail bond schedule	Developed and continues to use a standardized Boykin language	Developed and continues to use some form of sentencing or dispositional guidelines	Developed and continues to use some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Other
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	4	24	1	29	29	19	3	5



EXHIBIT 9
ACTIONS TAKEN IN FY 2004-2005 TO ENSURE TIMELY ENFORCEMENT OF
ARREST WARRANTS, SUMMONS, AND SUBPOENAS

OBJECTIVE 3.5	Did not address this objective in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Improved service of process	Improved enforcement	Created a manual tracking program	Created an automated tracking program	Improved address lists	Coordinated with other jurisdictions	Other
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	10	19	2	12	10	0	1	7	11	14



EXHIBIT 10
ACTIONS TAKEN IN FY 2004-2005 TO IMPROVE EMPLOYEE
TRAINING AND DEVELOPMENT

OBJECTIVE 4.3	Did not address this objective in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Provided technology training	Provided in-house training	Provided courtesy and customer service training	Provided ADA training	Provided harassment training	Provided workplace violence training	Used training videos/C/Ds, etc.	Paid for continuing education and training	Provided supervisory and management training	Sent employees to conferences	Improved rules of court	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	4	16	17	9	4	5	1	4	22	13	26	0	5



EXHIBIT 11
ACTIONS TAKEN IN FY 2004-2005 TO ADOPT, IMPLEMENT, OR
UPDATE PERSONNEL POLICIES

OBJECTIVE 4.3	Did not address this objective in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	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	17	14	4	7	4	5	6	5	8	9	7	7	2	3	7	9	5	7



EXHIBIT 12
ACTIONS TAKEN IN FY 2004 - 2005 TO ADOPT, IMPLEMENT,
OR UPDATE PERSONNEL POLICIES

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	25	5		12	18



EXHIBIT 13
**ACTIONS TAKEN IN FY 2004-2005 TO EDUCATE THE PUBLIC ABOUT OUR COURT,
 THE LAW, OR THE ADMINISTRATION OF JUSTICE**

OBJECTIVE 4.4	Did not address this objective in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Provided a newsletter	Appeared on radio and TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
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	4	24	2	0	7	15	5	24	15	2	9	9



EXHIBIT 14
ACTIONS TAKEN IN FY 2004-2005 TO INSTALL OR IMPLEMENT COURT TECHNOLOGIES

OBJECTIVE 4.5	Did not address this objective in FY 2004-2005	Continued to address this objective through the actions indicated	Implemented the following new actions in FY 2004-2005 to address this objective as indicated	Bought additional personal computers	Installed a LAN system	Installed video-conferencing/arraignment system	Installed real-time reporting	Installed electronic monitoring	Installed e-mail/internet	Installed and used Power Point software	Upgraded word processing software	Installed new audio-visual equipment	Installed digital audio/video	Installed legal research software	Installed automated security system	Other
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	7	19	5	18	1	1	1	4	8	6	14	3	8	10	4	11





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 indus-



try 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)

Overview

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.



In addition, certain qualifying records from the registry are transmitted to the FBI's National Crime Information Center (NCIC) and their National Instant Criminal Background Check System (NICS).

Education and Training

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

The four-member LPOR training team continues to provide regional seminars and by-request workshops across the state.

	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>Total</u>
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 2005, registry staff received and entered a total of 128,244 orders. Of these, 93,056 (73%) were civil orders and 35,188 (27%) 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

<u>Civil Orders:</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>Subtotal</u>
Temporary Restraining Order	9	1,491	2,864	6,902	8,427	11,726	31,419
Protective Order	0	642	1,244	2,924	3,173	4,105	12,088
Preliminary Injunction	0	12	35	143	104	70	364
Permanent Injunction	0	24	23	96	194	121	458
Total Civil Orders	9	2,169	4,166	10,065	11,898	16,022	44,329



Table One: Civil Orders (Continued)

Civil Orders:	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>Total*</u>
Temporary Restraining Order	12,097	12,872	10,675	0	0	0	67,063
Protective Order	4,299	4,200	3,679	0	0	0	24,266
Preliminary Injunction	114	101	83	0	0	0	662
Permanent Injunction	246	207	154	0	0	0	1,065
Total Civil Orders	16,756	17,380	14,591	0	0	0	93,056

Table Two: Criminal Orders

Criminal Orders:	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>Subtotal</u>
Bail Restriction	15	1,372	1,407	2,270	2,760	2,258	10,082
Peace Bond	0	519	1,381	1,635	2,722	2,293	8,550
Combined Bail/Peace Bond	0	7	53	176	164	314	714
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	4,178	5,728	4,935	19,776

Table Two: Criminal Orders (Continued)

Criminal Orders:	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>Total*</u>
Bail Restriction	2,224	2,325	1,865	0	0	0	16,496
Peace Bond	2,239	2,418	1,624	0	0	0	14,831
Combined Bail/Peace Bond	599	680	387	0	0	0	2,380
Sentencing Order	0	0	0	0	0	0	0
Probation Conditions	0	0	0	0	0	0	0
Combined Sentencing/Probation	214	440	397	0	0	0	1,481
Total Criminal Orders	5,276	5,863	4,273	0	0	0	35,188

Table Three: Totals by Year

	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>Subtotal</u>
Total Civil and Criminal Orders	24	4,137	7,118	14,243	17,626	20,957	64,105



Table Three: Totals by Year (Continued)

	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>Total*</u>
Total Civil and Criminal Orders	22,032	23,243	18,864	0	0	0	128,244

**Please note that the "Total" figures include orders entered from January, 1997 through December, 2005.*

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.

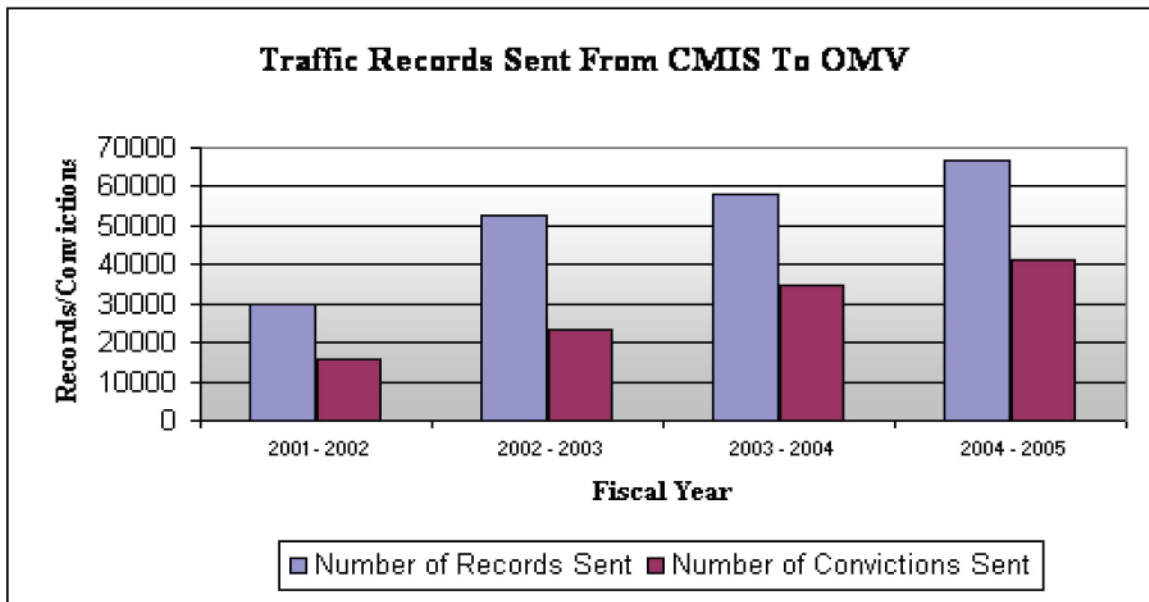
Benefits of the project include decreased paperwork on behalf of the clerks of court, faster flow of information,



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.

Traffic Records Sent From CMIS To OMV

<u>Fiscal Year</u>	<u>Number of Records Sent</u>	<u>Number of Convictions Sent</u>
2001 - 2002	29721	15573
2002 - 2003	52557	23164
2003 - 2004	57974	34973
2004 - 2005	66481	41000



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
• Clerk of Court Case Management Information System	• State
• CMIS Criminal Disposition Data System	• National Center of Crime Information (NCIC); State
• The Louisiana Protective Order Registry	• NCIC; State
• The Drug Court Information System	• Drug Court Program Office
• The Traffic Violation System	• State
• The Court of Appeal Reporting System (CARS)	• National Center for State Courts (NCSC)
• The Trial Court Reporting System	• NCSC; State
• The Juvenile and Family Court Reporting System	• NCSC
• The Parish and City Court Reporting System	• State
• The Integrated Juvenile Justice Information System (IJJIS)	• 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

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