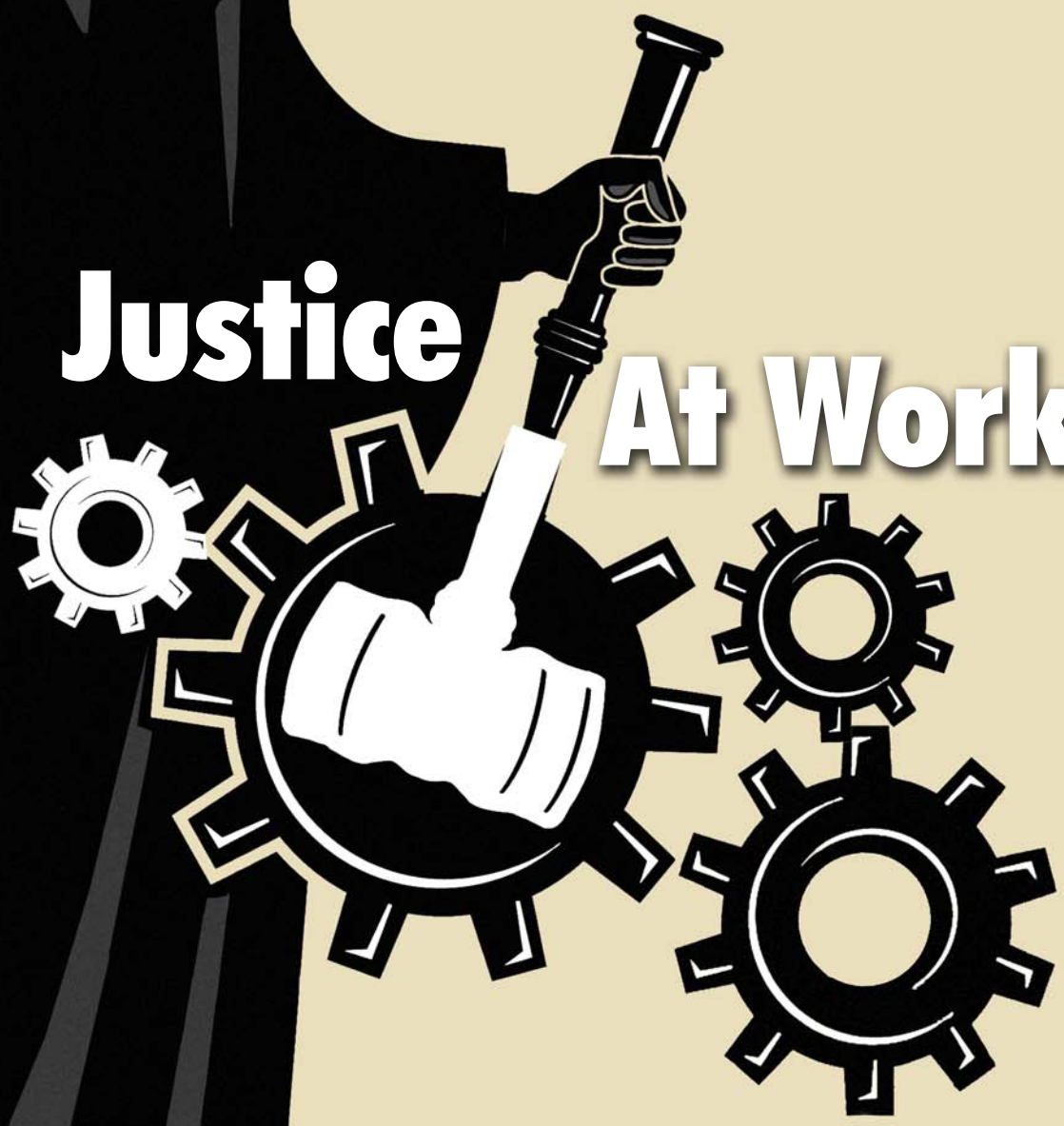


THE SUPREME COURT OF LOUISIANA

2009
2010

The State of
Judicial Performance
in Louisiana

Justice At Work



FY 2009 – 2010
The State of Judicial Performance In Louisiana

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The State Of Judicial Performance In Louisiana

This eleventh 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.

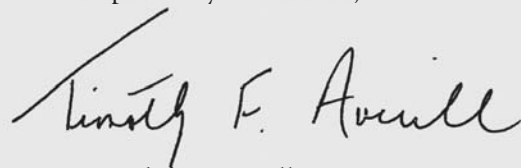
In each annual report, the Judicial Administrator is required to present the following information:

- 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 eleventh annual report on “The State of Judicial Performance in Louisiana” provides information on the implementation of strategic plans by the Supreme Court, the Courts of Appeal, the District Courts, and the City and Parish Courts for the period July 1, 2009 to June 30, 2010.

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

Respectfully submitted,



Timothy F. Averill
Judicial Administrator





PERFORMANCE REPORTS:

**PERFORMANCE OF THE
SUPREME COURT**

PERFORMANCE OF THE SUPREME COURT

INTRODUCTION

The Supreme Court of Louisiana adopted its original strategic plan in 1999. This plan was reviewed in 2005 and 2010.

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

SUPREME COURT OBJECTIVES

- 1.1 To provide a reasonable opportunity for litigants to seek review in the Supreme Court of decisions made by lower tribunals.
- 1.2 To clarify, harmonize, and develop the law and to strive to maintain uniformity in the jurisprudence.
- 1.3 To provide a method for disposing of matters requiring expedited treatment.
- 1.4 To encourage courts of appeal to provide sufficient review to correct prejudicial errors made by lower tribunals.
- 2.1 To ensure that adequate consideration is given to each case and that decisions are based on legally relevant factors, thereby affording every litigant the full benefit of the judicial process.
- 2.2 To ensure that decisions of the Supreme Court are clear and that full opinions address the dispositive issues, state the holdings, and articulate the reasons for the decision in each case.
- 2.3 To resolve cases in a timely manner.
- 3.1 To ensure that the Supreme Court is procedurally, economically, and physically accessible to the public and to attorneys.
- 3.2 To facilitate public access to Supreme Court decisions.
- 3.3 To inform the public of the Supreme Court's operations and activities.
- 4.1 To ensure the highest professional conduct, integrity, and competence of the bench.

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



- 4.2 To ensure the highest professional conduct, integrity, and competence of the bar.
- 5.1 To seek and obtain sufficient resources from the executive and legislative branches to fulfill all duties and responsibilities of the judiciary.
- 5.2 To manage the Supreme Court's caseload effectively and to use available resources efficiently and productively.
- 5.3 To develop and promulgate methods for improving aspects of trial and appellate court performance.
- 5.4 To use fair employment practices and to train and develop the Supreme Court's human resources.
- 6.1 To promote and maintain judicial independence.
- 6.2 To cooperate with the other branches of state government.



Objective 1.1

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

Intent of Objective

Our judicial system recognizes that decisions made by lower tribunals may require modification. American jurisprudence generally requires that litigants are afforded a reasonable opportunity to have such decisions reviewed by an appellate court. The Supreme Court of Louisiana is a court of last resort that provides opportunities for review beyond that provided by a single trial judge or a panel of appellate judges. Full-panel review allows “a degree of detachment, perspective and opportunity for reflection by all Justices.”² Full-panel review, therefore, provides a better opportunity for developing, clarifying, and unifying the law in a sound and coherent manner and for furnishing guidance to judges, attorneys, and the public in the application of constitutional and statutory provisions, thus reducing errors and litigation costs.

Responses to Objective

- **Appellate/Supervisory Review.**

The process of receiving, hearing, and deciding cases based upon the decisions of lower tribunals is one of the Court’s most important regular, ongoing activities. In 2010, the Court disposed of 2,801 of the 2,875 cases filed, for a clearance rate of 97.4 %.

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 over those cases in which an ordinance or statute has been declared unconstitutional or when the death penalty has been imposed. The Supreme Court has supervisory jurisdiction in all other cases. Cases falling under the Court’s original or appellate jurisdiction are ini-

tiated by the filing of an appeal or recommendation for discipline. Cases under the Court’s supervisory jurisdiction are initiated through a writ application requesting the Court to exercise its discretionary supervisory jurisdiction by deciding whether or not to hear the case.

Writ applications must be filed within thirty days of the mailing of the notice of judgment and opinion of the court of appeal or within ten days of the mailing by the Clerk of Court of the notice of first application for certiorari in the case, whichever is later. No extensions are given. Writ applications are usually scheduled for review by the Court within six weeks of filing, except in late summer and early fall, when the time is slightly longer. When the Court grants a writ application for oral argument, the attorneys for the applicant are given 25 days from the date of the grant to file their briefs. The respondent’s attorneys are given 45 days from the grant to file their briefs. Extensions are granted if they will not impact the date of the oral arguments.

In civil and non-capital criminal cases, appeals are initiated when the record from the lower court is lodged in the Supreme Court. Attorneys for the appellant are given 30 days from the lodging of the record by the lower court to file their briefs. The attorneys for the appellee have 60 days from the date of the lodging of the record to file their briefs. Civil cases are generally scheduled so that the last brief is received at least within the week prior to argument. The period for filing briefs may be shortened if an issue warrants quicker attention.

In capital appeals, the record is given to the Court’s Central Staff to make sure that it is complete. Upon completion, the record is lodged and the attorneys are given 30 to 60 days to file their briefs. The Court hears up to two capital cases per argument cycle, thus allowing the Court to handle up to twelve capital cases per year.

The Court, sitting with all seven Justices, addresses cases in six to eight week cycles. During the first week of the cycle, the Court hears oral arguments, usually hearing a maximum of 24 cases per week.

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



Each Justice is assigned to write one to three opinions per cycle. During the weeks that follow, the issues are researched and opinions are drafted. Also during this period, the Court as a whole meets to consider approximately 80 new writ applications per week. In the fifth week of the cycle, draft opinions are circulated and reviewed. At the last conference in the cycle, the opinions are voted upon. If an opinion receives four or more votes, it passes. If it does not receive an adequate number votes, it is either reworked by the original author or assigned to another Justice to author. Opinions are usually handed down from the bench on the second day of oral arguments following the opinion-signing conference.

In the performance of its adjudicative function, the Court is assisted by the Clerk of Court's Office, the 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.** The Clerk of Court's office receives and processes all filings, checking each filing for timeliness, recusals, and anything that appears unique, such as the need for expediting the case. In 2010, 2,875 cases were filed with the Clerk of Court, up from 2,780 cases in 2009.

In 2010, the Clerk of Court's office fulfilled the following key responsibilities or attained the following accomplishments:

- Processed all filings and dispositions including dissemination of actions to the parties, courts and public via U.S. mail, e-mail and the Web.
- Scanned all filings and dispositions, which are available to staff via the Court's case management system.
- Expanded e-filing pilot testing to the Orleans and Jefferson Parish district attorneys and public defenders.
- Admitted 673 new attorneys to the practice

of law, down by 8% from the 729 admitted in 2009.

- Issued Certificates of Good Standing. The demand for issuance of Certificates of Good Standing rose in 2010 to 4,978, a 6.8% increase over the 4,661 certificates issued in 2009, but not much more than the 4,909 issued in 2008.
- Processed and maintained minute book entries and orders. The number of minute book entries remained relatively unchanged between 2009 (2,578) and 2010 (2,523). Likewise, orders went from 2,270 in 2009 to 2,225 in 2010. These orders are primarily orders of appointment of judges to sit in lower courts and do not include orders relating to cases before the Court.
- Managed logistics for 274 events hosted by the Court. These events included Court conferences, oral argument days, Judiciary Commission hearings, and other meetings.
- Oversaw courthouse maintenance and improvements involving roof repairs, basement waterproofing, a new security system, and the refurbishing of the chillers.
- Participated in the Enterprise Resource Planning design process as the Court moved toward installation of an integrated, computer-based system designed to manage financial resources, materials, and human resources.
- **The Administrative Counsel's Office.** The Administrative Counsel's Office became part of the Clerk of Court's office in October 2010. This section of the Clerk's office is now the Calendaring Division. Upon receipt of copies of the filings from the Clerk of Court's front office, the Calendaring Division checks each filing for timeliness, recusals, and any other factors that may require special attention or expedited handling. The Calendaring Division randomly assigns cases to an original and duplicate Justice and schedules cases on conference lists. If the case involves a writ application, the



Court first decides whether to hear the case. Upon granting of the writ by the Court, the Calendaring Division staff schedules the case for oral argument and coordinates for the Justices the preparation of a brief abstract of facts and other factors relating to the case. While matters are under consideration, the Clerk of Court's front office is the liaison between the Court and counsel and the Court and the lower courts.

- **The Civil Staff.** The Civil Staff was created by the Supreme Court in 1997 to prepare reports in specialized cases involving interlocutory or pre-trial civil writs, bar discipline matters, judicial disciplinary matters, and civil summary dockets. The Civil Staff also prepares bench memoranda for cases on direct appeal in matters where a lower court has declared a law to be unconstitutional.
- **The Central Staff.** The Central Staff was created by the Supreme Court in 1978 to prepare reports on criminal appeals screened for the summary docket and to prepare extensive bench memoranda for all cases set on the regular docket, including capital appeals and cases in which a statute or ordinance has been declared unconstitutional. At the time, the Supreme Court had exclusive appellate jurisdiction in criminal cases.

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

Today, Central Staff continues to screen writs and to prepare extensive bench memoranda for all criminal cases set on the regular docket. Central Staff duties have been expanded to include reviewing and reporting on inmate applications for post-conviction relief, including those cases in which a sentence of death had been returned and in which the conviction and sentence were affirmed on direct appeal by the Supreme Court. The Central Staff also assists the Justices and their personal staffs on

other criminal matters when requested.

- **Personal Staff of the Justices.** Each Justice is assisted by clerical support and by three law clerks or research attorneys, except for the Chief Justice who has law clerks and an executive counsel.

The personal staffs of the Justices handle all appeals and writ applications not addressed by the Civil Staff or the Central Staff and assist the Justices in writing opinions. Competent law clerks and research attorneys greatly aid the Court in its adjudicative functions. The Court's law clerks and research attorneys receive a thorough orientation upon commencement of their term of service. Throughout their tenure, law clerks and research attorneys are regularly offered continuing legal education training and courses in legal research issues.

- **Law Library of Louisiana.** The nine full-time staff members of the Law Library of Louisiana provide research assistance to the Justices, their law clerks, other court staff, and outside users in several ways that enhance the opportunities for litigants to seek review of lower court decisions in the Louisiana Supreme Court. The library's collection development policy is based on the needs of all users, with a heavy emphasis on Louisiana practice materials in civil and criminal law. The library also possesses an excellent historical collection featuring all versions of the Louisiana Civil Code and all superseded Louisiana Statutes Annotated (LSA) volumes, including all pocket part updates from the early 1970s forward.

The library's Technical Services staff members order and process materials and assign classification locations to the library's collection. They also maintain the online catalog so that users at any computer can search the library's holdings by title, author, subject, or keyword. During 2010, the library added 611 new titles and 3,125 new volumes to the collection. The Serials/Acquisitions Librarian attended several meetings concerning the proposed new system to manage the Court's fiscal and accounting procedures. The Head of Technical Services continued to make progress on the long-term project to system-



atically place numerical barcode labels in all books in the library. This effort will improve the online public catalog's functionality and allow books to be checked out to court staff through the electronic circulation system. The Serials/Acquisitions Librarian continued the process of updating serial receipt records in preparation for automating the library claims procedure. Claims automation will completely change the steps involved in tracking ordered materials not sent by the publisher. Lastly, Technical Services staff members spent many weeks compiling a title-by-title inventory of the entire collection. The compiled lists were saved into several Excel spreadsheets. The spreadsheet containing the periodical titles and holdings will be used to complete bibliographic records in the public catalog, which will enhance the quality of information in the catalog for all users.

The primary responsibility of the library's Public Services staff members who work at the Reference and Information Desks is to assist all Court users with their searches for legal information in books, periodicals, and the various electronic resources. In addition, reference librarians provide one-on-one legal research guidance to all users, and they offer legal research training sessions, often with free continuing legal education credits, to law clerks and other staff attorneys in the building. If a question goes beyond the scope of the library's print and online collections, then items will be borrowed from other libraries as necessary through interlibrary loan. During 2010, the library borrowed 56 books or journal articles from other libraries for Court staff, and 89 for outside users. Outside users are charged for this service as well as for any costs that are charged by the lending libraries. Since the library is the public law library for the state of Louisiana, the Public Services staff members also serve a large number of outside attorneys and non-attorneys. Some of the non-attorney users are self-represented litigants who are doing their own legal research. In an effort to better assist them, the library is one of the stakeholders in a group facilitated by LawHelp.org, an online resource that provides information to individuals representing themselves before the courts. When all of these users have the

opportunity to do such research in the best and most recent resources, and with adequate guidance from experienced law librarians, their access to the Court and the content of their filings should be of better quality than they would be without such access.

During 2009-2010, the library's Public Services staff continued their outreach and marketing efforts by setting up display tables at two local conferences - the Louisiana Judicial College's Fall Judges' Conference, and the Louisiana State Bar Association's Solo and Small Firm Conference. For both events, library staff set up a table in the exhibit area and offered attendees information on library services. Library information was very enthusiastically received, especially by judges and attorneys in outlying areas of the state without a law library nearby.

Library staff can easily fax or scan and e-mail research results to those users who cannot come into the library, and providing such service helps increase access to the library's impressive legal resources.

- **Recusal.** In accordance with the Legislature's intent in promulgating Louisiana Code of Civil Procedure article 152(d), the following procedure has been adopted for circumstances in which a justice recuses himself or herself in a case: The recusing justice prepares a notice stating the reasons for the recusal. The notice is then filed in the case record. If the recusal results in the appointment of a justice 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 among its regular, ongoing activities. See the Responses to Objective 1.1 in addition to those below.

- **Judicial Legal Resources.** The Law Library of Louisiana's collection provides access to a wide array of legal resources intended to assist in the clarification and harmonization of the law for the Justices, their clerks and staff members, other Court users, and the general public. These resources include:

- Approximately 200,000 print volumes, including paper and microform;
- A comprehensive collection of Louisiana practice treatises on such topics as divorce, family law, successions, estate planning, civil law and procedure, criminal law and procedure, appellate procedure, personal injury, and workers compensation;
- All published Louisiana opinions, legislative acts, codes, statutes, and digests, including superseded volumes of the codes, statutes, and any pocket part supplements for historical research;
- An extensive collection of Louisiana depository documents, including the Louisiana Legislature's calendars and journals (which are used in tracing the history of acts as they move through

the legislative process) and other publications from the Legislature as well as from executive agencies and the courts;

- A full run of Louisiana and federal court rules, including superseded volumes for historical research;
- Form books containing examples of Louisiana and federal forms for court filings;
- Current and classic American legal treatises and reference books in many subject areas;
- Numerous loose-leaf services that are updated regularly, covering legal developments in such areas as copyright, employment law, income tax, oil and gas law, pension plans, and zoning and land use;
- Over 700 serial titles such as academic law reviews, state bar journals, and other legal periodicals;
- A paper collection of current local newspapers and a microfilm copy of the New Orleans Times-Picayune from 1837 to the present;
- A complete collection of federal statutes and case law as well as the statutes and case law of all fifty states;
- Digests, reporters, and legal encyclopedias such as the *Federal Practice Digest*, *American Law Reports (ALR)*, and *Corpus Juris Secundum (CJS)*, covering all American jurisdictions;
- The complete legislative acts of all 50 states from their beginnings (in paper or microform) to the present (online);
- Federal legislative materials and a select U.S. government documents depository collection featuring publications from Congress, executive agencies, and the courts; and
- Extensive holdings on the topic of judicial



administration, including State Justice Institute depository materials.

The increased popularity of the Internet and other electronic sources of information has changed the way lawyers and non-lawyers research legal information. In order to stay abreast of these new trends and to provide the most efficient and up-to-date methods for its users to access the legal information they need, the Law Library of Louisiana, with the support of the Louisiana Supreme Court, has purchased subscriptions to various electronic databases. A sampling of what the library offers includes:

- **Westlaw and Lexis** - Free access for public users to Patron Access Westlaw for federal and state statute and case law research and to Shepard's citation service on Lexis, and cost-efficient flat-rate contracts for Court users to a broader slice of these two major legal research databases;
- **Loislaw** - Free access for all users through the library's flat-rate contract to this competitive legal research database;
- **PACER** - A product of the federal judiciary that is run on a cost-recovery basis which provides access to federal court docket items such as complaints, motions, answers, and briefs;
- **LexisNexis Congressional** - An electronic index of historical U.S. House and Senate documents and reports, based on the Congressional Information Service's paper indexes, with links to .pdf copies of each item;
- **Marcive** - A database that contains bibliographic records, and links to full text .pdf copies, where available, of all U.S. government publications from 1976 to the present;
- **HeinOnline, InfoTrac, and WilsonWeb** - Three electronic periodical indexes which provide subject, author, title, and keyword searching capability to major academic law reviews and other legal periodicals, with links to full text for all but the most recent volumes on

HeinOnline and with some full text access on the other two indexes;

- **Gale Legal Forms** - A component of InfoTrac that provides a wide selection of many Louisiana-specific and some multi-state legal forms;
- **Gale Nineteenth Century Newspapers** - A component of InfoTrac that provides access to nineteenth century newspapers from all 50 states, including five from Louisiana; and
- Access to some smaller databases, such as the Bureau of National Affairs' *Labor and Employment Law Library* and *Tax Management U.S. Income Portfolios Library* and the National Fire Protection Association codes and standards.

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

- **Opinion/Writ Application Databases.** The Clerk of Court, the Central Staff, and the Civil Staff have each developed and continue to maintain and expand their own in-house databases. The Civil and Central staffs maintain and continuously improve their databases for organizing and retrieving reports and opinions on writ applications and other legal filings that pertain to their respective responsibilities.

Objective 1.3

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

Intent of Objective

The Supreme Court of Louisiana, pursuant to state constitutional provisions or legislative enactments, is often the designated forum for the determination of



appeals, writs, and original proceedings, such as election disputes, capital appeals, post-conviction applications, and other issues. These proceedings may pertain to constitutional rights, may affect large segments of the population within the Court’s jurisdiction, or may require prompt and authoritative judicial action to avoid irreparable harm. In addition, the Court has recognized that it has a special responsibility to ensure that cases involving children are heard and decided expeditiously to prevent harm resulting from delays in the court process.

Responses to Objective

- **Expeditious Determination of Certain Case Types and Certain Interlocutory Matters.** Currently, election cases are expedited pursuant to La. R.S. 18:1409 and Supreme Court Rule X, 5(c). In addition, Supreme Court Rule XXXIV provides for the expeditious handling of all writs and appeals arising from child in need of care cases, termination or surrender of parental rights cases, adoption cases, and all child custody cases. The Court also expedites filings involving interlocutory matters where a trial is in progress or where there is an immediate need for a decision to avoid delay of trial.
- **Priority Treatment.** Priority treatment is given to individual matters on a case-by-case basis. If priority treatment of a writ application is desired, the attorney for the applicant must complete a civil or criminal priority filing sheet, outlining why priority treatment is warranted. Upon circulation of the writ application to the Justices, the Justice assigned as the original Justice may refer the matter to staff for preparation of a memorandum, or the Justice may handle the matter in chambers. If the original Justice agrees that the writ application warrants priority treatment or emergency attention, he or she will recommend a proposed disposition and will decide either to call a conference immediately, to take the votes of the other Justices by phone or email, or to discuss the matter at the next regularly scheduled writ conference. In all cases, all Justices are given the opportunity to review and vote on the “emer-

gency” writ application. Only in rare instances will action on a writ application be taken when more than four but less than six Justices have voted.

- **Availability of Justices.** The Court has developed internal procedures for ensuring that justices are available at all times to fulfill the Court’s duties and responsibilities. The internal procedures provide for a schedule of duty during the summer months when the Court is not in session (July and part of August). Each justice selects a ten-day period in the summer to manage emergency filings (although all members of the Court still participate in all Court actions) and other Court functions that may arise. Throughout the year, the weekend schedule is maintained by the Clerk of Court, who determines, according to regular rotation lists, which justice(s) shall be assigned to handle emergencies on a particular weekend.

Objective 1.4

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

Intent of Objective

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



Louisiana recognizes its dual responsibility to interpret and develop case law and to encourage improved error correction in individual cases by the courts of appeal.

Responses to Objective

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

Objective 2.1

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

Intent of Objective

The Supreme Court should provide the ultimate assurance that the judicial branch fulfills its role in our constitutional system of government by ensuring that due process and equal protection of the law, as guaranteed by the federal and state constitutions, have been fully and fairly applied throughout the judicial process. The rendering of justice demands that these fundamental principles be observed, protected, and applied by giving every case sufficient attention and deciding cases solely on legally relevant factors, fairly applied, and which are devoid of extraneous considerations or influences.

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

Responses to Objective

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

Objective 2.2

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

Intent of Objective

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



rather by whether the Court has conveyed its decision in an understandable and useful fashion and whether its directions to the lower tribunal are also clear when it remands a case for further proceedings.

Response to Objective

- **Clarity and Scope of Opinions.** The Court's efforts to meet this objective are part of its regular, ongoing activities. See the Response to Objective 1.1. The Justices also address this objective by participating in and teaching workshops for judges attending judicial education sessions. Important Supreme Court decisions are routinely discussed at these sessions. In addition, sometimes the judges from lower court tribunals will call the Clerk of Court to solicit such clarifications. On those occasions, the Clerk of Court will bring these matters to the attention of the Court. In addition, trial judges in criminal matters will often file per curiam opinions to explain their decisions and actions – sometimes at the request of the Supreme Court and sometimes on their own initiative. In many cases, these per curiam opinions assist the Supreme Court to better address the dispositive issues, state the holdings, and articulate more clearly its reasons for the decision.

Objective 2.3

To resolve cases in a timely manner.

Intent of Objective

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

writ through each of the three stages.

Responses to Objective

- **Consistently Current Docket.** Each year, the Court holds 31 to 35 weekly conferences (meeting two days each week) to discuss and cast votes on filings, often voting on more than 100 writ applications per conference. The Court also holds at least six oral argument sittings annually with approximately 20 to 24 cases argued each cycle. The Court maintains a consistently current docket in the sense that, when writ applications are granted, they are scheduled for oral argument on the next available docket and the opinions are almost always handed down within 12 weeks of oral argument. The number and type of matters considered by the Court each year and the disposition of these matters are reported each year in the Court's Annual Report.
- **Time Standards and Their Use.** The aspirational time standards used by the Court for the timely resolution of its cases became effective in 1993. The Court measures its case processing performance against these time standards and publishes the results as performance indicators in the annual judicial appropriations bill. The Court, at times, has taken steps to improve its performance relative to the high volume of criminal case applications and self-represented post conviction applications by retaining contract attorneys to assist in these cases and by bringing in court consultants to evaluate the processing of cases. The Court continues to develop and use strategies to bring its case processing in line with its standards.
- **Cases Under Advisement.** The Court has developed internal procedures for ensuring that all cases argued and assigned for opinion writing are disposed of in a timely manner. Lists of all pending cases are circulated each cycle to all Justices as a means of reducing delays in opinion writing.

Objective 3.1

To ensure that the Supreme Court is procedurally, economically, and physically acces-



sible to the public and to attorneys.

Intent of Objective

Making the Supreme Court accessible to the public and to attorneys protects and promotes the rule of law. Confidence in the review of the decisions of lower tribunals occurs when the Court's process is open—to the extent reasonable—to those who seek or are affected by this review or who simply wish to observe it. The Supreme Court believes that it should identify and remedy court procedures, costs, courthouse features, and other barriers that may limit participation in the appellate process. When a party lacks sufficient financial resources to pursue a good-faith claim, Louisiana law requires that ways be found to minimize or defray the costs associated with the presentation of the case. Physical features of the courthouse can constitute formidable barriers to persons with disabilities who want to observe or avail themselves of the appellate process. The Court believes that accommodations should be made so that individuals with speech, hearing, vision, or cognitive impairments and limited English language proficiency can participate in the Court's processes.

Responses to Objective

- **Programmatic Accessibility.** The Head of Public Services at the Law Library has been designated as an Americans with Disabilities Act (ADA) ombudsman. The ombudsman's role is to answer the public's access questions, receive suggestions and complaints, and refer people to the appropriate places for additional information on ADA issues. All Court staff members, including those in the library, provide reasonable accommodation to anyone with a handicap or disability.
- **Procedural Accessibility.** The staff members of the Law Library's Reference Department have the training, experience, and resources to answer general questions about court procedures.
- **Economic Accessibility:** The Court also makes the Law Library of Louisiana open to the public and the bar free of charge, including access to the

library's online catalog, which is available through a link on the Court's main page. Six computers are available in the main section of the library to provide access to the public Westlaw database, the Internet for legal research purposes, and to other subscription electronic resources. Wireless access is available at the Court so outside users can get to the Internet on their laptops. Internet access is also available via one of the four computers in the library wings.

Photocopying, either self-serve or by staff, faxing, or e-mailing scanned images of pages, is available at reasonable charges. Such charges are reviewed periodically. To facilitate access for those Louisiana residents outside of the greater New Orleans area, the Law Library has a toll-free number, (800) 820-3038, that can be dialed from anywhere in the state. Library staff also answer questions sent by e-mail to reference@lasc.org. This e-mail address is accessible through a link on the Court's website.

- **Communications Accessibility.** During the period covered by this report, the Court continued to obtain and maintain state-of-the-art telecommunications equipment, software, and processes to facilitate communication between the Court and the public.
- **Physical Accessibility.** During the period covered by this report, the Court continued to comply with all Americans with Disabilities Act standards and responded to requests for reasonable accommodation.
- **Information Accessibility.** The Court makes the Law Library of Louisiana's print and electronic holdings and the research expertise of its law librarians available to the bench, bar, and public. Throughout the period covered by this report, the library was open Monday through Thursday from 9 a.m. to 9 p.m. and Friday and Saturday from 9 a.m. to 5 p.m., except holidays. Library staff members answer questions from residents of Louisiana, other states, and sometimes other countries by telephone, fax, e-mail, or mail. When charges are involved, they are reasonable.



In 2010, library staff answered a total of 12,602 questions. According to the type-of-question data, that number breaks down to 885 directional questions (7%), 5,257 ready-reference questions (42%), and 6,460 reference questions (51%). Regarding the methods by which the questions were posed, the library answered 3,854 telephone questions (31%), 4,828 in-person questions (38%), and 3,920 e-mail/mail questions (31%). As for the type of patron, the library received 2,353 questions from court patrons (19%), and 10,249 from outside users (81%). The library staff uses data like these to analyze patterns and to ensure that the library is providing the best possible service to all users.

Library staff members also respond to mail requests from Louisiana prisoners, sending them up to fifty pages of statutes, cases, or other legal information at a time at no charge. In 2010, the library responded to 1,165 letters from prisoners.

The librarians attend local and national professional meetings, conferences, and other continuing education programs. They also attend meetings of other groups, such as state judges' conferences, local bar section meetings, or lawyer computer users groups, and they promote the library's resources to potential users there. They write articles in the library's newsletter, *De Novo*, publicizing various aspects of the library's collection and services and commenting on areas of legal history and substantive law. The newsletter is distributed to nearly 800 people, including attorneys, judges, and members of the general public who have asked to receive copies. Current and past issues are also posted on the Court's website. In addition, the librarians maintain relationships with the staff of other court libraries, academic and public law libraries, legal aid agencies, and public law centers in order to ensure that questions get referred to the law library when appropriate, and also that the law library staff members refer questions to these and other similar agencies when appropriate.

- **Website.** During the period of this report, the Court continued to make improvements to its web-

site (www.lasc.org). The website continues to have a user-friendly system for facilitating and expanding the public's ability to access the Court's opinions, orders, rules, and other decisions in a timely and effective manner. Members of the Court's web team update the website with new information as it is received from the Court and work to ensure all links are functional. The website now includes a language translation tool, making the entire website translatable into 31 different languages. Live streaming of Supreme Court oral arguments is also available on the website.

- **Filing Accessibility.** The Office of the Clerk of Court is open for business from 9:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays. After-hour contact numbers are provided on the Court's voice mail. The Clerk of Court is currently conducting an e-filing pilot program to investigate enhancing court accessibility through e-filing.
- **Court Security.** The Court maintains a staff of highly qualified security officers who are properly equipped and trained with appropriate security technology and other resources to efficiently control, direct, and facilitate public and employee accessibility. All points of access to the Court are controlled by security. All Court officials and staff are issued ID/access badges. The Court also uses electronic security cameras and software that enables the security department to monitor activity, access to restricted areas, and building alarms.

Objective 3.2

To facilitate public access to Supreme Court decisions.

Intent of Objective

The decisions of the Supreme Court are a matter of public record. Making Supreme Court decisions available to all is a logical extension of the Courts' responsibilities to review, develop, clarify, and unify the law. The Court recognizes its responsibility to ensure that its decisions are made available promptly in printed and electronic form to litigants, judges, attorneys, and the



public. The Court believes that prompt and easy access to its decisions reduces errors in other courts.

Responses to Objective

- **Notice of Opinions.** The Clerk of Court provides copies of the Court’s decisions to all parties and courts and issues timely news releases on the Court’s opinions to all major media in the state. Additionally, Court decisions are posted to the Court’s website and individuals can subscribe to receive a notice each time a news release is posted to the site.
- **Law Library of Louisiana.** The Law Library of Louisiana receives hard copies of the Louisiana Supreme Court’s opinions as well as the opinions of the state’s five courts of appeal soon after they are handed down. The library’s Public Services staff maintains a file of these decisions and retain the copies for a period of one year. Any library user can photocopy them for a reasonable charge, or he or she can use the library’s public terminals to print copies from the Court’s website or from the websites of the lower state appellate courts for the same charge.
- **Website Improvements.** See responses to Objective 3.1, above.
- **Record Room.** The Court maintains a highly qualified staff to ensure proper management and access to all filings, exhibits, and other materials needed by litigants, attorneys, court personnel, and the public for use in cases or for historical purposes.
- **File Room Technology.** The Clerk of Court’s Office continuously monitors, assesses, and utilizes new and more effective technological ways of storing, archiving, and retrieving the Court’s files and records.

Objective 3.3

To inform the public of Supreme Court operations and activities.

Intent of Objective

Most citizens do not have direct contact with courts. Information about courts is filtered through sources such as the media, lawyers, litigants, jurors, political leaders, and the employees of agencies and partners that comprise the justice system. This objective suggests that courts have a direct responsibility to inform the community of their structure, functions, and programs. The disclosure of such information through a variety of outreach programs increases the influence of the courts on the development of the law and it increases public awareness of and confidence in the judicial branch. The Supreme Court recognizes the need to increase the public’s awareness of and confidence in its operations by engaging in a variety of outreach efforts describing the purpose, procedures, and activities of the Court.

Responses to Objective

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

- **Public Information Program.** During the period of this report, the Community Relations Department conducted or implemented the following programs:
 - **Media Releases.** A total of 22 court-generated press releases were sent to local, state and occasionally the national press.
 - **Number of Recipients of Releases.** There were approximately 5,806 recipients of news releases.
 - **Courthouse Tours.** The Community Relations Department assisted with hosting international visitors, school groups, civic groups, and government officials.
 - **Law Day Events.** This activity involved



courthouse tours, mock trials, award ceremonies, and the production and distribution of related materials.

- **Cameras in the Courtroom Requests.** Media requests for exceptions to the Code of Judicial Conduct Canon 3(A) (9) prohibition on broadcasting, televising, recording, or taking photographs in the courtroom were handled by the Community Relations Department together with the Clerk of Court's Office. Such requests are subject to approval of the Chief Justice of the Supreme Court.
- **Events Planned.** The Community Relations Department was involved in the planning for and coordination of court-hosted functions for numerous events, such as committee and task force meetings, governmental and judicial organization meetings, conferences, court open houses, and ceremonial events.
- **Publications.** The Community Relations Department was involved in writing, designing, and/or producing several publications, including the following: *Annual Report of the Judicial Council of the Supreme Court*, *Louisiana Bar Journal*, *Judicial Notes*, *Just the Fax*, *Court Column Online Newsletter*, and daily news updates.
- **Court Department Community Outreach Assistance.** The Community Relations Department provided assistance to other Supreme Court departments with media or community outreach efforts, including website page writing, brochure design production, and event planning. The Community Relations Department also assisted the Louisiana District Court Judges Association in the development of their best practices initiative.
- **Speakers Bureau.** Community Relations Department speaking engagements included representing the Supreme Court before civic groups, law-related organizations and schools.

- **Website Development & Website Coordination (ongoing).** During the period of this report, the Court maintained a Project Coordinator who continued to re-design, develop, and improve the Supreme Court's award-winning website. The Community Relations Department was responsible for providing home site education pages for children, and schools.

- **Public Information Program of the Law Library of Louisiana and the Louisiana Supreme Court.** The Law Library staff members write, design, and produce a library newsletter, *De Novo*, that features articles on various topics related to the library and its services, events taking place at the library, individuals in the library and the Court, and Louisiana legal history.

In addition, the Law Library, in association with the Department of Community Relations in the Judicial Administrator's Office and with the Clerk's Office, worked to develop and implement supplemental programs of public information. During the period covered by this report, the Community Relations staff and the library staff hosted numerous groups who toured the Court and the library, including middle and high school students, summer clerks from law firms and corporations, and visiting judges and attorneys, all of whom learned about the Court and the library and will perhaps spread the word to others. All visitors to the library heard details about the collection and the work of the various library departments, and they received a brochure describing the library's hours and the services offered. The library staff members also created exhibits and displays aimed at informing and educating court users and the public about various legal topics.

In April of 2009, the library completed an extensive exhibit in conjunction with Law Day on May 1, a national celebration dedicated to educating American citizens regarding the importance of law in our history and our daily lives. The Law Day theme that year was "Abraham Lincoln: A Legacy of Liberty,"



which was timely since February 12, 2009, was the bicentennial of Lincoln's birth. Widely regarded as one of our greatest Presidents, Lincoln served his country during a tumultuous and troubled time. His background as a lawyer greatly influenced the style and substance of his presidency. Our exhibit featured four display cases, each devoted to one aspect of his life, including: Lincoln as a lawyer, with many of the law books he used to teach himself about the legal field; Lincoln as a statesman, including some of his most famous and moving speeches and letters; Lincoln in fiction and non-fiction, a representational arrangement of just a few of the over 4,000 books written about our 16th President; and Lincoln's place in popular culture, showcasing sheet music, movies, chocolate Lincoln pennies, and even the still popular Lincoln logs. This exhibit was so popular with the public that it remained on display during the entire period covered by this report.

In conjunction with the exhibit, the library had a free continuing legal education (CLE) program worth one credit hour, entitled "Abraham Lincoln: A Few Thoughts About a Real Man." LSU Professor of English David Madden, Chair of the Louisiana Abraham Lincoln Bicentennial Commission, spoke about Lincoln's unique relationship with Louisiana, pointing out that Lincoln chose Louisiana to be the first state to re-enter the union and to function as a model in the implementation of his vision of a non-vengeful Reconstruction. E. Phelps Gay, a partner at the New Orleans law firm Christovich and Kearney, offered his analysis of six aspects of Lincoln's character, with a focus on why and how Lincoln became not only a lawyer but also an effective advocate for his clients.

During the fall of 2009, in the spirit of All Hallow's Eve and All Saints' Day, the library assembled an exhibit entitled "*Requiescant in Pace*," which is Latin for "May they rest in peace." Four display cases held brief biographical information on twenty-one of the Justices who served on the Louisiana Supreme Court, reproductions of each Justice's official portrait from the Court's portrait collection, and photographs of their final resting places in various

cemeteries in New Orleans and around the state. The exhibit also featured information about the cemeteries and about the All Saints' Day tradition of visiting, cleaning, and decorating the tombs of one's ancestors, a practice which debuted in New Orleans during the French colonial period.

The Law Library offered two free one-hour CLE programs in December 2009. The first, held on December 10, was entitled "Overview of the U.S. Congressional Serial Set/Use of Historical Government Maps." The featured speaker was historian Andrew Laas, Academic Project Manager for the Lexis/Nexis Digital Serial Set Collection. Mr. Laas presented an overview of the rich trove of historical information, dating back to 1789, which can be found in the Serial Set, with a focus on some of the most notable of the more than 50,000 maps included in the collection. The second program, held on December 18, was entitled "Abraham Lincoln: Lessons in Professionalism," and the speaker was again local attorney and Lincolnophile E. Phelps Gay. Mr. Gay offered examples of Lincoln the lawyer as a model of professionalism and explored the relationship between Lincoln's words on professionalism and the language of the *Louisiana Rules of Professional Conduct*. Bar members who attended the program received one hour of professionalism CLE credit.

Another free one-hour CLE program was cosponsored by the library and the Louisiana Supreme Court Historical Society on April 15, 2010, and was entitled "Origins, Reception, and Dissemination of Legal Ideas: The Civil Law Codification Experience in Louisiana." The speaker was Agustín Parise, Research Associate at LSU's Center of Civil Law Studies, and he covered three interrelated topics: the process of civil law codification in Louisiana from the early 19th century to the present; the worldwide dissemination of the text of the *Louisiana Civil Code* from its inception through current times; and the mutual influence of Louisiana and Argentina's civil codes as an example of jurisdictions that have utilized one another's civil laws.

All of these exhibits and programs were free and open to the general public as well as to members of



the bar. The exhibits and programs not only helped educate the attendees on interesting and relevant legal topics, they also promoted the resources and services of the library.

- **Oral Arguments.** As part of the overall program of public information described above, Supreme Court arguments can be viewed live over the internet.

Objective 4.1

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

Intent of Objective

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

Responses to Objective

- **Louisiana Judicial College.** During 2009-2010, the Supreme Court continued to assist and facilitate the activities of the Louisiana Judicial College. A justice chairs the College's Board of Governors, and through the judicial budgetary and appropriations process, the Court provides for the director and staff of the College and for a portion of its operations. In addition, the Court offers the services of its Judicial Administrator's Office to assist the Judicial College in various ways.

- **Programs of the Judicial College.** The Louisiana Judicial College continued to work to improve the quality and accessibility of its continuing legal education programs for the judiciary. During 2009-2010, the College offered eight training programs for judges.

- **Judiciary Commission.** The Judiciary Commission of Louisiana is a constitutionally created body and operates pursuant to Article V, Section 25 of the Louisiana Constitution. The Judiciary Commission evaluates and, where appropriate, prosecutes complaints of ethical misconduct against judges and other judicial officers who are subject to the Code of Judicial Conduct. The Judiciary Commission makes recommendations to the Supreme Court when the Commissioners have concluded that clear and convincing evidence has been presented that a judge violated one or more Canons of the Code of Judicial Conduct. The Supreme Court can impose sanctions on judges, which can range from censure to removal from office.

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

- **Judicial Professionalism.** During 2009-2010, the Supreme Court continued to encourage judicial and attorney professionalism in two ways—through its continuing legal education (CLE) requirements and through its Code of Professionalism.

Lawyers and judges are required to complete a minimum of twelve and a half hours of approved CLE each calendar year, and one of these required hours must concern legal ethics and another hour must concern professionalism. The Supreme Court's Code of Professionalism provides aspirational standards for both judges and attorneys. That portion of the Code pertaining to judges has been printed by the Court as a poster and distributed to all judges of the state. The Court displayed the poster prominently in several of its offices and encouraged



all judges to do the same in their courtroom halls and offices.

- **Judicial Mentoring Program.** During the period, the Supreme Court, primarily through the Judicial Administrator's Office in association with the Louisiana District Judges Association and the Louisiana Judicial College, facilitated the continuation and expansion of the judicial mentoring program. As part of the program, each new judge was assigned a senior judge who served as a mentor. The program is intended to assist new judges in understanding and managing their caseloads, avoiding ethical conflicts, and accessing information and resources.
- **Judicial Ethics.** The Supreme Court, through its Committee on Judicial Ethics, continued to provide a resource to receive inquiries from judges and to issue formal advisory opinions regarding the interpretation of the Canons of the Code of Judicial Conduct. The Court's Judicial Administrator and the lawyers employed in the Judicial Administrator's Office staff the work of the Committee. The Judicial Administrator's Office also provided informal guidance to judges regarding the Code of Judicial Conduct.
- **Financial Disclosures.** The Louisiana Supreme Court has adopted Supreme Court Rule XXXIX, related to financial disclosures for state court judges and justices of the peace. While most of Rule XXXIX became effective on January 1, 2009, Section 3 of the Rule, relating specifically to justices of the peace, became effective on January 1, 2010. The provisions of Rule XXXIX are consistent with, and comparable to, those financial disclosure provisions adopted by the state legislature for legislators and other public officials.
- **Cooperation with Judges.** The Supreme Court strove to continuously improve its communication and cooperation with judges and judicial associations at all levels. The Court's Judicial Council consists of representatives from all major judicial associations. All five courts of appeal are involved

in the Court's Human Resource Committee and both the courts of appeal and the district courts are represented on the Judicial Budgetary Control Board. The Court's Judicial Administrator's Office provides staffing assistance to all major judicial associations and includes information on all levels of court in its newsletters.

- **Judicial Campaign Conduct.** The Court has established a permanent Judicial Campaign Oversight Committee, consisting of 15 members, including retired judges, lawyers, and citizens who are neither lawyers nor judges. The purposes of the committee are to educate candidates about the requirements of the Code of Judicial Conduct, to answer questions about proper campaign conduct, and to receive and respond to public complaints regarding campaign conduct. During the fall 2009 election cycle, there was only one contested judicial race that fell within the committee's oversight jurisdiction. Participating in this contested race were two candidates. The committee received four complaints regarding this race. During the spring 2010 election cycle, there were three contested judicial races that fell within the committee's oversight jurisdiction. Participating in these contested races were ten candidates. The Committee received only one complaint regarding this race.
- **Costs of Judiciary Commission Matters.** Supreme Court rules provide for an assessment of certain costs on all judges disciplined by the Court on recommendation of the Judiciary Commission. This rule continues to be in effect.
- **Use of Hearing Officers in Judiciary Commission Proceedings.** In order to expedite proceedings before the Judiciary Commission, the Court amended its rules in 2007 to implement a pilot program for the use of hearing officers to conduct hearings and submit proposed findings of fact and conclusions of law to the Commission. The program was successful and in 2009 the hearing officer procedures were adopted. They continue as an integral part of the process.



Objective 4.2

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

Intent of Objective

See the language relating to the Intent of Objective 4.1.

Responses to Objective

- **Cooperation with the 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 in 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. In 2009 the Court implemented comprehensive amendments to the Rules of Professional Conduct pertaining to attorney advertisements. The amended advertising rules were the result of a lengthy study conducted by the LSBA, recommendations of the LSBA House of Delegates, and a further study by a Court Committee chaired by Chief Justice Catherine D. Kimball, which were triggered by a 2006 Senate Concurrent Resolution.
- **Attorney Continuing Legal Education.** The Court exercises supervision over all continuing legal education through its Mandatory Continuing Legal Education (MCLE) committee. The committee was established in 1988 by Supreme Court Rule XXX. The committee exercises general supervisory authority over the administration of the Court's mandatory continuing legal education requirements affecting lawyers and judges and performs such other acts and duties as are necessary and proper to improve continuing legal education programs within the state.
- **Attorney Professionalism.** The Court continues to work with the Louisiana State Bar Association to encourage and support professionalism among attorneys. As noted above, the Court, through its Continuing Legal Education Committee, requires all attorneys and judges to complete at least one hour of continuing legal education per year on professionalism. The Court has also promulgated, as an aspirational standard, its Code of Professionalism in the courts. Furthermore, as a means of instilling professionalism in attorneys at an early stage of their careers, the justices have participated in the professionalism orientation sessions held at the state's four law schools in the fall of each year.
- **Louisiana Attorney Disciplinary Board.** The Louisiana Attorney Disciplinary Board was created by Supreme Court Rule XIX in 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; and
 - The Office of the Disciplinary Counsel, which



performs prosecutorial functions for the Board.

Since 1998, the Court has taken several steps to improve the Attorney Disciplinary Board and its process. In 1999, the Court, based on a recommendation of the American Bar Association, imposed a significantly higher assessment on all attorneys in support of the Attorney Disciplinary Board's efforts to ensure the proper reception, investigation, and prosecution of complaints against lawyers accused of violating the Rules of Professional Conduct. In 2002, the Court contracted with the American Bar Association to conduct a performance audit of the Attorney Disciplinary Board's activities. The Court and the Disciplinary Board have implemented many of the audit's recommendations.

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

- **Supervision of the Practice of Law.** During the period, the Court continued to maintain and improve its supervision of the practice of law by ensuring the quality, competency, and integrity of the bar admissions process, imposing sanctions in disciplinary matters, and requiring continuing legal education.
- **Encouragement of Pro Bono Activities.** The Court continues to encourage members of the bar to participate in pro bono activities. The Court has assisted the Louisiana State Bar Association (LSBA) in establishing a program for recruiting and training pro bono attorneys to counsel prisoners in capital post-conviction applications. The Court has also assisted the LSBA in its general efforts to recruit and train pro bono attorneys.
- **Permanent Disbarment.** Through amendments to the Rules for Lawyer Disciplinary Enforcement, the Court has 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 revocation of the privilege bestowed upon them of practicing law in Louisiana.

- **Attorney Fee Review Board.** The Legislature created the Attorney Fee Review Board (La. R.S. 13:5108.3 -13:5108.4) in 2001 to provide for the payment or reimbursement of legal fees and expenses incurred in the successful defense of state officials, officers, and employees, who are charged with criminal conduct arising from acts undertaken in the performance of their duties. Requests for payment or reimbursement of legal fees and expenses are evaluated on a case-by-case basis in accordance with the factors set forth in Rule 1.5 of the Louisiana Rules of Professional Conduct. As directed by law, the board has set a minimum hourly rate for legal fees of \$100 and a maximum hourly rate of \$400. Since its creation, the board has reviewed 11 requests for payment from exonerated state officials and employees, and has made written recommendations to the legislature concerning these requests.

Objective 5.1

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

Intent of Objective

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



Responses to Objective

- **Judicial Budgetary Control Board.** The Court, through the Judicial Administrator's Office, continued to staff and support the Judicial Budgetary Control Board in its efforts to obtain and manage the resources needed by the judiciary to fulfill its duties and responsibilities.
- **Legislative and Executive Branch Coordination.** The Court continued to communicate, coordinate, and cooperate with the legislative and executive branches of state government on all matters relating to the needs of the judiciary.
- **Judicial Budget and Performance Accountability Program.** The Supreme Court continued to engage in strategic planning, oversee performance monitoring and reporting, and promote judicial branch performance improvements pursuant to the provisions of the Judicial Budget and Performance Accountability Act (La. R.S.13:81 - 13:85).
- **Strategic Plans.** The Court continued to pursue implementation of its strategic plan. In addition, through its Judicial Administrator's Office, the Court monitors the implementation of the strategic plans of the courts of appeal, the trial courts, and the city and parish courts, and renders assistance to judges and administrators in these courts upon request.
- **Operational Plans and Performance Indicators.** The Court continued to prepare annual operational plans, which contain key objectives, performance indicators, and mission statements as required by statute.
- **Performance Audits.** The Court continued to sponsor performance audits of judicial programs. These audits have focused on a variety of topics such as district court compliance with the Americans with Disabilities Act, district court compliance with the Adoption and Safe Families Act, the performance of the Louisiana Attorney Disciplinary

Board, the performance of the Louisiana Judicial College, the functioning of the jury process, the performance and processes of the Mandatory Continuing Legal Education Committee, the performance of district courts with regard to key limited English proficiency practices, and the role and function of diversion programs in district courts. Audits dealing with issues relating to district court continuity of operations planning and district court information technology needs and capabilities were initiated during the period.

- **Judicial Compensation Commission.** The Court, through the Judicial Administrator's Office, continued to staff and support the work of the Judicial Compensation Commission, which was created in 1995. The commission studies judicial salaries and submits recommendations concerning these salaries to the legislature.
- **Compensation Plan and Human Resource Policies of the Supreme Court and the Courts of Appeal.** The Court, through its Judicial Administrator's Office, continued to staff, maintain, and develop the compensation plan and human resource policies for employees of the Supreme Court and the courts of appeal.
- **Judicial Employee Compensation.** The Court continued its efforts to secure adequate salaries, benefits, and other compensation and emoluments to each employee, as appropriate, as a means of retaining and attracting highly qualified staff.
- **Employee Retirement and Group Benefits.** The Court, through its Judicial Administrator's Office and Clerk of Court's Office, continued to ensure that all courts and all judicial employees were aware of how to access the benefits of their respective retirement and group benefit programs and are in compliance with the rules and regulations of such programs.
- **Supreme Court Facilities.** In 2004 the renovation of the 400 Royal Street building was completed, and the Supreme Court, the 4th Circuit Court



of Appeal, and a small office of the Attorney General moved into the new facilities. The new building was officially dedicated in a ceremony involving U.S. Supreme Court Justice Sandra Day O'Connor, Governor Kathleen Blanco, and other dignitaries. In the fall of 2005, the building sustained damage as a result of Hurricane Katrina. This damage was repaired and the Court returned to the building prior to the end of the year.

Objective 5.2

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

Intent of Objective

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

Responses to Objective

- **Case Management.** The Court, through its Clerk of Court, continued to maintain and expand effective case management techniques, including the development and operation of a state-of-the-art case management information system.
- **Fiscal Management.** The Court continued to require the Fiscal Office of the Judicial Administrator's Office and the Clerk of Court to manage the Court's fiscal resources efficiently and productively. A summary of fiscal workload is provided in Exhibit 3 at the end of this section.
- **Judicial Internal Auditor.** The Supreme Court maintains an internal audit function as a component of internal control with the objective of evaluating programs, policies, services, and activities administered by the Supreme Court and of promoting effective controls at a reasonable cost, resulting

in improved operations.

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

- **Internal Audit Committee.** The Court maintains an Internal Audit Committee consisting of three Justices who meet periodically with the Internal Auditor to provide oversight responsibilities as they relate to audits. Such oversight responsibilities include ensuring financial and programmatic reporting, instituting a process of internal controls process, and bringing independence and objectivity to the internal audit function.

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

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

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



Objective 5.3

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

Intent of Objective

Under 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 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 the constitutional authority to improve trial and appellate court performance. Furthermore, under the provisions of the Judicial Budget and Performance Accountability Act, the Court has a responsibility to ensure not only that strategic plans are developed but that they are implemented to improve judicial performance.

Responses to Objective

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

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



- **Uniform Commitment Document.** CMIS continued to work with the Louisiana District Judges Association and the Uniform Commitment Document Committee to develop and deploy a statewide-standardized commitment form for defendants sentenced to custody in the Department of Corrections. The committee has completed a sample version of the proposed document and is working to begin testing in judicial districts throughout Louisiana.
- **Case Management System Grants.** During the period CMIS awarded \$116,860 in federal grant funds to the Bossier and East Carroll district courts for the acquisition and installation of criminal case management systems for reporting criminal filing and disposition data.
- **Appellate Court Assistance.** The Supreme Court, through its Judicial Administrator's Office, and in association with the Conference of Appellate Court Judges, continued to support the courts' efforts to improve those aspects of the administration of justice identified in the Supreme Court and Courts of Appeal strategic plans.
- **Trial Court Assistance.** The Supreme Court, through its Judicial Administrator's Office, and in association with the Louisiana District Judges Association, continued to support the court's efforts to improve those aspects of the administration of justice identified in the strategic plans of the district courts or the Supreme Court. The Judicial Administrator's Office continued to assign a Deputy Judicial Administrator and other staff to meet the needs of district judges and to facilitate communication and coordination between the district judges, the Supreme Court and other bodies.
- **District Court Rules.** In October 2001, the Judicial Council of the Supreme Court created a committee to review local court rules in an attempt to achieve uniformity and predictability in the rules. The committee presented to the Court the final draft of the Court Rules and Appendices and

recommended their adoption and implementation. In 2002, the Court adopted the Louisiana District Court Rules, including appendices and numbering systems for Louisiana family and domestic relations courts and juvenile courts. The Court also established a Court Rules Committee, charged with receiving related comments and with making recommendations for proposed additional rules or amendments to these Rules. During FY 2002, the Judicial Council created the Family and Juvenile Rules Committee to develop and complete rules for juvenile and domestic courts. This committee completed its juvenile rules work in 2007 and was disbanded shortly thereafter. A new committee – the Committee on Family Court Rules of the Judicial Council – then was created in February 2009 to address the family rules. This committee's efforts are ongoing.

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

The SCDCO acts as the fiscal agent for federal TANF and state general funds, and provides fiscal and programmatic oversight to ensure local program compliance with all applicable state and federal laws and regulations. The SCDCO has promoted the institutionalization of drug courts within Louisiana by providing consultation, technical assistance and training to improve services and enhance professionalism. For information on the Drug Court Case Management System, please see the Supreme Court Data Gathering Systems section of this report. Information on the performance of drug court programs throughout the state is provided in Exhibit 4 at the end of this section.

- **Americans with Disabilities Act Assistance.** The Human Resources Division of the Judicial Administrator's Office has developed a comprehensive guide to the Americans with Disabilities Act



(ADA) for use by all courts, with special attention to the district courts. The Human Resources Division continued to assist courts with technical assistance relating to ADA compliance.

- **Delay Reduction and Case Management.** In 2004, the Judicial Council’s Task Force on Delay Reduction and Case Management completed its “Guidelines for Best Practices in Delay Reduction and Case Management,” a manual of materials indicating ways in which district courts may further reduce delays and improve case management. The Guidelines are available for reading and downloading on the Supreme Court’s website.
- **Task Force on Pro Se Litigation.** In 2004, the Judicial Council’s Task Force on Pro Se Litigation completed its “Guidelines for Best Practices in Pro Se Assistance,” a manual of materials indicating ways for district courts to plan, organize, and aid in the delivery of assistance to self-represented litigants. The guidelines contain background information on the extent of self-represented litigation in the nation, the legal authority for self-represented litigation, ethical guidelines for providing assistance, planning information, and information on available technologies. The guidelines are available for reading and downloading on the Supreme Court’s website. This work has been furthered by the creation of a Pro Se Task Force, the focus of which is to study the issue of self-represented litigants and to examine what steps can be taken to assist them.
- **Juvenile Court Assistance Program.** In association with the Louisiana Council of Juvenile and Family Court Judges, the Louisiana District Court Judges Association, and the Louisiana Parish and City Court Judges Association, the Supreme Court, through its Judicial Administrator’s Office, continued to support the district courts’ efforts to improve the juvenile courts. Those efforts include:
 - **Court Appointed Special Advocate (CASA) Assistance Program.** The purpose of the CASA Assistance Program is to promote

timely placement of foster children in permanent, safe and stable homes by assisting local courts in determining the best interests of the children. Local CASA programs recruit, screen, train and supervise community volunteers to advocate for children in accordance with National CASA standards. The CASA Assistance Program administers federal TANF funds and state general funds as appropriated annually by the legislature to support local CASA services. The Supreme Court provides fiscal and program accountability through detailed monthly financial and program activity reports and site visits, as well as independent audits at both the local program and state level.

In FY 2009-2010, 17 local CASA programs (and the Louisiana CASA Association) served 3,384 TANF verified abused and neglected children, appointed from courts in 33 Judicial Districts across Louisiana, and more than 1,448 CASA children were permanently placed.

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

During the period 2009- 2010, FINS local program staff processed more than 11,000 informal complaints and completed data collection using both paper and electronic forms. FINS-AP is continuing to partner with the Louisiana Model’s for Change sites and other juvenile justice stakeholders, and is working to aggregate and analyze data to identify services and develop best practices that provide alternatives to court



intervention for children and families engaged in the FINS informal process.

- **Integrated Juvenile Justice Information System (IJJIS).** The Judicial Administrator’s Office completed development of an Integrated Juvenile Justice Information System (IJJIS), which is designed to provide courts exercising juvenile jurisdiction with enhanced case management and data collection capabilities. The IJJIS is fully operational in Caddo Parish Juvenile Court, deployed in part in other jurisdictions, and planned for gradual statewide implementation subject to availability of funding. For further information, please see the Supreme Court Data Gathering Systems section of this report.
- **Juvenile Justice Implementation Commission.** The staff of the Judicial Administrator’s Office continued to support efforts outlined in the juvenile justice reform provisions of Act 1225 and HCR 56 of 2003 as well as HCR 245 of 2010.
- **Task Force on Legal Representation in Child Protection Proceedings.** The Task Force on Legal Representation in Child Protection Proceedings continued to oversee implementation of the new statewide system for providing qualified legal representation of abused and neglected children and their indigent parents in child protection cases. A Deputy Judicial Administrator continued to staff the Task Force and administer funding provided by the Department of Children & Family Services for dissemination through the Louisiana Bar Foundation to regional Legal Services Corporations for representation of children in districts not served by the Child Advocacy Program of the Mental Health Advocacy Service.
- **Court Improvement Program.** The Court Improvement Program (CIP) is now administering three federal grants: a main grant, a training grant, and a data and technology grant. CIP

work during the period under the main grant included improving permanency outcomes for older youth in foster care, studying disproportionate representation of minorities in the child welfare system, enhancing the children’s law website (www.clarola.org), supporting the systemic improvement in representation of parents and children in child in need of care cases, and the establishment by the Supreme Court of a CIP Judicial Fellowship, whereby a retired judge with expertise in child in need of care proceedings serves as a liaison from the Court Improvement Program to the judiciary. In addition, the Essential Judicial Functions bench book for judges was revised and updated to improve court performance in child in need of care cases.

Under the training grant, ten child welfare stakeholder training sessions were conducted across the state, facilitated by the Louisiana CASA Association. In addition, CIP co-sponsored the annual multi-disciplinary statewide “Together We Can” conference in Lafayette, which was integrated with the annual statewide CASA conference. Attendance at the conference numbered more than 400 child welfare professionals, including judges, attorneys for children and indigent parents, social workers, CASAs, treatment providers, law enforcement representatives, educators, and other stakeholders.

The data and technology grant supported the continued enhancement and implementation of the IJJIS-CINC case management data system to local courts and promotes data sharing by and between the state child welfare agency and the courts.

- **Other Programs.** In association with the Louisiana Council of Juvenile and Family Court Judges, the Louisiana District Court Judges Association, and the Louisiana City Court Judges Association, the Judicial Administrator’s Office continued to develop, maintain, and implement new programs for improving the process-



ing of juvenile and family court cases. Uniform Rules for Louisiana District courts have been developed to include Title V Rules for Juvenile Proceedings.

The Judicial Administrator's Office also continued to develop, implement and maintain other programs for improving those aspects of the administration of juvenile justice as may be identified in the strategic plans of the Supreme Court, the courts of appeal, the district courts, and the city and parish courts.

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

- **Cases Under Advisement.** The Supreme Court, through the Judicial Administrator's Office, continued to generate reports on and enforce court rules, orders and policies relating to cases under advisement as a means of improving district court performance.
- **Judicial Assignments.** The Judicial Administrator's Office continued to assist the Court in the exercise of its constitutionally conferred assignment authority. Through the promulgation of hundreds of court orders, which assign sitting and retired judges to over-burdened courts and time-consuming and difficult cases throughout the state, the administration of justice is advanced and litigants' access to justice ensured.

During the period 2007 - 2010, the office processed the following orders:

2007 - 1,900 orders
2008 - 2,122 orders
2009 - 2,105 orders
2010 - 2,206 orders

- **General Counsel.** The Supreme Court General Counsel's Office consists of the General Counsel and two staff attorneys who research legal issues

involving the administration of justice. Additional staff of the General Counsel's Office assisted the Court in preparing and promulgating orders amending court rules and appointing judges, attorneys and citizens to various court and court-related committees and boards.

Objective 5.4

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

Intent of Objective

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

Responses to Objective

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

- Conducted new employee orientations.
- Participated in trainings for new judges.
- Coordinated and participated in Supreme Court management and employee training.
- Performance evaluation forms were revised for easier use as part of an ongoing process involving input from managers and department heads.
- As part of the consolidation and update of the computer programs for handling Court business services and human resource matters, the division completed system requirements for HR/Payroll and programmed and built the HR/Payroll system. The division also completed the conversion of 1,880 employee records and 1,100 positions in the State appellate courts and judgeships.
- Coordinated with the Chief Justice's Office the freeze on filling Court positions.
- Provided consultative assistance to lower courts, upon request, with regard to matters such as recruitment, policy development and administration,



disciplinary matters, and employee training.

- Coordinated Employee Recognition Program awards and ceremony.
- Provided consultation to managers and prepared documentation for disciplinary actions and performance improvement plans as necessary.
- Participated in the selection process for most vacancies. Efforts involved designing the selection process, reviewing resumes, selecting interview candidates, interviewing candidates, conducting reference checks, and writing recommendation memorandums.
- Reviewed resumes to determine appropriate hire rates for numerous positions at the Supreme Court and courts of appeal.
- Maintained human resource database for appellate courts.
- Coordinated new hires, pay changes, etc., with payroll department.
- Conducted a monthly review of employees' time sheets and calculated leave usage as well as earned annual, sick, and compensatory leave.
- Developed agenda and reports for the Human Resources Committee (new jobs, pay plan, pay studies, reclassifications, etc.)
- Developed or revised policies governing the appellate and the Supreme Court personnel system.
- As part of an ongoing initiative, reviewed 215 performance evaluations for consistency of ratings.

Objective 6.1

To promote and maintain judicial independence.

Intent of Objective

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

Responses to Objective

- **Supreme Court Leadership.** The Court continued to assert separation of powers and the need for judicial independence in its communications with the other branches of state government and in its releases to the media.

Objective 6.2

To cooperate with the other branches of state government.

Intent of Objective

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

Responses to Objective

- **Intergovernmental Liaison.** The Court has appointed a Justice to be the primary liaison between the Court and its various external governmental partners. This Justice is assisted by a Deputy Judicial Administrator, who has responsibility for monitoring legislation and communicating with both legislative and executive branch officials and staff. In addition, the Chief Justice and other Justices, together with the Court's Judicial Administrator, Clerk of Court and their respective staffs, have responsibilities for coordinating, collaborating and communicating with executive and legislative branch officials on specific projects and inquiries.
- **Cooperation with the Other Branches of State Government.** The Court continued to cooperate with the Governor's office, representatives from executive branch agencies, and the Legislature,



as necessary and appropriate, on a variety of committees, projects and initiatives.

- Cooperation with Other Justice Agencies.**
 The Court continued to cooperate with numerous justice associations and agencies, and to promote, as appropriate, programs that advance the administration of justice.

ACTIONS, COMPLAINTS AND DISPOSITIONS OF THE JUDICIARY COMMISSION BY CALENDAR YEAR, 2007-2010~Exhibit 1

	2007	2008	2009	2010
Requests for Information	561	378	426	460
Number of Complaints Received and Docketed	531	609	664	586
Number Screened Out	384	354	396	408
Remaining Cases Reviewed	147	255	268	178
Number Requiring In-Depth Investigation	54	92	30	26
Number of Formal Charges	10	8	1	14
Number of Judges with Formal Charges	6	8	1	14
Cases Disposed Of	579	563	690	526
Cases Pending	206	255	274	338

COMPLAINTS FILED AGAINST LAWYERS AND DISPOSITIONS OF ATTORNEY DISCIPLINARY BOARD BY CALENDAR YEAR, 2007-2010~Exhibit 2

	2007	2008	2009	2010
Number of Complaints Filed Against Lawyers	3,127	3,101	3,168	3,240
Number of Complaints Filed Against Lawyers Resolved or Disposed of in That Calendar Year	3,081	3,201	3,105	3,565



INDICATORS OF FISCAL WORKLOAD BY FISCAL YEAR, 2007-2010-Exhibit 3

INDICATOR	YEAR		
	2007-2008	2008-2009	2009-2010
Number of Vendors	3,804	4,060	4,213
Accounts Payable Dollar Amount	\$66,365,640	\$61,879,214	\$67,536,544
Number of Checks Processed for Accounts Payable	8,714	9,008	8,951
Payroll Dollar Amount	\$56,778,003	\$58,902,274	\$61,828,147
Number of Checks Processed for Payroll	10,672	11,302	11,350

LOUISIANA SUPREME COURT DRUG COURT PROGRAM STATISTICS, BY FISCAL YEAR, 2007-2010-Exhibit 4

STATISTICS	2007 - 2008	2008 - 2009	2009-2010
Cumulative Number of Courts ¹	47	48	47
Number of Judicial Districts Served	26	26	25
Total Clients Served/Month ²	3,109	3,353	3,213
Drug-Free Babies Born ³	63	52	20
Total Graduates ⁴	795	988	885
Sources/Notes:			
1. SCDCO Calendar Year Survey/Office of Behavioral Health			
2. SCDCO End of Fiscal Year Count			
3. SCDCO Calendar Year Survey/National Drug Court Institute Survey			
4. SCDCO Calendar Year Survey/Office of Behavioral Health			





PERFORMANCE REPORTS:

**PERFORMANCE OF THE
COURTS OF APPEAL**

PERFORMANCE OF THE COURTS OF APPEAL

INTRODUCTION

The chief judges of the five courts of appeal adopted the Strategic Plan of the Courts of Appeal in 1999. The Supreme Court approved the plan the same year. The plan was reviewed in 2005 and 2010.

The goals and objectives of the Strategic Plan of the Courts of Appeal reflect the Court of Appeal Performance Standards which have been adopted by the Supreme Court.¹

The information comprising the “Intent of the Objective” sections of this report was taken primarily from “Appellate Court Performance Standards and Measures,” a joint publication of the National Center for State Courts and the State Justice Institute. The information presented in the “Responses to the Objective” and “Major Strategies Initiated or Completed” sections of this part of the report was compiled from responses of each court of appeal to a survey of chief judges, which was prepared by the Supreme Court Judicial Administrator’s Office and distributed to the courts of appeal during the spring of 2011.

COURTS OF APPEAL OBJECTIVES

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

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



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



Objective 1.1

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

Intent of the Objective

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

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit set specific five-judge days on the annual calendar adopted each court year.
- **Second Circuit Court of Appeal.** The Second Circuit reported that promoting interaction of panel members to achieve unanimity in decision making was a regular, ongoing activity, utilizing pre- and post-argument conferences and written reading memoranda.
- **Third Circuit Court of Appeal.** The Third Circuit reported that, in its random allotment of assigning appeal panels, it tried to ensure that each judge sits with each of the other judges at least once, and no more than twice, with any judge in a calendar year. The court also provided for random allotment assignment to supervisory writ panels.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit expedited priority matters by assigning them to five-judge panels from the outset, thereby avoiding the time delays inherent when a matter had to be set for re-argument. It also adopted a special

internal rule for local elections cases requiring five-judge panels, rather than three-judge panels. The court also established a local rule that rehearing applications shall be heard by the court en banc. The court also upgraded its online appeals program, providing enhanced and expedited intra-panel interaction along with online access to court filings.

Objective 1.2

To develop, clarify, and unify the law.

Intent of the Objective

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

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit reported that its document management system allowed judges and staff to electronically search and review internal reports and prior decisions, both published and unpublished, to ensure uniformity in First Circuit decisions.
- **Second Circuit Court of Appeal.** The Second Circuit reported that members of the court participated in continuing legal education seminars presented by the Second Circuit Judges' Association. At the seminars the appellate court judges discussed issues of law and procedure with trial court judges and their legal staff. A judge of this court presently serves as president of the Association. The court continued efforts to provide qualified legal support staff, cost effective electronic legal research, and pre- and post-argument conferences to promote collegiality and unanimity in the decision



process.

- **Third Circuit Court of Appeal.** The Third Circuit again sponsored the Recent Developments Seminar for district and city judges as part of the annual Third Circuit Judges' Association meeting. The court also put on its annual August seminar for judges and their law clerks. Judges of the Third Circuit also participated in recent development seminars for the local bar associations of Lafayette, Marksville, Leesville, Alexandria, and the Southwest Louisiana Bar Association.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit redesigned and rewrote a new online case management system which allowed users more accessibility to published and unpublished decisions and the ability to download data and navigate related reference documents. The court also posted its internal rules governing practices and procedures on the internal website. The court conducted an in-house opinion writing seminar for central staff, law clerks, and judges, and provided ongoing professional developmental training for judges and staff.

Objective 1.3

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

Intent of the Objective

The courts of appeal of Louisiana, pursuant to state constitutional provisions and legislative acts, are often the designated forums for the determination of appeals, writs, and original proceedings. These proceedings sometimes affect large segments of the population

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

Responses to the Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit utilized a rotating system of duty judges each week. The staff of the Second Circuit always has access to a panel of judges.
- **Third Circuit Court of Appeal.** The Third Circuit adopted Internal Rule 22 in 2007 to provide a process for expedited consideration of cases relating to disasters such as Hurricanes Rita and Katrina. The court previously adopted internal rules to ensure that certain expedited children's cases are placed on the next available docket after briefing is completed. The court also noted that prior to lodging, all appeals and writs are examined by staff for the need to be expedited and civil appeals are additionally reviewed for jurisdictional flaws. Special reports are utilized to track expedited criminal writ applications as well as civil writ applications. This court also adopted and posted a caseflow management plan on the website, to inform attorneys and the public of the deadlines and timelines associated with the appellate process.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit continued to give priority to juvenile cases and applied Internal Rule 37, Emergency Writ Applications, and Internal Rule 18, Motion for Expedited Appeal, to address the court's strategic goals in this area. In addition, the clerk's office examined petitions and applications to assist in meeting required timelines and added a tickler system to the appeals system for automatic notifications and manual messaging.
- **Fifth Circuit Court of Appeal.** The Fifth



Circuit formed a committee of judges to examine procedures and practices in the Clerk’s office and in the Central Staff.

Objective 2.1

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

Intent of the Objective

The courts play a major role in our constitutional framework of government by ensuring that due process and equal protection of the law, as guaranteed by the federal and state constitutions, have been applied fully and fairly throughout the judicial process. The rendering of justice demands that these fundamental principles be observed, protected, and applied by giving every case sufficient attention and deciding cases solely on legally relevant factors fairly applied and devoid of extraneous considerations or influences. The integrity of the entire court system rests on its ability to fashion procedures and make decisions that afford each litigant access to justice. The constitutional principles of equal protection and due process are, therefore, the guideposts for the procedures and decisions of the courts of appeal.

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit continued sending a courtesy “exhibits missing” notification to counsel with the notice of lodging, to eliminate unnecessary delay and ensure the record is completed for court review.
- **Second Circuit Court of Appeal.** The Second Circuit continued to employ qualified legal support staff and provide adequate automated / electronic legal research tools. It also developed, and continues to enhance, a court website. The

court also continued internal practices of pre- and post-argument conferences, written memoranda, and draft opinion circulation to promote adequate consideration of each case. Members of the court actively participate in the Uniform Rules Committee to ensure rules are reviewed on an annual basis, and the court’s website serves to inform the bar and the public of any changes in the rules and procedures. The court also reported that information regarding the legislative consideration for reappointment of the appellate courts was distributed to the Clerk of Court and all judges by a judge who serves on the sub-committee.

- **Third Circuit Court of Appeal.** The Third Circuit produced the Handbook of Louisiana Courts of Appeal, Third Circuit Procedure, and posted the handbook on its website. The manual is intended to aid attorneys on their appellate work. The court also produced and provided on its website a manual to help litigants not represented by counsel in filing writ applications and appeals. The manual, updated this year, has greatly improved the ability of pro se litigants to provide the court with necessary documentation and to conform to the Uniform Rules. The Third Circuit also revised its Manual for the Production of Appellate Court Records and distributed it to all district court, city court, and worker’s compensation clerks who prepare appellate records. A seminar for all district court, city court, and worker’s compensation clerks who prepare appellate records is planned for next year.

The Third Circuit continued to post its internal rules on the court website to keep the public and attorneys apprised of any internal rule changes. It also posted all current and upcoming dockets and published opinions from the court on the website.

- **Fourth Circuit Court of Appeal.** The Fourth Circuit supported continuing legal education for legal support staff. The court enhanced the research capabilities of judges and legal personnel through internal technology advances and maintenance of its contract with West Publishing. The court also



redesigned and wrote new document collaboration software for integration into the case management system.

- The court posted opinions, dockets, and case results on its website, discussed changes in law and procedure during en banc meetings, and issued rules and memos as necessary to implement the changes. In addition, the Clerk of Court participated in meetings with other clerks.

Objective 2.2

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

Intent of the Objective

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

Response to the Objective

In addition to the responses provided in Exhibit 6, the

courts of appeal reported the following:

- **Second Circuit Court of Appeal.** The Second Circuit continued to promote quality control of all opinions through a formal opinion circulation process, exchange of editorial comments, and review for compliance with Rule 2-16.
- **Third Circuit Court of Appeal.** The Third Circuit updated its citation handbook to ensure that the citations and form of court opinions are uniform. The court continued to follow the publication guidelines established by Rule 2-16.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit reported that en banc meetings included discussions led by the Uniform Rules Committee. The court also continued to use internal standardized forms. The court sponsored an in-house continuing legal information seminar on judicial opinion writing for legal staffs and judges and continued to provide external, ongoing professional developmental training for judges and court staff.

Objective 2.3

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

Intent of the Objective

The designation of judicial opinions as precedential authority is essential to achieving clarity and uniformity in the development of the law. The publication of these opinions provides an easy way for interested parties to ascertain the holdings of the court and the rationale for its findings, thereby promoting understanding of the law and reducing confusion.

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit posted all opinions to the court's website and



distributed all opinions to subscribers.

- **Second Circuit Court of Appeal.** The Second Circuit continued its efforts to ensure cases are designated for publication or not designated for publication, in compliance with the standards set forth in Uniform Rule 2-16.2 and 2-16.3.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit enhanced the website used by attorneys and created a special ad hoc criminal justice committee to assist lower tribunals and address issues of concern.

Objective 2.4

To resolve cases expeditiously.

Intent of the Objective

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

Responses to the Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit reduced its backlog of all cases and reduced time delays from lodging to docketing to just over four months. The delay from docketing to disposition averaged 44 days. The court has reduced the number of extensions to file briefs, resulting in expeditious docketing. The court expedited

all juvenile and custody matters to the first available docket after a reduced 30-day briefing period. The court has an internal formal procedure for reporting on the status of cases pending without disposition for over 60 days.

- **Third Circuit Court of Appeal.** The Third Circuit reported that it is current in hearing and rendering decisions on appeal and writ applications, with little or no backlog. The Chief Judge continued to receive timely and accurate monthly reports on the status of any holdover cases, including appeals and writ applications, and monitored these cases closely through communication with the individual judges. The court continued to utilize its "judges' bulletin board," a computerized case and opinion tracking program, which reflects if a case is held over and which acts as a constant reminder to each judge as to the status of each case. The court also continued to maintain a full-time paralegal on its criminal staff, who worked with district courts and court reporters to ensure timely and proper filing of records and supplementation of the records, if needed.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit enhanced the installed automated case management information system, sponsored an in-house continuing legal education seminar on judicial opinion writing for legal staffs and judges, and continued to provide external, ongoing professional development training for judges and court staff. An internal rule on case management guidelines was established.

Objective 3.1

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

Intent of the Objective

Making courts accessible to attorneys and to the public protects and promotes the rule of law. Confidence in the review of the decisions of lower tribunals is promoted when the appellate court process is open, to the



fullest extent reasonable, to those with an interest in a matter.

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

The cost of litigation can limit access to the judicial process. When a party lacks sufficient financial resources to pursue a good-faith claim, provisions should be made to minimize or defray the costs associated with the presentation of the case. Physical features of the courthouse can constitute formidable barriers to persons with disabilities who want to observe or participate in the appellate process. Accommodations should be made so that individuals with speech, hearing, vision, cognitive, or physical impairments can participate in the court's processes.

Responses to the Objective

In addition to the responses provided in Exhibits 9 through 14, the courts of appeal reported the following:

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

The court also issued press releases for riding circuit, informed the public of the date, time and location of hearings, and began installation of an emergency generator to power the entire courthouse in the event of electrical failure.

- **Second Circuit Court of Appeal.** The Second Circuit developed a pro se manual and made it available on the court website and in printed form. The court enhanced the services provided through its website to include checklists for filings,

information regarding the adoption of new court rules, changes in procedures, fees, and West's Rules of Court. The court participated in Americans with Disabilities Act physical accessibility surveys through the Office of State Buildings and continued to take a pro-active approach to ensure physical accessibility to all citizens. The court continued to review its internal procedures and policies to promote equal accessibility to all services.

The court developed and continues to use an email listserve to notify subscribers to opinions rendered and of emergency closings, and published the docket and court calendar on its website.

The court planned a safety audit for 2011 that will address courthouse security. In accordance with the state's Office of Risk Management, the court maintained a general safety plan and an emergency preparedness handbook and practiced evacuation procedures.

- **Third Circuit Court of Appeal.** The Third Circuit posted its *Pro Se Manual* and *Handbook of Louisiana Court of Appeal, Third Circuit Procedure* on its website. The court also posted appellate brief and supervisory writ checklists to aid litigants in appellate procedure. The court also posted published and unpublished decisions on its internet site and created a retention schedule for writ applications and appeal files.

The court has adopted an ADA policy and posted the policy on its website as well as posting signs concerning the ADA within the Courthouse building.

- **Fourth Circuit Court of Appeal.** The Fourth Circuit reported that the Clerk of Court's office continued to answer procedural questions and used its website to inform the public. The court reached out to the community with information regarding riding the circuit and invited students, new law school graduates, and bar associations to the courthouse to attend oral arguments, discuss procedures, tour, and attend special events.

The court continued to maintain a full-time, native



Spanish-speaking employee in the Clerk’s office and provided for other interpreters when required. Court facilities continued to be in compliance with the Americans with Disabilities Act and the Court maintained procedures to informally and formally resolve issues that may be brought to the attention of the court.

The court is located in a 24-hour secure, controlled access building. Although the Supreme Court maintained closed circuit security cameras and metal detectors at the courthouse, the Fourth Circuit Security Chairman continued building security coordination.

The court also worked closely with Fifth Circuit regarding disaster recovery, designed and installed new disaster recovery solutions, and completed installation of a new data center at the disaster recovery site in Shreveport.

- **Fifth Circuit Court of Appeal.** The Fifth Circuit continued to assist in providing an interpreter upon an attorney’s request. The court also conducted emergency evacuation drills.

Objective 3.2

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

Intent of the Objective

The decisions of the courts of appeal are public records. The courts of appeal should ensure that their decisions are made available promptly to litigants, judges, attorneys, and the public, whether in printed or electronic form. Prompt and easy access to decisions reduces errors in other courts due to misconceptions regarding the position of the courts.

Responses to the Objective

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

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

Second Circuit continued efforts to provide timely decisions to the public and bar by providing the decision to three publishing companies and placing them on the court’s website. News releases were also forwarded to all media and placed on the court’s website. The court invited schools to tour the courthouse facility, opened the courthouse to community groups, and provided information to the public about the court and its judges.

- **Fourth Circuit Court of Appeal.** The Fourth Circuit published opinions of the court on the court website and also made them available in printed format.

Objective 3.3

To inform the public of court operations and activities.

Intent of the Objective

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

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit posted information to the “Announcement” section of the court website.
- **Second Circuit Court of Appeal.** The Second Circuit participated in an internship program (“shadowing”) to support and encourage law students by exposing them to the appellate process. Second Circuit judges also hosted meetings and receptions with foreign judges to discuss and exchange information on the American legal system.



- **Third Circuit Court of Appeal.** The Third Circuit published news releases on its website and sent notices providing coverage of the circuit to local papers and television stations.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit reported that, among other outreach activities promoted by the court, circuit judges participated as trainers, program speakers, panelists, and moot court judges.

Objective 3.4

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

Intent of the Objective

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

Responses to the Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit judges took an active role in local and state bar functions, including continuing legal education seminars that include professionalism and ethics. Judges also donated their time teaching groups such as law enforcement officers, trial judge associations, clerks of court, legal secretaries and paralegals. The judges also exchanged ideas with trial judges through the Second Circuit Judges' Association on a continuing basis, providing continuing legal education through programs focused on promoting cooperative efforts of trial and appellate judges.
- **Fourth Circuit Court of Appeal.** The Fourth

Circuit provided judges and court staff with ongoing professional development training on ethics and professionalism as well as other related professional training courses.

Objective 4.1

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

Appellate courts were not surveyed regarding this objective in 2009-2010. Information regarding appellate courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 4.2

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

Intent of the Objective

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

Responses to the Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit reached the design phase of a new case management system. E-filing and e-notification are important components of the new system. The goal of the new system is to meet caseload demands and ensure the efficient, timely disposition of cases.
- **Third Circuit Court of Appeal.** The Third



Circuit installed or maintained scanners and microtaping equipment, installed or maintained an automated security system, and developed, installed or maintained an automated case management system.

- **Fourth Circuit Court of Appeal.** The Fourth Circuit moved its data center from a traditional data center to a virtual environment, consolidating the data center from 30 physical servers to three physical servers using virtualization technology. The court also “greened” its network environment by using more energy-efficient equipment and virtualization technology.

Objective 4.3

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

Intent of the Objective

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

Responses to the Objective

In addition to the responses provided in Exhibit 19, the courts of appeal reported the following:

- **Second Circuit Court of Appeal.** The Second Circuit reported that its Clerk of Court participated in the educational program presented to

trial courts by the Louisiana Clerk’s Institute. The program addressed appellate court issues involving record preparation, transcripts, and exhibits. The Clerk’s office provided one-on-one instruction for preparation of appellate records and spoke to trial court clerks on a daily basis regarding specific issues and/or problems regarding record preparation.

- **Third Circuit Court of Appeal.** The Third Circuit provided the district clerks and worker’s compensation clerks with a manual on how to prepare appellate records. The Third Circuit Judges’ Association addressed recent developments within the circuit at the annual meeting and a seminar in August.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit created a special ad hoc criminal justice committee to assist lower tribunals and address issues of concern. The court also maintained its membership in the Fourth and Fifth Judges’ Association and served on the Louisiana District Judges’ Association’s Extension of Lawyers Assistance Program Committee.

Objective 4.4

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

Intent of the Objective

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



Responses to the Objective

In addition to the responses provided in Exhibit 20, the courts of appeal reported the following:

- **Second Circuit Court of Appeal.** The Second Circuit continued to meet this objective through the Chief Judge's participation in the Human Resource Committee. By serving on this committee, he took an active role in the appellate court's application of uniform and fair employment practices. The Clerk of Court obtained and continues to obtain additional training on these subjects through state and national clerk of court associations and judicial administrator organizations. The Clerk also participated in classes to earn certification in Judicial Administration.
- **Third Circuit Court of Appeal.** The Third Circuit utilized a document management system. All incoming records including transcripts, briefs, pleadings, correspondence, opinions, applications to the Supreme Court, dockets, and worksheets, were scanned into this system. Once the papers were scanned, the documents were reviewable from the computer by anyone in the court authorized to use the system. The strategy is to have complete access to all documents at the office or at home. An authorized user was able to perform sophisticated searches within the system, including documents and transcripts. Eventually all past criminal memoranda and certain civil memoranda will be scanned into the system with the opinions of this circuit and the other circuits for convenient access. In the next several years the system hopefully will be integrated into a new case management system for e-filings of writs and briefs.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit continued to maintain internal rules that provide personnel policies and procedures related to fair employment practices and continued to provide internal and external ongoing professional developmental training.

Objective 5.1

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

Intent of the Objective

For the judiciary to be fair and impartial, it should develop and maintain its distinctive and independent status as a separate, co-equal branch of state government. It also must be conscious of its legal and administrative boundaries and be vigilant in protecting them.

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

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit participated in the Case Flow and Reconfiguration Committee for the Courts of Appeal.
- **Second Circuit Court of Appeal.** Members of the Second Circuit actively participated in the Louisiana Conference of Court of Appeal Judges and worked closely to monitor legislative activity that adversely impacts the judiciary. The court also participated in outreach programs, working with local school and community groups.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit continued positive relationships with local and state officials while maintaining an independent judiciary and its judges continued to partici-



pate on local, state and national boards and committees.

Objective 6.1

To conduct operational planning by the Operational Planning Team.

Intent of the Objective

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

Responses to the Objective

The Courts of Appeal were not surveyed regarding this objective in 2009-2010.

Major Strategies Initiated or Completed in FY 2009-2010.

- **First Circuit Court of Appeal.** The First Circuit reported that budget issues were at the forefront of items the Court addressed in FY2009-2010. The court took the following actions to address the budget situation:
 - 1) Instituted a voluntary “E-Notification” program whereby documents from the Clerk’s Office are sent via email rather than by postage-paid U.S. mail.
 - 2) Started working on an E-Clerk’s pilot project to allow credit cards to be accepted over the counter for filing fees and copy fees and to allow case records to be ordered on CD for a reasonable fee via the court’s website. The CD serves in lieu of the litigants paying UPS C.O.D. shipping costs to borrow the hard copy of the case record.
 - 3) Reduced library subscriptions for hard copy books and enhanced on-line legal research capability.

4) Down-sized copiers/printers to save significant annual costs.

- **Second Circuit Court of Appeal.** The Second Circuit is especially proud of its 2009-2010 advances in the area of information technology. Major upgrades were made to both software and hardware, including replacement of outdated servers. The development of a new electronic case management system by an in-house programmer was an exciting development. These developments have and will increase efficiency, accuracy, and uniformity in rendering rulings and opinions.
- **Third Circuit Court of Appeal.** The Third Circuit reported that the information technology department worked on a new case management program to facilitate e-filing in the future. The court also replaced all employee computers.
- **Fourth Circuit Court of Appeal.** The Fourth Circuit added document archiving for all documents entering and leaving the court. Through document archiving, a repository of case-related documents is created that can be queried and displayed for each case. All documents leaving the court, i.e. opinions, writs, orders, and emails, were converted to the most secure .pdf file format with password protection to ensure that the documents may not be modified.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit created a Policies and Procedures Committee among the judges to review all court, clerk of court, and central staff policies and procedures. The committee will recommend changes to the bench with the intent of making the court more compliant and user friendly. Also, all desktop work stations were upgraded and office productivity software was upgraded to Office 2010.



ACTIONS TAKEN IN FY 2009-2010 TO PROVIDE A REASONABLE OPPORTUNITY FOR MULTI-JUDGE REVIEW OF DECISIONS MADE BY LOWER TRIBUNALS-Exhibit 1

Objective 1.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Controlled absences of judges from docketed hearings	Maintained sufficient staff to support greater opportunities for multi-judge review	Scheduled five-judge hearing days to provide greater multi-judge review	Improved random allotment through better manual procedures	Improved random allotment through programmed electronic devices	Controlled recusal	Initiated or maintained systems for tracking appeals and writs by type and comparing the numbers year-by-year	Other
APPELLATE COURT										
1		✓		✓	✓	✓		✓	✓	✓
2		✓								✓
3		✓		✓	✓		✓	✓	✓	✓
4		✓	✓	✓	✓		✓	✓	✓	✓
5		✓		✓			✓		✓	
TOTALS	0	5	1	4	3	1	3	3	4	4

ACTIONS TAKEN IN FY 2009-2010 TO DEVELOP, CLARIFY, AND UNIFY THE LAW-Exhibit 2

Objective 1.2	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Obtained or maintained sufficient legal resources to facilitate the clarification, harmonization, and development of the law	Developed or maintained specific strategies for encouraging and promoting effective collegiality among judges	Created or maintained a docket management system for electronically searching prior decisions	Used pre-and post-argument conferences	Conducted discussions between trial court judges and appellate court judges regarding issues of law	Developed or updated a standardized form of opinions	Other
APPELLATE COURT									
1		✓	✓		✓				✓
2		✓	✓	✓	✓	✓	✓		✓
3		✓	✓	✓	✓	✓	✓	✓	✓
4		✓	✓	✓	✓	✓		✓	✓
5		✓	✓	✓	✓	✓		✓	
TOTALS	0	5	5	4	5	4	2	3	4



**ACTIONS TAKEN IN FY 2009-2010 TO DETERMINE EXPEDITIOUSLY THOSE
PETITIONS AND/OR APPLICATIONS FOR WHICH NO OTHER ADEQUATE
OR SPEEDY REMEDY EXISTS--Exhibit 3**

Objective 1.3	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Established a committee of the clerk's office and/or central staff to address the routing, communication, and disposition of issues associated with emergency or expedited writ applications	Created or continued a special screening process at the time of lodging to identify petitions/applications warranting expeditious processing	Created or maintained summary docketing procedures	Created or maintained a special panel of judges to hear expedited cases	Created or maintained a system of duty judges	Developed or maintained a request form for ensuring that applications requesting expeditious treatment meet all rule requirements	Other
APPELLATE COURT									
1		✓	✓	✓		✓	✓		
2		✓		✓			✓		✓
3		✓		✓	✓	✓		✓	✓
4		✓	✓	✓	✓	✓	✓		✓
5		✓		✓			✓	✓	✓
TOTALS	0	5	2	5	2	3	4	2	4



ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THAT ADEQUATE CONSIDERATION IS GIVEN TO EACH CASE AND THAT DECISIONS ARE BASED ON LEGALLY RELEVANT FACTORS-Exhibit 4

Objective 2.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Obtained or maintained sufficient staff to ensure that adequate consideration is given to each case	Improved docketing and scheduling of cases	Developed or maintained appellate guidelines to promote efficiency and effectiveness in the court's consideration of appeals and writs	Sponsored a "records preparation seminar" to assist district courts in properly processing appeals, meeting deadlines, and reducing errors that might delay the lodging of the record	Had weekly writ conferences	Had pre- and post-argument conferences	Other
APPELLATE COURT									
1		✓	✓	✓	✓	✓	✓		✓
2		✓	✓				✓	✓	✓
3		✓	✓	✓	✓			✓	✓
4		✓	✓	✓	✓			✓	✓
5		✓	✓		✓			✓	
TOTALS	0	5	5	3	4	1	2	4	4

ACTIONS TAKEN IN FY 2009-2010 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE-Exhibit 5

Objective 2.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Designed a person/committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
APPELLATE COURT						
1		✓	✓	✓	✓	
2		✓	✓			✓
3		✓	✓			
4		✓	✓	✓	✓	✓
5		✓		✓	✓	
TOTALS	0	5	4	3	3	2



ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THAT THE DECISIONS OF COURTS OF APPEAL WERE CLEAR AND THE FORM OF THE OPINION WAS CONTROLLED BY RULE 2-16 OF THE UNIFORM RULES - Exhibit 6

Objective 2.2	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or implemented a new rule outlining the appropriate use of full opinions, memorandum opinions, and per curiam opinions	Instituted or maintained special procedures to verify the accuracy of opinions in terms of substance, grammar, and citations	Encouraged or sponsored programs enabling judges and attorneys to approve their legal writing skills	Established standard terminology for reporting summary and dispositive language used in the court	Other
APPELLATE COURT							
1		✓	✓	✓	✓		
2		✓					✓
3		✓		✓	✓	✓	✓
4		✓		✓	✓		✓
5		✓		✓	✓		
TOTALS	0	5	1	4	4	1	3

ACTIONS TAKEN IN FY 2009-2010 TO PUBLISH THOSE OPINIONS THAT DEVELOP, CLARIFY, OR UNIFY THE LAW-Exhibit 7

Objective 2.3	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or maintained standards for publication	Met with district judges to address their concerns regarding the publication of opinions	Posted unpublished opinions to the court's website	Distributed unpublished opinions to subscribers	Other
APPELLATE COURT							
1		✓	✓		✓	✓	✓
2		✓			✓	✓	✓
3		✓	✓	✓	✓	✓	
4		✓	✓		✓	✓	✓
5		✓	✓				
TOTALS	0	5	4	1	4	4	3



ACTIONS TAKEN IN FY 2009-2010 TO RESOLVE CASES EXPEDITIOUSLY-Exhibit 8

Objective 2.4	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Improved docketing and scheduling	Installed or maintained an automated case management information system	Planned the development of an automated case management system	Employed case managers to expedite court processes	Improved the manual system of case processing	Took steps to reduce cases under advisement	Initiated or maintained summary dockets	Initiated or promoted a mediation program(s)	Added more panels per cycle	Improved process of opinion writing and review	Adopted and/or enforced policies regarding time extensions and abandoned appeals	Other
APPELLATE COURT														
1		✓	✓	✓	✓		✓	✓			✓			
2		✓			✓								✓	✓
3		✓	✓	✓		✓		✓				✓	✓	✓
4		✓	✓	✓	✓			✓	✓			✓	✓	✓
5		✓	✓	✓				✓					✓	
TOTALS	0	5	4	4	3	1	1	4	1	0	1	2	4	3

ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ASSISTING PRO SE LITIGANTS-Exhibit 9

Objective 3.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Worked with the clerk of court and/or local bar to provide information to the public regarding appellate procedures	Referred pro se/self represented litigants to legal service corporations	Provided generic petitions and other forms	Other
APPELLATE COURT						
1		✓	✓	✓		✓
2		✓		✓		✓
3		✓	✓			✓
4		✓	✓			✓
5		✓	✓			
TOTALS	0	5	4	2	0	4



ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ENSURING OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 10

Objective 3.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Posted the court's schedule on the doors or walls of the courtrooms	Developed or maintained a website which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information answer desk in the courthouse	Other
APPELLATE COURT							
1		✓	✓	✓	✓	✓	✓
2		✓		✓	✓	✓	✓
3		✓	✓	✓	✓		✓
4		✓	✓	✓	✓	✓	✓
5		✓	✓	✓			
TOTALS	0	5	4	5	4	3	4

ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ASSISTING PATRONS WITH LIMITED ENGLISH PROFICIENCY-Exhibit 11

Objective 3.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Complied with DOJ LEP guidelines	Provided foreign language interpreter services when necessary	Developed or maintained a list of professional interpreters for non-English speaking patrons	Adopted or maintained an oath for language interpreters	Adopted or maintained a policy for the provision of language interpreters	Other
APPELLATE COURT								
1		✓						✓
2		✓			✓			
3		✓			✓	✓		
4		✓		✓	✓			✓
5		✓						✓
TOTALS	0	5	0	1	3	1	0	3



ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT -Exhibit 12

Objective 3.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Implemented or maintained ADA non-discrimination policies or court rules	Posted public notices or communications of availability of reasonable accommodations	Established or maintained a complaint procedure	Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.)	Developed or maintained written essential functions for court jobs	Adopted an oath for sign language interpreters	Established or maintained a list of available real-time court reporters and sign language interpreters	Implemented or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
APPELLATE COURT											
1		✓	✓	✓	✓		✓			✓	
2		✓	✓	✓	✓		✓		✓	✓	
3		✓	✓	✓	✓	✓	✓				✓
4		✓	✓	✓	✓	✓	✓			✓	✓
5		✓	✓	✓		✓				✓	
TOTALS	0	5	5	5	4	3	4	0	1	4	2

ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: IMPLEMENTING SAFETY AND SECURITY MEASURES-Exhibit 13

Objective 3.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Implemented or continued coordination of security with law enforcement officials and/or stakeholders	Had a security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms	Installed or maintained closed-circuit security cameras at strategic locations	Installed or maintained metal detectors at courthouse entrances	Installed or maintained perimeter security for the courthouse	Trained court personnel in better security	Appointed a safety officer	Sponsored safety and/or security training	Implemented or maintained an emergency evacuation procedure	Other
APPELLATE COURT															
1		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2		✓	✓		✓		✓	✓	✓		✓	✓	✓	✓	✓
3		✓	✓		✓	✓	✓			✓	✓	✓	✓	✓	
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TOTALS	0	5	5	2	5	4	5	4	4	3	4	5	5	5	3



ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN-Exhibit 14

Objective 3.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or updated a COOP/DRP	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Addressed records management and technology in the event court operations are shut down	Coordinated the COOP/DRP with all parish/city officials and justice system partners in the event court operations are shut down	Identified and secured an alternate facility in the event court operations are shut down	Other
APPELLATE COURT									
1		✓	✓	✓		✓	✓		✓
2		✓	✓	✓	✓	✓			
3		✓	✓	✓			✓		
4		✓	✓	✓	✓	✓		✓	✓
5		✓	✓			✓	✓		
TOTALS	0	5	5	4	2	4	3	1	2

ACTIONS TAKEN IN FY 2009-2010 TO FACILITATE PUBLIC ACCESS TO DECISIONS-Exhibit 15

Objective 3.2	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Promptly issued media releases on opinions and decisions	Published opinions, rules, etc. on the court's website	Kept photocopies and other publication costs at reasonable levels	Maintained sufficient staff, especially in the file room, to facilitate public access to opinions	Installed or maintained effective technological means for storing, archiving, and retrieving the court's files and records	Developed or maintained guidelines for handling sealed records and exhibits	Other
APPELLATE COURT									
1		✓		✓	✓	✓	✓	✓	
2		✓	✓	✓	✓	✓	✓	✓	✓
3		✓	✓	✓	✓	✓	✓	✓	
4		✓		✓	✓	✓	✓	✓	✓
5		✓	✓	✓	✓	✓	✓	✓	
TOTALS	0	5	3	5	5	5	5	5	2



**ACTIONS TAKEN IN FY 2009-2010 TO INFORM THE PUBLIC OF THE OPERATION
AND ACTIVITIES OF THE COURT-Exhibit 16**

Objective 3.3	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Conducted oral arguments in various locations throughout the district	Created or maintained a website containing information about the court	Published informational court brochures or publications	Produced informational court videos	Appeared on radio 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
APPELLATE COURT														
1		✓	✓	✓			✓	✓		✓	✓			✓
2		✓	✓	✓				✓		✓	✓		✓	✓
3		✓	✓					✓		✓	✓			✓
4		✓	✓	✓				✓		✓	✓			✓
5		✓		✓						✓	✓			
TOTALS	0	5	4	4	0	0	1	4	0	5	5	0	1	4

**ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THE HIGHEST PROFESSIONAL
CONDUCT OF THE BENCH AND THE BAR-Exhibit 17**

Objective 3.4	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Sponsored or led CLE for involving attorneys and district judges	Participated in programs of the Judicial College, Circuit Association, Louisiana State Bar Association, and/or the Inns of Court	Displayed copies of the Supreme Court's poster on Professionalism in the Courts	Conducted surveys or focus groups to ascertain public opinions regarding the court's responsiveness and professionalism	Installed or maintained a judicial mentoring program for appellate judges	Other
APPELLATE COURT								
1		✓	✓	✓				
2		✓	✓	✓			✓	✓
3		✓	✓	✓				
4		✓	✓	✓	✓			✓
5		✓	✓	✓			✓	
TOTALS	0	5	5	5	1	0	2	2



**ACTIONS TAKEN IN FY 2009-2010 TO MANAGE CASELOADS EFFECTIVELY:
INSTALLING OR IMPLEMENTING COURT TECHNOLOGIES-Exhibit 18**

Objective 4.2	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Created or updated a court website	Acquired or updated legal research materials	Bought additional personal computers	Installed/updated/used a video-conferencing/arraignment system	Installed/updated/used electronic monitoring	Installed/updated/used e-mail/internet	Upgraded word processing software	Installed/updated/used new audio-visual equipment	Installed/updated/used digital audio/video equipment	Installed/updated/used legal research software	Planned or installed an "e-filing" system	Other
APPELLATE COURT														
1		✓	✓	✓	✓		✓	✓	✓		✓	✓		
2		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
3		✓			✓			✓	✓	✓		✓		✓
4		✓	✓	✓	✓			✓	✓				✓	✓
5		✓	✓	✓	✓			✓	✓			✓		
TOTALS	0	5	4	4	4	1	2	5	5	2	2	4	2	3

**ACTIONS TAKEN IN FY 2009-2010 TO DEVELOP METHODS FOR IMPROVING
ASPECTS OF TRIAL COURT PERFORMANCE THAT AFFECT
THE APPELLATE JUDICIAL PROCESS-Exhibit 19**

Objective 4.3	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Provided guidance to district clerks of court on preparing clear, accurate, timely and complete appellate records	Provided guidance to district courts on error correction and new areas of the law	Other
APPELLATE COURT					
1		✓	✓	✓	
2		✓	✓		✓
3		✓	✓	✓	✓
4		✓		✓	✓
5		✓	✓	✓	
TOTALS	0	5	4	4	3



**ACTIONS TAKEN IN FY 2009-10 TO USE FAIR EMPLOYMENT PRACTICES AND
IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT-Exhibit 20**

Objective 4.4	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Adopted and/or updated personnel policies	Provided technology training to court employees	Provided in-house and/or outside training and/or education	Implemented or maintained employee training on civility and professionalism	Other
APPELLATE COURT							
1		✓	✓	✓	✓	✓	
2		✓	✓	✓	✓	✓	✓
3		✓	✓	✓	✓	✓	✓
4		✓	✓	✓	✓	✓	✓
5		✓		✓	✓		
TOTALS	0	5	4	5	5	4	3

**ACTIONS TAKEN IN FY 2009-10 TO VIGILANTLY GUARD JUDICIAL INDEPENDENCE WHILE RESPECTING OTHER COEQUAL BRANCHES OF GOVERNMENT
-Exhibit 21**

Objective 5.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Continued to communicate, coordinate and cooperate with the other branches of government	Used outreach programs to promote judicial independence and protection of the rule of law	Other
APPELLATE COURT					
1		✓	✓		✓
2		✓			✓
3		✓	✓	✓	
4		✓	✓	✓	✓
5		✓	✓	✓	
TOTALS	0	5	4	3	3





PERFORMANCE REPORTS:

**PERFORMANCE OF THE
DISTRICT COURTS**

PERFORMANCE OF THE DISTRICT COURTS

INTRODUCTION

The Louisiana District Judges Association adopted the initial Strategic Plan of the District Courts in November 1999. The Supreme Court approved the plan the same year. The plan was revised and updated in 2005 and again in 2010.

The goals and objectives of the Strategic Plan of the District Courts reflect the Performance Standards of the District Courts, which have been adopted by the Louisiana Supreme Court.¹

The information comprising the “Intent of the Objective” sections of this report was taken primarily from the Bureau of Justice Assistance publication entitled “Trial Court Performance Standards with Commentary.” The information presented in the “Responses to the Objective” and “Major Strategies Initiated or Completed” sections of this part of the report was compiled from responses of each district court to a survey of chief judges, which was prepared by the Supreme Court Judicial Administrator’s Office.

DISTRICT COURT OBJECTIVES

- 1.1 To conduct judicial proceedings that are public by law or custom openly.
- 1.2 To encourage responsible parties to make court facilities safe, accessible, and convenient.
- 1.3 To give all who appear before the court reasonable opportunities to participate effectively without undue hardship or inconvenience.
- 1.4 To ensure that all judges and other district court personnel are courteous and responsive to the public and accord respect to all with whom they come in contact.
- 1.5 To encourage all responsible public bodies and public officers to make the costs of access to district court proceedings and records reasonable, fair, and affordable, whether measured in terms of money, time, or the procedures that must be followed.
- 2.1 To encourage timely case management and processing.
- 2.2 To provide required reports and to respond to requests for information promptly.
- 2.3 To promptly implement changes in law and procedure.
- 2.4 To enhance jury service.
- 3.1 To faithfully adhere to laws, procedural rules, and established policies.
- 3.2 To ensure that the jury venire is representative of the jurisdiction from which it is drawn.

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

- 3.3 To give individual attention to cases, deciding them without undue disparity among like cases and upon legally relevant factors.
- 3.4 To ensure that the decisions of the court address clearly the issues presented to it and, where appropriate, specify how compliance can be achieved.
- 3.5 To ensure that appropriate responsibility is taken for the enforcement of court orders.
- 3.6 To ensure that all court records of relevant court decisions and actions are accurate and properly preserved.
- 4.1 To maintain the constitutional independence of the judiciary while observing the principle of cooperation with other branches of government.
- 4.2 To seek, use, and account for public resources in a responsible manner.
- 4.3 To use fair employment practices, and to train and develop the court's human resources.
- 4.4 To inform the community of the court's structure, function, and programs.
- 4.5 To recognize new conditions or emerging events and adjust court operations accordingly.
- 4.6 To develop, implement, and promote ways to reform and restructure the juvenile justice system of Louisiana.
- 5.1 To provide for the implementation of the strategic plan of the District Courts.



Objective 1.1

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

Intent of the Objective

The intent of this objective is to encourage openness in all judicial proceedings, as appropriate. Courts should specify proceedings to which the public is denied access and ensure that the restriction balances legal requirements with reasonable public expectations. Further, courts should ensure that proceedings are accessible to all participants, including litigants, attorneys, court personnel, and other persons in the courtroom.

Responses to the Objective

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

- **4th JDC.** The 4th JDC hosted two well-attended state Juvenile Justice Summits for judges and lawyers. The court also provided public tours to schools and youth organizations for educational purposes.

The court installed a wall-mounted display monitor, adjacent to the court room, which displays docket information for probation review hearings. This display eliminates the need for the probationer to enter the courtroom to learn the status of a hearing, or to wait to be called in open court only to learn that he or she has been excused.

The court posted its schedule on the doors and walls of hallways and corridors and posted weather-related court cancellations on the court website.

- **11th JDC.** The 11th JDC provided court calendars to all court-related agencies and all attorneys within the district. The calendar was provided to the Sabine Parish Clerk of Court, who published it on the Clerk's website.
- **14th JDC.** The 14th JDC reported that court schedules were published on the court's website

(www.14jdc.org). Any court closings were posted on the doors of the judicial center as well as on the website. Court schedules were distributed to the clerk, district attorney, and public defender.

- **15th JDC.** The 15th JDC posted court schedules in elevators and hallways.
- **16th JDC.** The 16th JDC reported that while juvenile adjudication hearings were closed to the public in accordance with the Louisiana Children's Code, all other proceedings were open to the public. The court calendar was sent electronically to the St. Mary Parish Bar Association for posting to that organization's website. The court is in the process of developing a web page which will provide general information about the court and the court dockets for all divisions of the court and allow docketing information to be entered from electronic data received from the clerks of court.

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

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

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

- **17th JDC.** The 17th JDC reported that court



calendars are posted at the Clerk of Court's Office.

- **24th JDC.** The 24th JDC reported that a kiosk, located in the lobby of the courthouse, displayed all cases set for the day. The judge, division of court, case name, and number were displayed. Visitors also entered case information on the keyboard provided to search for case information.
- **27th JDC.** The 27th JDC reported that calendars for all four divisions were filed with the Clerk of Court for public access.
- **29th JDC.** The 29th JDC continued to use the Parish Government's website to provide contact information to all court personnel.
- **32nd JDC.** The 32nd JDC posted a daily docket for each division of court on a bulletin board outside the Clerk of Court's office.
- **34th JDC.** The 34th JDC moved to temporary buildings. The Clerk of Court, located adjacent to the courthouses, provides each court's schedule to the public and posts them as well.
- **36th JDC.** The 36th JDC provided the court calendar to the Clerk of Court for publication.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court reported that those matters open to the public were announced when the case was called. Dockets for non-support hearings were posted daily in the waiting area outside the courtroom and the court receptionist provided docket information at the front desk.

Objective 1.2

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

Intent of Objective

This objective addresses three distinct but related aspects of court performance—the security of persons and

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

Responses to the Objective

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

- **3rd JDC.** The 3rd JDC continued to provide accommodations for hearing-impaired family members of persons who are on trial for criminal charges.
- **4th JDC.** The 4th JDC maintained a list of available sign language interpreters.

The juvenile section judge audited security at Green Oaks Detention Center after which security measures were revised and implemented by the Sheriff's Office. These procedures included key card access and single entrance screening. The court also installed safety mirrors in the parking area to reduce risk to pedestrians and installed additional gun boxes outside courtrooms for law enforcement personnel. Additionally, the door codes to the judges' chambers were changed. The court also maintained an emergency email/text message broadcasting system for employee notifications.

- **9th JDC.** The 9th JDC maintained a list for language interpreters. Court bailiffs, employed by the sheriff's office, conducted a security audit of the courthouse.
- **11th JDC.** The 11th JDC ensured that handi-



capped parking was available and that the elevator received routine maintenance. The Police Jury installed an automatic opener on the front door of the courthouse. The court implemented a plan to utilize the 10th JDC in the event of an emergency or disaster.

- **16th JDC.** The 16th JDC judges worked with local officials on an ongoing basis to ensure the court's physical facilities were in compliance with the ADA. The court maintained a policy providing for ADA accessibility and compliance, including the placement of the ADA accommodation language on its juror subpoenas and the appointment of the Court Administrator to serve as the ADA Coordinator for the court. Individual judges made accommodations for individuals with disabilities when requested.

Courtroom sound systems were monitored on a regular, ongoing basis and improvements were made as needed. The court maintained seven real-time court reporting systems and continued to provide support and training to court reporters to develop real-time court reporting skills. The court maintained a resource list of signage and Communication Access Realtime Translation (CART) service providers to secure services as they were needed and will continue to develop this resource list and obtain hearing assistance equipment when needed.

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

During the period, St. Martin Parish court operations were relocated to a temporary facility to allow for courthouse renovations. Security measures were maintained with one main ADA accessible public entrance and exit. A walk-through metal detector and x-ray machine were located at that entrance and were monitored by deputy sheriffs during business

hours. Courthouse employees entered the facility at one rear entry with an access card assigned by the St. Martin Parish Government in accordance with procedures designed to preserve the security measures. A secured parking area continued to be provided for judges and court staff.

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

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

The court continued to ban the general public from bringing cellular phones and personal digital assistant devices to the Iberia Parish Courthouse. Exceptions were allowed for attorneys and Office of Community Services supervisors.

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

The court also worked cooperatively with the St. Mary Parish Government to develop a plan to install security cameras on the sixth floor of the St. Mary Parish Courthouse, where the judges' chambers and courtrooms are located. Court personnel continued to use multiple monitors to screen persons seeking entrance.

Additionally, the development and implementation of a detailed COOP/DRP (Continuity of Operations/Disaster Readiness Plan) was a regular, ongoing activity of the court. The court maintained



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

- **17th JDC.** The 17th JDC purchased and installed a new security system, including walk through scanners and metal detectors, for each courthouse. The court also renewed an intergovernmental security agreement between the court, the Sheriff, the Clerk of Court and the parish government.
- **21st JDC.** The 21st JDC worked on a policy manual for the court and continued to post the ADA policy on the court website. The court also sent bailiffs to a courtroom security training sponsored by the U. S. Marshal's Office. The court reported that while it maintained panic buttons and doors with keypad access in Tangipahoa parish, security at the Livingston Parish Courthouse continued to be a concern.
- **25th JDC.** The 25th JDC continued to work on the COOP issue.
- **29th JDC.** The 29th JDC continued to meet with the Sheriff and Parish President to improve courthouse security. The security plan should be implemented next year.
- **30th JDC.** The 30th JDC purchased new radio/walkie-talkies for bailiff staff.
- **32nd JDC.** The 32nd JDC made headphones available in every courtroom for jurors/witnesses with hearing problems. Parish officials distributed

a list of persons to contact in the event of various emergencies. The judges plan to meet with parish officials in January 2011 regarding safety and evacuation procedures.

- **34th JDC.** The 34th JDC moved into a temporary facility. The buildings were constructed by the Parish of St. Bernard, and to the best of the court's knowledge, the buildings were constructed in accordance with ADA policies. The local sheriff has cooperated in providing additional officers to secure the temporary buildings.
- **35th JDC.** The 35th JDC addressed concerns of individuals regarding access and ability to participate due to various disabilities.
- **36th JDC.** The 36th JDC held weekly meetings with its Police Jury to try to come to agreement on a plan to upgrade its outdated 'lift' to a modern elevator.
- **38th JDC.** The 38th JDC continued to develop a COOP/DRP.
- **40th JDC.** The 40th JDC met with parish officials to discuss redesigning courtrooms. The sheriff's office provided a security supervisor for the courthouse.
- **42nd JDC.** The 42nd JDC continued to work with the Police Jury and the U.S. Attorney's Office to address concerns.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court continued to use revised service information forms and notices, including an accommodation statement and contact information for requesting accommodations. In conjunction with the East Baton Rouge Parish Sheriff's Office, the court continued to enforce existing security measures.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court maintained emergency evacuation devices on the first and



second floors, to be used to evacuate disabled individuals down stairways. The court held quarterly safety meetings and conducted employee training for workplace violence, blood borne pathogens and sexual harassment. In addition, the court implemented hurricane preparedness and the COOP plan and notified the Sheriff of the plan. Security was increased at entrances to the courthouse. Both electronic entrance doors in the basement were closed, with access limited to those with a remote or key card. Individuals enter by the front entrance, juror entrance, or handicapped entrance only.

Objective 1.3

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

Intent of the Objective

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

Responses to the Objective

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

- **4th JDC.** The 4th JDC maintained services for telephonic interpretation and a list of language interpreters. The court maintained website information in both English and Spanish. Spanish language signage was posted throughout the courthouses.
- **11th JDC.** The 11th JDC provided interpreter services when needed by individuals with hearing impairments.

- **16th JDC.** The 16th JDC reported that language interpreters were provided as a regular, ongoing activity of the court as needed, and that the court has developed a list of language interpreters to provide language interpretation services in the following languages: Spanish, Laotian, Vietnamese, Mandarin (Chinese dialect), and Cantonese (Chinese dialect). Additional language interpreters were located as needed and the list was updated on an ongoing basis.
- **27th JDC.** The 27th JDC hired interpreters for court processing whenever necessary.
- **29th JDC.** The 29th JDC continued to employ a tri-lingual court employee.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court continued to employ a Spanish and Vietnamese interpreter.

Objective 1.4

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

District courts were not surveyed regarding this objective in 2009-2010. Information regarding district courts’ activities pursuant to this objective can be found in prior years’ Justice at Work reports.

Objective 1.5

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

Intent of the Objective



Litigants and others who use the services of the district courts can face financial barriers to accessing them. These barriers can include fees and court costs; third-party expenses (e.g., deposition costs and expert witness fees), attorneys fees and costs, costs associated with time delays and overall lengthiness of proceedings, and the cost of accessing records.

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

Responses to the Objective

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

- **4th JDC.** The 4th JDC continued to provide informational brochures on evictions and protective orders, and also maintained a list of downloadable forms and petitions in .pdf format on its website.

The court instituted Legal Services Corporation referrals for Child in Need of Care cases. The court also hosted the Bench/Bar Liaison Committee to address rules for the Expedited Process of Support Enforcement, make necessary changes, and implement them through the Committee and Bar Association. The court had a representative on the Pro-Se Litigation Task Force who attended several meetings and actively participated in the development of rules and regulations for Louisiana courts.

Policy changes included soliciting input from unrepresented litigants. The court also addressed local needs of unrepresented litigants through discussion and action taken at judges' business meetings.

- **9th JDC.** During the court's civil and domestic caseload management meetings with the local bar association, issues dealing with self-represented litigants were brought to the attention of the bar members and the court.
- **16th JDC.** The 16th JDC implemented a system

in which defendants in child support cases could request petitions for custody/visitation. Petitions and pauper forms were provided to defendants during court hearings. Defendants were given detailed instructions regarding completion of the forms.

- **29th JDC.** The 29th JDC continued to work with the Clerk of Court's office to assist unrepresented litigants.
- **30th JDC.** The 30th JDC arrived at a procedure to provide out of state indigent defendants with representation in civil/family matters.

Objective 2.1

To encourage timely case management and processing.

Intent of the Objective

The American Bar Association, the Conference of Chief Justices, and the Conference of State Court Administrators have all recommended that courts adopt processing time standards. The Louisiana Supreme Court adopted aspirational time standards in 1993 for itself, the courts of appeal, and for the general civil, summary civil, and domestic relations cases at the district court level. At the Supreme Court and the courts of appeal, performance against time standards is measured with the assistance of automated case management information systems. At the district court level, however, performance against time standards cannot be easily measured, due to the low level of automation.

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

This objective focuses on strategies for developing interim manual case management systems and techniques while automated case management information systems are being developed. The objective also focuses on timeliness as it relates to the need for the timely com-



mencement of proceedings.

Responses to the Objective

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

- **4th JDC.** The 4th JDC maintained the Criminal Case Processing Board (CCPB), comprised of all court agencies, formed in response to a recent evaluation from the National Center for State courts. The CCPB listed approximately twenty areas needing improvement in criminal case processing and established six committees to address these concerns. The court upgraded the Probation Department's case management system to the latest version and maintained communication with the jail and offices of the District Attorney and Public Defender to get case information. Regular reports were received including the weekly jail head count and monthly case status reports from the District Attorney and Public Defender. The court reviewed and compared ABA and COSCA time standards against case local processing times. The court also generated reports for judges detailing the pretrial detainee population.

Judges who sit in criminal court met monthly to discuss criminal case processing matters. Also, the juvenile section judge used docket status reports and a case manager for juvenile proceedings. American University provided case management training to all agencies.

In adult drug court, juvenile drug court, and juvenile court, screenings and assessments were modified to refer families and clients to appropriate services more expeditiously. By agreement, judges handled pleas for other judges, when available, to move cases. The court also used preliminary exam transcripts to speed up certain hearings regarding motions to reverse and probation violations and to reduce the number of law enforcement witnesses required at hearings.

- **14th JDC.** The 14th JDC requested technical assistance from the Bureau of Justice Assistance (BJA)

relative to the court's criminal case processing and case management. The court received recommendations from the site committee and continued to work with the BJA regarding case management of the criminal docket. The juvenile divisions of the court continued to use the Integrated Juvenile Justice Information System case management system.

- **16th JDC.** The 16th JDC continued to improve the docketing schedule and manual system of case processing and also continued to conduct review hearings to better monitor and manage criminal cases. The court maintained a criminal allotment system whereby cases are allotted to specific judges for one year, which enables better case management, reduces the time between arrest and arraignment, and reduces the time between arrest and case disposition.

The court also maintained an allotment system for juvenile cases. There are two juvenile sections in each parish, one for child in need of care (CINC) cases and one for juvenile delinquent and families in need of services (FINS) cases. Juvenile court dockets are assigned to one judge in each parish, an initiative that has resulted in greater continuity of adjudication, better judicial oversight, and other improvements. The court also continued to employ a Juvenile Docket Coordinator, who serves as a case manager for CINC cases throughout the district.

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

Division E maintained a process for tracking criminal cases through an automated case track-



ing system, and a case management system is being developed for judges to track juvenile cases in each parish. The judges adopted a policy regarding the allotment of non-support appeals cases to ensure timely and uniform processing throughout the district, and DWI courts were established in Iberia and St. Mary Parishes for first and second offenders. Additional criminal misdemeanor dates were scheduled on the 2010 and 2011 court calendars to accommodate the current case load and reduce delays in the processing of misdemeanor cases throughout the district.

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

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

mance and on providing support, if necessary, for improved classroom performance. Also addressed are the youths' desires and aspirations for the future once they leave foster care.

- **17th JDC.** The 17th JDC applied for and received a grant from the State Justice Institute, with the help of the National Center for State Courts. The purpose of the grant is to improve criminal case processing. Grant-related activities will begin in February, 2011.
- **40th JDC.** The 40th JDC implemented criminal schedules in all divisions of court.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court continued to reduce delays in child in need of care cases by appointing counsel at the time the verified complaint is filed so that counsel can be present at the initial hearing. The court also continued to enhance expedited process of non-support matters by issuing subpoenas and preparing judgments in-house through the court's automated case management system.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported cases based on data from the AS 400, which is controlled by the criminal sheriff. The court secured an State Justice Institute technology assessment grant which will be completed in April, 2011. The Technology Committee, chaired by Judge Camille Buras, met monthly to address issues and develop strategies.

Objective 2.2

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

District courts were not surveyed regarding this objective in 2009-2010. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.



Objective 2.3

To promptly implement changes in law and procedure.

Intent of the Objective

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

Responses to the Objective

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

- **4th JDC.** The 4th JDC reported that the Court Rules Committee met regularly to discuss proposed changes in rules and procedure. Judges sitting in civil and criminal cases continued to have monthly meetings to discuss and implement changes in law and attended recent development seminars to keep abreast of changes in law.

The judges hosted their annual dinner with area state legislators regarding upcoming legislation, and the law clerk prepared a book for the judges containing all applicable new legislation. Judges also assisted with American Inns of Court programs and work groups to help train local attorneys on changes in the law.

- **16th JDC.** The 16th JDC reported that the court addressed changes in the law and legal procedure at regular and special en banc meetings as an ongoing activity. Also, special guests were invited to regularly scheduled judges meetings to provide information to judges regarding law and procedure requirements.
- **17th JDC.** The 17th JDC communicated on a frequent and ongoing basis with its legislative delega-

tion and made appearances at legislative committee meetings.

- **21st JDC.** The 21st JDC reported it began going over local rules in comparison to district rules.
- **23rd JDC.** The 23rd JDC implemented quarterly meetings for judges, the Indigent Defender, the Clerk of Court, and representatives of the Sheriff and District Attorney. Judges were invited to and asked to speak at meetings and continuing legal education events hosted by the local bar association.
- **25th JDC.** The 25th JDC implemented a monthly meeting between the judges, Sheriff, District Attorney, Public Defender, Public Government Director of Operations, Assessor, and Clerk of Court to discuss issues of common concern.
- **32nd JDC.** The 32nd JDC reported that seminar materials and recent changes in law were circulated to each of the district court judges.
- **34th JDC.** The judges of the 34th JDC conducted a continuing legal education seminar for members of the local bar association and court personnel on changes in the law and procedure.
- **35th JDC.** The 35th JDC reported that the judges attended judicial seminars and encouraged sharing of information regarding new developments between judges, the District Attorney, and public defenders.
- **40th JDC.** The 40th JDC reported that one judge was appointed to monitor court rules and that the judges held meetings to discuss changes to law and procedure.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court reported that through the Louisiana Court Administrators Association, a committee was created to monitor legislation and to timely communicate information to its members. The court also reported that prompt implementation of changes in law and procedure is a regular,



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

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

Objective 2.4 To enhance jury service.

Intent of the Objective

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

Responses to the Objective

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

- **4th JDC.** The 4th JDC continued to provide jury certificates for those serving on jury duty and began work on a new juror orientation film, soliciting input for the film from past jurors. The Clerk of Court updated the voter registration list. The court implemented new standardized procedures for handling jury excuses and imposed standardized and tighter controls for no-show jurors. The court also developed procedures for jury duty deferment.
- **16th JDC.** The 16th JDC reported that the judges conducted surveys of jurors in civil and criminal cases in all three of its parishes. The information derived from the surveys was communicated

to the parish governments and the sheriffs for their review and feedback. The judges also conducted exit questionnaires of jurors for feedback regarding jury service and sent letters of appreciation to jurors after their jury service was completed.

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

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

- **22nd JDC.** The 22nd JDC began tracking the utilization of jurors by each judge.
- **23rd JDC.** The 23rd JDC sent a letter of appreciation to jurors after their service.
- **27th JDC.** The 27th JDC combined the civil juror pool for the three judges on the civil bench.
- **32nd JDC.** The 32nd JDC reported that the jury room was recently renovated and that further renovations are planned. New seating, Internet access, and instructional videos are also being planned.



- **37th JDC.** The 37th JDC maintained a policy of pre-trial conferences well in advance of trial. The court encouraged the District Attorney to use a priority list and did not take pleas on the morning of jury trial.
- **40th JDC.** The 40th JDC met with parish officials in reference to providing additional jury space.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court posted jury procedures on the court's website. The court has reviewed necessary updates to hardware for the current jury management system and has conducted meetings with its partner, Orleans Civil District Court. Also, additional jury space was added resulting in an increase of 80 jurors to the jury pool.

Objective 3.1

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

District courts were not surveyed regarding this objective in 2009-2010. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 3.2

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

District courts were not surveyed regarding this objective in 2009-2010. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 3.3

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

Intent of the Objective

This objective upholds the standard that litigants

should receive individual attention without variation due to the judge assigned or any legally irrelevant characteristics of the parties. To the extent possible, persons similarly situated should receive similar treatment. The objective further requires that court decisions and actions be in proper proportion to the nature and magnitude of the case and to the characteristics of the parties. Variations should not be predictable due to legally irrelevant factors, nor should the outcome of a case depend on which judge within a court presides over a matter.

The objective relates to all decisions, including sentences in criminal cases, the conditions of bail, the amount of child support, the appointment of legal counsel, and the use of court-supervised alternatives to formal litigation.

Responses to the Objective

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

- **4th JDC.** The 4th JDC developed a felony bail bond schedule for all judges to use as guidance and to promote uniformity. The court also developed a standardized Boykin form for all judges and adopted the practice of taking multiple pleas simultaneously with the standardized Boykin process, in similar cases, to expedite caseload. Court officials kept abreast of criminal sentences in the Second Circuit Court of Appeal and other parts of the state, to keep local sentences within a reasonable range of other jurisdictions statewide. Civil judges were apprised of law and procedure through monthly newsletters and evaluators sat in DWI Court to provide feedback on operational processes and outcomes in the courtroom.
- **16th JDC.** The 16th JDC reported that integrity, fairness and equality continued to be applied in all matters before the court. The court also updated its pre-set standardized bail bond schedule.
- **32nd JDC.** The 32nd JDC applied the previously adopted random allotment system for criminal cases; the civil allotment system came under review



during the period.

- **35th JDC.** The 35th JDC sought input from judges in other judicial districts on various issues.
- **40th JDC.** The 40th JDC judges discussed cases during their meetings.

Objective 3.4

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

District courts were not surveyed regarding this objective in 2009-2010. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 3.5

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

District courts were not surveyed regarding this objective in 2009-2010. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 3.6

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

Intent of the Objective

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

Responses to the Objective

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

- **1st JDC.** The 1st JDC reported that most of these functions were performed by the Clerk of Court, an independently elected official.
- **4th JDC.** The 4th JDC reported that the court created a secure, above-ground tape storage facility for taped court proceedings and that Misdemeanor Probation Department files are scanned and backed up to multiple off-site locations. The court also regularly reviewed its records retention plan and disposed of old documents. After being reviewed by the rendering judge, each judge's published opinions and significant writ grants or denials are circulated to the other judges for study.
- **16th JDC.** The 16th JDC reported that it was a regular, ongoing activity of the court to ensure that court records are accurate and preserved properly. To do this, the court sends recordings of court proceedings through the network of digital courtroom equipment to the court's servers to provide back-up and long-term storage of recordings. The court also provided for climate-controlled storage unit space for the long-term storage of cassette and CD ROM recordings of court proceedings. Finally, the court maintained a policy regarding lawyers checking out court files.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court reported that recorded hearings are archived to a server located offsite and backed up daily.
- **Orleans Parish Criminal Court.** Criminal District Court reported that the Clerk continued to be responsible for tracking filed cases. A standardized minute entry program has been in effect for over eleven years.
- **Orleans Parish Juvenile Court.** Orleans Parish Juvenile Court fully implemented real-time



court reporting.

Objective 4.1

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

Intent of the Objective

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

Responses to the Objective

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

- **4th JDC.** The 4th JDC reported that number of pretrial detainees, as a percentage of the prison population, was explained to and discussed with the local funding authority. The Criminal Case Policy Board, comprised of representatives of all area law enforcement agencies, the Department of Corrections Division of Probation and Parole, the District Attorney, Clerk of Court, District Defender, and Police Jury, continues to meet quarterly to resolve problems and improve criminal case management. The court received correctional center inmate statistics weekly via e-mail.
- **16th JDC.** The 16th JDC reported that the judges communicated and cooperated on a regular, ongoing basis with parish governments, the District

Attorney, the clerks of court, the sheriffs and local Department of Corrections' staff. The judges also participated in the local Council of Government meetings as a regular, on-going activity, and the court hosted meetings with legislators to promote better judicial/legislative branch relations.

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

- **25th JDC.** The 25th JDC implemented a monthly meeting to discuss courthouse procedures and other relevant issues.
- **27th JDC.** The 27th JDC hosted annual Law Day services.

Objective 4.2

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

District courts were not surveyed regarding this objective in 2009-2010. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 4.3

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

Intent of the Objective

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



highest standards of personal integrity and competence among employees.

Responses to the Objective

In addition to the responses provided in Exhibit 13, the district courts also reported the following:

- **4th JDC.** The 4th JDC reported that the court’s salary and personnel committee adopted revisions to its personnel policy manual. The court updated language in the manual regarding FMLA, leave benefits, and time keeping policies in response to recent changes in laws covering these areas. Job descriptions and salaries were monitored and updated as required. The manual was maintained on intranet for easy access by all employees and to ensure that the most current policies are circulated. Employees were trained on how to login to the court’s Intranet and to access the personnel manual and personnel policies.

As it does annually, the court sponsored trainers from local law firms and local universities to instruct personnel on “hot button” issues like sexual harassment, violence in the workplace and social networking. Monthly meetings of court managers and supervisors were held to review new issues in employment law, and monthly administrative staff meetings were held to review and discuss changes/current events in employment law. The court also provided training on social media and its effects on professionalism in the workplace, sexual harassment, and in-house training on specific personnel policies. The court participated in offering all employees health and wellness seminars sponsored by United Health Care.

The court provided funding for continuing legal education of all law clerks and provided monthly training for all employees of the court. Information technology personnel and misdemeanor probation administrative personnel attended case management training in Logan, Utah.

The court reviewed policies in place regarding record keeping for payroll and leave taken to ensure

compliance with Louisiana requirements for records retention.

- **16th JDC.** The 16th JDC reported that the court paid for continuing employee education and training and sent employees to conferences on a regular, ongoing basis.
- **27th JDC.** The 27th JDC reported that it acquired new equipment for court reporters.
- **32nd JDC.** The 32nd JDC district court judges paid seminar and CLE costs for law clerks and court reporters.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that the Human Resource Director met with employees individually to review files and court policies.

Objective 4.4

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

Intent of the Objective

Most citizens do not have direct contact with the courts. Information about courts is obtained through the media, lawyers, litigants, jurors, political leaders, and others.

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

Response to the Objective

In addition to the responses provided in Exhibit 14, the



district courts reported the following:

- **4th JDC.** The 4th JDC continued to participate in the Judges in the Classroom program, and various school groups attended court proceedings. Mock trials were held, and the judges spoke to numerous civic groups. Also, one judge served on the Teen Court Board.

The court partnered with the Center for Civic Law and Education and the local bar association. One judge serves on the board and formerly served as President. One judge served on the Department of Corrections Liaison Committee of the Louisiana District Judges Association (LDJA). Two judges participated in the Train the Trainers Program, to train other judges, and one judge served as President of the LDJA.

- **16th JDC.** The 16th JDC reported that the court regularly provided public education and public outreach services. The judges visited classrooms, gave talks at various forums, participated in the Judicial Ride-Along programs, sponsored tours of the courts, and participated in school shadow programs on a regular, ongoing basis. As they do annually, the judges also met with local legislators.

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

The judges of the 16th JDC encouraged representatives of civic organizations to attend court sessions. The judges also maintained the Inn on the Teche, an American Inns of Court organization, as well as a partnership with Boys and Girls Clubs.

The court recently posted on its website information about the court in general as well as information regarding each individual division of court. As they do annually, the judges spoke at civic and church organizations regarding the importance of

participating in the judicial system. While speaking, the judges also provided jury duty information and shared information about what to expect when attending court.

- **28th JDC.** The 28th JDC held a mock criminal trial for students in the parish school system.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that the court continued to publish its newsletter, highlighting initiatives, judges and employees. In addition, as an outreach program, the court continued the recycling program.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court continued to participate in the Baton Rouge Chamber of Commerce Leadership Program.

Objective 4.5

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

Intent of the Objective

Effective trial courts are responsive to trends and emerging public issues. This objective requires trial courts to recognize and respond appropriately to such issues. A court that moves deliberately in response to these issues is a stabilizing force in society and acts consistently with its role in maintaining the rule of law and building public trust and confidence.

Responses to the Objective

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

- **4th JDC.** The 4th JDC maintained and improved the transcript invoicing system for court reporters to generate automatic invoices and year-end reports. The court supported the use of the Sony E-book reader for judges who were members of



the Judiciary Commission and also installed a new audio/visual digital recording system with assistive listening and public address functions into one of its courtrooms.

The court also began a Department of Public Safety and Corrections (DOC) initiative that provides a mobile video conferencing system to the court to allow hearings without transporting defendants from DOC institutions. This helped reduce transport costs and increase security.

During the period the District Attorney deployed the case management system JustWare by New Dawn Technologies. The Sheriff became the local provider of a Metro E-Fiber connection which will bring Green Oaks Juvenile Detention Center onto a fully secure, private direct connection to the courthouse. All agencies adopted plans to establish an agency-wide WAN to provide secure access for data exchanges and to provide participating agencies with an encrypted wireless Internet connection in all the courtrooms.

The court implemented the Massachusetts Youth Screening Instrument to assess Drug Court participants and juveniles going into detention.

- **10th JDC.** The 10th JDC began using an electronic warrant and post-arrest probable cause affidavit approval system.
- **16th JDC.** The 16th JDC reported that a fiber WAN/LAN system was maintained in all three parishes, including judges and staff, visiting judges, offices, courtrooms, the Court Administrator and staff, and the Family Court Hearing Officers and staff. This technology provides Internet and e-mail access to all judges and employees.

The court maintained an information technology manager and continued to contract for the services of a network administrator service provider, to provide preventative maintenance and repair services to the court's servers and personal computers and to provide for planning and implementation of enhanced court technology applications. Computer software in two of the three parishes was upgraded

to Windows 7.

The court continued to subscribe to Westlaw for legal research online, and provided e-mail and Internet services to employees for research, e-mail communication, and transfer of data. The court upgraded e-mail service technology to provide for a more efficient and flexible communication application, and the court maintains anti-virus software on every court computer, which is centrally managed and monitored.

The court purchased new personal computers as well as peripheral equipment to replace outdated and inoperable equipment. The court also maintained seven real-time reporting systems and continues to provide training and support to allow court reporters the opportunity to become proficient in their use and provide future real-time court reporting capability to the court for seven of its nine court reporters. Digital recording systems are maintained in Iberia, St. Martin and St. Mary parishes. Additional digital recorders were installed in St. Martin and St. Mary parishes. Wireless microphones were maintained in courtrooms to enhance sound systems where wired microphones cannot be accessed and WiFi networks were installed in all three courthouses.

Servers were maintained in all three parishes for the processing and storage of court data. All servers were upgraded to Server 2008, and Active Directory was rebuilt with updated permissions and policies. Redundant backup systems were implemented to ensure data integrity and provide for the recovery of data in the event of a disaster.

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

The court maintained video conferencing arraignment systems in all three parishes and continued in the process of developing a video conferencing



system to allow for remote video conferencing by judges and to provide for remote appearances in the courtrooms. The 16th Judicial District Court website was launched and continues to be enhanced.

- **30th JDC.** The 30th JDC installed a new digital visual presenter system and audio-visual system that enables litigants to present evidence to the judge, jury and litigants simultaneously via opaque projection. Memory cards and computers may be connected to the systems to allow evidence to be presented from digital sources.
- **32nd JDC.** The 32nd JDC worked to install Internet access to courtroom computers to provide access to records and minutes on file in the Clerk of Court's office.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court began video conferencing through the Department of Corrections, thus reducing inmate transportation costs.
- **Orleans Parish Juvenile Court.** Orleans Parish Juvenile Court updated its financial software.

Objective 4.6

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

Intent of the Objective

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

Responses to the Objective

District Courts were not surveyed regarding this objective in 2009-10.

Objective 5.1

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

Intent of the Objective

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

Responses to the Objective

District Courts were not surveyed regarding this objective in 2009-10.

Major Strategies Initiated or Completed in FY 2009-2010.

- **1st JDC.** The 1st JDC developed a new jury management system.
- **2nd JDC.** The 2nd JDC worked with the local representative of the Department of Homeland Security to obtain grant money for the installation of security cameras in and out of the Claiborne Parish courthouse, at no cost to the Second Judicial District.
- **4th JDC.** The 4th JDC reported that the Criminal Case Policy Board continued to meet quarterly to analyze and implement the recommendations of subcommittees to improve criminal case management. Judges, assistant district attorneys, public defenders, law enforcement agency representatives, the Clerk of Court, the Sheriff, Department of Public Safety and Corrections Probation and Parole staff, and all other court and agency staff attended two days of Case Management Training through a grant from the State Justice Institute and provided by the Bureau of Justice Assistance and American University. Continuing legal education hours were given for attorneys in attendance.



- **5th JDC.** The 5th JDC expanded its drug court program. The court also consolidated all juvenile matters into one division, thereby promoting continuity.
- **6th JDC.** The 6th JDC, a rural court, devised and implemented an effective case allotment system for the first time.
- **7th JDC.** The 7th JDC networked the computer system in the judges' offices in the two parishes in the district. Now the two parishes are networked together, a great improvement for the efficiency of the district as a whole.
- **9th JDC.** The 9th JDC continued to experience positive results in the Civil / Domestic Caseflow Management Program. Delays in court proceedings were reduced with the use of video conferencing in the courtroom.
- **10th JDC.** The 10th JDC reported that the move to electronic approval of warrants and post-arrest affidavits has been tremendously successful. It has been extremely efficient, both in terms of use of the time of the judges of the court, and the use of the time of law enforcement officers. Officers no longer have to take these documents to a judge in person, and the judges no longer have to deal with a constant flow of officers seeking approval of the warrants and affidavits. The judges are free to devote more time to legal research and decision writing, and the other responsibilities of office, thereby benefiting the public as well. Additionally, the web site used for this purpose maintains an archive of all documents submitted by law enforcement, so that they are readily available for review, should it become necessary.
- **11th JDC.** The 11th JDC instituted a "Notification of Arraignment" policy. Whenever a defendant bonds out of jail, he/she is automatically given an arraignment date. By serving the defendant with the arraignment date at the time bond is posted, the time and costs associated with issuing and serving notices is eliminated.
- **12th JDC.** The 12th JDC reported that it improved the criminal court docket.
- **14th JDC.** The 14th JDC worked out internal court docket assignments and assignments of types of cases heard among the court divisions. The court requested and received technical assistance from the Bureau of Justice Assistance and will continue to work with experts and consultants relative to criminal case management.
- **15th JDC.** The 15th JDC began a pilot program for Family Drug Court and updated and improved family court rules.
- **16th JDC.** The 16th JDC applied for and received an American Recovery and Reinvestment Act Byrne/JAG grant award to hire a full-time information technology (IT) specialist to provide technological information systems support for the court. In addition to daily technology systems maintenance, the IT specialist is developing and implementing technology strategies to provide for more efficient and expedient criminal trial procedures, criminal case processing and management, more efficient juvenile case management, and improved criminal jury procedures. The IT specialist has rebuilt the court's information technology infrastructure, upgraded equipment and software throughout the district, and implemented redundant backup systems to ensure safekeeping of all court data including audio recording of court proceedings. During 2010 the information technology manager launched the 16th Judicial District Court website and is continuing to develop that website to provide information to the public regarding the court in general as well as individual judicial divisions.
- **17th JDC.** During the period the 17th JDC obtained a grant from the State Justice Institute to assist in improving criminal case management and docketing. As part of this work, an evaluation by the National Center for State Courts will be conducted in February, 2011. The court also imple-



mented a District Court Improvement Committee and looks forward to the result of this endeavor.

- **19th JDC.** The 19th JDC moved into a more secure, user friendly courthouse.
- **20th JDC.** The 20th JDC reported that restoration of the courthouse continued.
- **21st JDC.** The 21st JDC added new digital recording systems by For the Record to the courtrooms district-wide, upgrading the courts' recording ability. The court also completed the new Livingston Parish Juvenile Space, including a new courtroom and holding area for juveniles in custody and Office of Community Service clients and attorneys. The purchase of the Church building in Livingston Parish by the state was completed; the court will soon begin renovations to allow for office space and an additional LARGE courtroom. St Helena Parish installed an elevator in the courthouse building in Greensburg.
- **22nd JDC.** During FY 2009-10 the 22nd JDC paid particular attention to specialty courts. The judges of the 22nd JDC increased their dedication to specialty courts in several ways. One additional judge was trained for Drug Court and another judge was trained for DWI Court. Both trainings took place at nationally sponsored events. The 22nd JDC now has eight judges (out of thirteen) who are experienced and/or trained Drug and DWI Court judges. This court sent an unprecedented number of Drug Court and DWI Court team members to the National Association of Drug Court Professionals Annual Conference. Case managers, judges, probation officers and addiction treatment providers were able to attend sessions involving nationally-acclaimed speakers and programs. Additionally, our Drug Court judges requested and received technical assistance through the National Drug Court Institute regarding drug testing policies and procedures, testing outcomes, and updates on the availability of tests for new synthetic drugs.

The DWI Court, as a second year specialty court,

underwent a performance evaluation. An application for grant funds for a Family Drug Court in Washington Parish was submitted. Although not successful, the peer review of the application will be used for future grant applications. Another application for grant funds to institute a collaboration of judicial and mental health services was submitted. This application was, likewise, not successful; however, this court continues with efforts to establish a Mental Health Court. Judges have met with parish officials, have traveled to view mental health court in other states, and have begun to assemble a team to develop an implementation plan. Preliminary research has begun by judges to explore the possibility of establishing a Re-Entry Court. Judges have attended meetings with local jail officials and with the Department of Corrections to determine feasibility.

- **23rd JDC.** The 23rd JDC reported its web site contained court schedules and it updated the sound systems in the courtrooms.
- **24th JDC.** The 24th JDC continued to monitor and improve juror management protocols. The failure to appear rate in this court was increasing, so the court implemented a juror compliance docket for those failing to appear. Pursuant to statute, the juror can purge themselves of contempt by agreeing to appear at a random date in the future or by paying a \$100.00 fine as provided by law.
- **25th JDC.** The 25th JDC used a monthly meeting, in an informal setting, to bring the different branches of government together to discuss issues pertaining to them all.
- **26th JDC.** The 26th JDC made efforts to streamline staff duties and responsibilities. Two part-time hearing officer positions were consolidated to create one full-time onsite hearing officer, and one law clerk position was dedicated as permanent to provide continuity and assist in supervision of the one-year law clerk positions. The 26th JDC is also making a concerted effort to implement an automated case management software system to



measure: clearance rates, time to disposition, age of active pending caseload, and trial date certainty.

- **27th JDC.** The 27th JDC used video conferencing from the parish jail for morning lineup and seventy-two hour hearings.
- **28th JDC.** The 28th JDC provided educational opportunities about the court to the local school system by using a mock trial situation to demonstrate court procedures. The court also sponsored the Third Circuit Court of Appeal court session at the local high school as part of the court's "Riding the Circuit" program.
- **29th JDC.** The 29th JDC began to address long-standing courthouse security issues, with the solutions to be fully implemented in the coming calendar year.
- **30th JDC.** The 30th JDC installed a new digital visual presenter system and audio-visual system that enables litigants to present evidence to the judge, jury and litigants simultaneously via opaque projection. Memory cards and computers may be connected to the systems to allow evidence to be presented from digital sources.
- **31st JDC.** The 31st JDC installed a security system, including monitoring cameras in the hallway and a metal detector at entrance of courthouse.
- **32nd JDC.** The 32nd JDC reported it began jury room renovations.
- **34th JDC.** The 34th JDC spent all of FY 2009-2010 coordinating a move into a temporary facility, due to high levels of mold in the courthouse. In the future we will have a brand new, safe interior courthouse that meets governmental codes and regulations.
- **35th JDC.** The 35th JDC instituted Truancy Court to address attendance and some discipline issues which generally lead in the future to delinquency or crime.
- **36th JDC.** The 36th JDC renovated several rooms, including the civil and criminal jury deliberation room, to better meet the needs of jurors. The same room is used for Grand Jury presentations and now provides a better environment for those presentations.
- **37th JDC.** The 37th JDC used bond hearings to refer people for substance abuse and required, as a condition of bond/probation/sentence, that individuals comply with the referral recommendations. The court set periodic review dates including feedback from the treatment provider.
- **38th JDC.** The 38th JDC implemented an internal electronic calendar that can be accessed by court staff, the Clerk of Court's office, and the ad hoc judge.
- **39th JDC.** The 39th JDC is proud of the level of service it continued to provide with limited funds.
- **40th JDC.** The 40th JDC founded a website (40thjdc.org) as a source for information useful to the public including court schedules and hours, jury duty procedures, judicial outreach programs offered to benefit the community, and court forms.
- **42nd JDC.** The 42nd JDC improved courthouse security by installing electronic keypads. The court also met with the Public Defender, District Attorney, and their assistants to improve criminal case management.
- **Caddo Juvenile Court.** Caddo Parish Juvenile Court was very involved in the Coordinated System of Care program that will be implemented by the state in FY2011. This will allow the court to be able to be a participant in more and improved programs and service for juveniles.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court prepared to relocate in a new courthouse facility. The new location will enhance and improve the family court process and upgrade



the court's technological capability.

- **East Baton Rouge Juvenile Court.** Last year the court reported the award of a Byrne/JAG Stimulus Grant, which allowed the court to establish a Juvenile Drug Court. This past year the court is proud to report that the Drug Court has remained operational in the midst of severe financial cutbacks. A lot of hard work went into getting the Drug Court off the ground. Along with the leadership of the judges and support of court staff, the Drug Court Team is compiled of dedicated professionals who are committed to the future success of the Drug Court. Drug Court has received referrals, screened cases for legal eligibility, conducted assessments to determine "aptitude for success" and "program fit", made referrals for evaluation to determine clinical eligibility, and enrolled juveniles into our program, all of whom are currently doing well.
- **Jefferson Parish Juvenile Court.** Jefferson Parish Juvenile Court improved its Court Case Management System by changing platforms and including scanned documents.
- **Orleans Parish Civil District Court.** Orleans Parish Civil District Court initiated an overhaul and restructuring of the court's Information Technology Department.
- **Orleans Parish Criminal District.** Orleans Criminal District Court instituted an electronic subpoena system for the court and its justice partners. The Court Notify application is a comprehensive electronic subpoena production, delivery, service tracking and management system shared by the Criminal District Court and Clerk, Orleans Parish Sheriff's Office, New Orleans Police Department, Public Defender, and Municipal Court. The New Orleans Police Foundation/ OPSIS provided funding for the project and contracted with Orion Corporation to develop the system. The web servers allow access over the public Internet to authorized users, so that police officers can acknowledge notices and manage their court appearance calendars, prosecutors can set up witnesses and choose service for court events, and deputies can record service of civilian subpoenas from personal or office computers wherever Internet access is available. A police reporting area has been established in the basement of the court, furnished, and has been equipped with a desktop personal computer so that officers can log themselves in and out and indicate whether they testified. Minute Clerks in court can then use Court Notify to determine if an officer has checked in. The implementation of this Court Notify feature is awaiting resolution of some networking issues. A bond management module to be shared by Criminal District Court, Clerk, and Sheriff has been developed and will soon begin testing.



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ACTIONS TAKEN IN FY 2009-2010 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1

Objective 1.1	Did not address this area in FY 2009/2010	Continued to address this objective through the actions indicated	Posted the court's schedule on the doors or walls of the courtrooms	Developed or maintained a website which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information desk in the courthouse	Other
DISTRICT COURT							
1		✓	✓		✓	✓	
2		✓	✓		✓		
3			✓		✓		
4		✓		✓	✓		✓
5		✓		✓	✓		
6		✓		✓	✓		
7		✓	✓		✓		
8					✓		
9		✓	✓	✓	✓	✓	
10		✓	✓	✓			
11					✓		✓
12			✓				
13			✓				
14		✓	✓	✓	✓	✓	✓
15		✓		✓	✓	✓	✓
16		✓	✓	✓	✓		✓
17		✓		✓			✓
18			✓				
19			✓			✓	
20			✓	✓	✓		
21			✓	✓	✓	✓	
22		✓	✓	✓	✓		
23				✓		✓	
24		✓				✓	✓
25					✓		



ACTIONS TAKEN IN FY 2009-2010 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1

Objective 1.1	Did not address this area in FY 2009/2010	Continued to address this objective through the actions indicated	Posted the court's schedule on the doors or walls of the courtrooms	Developed or maintained a website which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information desk in the courthouse	Other
DISTRICT COURT							
26		✓	✓		✓		
27							✓
28					✓		
29		✓					✓
30			✓	✓			✓
31		✓	✓	✓	✓		
32			✓		✓	✓	✓
33		✓	✓	✓	✓		
34			✓				✓
35				✓			
36		✓			✓		✓
37		✓			✓		
38	✓						
39	✓						
40			✓	✓			
42					✓		
Caddo Juvenile				✓			
East Baton Rouge Family		✓	✓	✓			
East Baton Rouge Juvenile		✓	✓			✓	✓
Jefferson Juvenile		✓		✓		✓	✓
Orleans Civil			✓	✓			
Orleans Criminal		✓	✓	✓	✓		
Orleans Juvenile		✓		✓		✓	
TOTALS	2	25	26	24	26	12	15



**ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE RESPONSIBLE PARTIES TO
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING
WITH THE AMERICANS WITH DISABILITIES ACT-Exhibit 2**

Objective 1.2	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or maintained ADA non-discrimination policies or court rules	Posted public notices or communications of availability of reasonable accommodations	Established or maintained a complaint procedure	Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.)	Developed or maintained written essential functions for court jobs	Established or maintained a list of available real-time court reporters and sign language interpreters	Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
DISTRICT COURT										
1		✓		✓	✓		✓	✓	✓	
2		✓	✓	✓	✓	✓	✓	✓	✓	
3		✓	✓	✓	✓		✓	✓		✓
4		✓	✓	✓	✓	✓	✓			✓
5		✓	✓	✓	✓	✓	✓			
6		✓	✓	✓					✓	
7		✓	✓	✓	✓	✓	✓	✓		
8				✓						
9		✓		✓		✓		✓		✓
10		✓		✓				✓		
11										✓
12	✓									
13						✓				
14		✓	✓	✓	✓	✓	✓	✓		
15		✓		✓		✓		✓		
16		✓	✓			✓	✓	✓		✓
17		✓		✓		✓				✓
18	✓									
19			✓	✓		✓				
20	✓									
21			✓							✓
22		✓	✓	✓		✓	✓	✓	✓	
23			✓			✓		✓		
24		✓	✓	✓		✓	✓		✓	
25			✓	✓		✓				



**ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE RESPONSIBLE PARTIES TO
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING
WITH THE AMERICANS WITH DISABILITIES ACT-Exhibit 2**

Objective 1.2	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or maintained ADA non-discrimination policies or court rules	Posted public notices or communications of availability of reasonable accommodations	Established or maintained a complaint procedure	Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.)	Developed or maintained written essential functions for court jobs	Established or maintained a list of available real-time court reporters and sign language interpreters	Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
DISTRICT COURT										
26		✓	✓	✓	✓	✓	✓	✓	✓	
27	✓									
28						✓			✓	
29		✓	✓	✓				✓		
30						✓				
31		✓		✓		✓			✓	
32										✓
33		✓		✓		✓		✓	✓	
34										✓
35								✓		✓
36		✓	✓	✓	✓	✓	✓	✓		✓
37		✓	✓	✓						
38	✓									
39			✓							
40		✓								✓
42										✓
Caddo Juvenile				✓		✓	✓	✓	✓	
East Baton Rouge Family		✓	✓		✓	✓		✓	✓	
East Baton Rouge Juvenile		✓				✓	✓	✓		✓
Jefferson Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Civil			✓			✓				
Orleans Criminal		✓	✓	✓	✓		✓		✓	✓
Orleans Juvenile		✓		✓		✓	✓			
TOTALS	5	27	23	26	12	27	14	20	13	15



ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING SAFETY AND SECURITY MEASURES-Exhibit 3

Objective 1.2	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Implemented or continued coordination of security with law enforcement officials	Had a security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms	Trained court personnel in better security	Appointed a safety officer	Sponsored safety and/or security training	Installed or maintained security equipment	Implemented or maintained an emergency evacuation procedure	Other
DISTRICT COURT													
1		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
2		✓	✓				✓	✓		✓	✓	✓	
3			✓				✓					✓	
4		✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
5		✓	✓				✓				✓		
6		✓					✓				✓		
7		✓	✓		✓	✓	✓						
8							✓				✓		
9		✓	✓	✓			✓				✓		✓
10		✓	✓		✓	✓	✓	✓	✓		✓	✓	
11	✓												
12			✓					✓					
13											✓		
14		✓	✓				✓				✓	✓	
15		✓	✓			✓	✓				✓	✓	
16		✓	✓			✓	✓		✓				✓
17		✓	✓			✓	✓	✓			✓		✓
18		✓	✓	✓							✓		
19			✓			✓	✓			✓	✓	✓	
20			✓								✓		
21			✓				✓	✓					✓
22		✓	✓			✓	✓	✓			✓	✓	
23			✓				✓	✓					
24		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	
25		✓	✓	✓		✓		✓		✓	✓		



ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING SAFETY AND SECURITY MEASURES-Exhibit 3

Objective 1.2	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Implemented or continued coordination of security with law enforcement officials	Had a security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms	Trained court personnel in better security	Appointed a safety officer	Sponsored safety and/or security training	Installed or maintained security equipment	Implemented or maintained an emergency evacuation procedure	Other
DISTRICT COURT													
26		✓	✓		✓	✓	✓	✓	✓		✓	✓	
27		✓					✓				✓		
28			✓				✓				✓	✓	
29		✓	✓										✓
30			✓						✓				✓
31		✓	✓		✓		✓				✓		
32			✓									✓	✓
33		✓	✓		✓	✓					✓	✓	
34			✓								✓		✓
35			✓				✓			✓		✓	
36		✓	✓		✓	✓	✓	✓				✓	✓
37		✓	✓				✓				✓		
38							✓	✓		✓	✓		
39	✓												
40													✓
42				✓							✓		
Caddo Juvenile			✓			✓	✓				✓	✓	
East Baton Rouge Family		✓	✓				✓	✓		✓	✓	✓	
East Baton Rouge Juvenile		✓	✓				✓						✓
Jefferson Juvenile		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
Orleans Civil			✓				✓				✓		
Orleans Criminal		✓	✓		✓	✓	✓	✓		✓		✓	✓
Orleans Juvenile		✓	✓								✓	✓	
TOTALS	2	28	39	7	11	17	33	17	5	10	32	21	13



ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN--Exhibit 4

Objective 1.2	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or updated a COOP/DRP	Coordinated the COOP/DRP with all parish/city officials	Tested the COOP/DRP on a regular basis	Other
DISTRICT COURT						
1			✓	✓	✓	
2		✓	✓			
3			✓			
4		✓	✓	✓		✓
5		✓		✓		
6		✓	✓			
7		✓	✓	✓		
8	✓					
9		✓	✓	✓		
10		✓	✓			
11			✓			✓
12	✓					
13	✓					
14		✓	✓	✓		
15		✓	✓			
16		✓	✓			✓
17		✓		✓		
18	✓					
19			✓	✓		
20			✓	✓		
21	✓					
22		✓	✓	✓		
23			✓			
24		✓	✓	✓		
25		✓	✓			✓



ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN--Exhibit 4

Objective 1.2	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or updated a COOP/DRP	Coordinated the COOP/DRP with all parish/city officials	Tested the COOP/DRP on a regular basis	Other
DISTRICT COURT						
26		✓	✓			
27				✓		
28			✓			
29		✓	✓	✓		
30			✓			
31			✓	✓		
32			✓			
33		✓	✓	✓	✓	
34				✓		
35			✓	✓		
36		✓		✓	✓	
37		✓	✓	✓		
38		✓				✓
39				✓		
40	✓					
42			✓			
Caddo Juvenile			✓	✓		
East Baton Rouge Family		✓		✓		
East Baton Rouge Juvenile		✓	✓			
Jefferson Juvenile		✓	✓	✓	✓	
Orleans Civil			✓			
Orleans Criminal		✓	✓	✓		✓
Orleans Juvenile		✓	✓			
TOTALS	6	25	34	24	4	6



**ACTIONS TAKEN IN FY 2009-2010 TO GIVE ALL WHO APPEAR BEFORE THE COURT
REASONABLE OPPORTUNITIES TO PARTICIPATE EFFECTIVELY WITHOUT
UNDUE HARDSHIP OR INCONVENIENCE: ASSISTING PATRONS WITH LIMITED
ENGLISH PROFICIENCY-Exhibit 5**

Objective 1.3	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Complied with DOJ LEP guidelines	Installed or maintained signage regarding services to LEP persons	Provided foreign language interpreter services when necessary	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Adopted or maintained an oath for language interpreters	Adopted or maintained a policy for the provision of language interpreters	Other
DISTRICT COURT									
1		✓			✓	✓	✓		
2		✓			✓	✓			
3		✓	✓	✓	✓	✓	✓	✓	
4		✓		✓	✓	✓	✓	✓	✓
5		✓			✓		✓		
6		✓	✓		✓	✓			
7		✓	✓	✓	✓	✓	✓	✓	
8					✓				
9		✓	✓	✓	✓	✓	✓	✓	
10		✓			✓	✓			
11					✓				✓
12	✓								
13					✓				
14		✓			✓	✓	✓		
15		✓	✓		✓	✓	✓		
16		✓	✓		✓	✓		✓	✓
17		✓			✓	✓	✓		
18		✓			✓				
19					✓	✓			
20					✓				
21					✓	✓			
22		✓		✓	✓	✓		✓	
23			✓	✓	✓	✓			
24		✓	✓		✓		✓	✓	
25		✓			✓	✓	✓		



**ACTIONS TAKEN IN FY 2009-2010 TO GIVE ALL WHO APPEAR BEFORE THE COURT
REASONABLE OPPORTUNITIES TO PARTICIPATE EFFECTIVELY WITHOUT
UNDUE HARDSHIP OR INCONVENIENCE: ASSISTING PATRONS WITH LIMITED
ENGLISH PROFICIENCY-Exhibit 5**

Objective 1.3	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Complied with DOJ LEP guidelines	Installed or maintained signage regarding services to LEP persons	Provided foreign language interpreter services when necessary	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Adopted or maintained an oath for language interpreters	Adopted or maintained a policy for the provision of language interpreters	Other
DISTRICT COURT									
26		✓	✓		✓	✓	✓	✓	
27									✓
28					✓				
29		✓			✓	✓	✓		✓
30					✓	✓			
31		✓			✓	✓	✓		
32					✓				
33		✓	✓		✓	✓	✓	✓	
34					✓				
35		✓			✓	✓	✓		
36		✓	✓		✓	✓	✓	✓	
37		✓			✓				
38					✓				
39					✓				
40					✓	✓	✓		
42					✓				
Caddo Juvenile				✓	✓	✓			
East Baton Rouge Family		✓			✓				
East Baton Rouge Juvenile		✓	✓		✓	✓			
Jefferson Juvenile		✓	✓	✓	✓	✓	✓	✓	
Orleans Civil					✓				
Orleans Criminal		✓			✓	✓	✓		✓
Orleans Juvenile	✓								
TOTALS	2	28	13	8	45	29	20	11	6



**ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO DISTRICT COURT PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE:
ASSISTING PRO SE LITIGANTS--Exhibit 6**

Objective 1.5	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Worked with the clerk of court and/or local bar to provide information	Referred pro se/self-represented litigants to legal service corporations	Ensured the availability of indigent defenders to indigent defendants	Provided generic petitions and other forms	Other
DISTRICT COURT							
1		✓	✓	✓	✓		
2		✓	✓	✓	✓	✓	
3		✓	✓	✓	✓		
4		✓	✓	✓	✓	✓	✓
5		✓	✓		✓		
6		✓	✓	✓	✓	✓	
7		✓	✓	✓	✓	✓	
8			✓	✓	✓		
9		✓	✓	✓	✓	✓	✓
10		✓	✓	✓	✓	✓	
11				✓	✓		
12				✓	✓		
13				✓	✓		
14		✓		✓	✓	✓	
15		✓	✓	✓	✓	✓	
16		✓			✓		✓
17		✓	✓	✓	✓		
18		✓		✓	✓		
19			✓	✓	✓	✓	
20				✓	✓		
21			✓	✓	✓		
22		✓		✓	✓		
23			✓	✓		✓	
24		✓		✓	✓	✓	
25		✓	✓		✓		



**ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO DISTRICT COURT PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE:
ASSISTING PRO SE LITIGANTS--Exhibit 6**

Objective 1.5	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Worked with the clerk of court and/or local bar to provide information	Referred pro se/self-represented litigants to legal service corporations	Ensured the availability of indigent defenders to indigent defendants	Provided generic petitions and other forms	Other
DISTRICT COURT							
26		✓	✓	✓	✓	✓	
27					✓		
28				✓	✓		
29		✓	✓	✓	✓	✓	✓
30			✓	✓	✓		
31		✓	✓	✓	✓		
32				✓	✓		
33		✓		✓	✓		
34			✓		✓		
35		✓	✓	✓	✓		
36		✓	✓	✓	✓	✓	
37		✓		✓	✓		
38			✓	✓	✓		
39				✓	✓		
40			✓	✓	✓	✓	
42			✓	✓	✓		
Caddo Juvenile			✓		✓		
East Baton Rouge Family		✓	✓	✓	✓	✓	
East Baton Rouge Juvenile		✓	✓		✓		
Jefferson Juvenile		✓	✓	✓	✓		
Orleans Civil			✓			✓	
Orleans Criminal		✓	✓		✓		
Orleans Juvenile		✓	✓	✓	✓	✓	
TOTALS	0	29	33	39	46	18	4



**ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE TIMELY CASE MANAGEMENT
AND PROCESSING--Exhibit 7**

Objective 2.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Installed or maintained an automated case allotment system	Installed or maintained an automated case management system	Planned the development of an automated case management system	Improved the manual system of case processing	Used docket status reports	Improved communication with police, sheriffs and marshals	Improved docketing and scheduling	Employed case managers to expedite court processes	Took steps to reduce cases under advisement	Implemented or maintained the use of pre-trial conferences	Encouraged alternative dispute resolutions	Implemented or maintained time standards for case processing	Other
DISTRICT COURT															
1		✓	✓		✓			✓	✓	✓		✓	✓		
2		✓						✓	✓		✓	✓	✓		
3		✓				✓			✓		✓	✓	✓	✓	
4		✓	✓		✓	✓		✓	✓			✓			✓
5		✓						✓			✓	✓	✓	✓	
6		✓				✓		✓	✓		✓	✓	✓		
7		✓	✓					✓	✓		✓	✓	✓		
8									✓						
9		✓	✓	✓	✓				✓			✓	✓	✓	
10		✓						✓	✓		✓	✓	✓	✓	
11								✓	✓			✓			
12									✓			✓			
13								✓			✓	✓			
14		✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓
15		✓										✓			
16		✓		✓	✓	✓			✓	✓		✓			✓
17		✓													✓
18		✓	✓					✓	✓			✓	✓		
19				✓	✓							✓			
20								✓				✓	✓		
21		✓	✓									✓	✓		
22		✓	✓					✓	✓	✓	✓	✓	✓	✓	
23			✓									✓	✓		
24		✓	✓	✓		✓		✓	✓			✓			
25			✓	✓					✓			✓	✓		



**ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE TIMELY CASE MANAGEMENT
AND PROCESSING--Exhibit 7**

Objective 2.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Installed or maintained an automated case allotment system	Installed or maintained an automated case management system	Planned the development of an automated case management system	Improved the manual system of case processing	Used docket status reports	Improved communication with police, sheriffs and marshals	Improved docketing and scheduling	Employed case managers to expedite court processes	Took steps to reduce cases under advisement	Implemented or maintained the use of pre-trial conferences	Encouraged alternative dispute resolutions	Implemented or maintained time standards for case processing	Other
DISTRICT COURT															
26		✓	✓		✓			✓				✓			
27	✓														
28						✓			✓						
29		✓						✓	✓	✓	✓	✓	✓	✓	
30			✓			✓			✓		✓	✓			
31		✓						✓	✓		✓	✓		✓	
32												✓			
33		✓	✓			✓			✓		✓	✓			
34								✓				✓	✓		
35		✓				✓			✓		✓	✓	✓		
36		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
37		✓										✓	✓	✓	
38									✓		✓	✓	✓		
39												✓			
40			✓						✓				✓		✓
42									✓			✓	✓		
Caddo Juvenile			✓	✓				✓	✓					✓	
East Baton Rouge Family		✓	✓	✓		✓			✓		✓	✓	✓		
East Baton Rouge Juvenile		✓	✓	✓								✓		✓	✓
Jefferson Juvenile		✓	✓	✓						✓					
Orleans Civil			✓	✓					✓			✓	✓		
Orleans Criminal		✓	✓		✓	✓	✓	✓	✓		✓	✓		✓	✓
Orleans Juvenile		✓	✓	✓	✓			✓	✓	✓				✓	
TOTALS	1	29	22	13	9	13	3	22	32	7	18	40	25	13	7



**ACTIONS TAKEN IN FY 2009-2010 TO PROMPTLY IMPLEMENT CHANGES IN LAW
AND PROCEDURE-Exhibit 8**

Objective 2.3	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Designated a person or committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
DISTRICT COURT						
1		✓	✓		✓	
2		✓	✓		✓	
3					✓	
4		✓	✓	✓	✓	✓
5		✓		✓	✓	
6		✓	✓	✓	✓	
7		✓	✓	✓	✓	
8					✓	
9		✓	✓		✓	
10		✓			✓	
11	✓					
12					✓	
13	✓					
14		✓			✓	
15		✓		✓	✓	
16		✓	✓	✓	✓	✓
17		✓			✓	✓
18	✓					
19	✓					
20					✓	
21		✓	✓		✓	✓
22		✓	✓	✓	✓	
23						✓
24		✓	✓		✓	
25		✓			✓	✓



**ACTIONS TAKEN IN FY 2009-2010 TO PROMPTLY IMPLEMENT CHANGES IN LAW
AND PROCEDURE-Exhibit 8**

Objective 2.3	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Designated a person or committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
DISTRICT COURT						
26		✓	✓	✓	✓	
27				✓		
28	✓					
29		✓	✓		✓	
30			✓		✓	
31		✓			✓	
32						✓
33		✓	✓		✓	
34						✓
35					✓	✓
36		✓	✓		✓	
37	✓					
38					✓	
39	✓					
40						✓
42			✓			
Caddo Juvenile			✓			
East Baton Rouge Family		✓	✓		✓	
East Baton Rouge Juvenile		✓				✓
Jefferson Juvenile		✓	✓	✓	✓	
Orleans Civil					✓	
Orleans Criminal		✓	✓	✓	✓	✓
Orleans Juvenile		✓			✓	
TOTALS	7	26	20	11	33	12



ACTIONS TAKEN IN FY 2009-2010 TO ENHANCE JURY SERVICE-Exhibit 9

Objective 2.4	Not applicable to this court	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or maintained jury management policies	Developed or maintained a telephone call-in system for potential jurors	Utilized a "plea cut-off" policy in criminal cases	Utilized post-jury survey instruments to develop ways to enhance jury service	Other
DISTRICT COURT								
1			✓	✓	✓			
2			✓		✓	✓		
3			✓	✓	✓		✓	
4			✓	✓	✓	✓	✓	✓
5			✓		✓			
6			✓		✓	✓	✓	
7			✓		✓			
8				✓	✓			
9			✓		✓			
10			✓		✓	✓		
11				✓	✓	✓	✓	
12		✓						
13					✓			
14			✓	✓	✓			
15			✓	✓	✓			
16			✓	✓	✓		✓	✓
17			✓		✓		✓	
18			✓		✓	✓		
19				✓	✓			
20					✓			
21			✓	✓	✓	✓		
22			✓	✓	✓		✓	✓
23					✓	✓		✓
24			✓	✓	✓			
25			✓		✓			



ACTIONS TAKEN IN FY 2009-2010 TO ENHANCE JURY SERVICE-Exhibit 9

Objective 2.4	Not applicable to this court	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or maintained jury management policies	Developed or maintained a telephone call-in system for potential jurors	Utilized a "plea cut-off" policy in criminal cases	Utilized post-jury survey instruments to develop ways to enhance jury service	Other
DISTRICT COURT								
26			✓		✓	✓		
27								✓
28					✓	✓		
29			✓	✓	✓			
30					✓		✓	
31				✓	✓	✓		
32				✓		✓		✓
33			✓	✓	✓	✓	✓	
34					✓			
35			✓		✓	✓	✓	
36			✓	✓	✓	✓		
37			✓		✓		✓	✓
38					✓			
39					✓		✓	
40				✓	✓		✓	✓
42					✓		✓	
Caddo Juvenile	✓							
East Baton Rouge Family	✓							
East Baton Rouge Juvenile	✓							
Jefferson Juvenile	✓							
Orleans Civil				✓	✓			
Orleans Criminal			✓	✓			✓	✓
Orleans Juvenile	✓							
TOTALS	5	1	25	20	39	15	15	9



**ACTIONS TAKEN IN FY 2009-2010 TO GIVE INDIVIDUAL ATTENTION TO CASES,
DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON
LEGALLY RELEVANT FACTORS-Exhibit 10**

Objective 3.3	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or used a standardized bail bond schedule	Developed or used standardized Boykin language	Developed or used some form of sentencing or dispositional guidelines	Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Used focus groups to solicit feedback on the court's equality and fairness in the treatment of court users	Other
DISTRICT COURT								
1		✓	✓	✓				
2		✓	✓	✓	✓			
3		✓	✓	✓	✓			
4		✓	✓	✓				✓
5		✓	✓	✓				
6		✓	✓	✓	✓			
7		✓	✓	✓	✓			
8			✓	✓	✓			
9		✓	✓	✓	✓			
10		✓	✓	✓				
11			✓	✓	✓	✓		
12				✓				
13			✓	✓	✓			
14		✓	✓	✓	✓			
15		✓		✓				
16		✓	✓					✓
17		✓		✓				
18		✓	✓	✓				
19	✓							
20			✓	✓	✓			
21		✓	✓	✓	✓			
22		✓	✓					
23				✓				
24		✓	✓	✓	✓			
25		✓	✓	✓	✓			

**ACTIONS TAKEN IN FY 2009-2010 TO GIVE INDIVIDUAL ATTENTION TO CASES,
DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON
LEGALLY RELEVANT FACTORS-Exhibit 10**

Objective 3.3	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or used a standardized bail bond schedule	Developed or used standardized Boykin language	Developed or used some form of sentencing or dispositional guidelines	Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Used focus groups to solicit feedback on the court's equality and fairness in the treatment of court users	Other
DISTRICT COURT								
26		✓	✓	✓	✓			
27			✓					✓
28			✓	✓				
29		✓	✓	✓				
30				✓	✓			
31			✓	✓	✓			
32		✓						✓
33		✓	✓	✓	✓			
34				✓				
35			✓	✓				✓
36			✓	✓		✓		
37		✓	✓	✓		✓		
38			✓	✓				
39			✓	✓				
40			✓	✓				✓
42			✓	✓				
Caddo Juvenile	✓							
East Baton Rouge Family	✓							
East Baton Rouge Juvenile		✓		✓				
Jefferson Juvenile	✓							
Orleans Civil	✓							
Orleans Criminal		✓	✓	✓			✓	
Orleans Juvenile		✓		✓	✓			
TOTALS	5	26	34	39	18	3	1	6



**ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PROPERLY
PRESERVED~Exhibit 11**

Objective 3.6	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or maintained policies or rules relating to the issue	Developed or maintained a system of bar-coding to track location of manual files and documents	Met with clerk on a continuing basis to improve procedures and address problems	Standardized and automated minute entries	Used real-time court reporting	Developed or implemented a records retention plan	Performed periodic audits of files	Used scanning on filed documents	Other
DISTRICT COURT											
1		✓			✓		✓				✓
2		✓			✓	✓				✓	
3		✓			✓	✓	✓			✓	
4		✓			✓			✓	✓	✓	✓
5		✓			✓		✓			✓	
6		✓				✓		✓	✓		
7		✓	✓		✓	✓		✓		✓	
8			✓								
9		✓		✓		✓				✓	
10		✓			✓						
11	✓										
12					✓						
13	✓										
14		✓	✓	✓	✓	✓	✓	✓	✓	✓	
15		✓	✓	✓	✓		✓	✓		✓	
16		✓	✓		✓			✓			✓
17		✓			✓		✓				
18		✓				✓					
19	✓										
20					✓					✓	
21		✓	✓		✓		✓				
22		✓	✓		✓	✓	✓				
23					✓						
24		✓			✓	✓		✓		✓	
25		✓			✓	✓				✓	

**ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PROPERLY
PRESERVED~Exhibit 11**

Objective 3.6	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or maintained policies or rules relating to the issue	Developed or maintained a system of bar-coding to track location of manual files and documents	Met with clerk on a continuing basis to improve procedures and address problems	Standardized and automated minute entries	Used real-time court reporting	Developed or implemented a records retention plan	Performed periodic audits of files	Used scanning on filed documents	Other
DISTRICT COURT											
26		✓			✓	✓				✓	
27	✓										
28					✓						
29		✓			✓	✓	✓			✓	
30					✓		✓				
31					✓	✓	✓				
32					✓						
33		✓			✓	✓		✓		✓	
34					✓						
35		✓					✓				
36		✓	✓		✓	✓	✓	✓	✓		
37		✓	✓				✓				
38					✓						
39	✓										
40					✓		✓				
42					✓						
Caddo Juvenile					✓		✓				
East Baton Rouge Family		✓			✓	✓				✓	
East Baton Rouge Juvenile		✓	✓		✓	✓	✓			✓	✓
Jefferson Juvenile		✓	✓		✓	✓	✓	✓		✓	
Orleans Civil							✓			✓	
Orleans Criminal		✓			✓	✓					✓
Orleans Juvenile		✓		✓		✓			✓		✓
TOTALS	5	29	11	4	35	20	19	10	5	18	6



ACTIONS TAKEN IN FY 2009-2010 TO MAINTAIN THE CONSTITUTIONAL INDEPENDENCE OF THE JUDICIARY WHILE OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF GOVERNMENT-Exhibit 12

Objective 4.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Continued to communicate, coordinate and cooperate with the other branches of government	Used outreach programs to promote judicial independence and protection of the rule of law	Other
DISTRICT COURT					
1		✓	✓		
2		✓	✓	✓	
3		✓	✓	✓	
4		✓	✓		✓
5		✓	✓		
6		✓	✓		
7		✓	✓	✓	
8	✓				
9		✓	✓		
10		✓	✓	✓	
11			✓		
12			✓		
13			✓		
14		✓	✓	✓	
15		✓	✓		
16		✓	✓	✓	✓
17		✓	✓		
18		✓	✓		
19			✓		
20			✓		
21		✓	✓		
22		✓	✓	✓	
23			✓		
24		✓	✓	✓	
25			✓		✓

ACTIONS TAKEN IN FY 2009-2010 TO MAINTAIN THE CONSTITUTIONAL INDEPENDENCE OF THE JUDICIARY WHILE OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF GOVERNMENT-Exhibit 12

Objective 4.1	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Continued to communicate, coordinate and cooperate with the other branches of government	Used outreach programs to promote judicial independence and protection of the rule of law	Other
DISTRICT COURT					
26		✓	✓	✓	
27				✓	✓
28			✓		
29		✓	✓	✓	
30			✓		
31		✓	✓	✓	
32			✓		
33		✓	✓		
34			✓		
35		✓	✓		
36		✓	✓	✓	
37		✓	✓		
38			✓		
39	✓				
40			✓	✓	
42			✓		
Caddo Juvenile			✓		
East Baton Rouge Family		✓	✓		
East Baton Rouge Juvenile		✓	✓		
Jefferson Juvenile		✓	✓		
Orleans Civil			✓		
Orleans Criminal		✓	✓	✓	
Orleans Juvenile		✓	✓		
TOTALS	2	29	45	15	4



ACTIONS TAKEN IN FY 2009-2010 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES-Exhibit 13

Objective 4.3	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Implemented or updated court personnel policies	Provided technology training to employees	Provided in-house training and/or outside employee training and/or education	Implemented or maintained employee training on civility and professionalism	Other
DISTRICT COURT							
1		✓	✓		✓	✓	
2		✓		✓	✓	✓	
3		✓	✓	✓	✓		
4		✓	✓	✓	✓	✓	✓
5	✓						
6		✓	✓	✓			
7		✓	✓	✓	✓	✓	
8					✓		
9		✓		✓			
10		✓			✓		
11				✓	✓		
12					✓		
13				✓		✓	
14		✓	✓	✓	✓		
15		✓	✓	✓			
16		✓	✓	✓	✓		✓
17		✓	✓				
18	✓						
19			✓	✓		✓	
20				✓	✓	✓	
21		✓	✓	✓	✓		
22		✓	✓	✓	✓		
23						✓	
24	✓						
25		✓	✓	✓	✓	✓	

ACTIONS TAKEN IN FY 2009-2010 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES-Exhibit 13

Objective 4.3	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Implemented or updated court personnel policies	Provided technology training to employees	Provided in-house training and/or outside employee training and/or education	Implemented or maintained employee training on civility and professionalism	Other
DISTRICT COURT							
26		✓	✓		✓	✓	
27				✓			✓
28			✓				
29		✓	✓	✓	✓	✓	
30				✓			
31		✓		✓	✓		
32							✓
33		✓		✓	✓		
34	✓						
35					✓		
36		✓	✓	✓	✓		
37		✓		✓	✓		
38	✓						
39	✓						
40					✓		
42				✓			
Caddo Juvenile			✓	✓	✓		
East Baton Rouge Family		✓	✓	✓	✓		
East Baton Rouge Juvenile		✓	✓		✓	✓	
Jefferson Juvenile		✓	✓	✓	✓	✓	
Orleans Civil					✓		
Orleans Criminal		✓	✓	✓	✓	✓	✓
Orleans Juvenile		✓		✓	✓		
TOTALS	6	26	22	29	30	14	5



**ACTIONS TAKEN IN FY 2009-2010 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION, AND PROGRAMS-Exhibit 14**

Objective 4.4	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Created or maintained a website containing information about the court	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
DISTRICT COURT											
1		✓		✓	✓		✓	✓		✓	
2		✓			✓		✓	✓			
3					✓		✓	✓		✓	
4		✓	✓		✓	✓	✓	✓	✓	✓	✓
5		✓	✓		✓		✓			✓	
6		✓	✓		✓		✓	✓			
7		✓					✓	✓		✓	
8	✓										
9		✓	✓				✓	✓	✓		
10		✓	✓		✓	✓	✓	✓	✓		
11								✓			
12					✓		✓	✓			
13					✓		✓	✓		✓	
14		✓	✓	✓	✓	✓	✓	✓	✓	✓	
15		✓	✓		✓	✓	✓	✓	✓	✓	
16		✓	✓				✓	✓	✓		✓
17		✓	✓		✓						
18		✓			✓		✓	✓	✓	✓	
19						✓	✓	✓	✓		
20			✓								
21		✓	✓		✓		✓		✓		
22		✓	✓	✓		✓	✓	✓	✓		
23			✓				✓	✓			
24		✓	✓				✓	✓	✓	✓	
25		✓			✓	✓	✓	✓			



**ACTIONS TAKEN IN FY 2009-2010 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION, AND PROGRAMS-Exhibit 14**

Objective 4.4	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Created or maintained a website containing information about the court	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
DISTRICT COURT											
26		✓			✓		✓	✓	✓	✓	
27									✓		
28					✓		✓	✓			✓
29		✓	✓		✓		✓	✓	✓	✓	
30							✓	✓	✓		
31		✓	✓				✓	✓			
32				✓	✓		✓		✓	✓	
33		✓	✓		✓		✓	✓			
34					✓		✓				
35			✓		✓		✓	✓			
36		✓					✓	✓			
37		✓					✓		✓		
38							✓	✓			
39							✓				
40			✓		✓				✓		
42								✓		✓	
Caddo Juvenile			✓		✓	✓	✓	✓		✓	
East Baton Rouge Family		✓	✓	✓			✓	✓			
East Baton Rouge Juvenile		✓	✓	✓		✓	✓	✓			✓
Jefferson Juvenile		✓	✓		✓		✓	✓	✓	✓	
Orleans Civil			✓								
Orleans Criminal		✓	✓	✓	✓		✓	✓	✓		✓
Orleans Juvenile		✓	✓	✓	✓	✓	✓	✓			
TOTALS	1	28	26	8	27	10	40	36	20	16	5



**ACTIONS TAKEN IN FY 2009-2010 TO RECOGNIZE NEW CONDITIONS OR EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:
IMPLEMENTING TECHNOLOGIES-Exhibit 15**

Objective 4.5	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Acquired or updated legal research materials	Bought additional personal computers	Installed or used video-conferencing/arraignment system	Installed or updated electronic monitoring	Installed or updated e-mail/internet	Upgraded word processing software	Installed or updated new audio-visual equipment	Installed or updated digital audio/video	Installed or updated legal research software	Other
DISTRICT COURT												
1		✓	✓	✓	✓				✓	✓	✓	
2		✓	✓	✓			✓				✓	
3		✓	✓	✓			✓	✓			✓	
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5		✓	✓	✓								
6		✓	✓	✓		✓	✓		✓	✓	✓	
7		✓	✓	✓	✓							
8			✓									
9		✓	✓	✓	✓	✓	✓		✓	✓		
10		✓		✓	✓			✓				✓
11			✓	✓		✓			✓		✓	
12			✓					✓				
13	✓											
14		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
15		✓	✓	✓	✓	✓			✓		✓	
16		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
17		✓	✓	✓		✓	✓				✓	
18		✓		✓	✓			✓		✓		
19			✓		✓				✓			
20			✓	✓								
21		✓	✓	✓	✓		✓				✓	
22		✓	✓	✓		✓	✓	✓		✓	✓	
23				✓					✓			
24		✓	✓	✓	✓	✓	✓		✓	✓	✓	
25		✓	✓	✓								

**ACTIONS TAKEN IN FY 2009-2010 TO RECOGNIZE NEW CONDITIONS OR EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:
IMPLEMENTING TECHNOLOGIES-Exhibit 15**

Objective 4.5	Did not address this area in FY 2009-2010	Continued to address this objective through the actions indicated	Acquired or updated legal research materials	Bought additional personal computers	Installed or used video-conferencing/arraignment system	Installed or updated electronic monitoring	Installed or updated e-mail/internet	Upgraded word processing software	Installed or updated new audio-visual equipment	Installed or updated digital audio/video	Installed or updated legal research software	Other
DISTRICT COURT												
26		✓	✓		✓	✓	✓	✓	✓	✓	✓	
27				✓	✓	✓			✓			
28			✓							✓	✓	
29		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
30			✓	✓			✓		✓	✓		✓
31		✓	✓	✓		✓	✓	✓	✓	✓	✓	
32					✓							✓
33		✓	✓	✓			✓		✓		✓	
34					✓				✓		✓	
35			✓		✓					✓	✓	
36		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
37	✓											
38			✓	✓			✓	✓				
39			✓	✓								
40			✓		✓			✓	✓		✓	
42				✓								
Caddo Juvenile			✓	✓	✓	✓			✓	✓		
East Baton Rouge Family		✓	✓	✓		✓	✓	✓		✓	✓	
East Baton Rouge Juvenile		✓	✓								✓	
Jefferson Juvenile		✓	✓	✓	✓		✓	✓	✓	✓	✓	
Orleans Civil			✓								✓	
Orleans Criminal		✓	✓	✓	✓	✓	✓	✓				✓
Orleans Juvenile		✓		✓		✓		✓	✓			✓
TOTALS	2	28	38	35	23	18	21	18	23	19	26	7





PERFORMANCE REPORTS:

**PERFORMANCE OF THE
CITY & PARISH COURTS**

PERFORMANCE OF THE CITY AND PARISH COURTS

INTRODUCTION

The board of the Louisiana City Court Judges Association adopted the Strategic Plan of the City and Parish Courts in 2002. The Supreme Court of Louisiana approved the plan the same year. The plan was reviewed and updated in 2007.

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

The information presented in the “Intent of the Objective” sections of this report was taken primarily from the Bureau of Justice Assistance publication entitled, “Trial Court Performance Standards with Commentary.”

The information presented in the “Responses to the Objective” and “Major Strategies Initiated or Completed” sections of this part of the report was compiled from the responses of each city and parish court to a survey of chief judges, which was prepared by the Supreme Court Judicial Administrator’s Office and distributed to all city and parish courts during the spring of 2011.

CITY COURT OBJECTIVES

- 1.1 To conduct judicial proceedings that are public by law or custom openly.
- 1.2 To encourage responsible parties to make court facilities safe, accessible, and convenient.
- 1.3 To give all who appear before the court reasonable opportunities to participate effectively without undue hardship or inconvenience.
- 1.4 To ensure that all judges and other court personnel are courteous and responsive to the public and accord respect to all with whom they come in contact.
- 1.5 To encourage all responsible public bodies and public officers to make the costs of access to the court’s proceedings and records ~ whether measured in terms of money, time, or the procedures that must be followed ~ reasonable, fair, and affordable.
- 2.1 To encourage timely case management and processing.
- 2.2 To provide required reports and to respond to requests for information promptly.
- 2.3 To promptly implement changes in law and procedure.
- 3.1 To faithfully adhere to laws, procedural rules, and established policies.
- 3.2 To give individual attention to cases, deciding them without undue disparity among like cases and upon



legally relevant factors.

- 3.3 To ensure that the decisions of the court clearly address the issues presented to it and, where appropriate, to specify how compliance can be achieved.
- 3.4 To ensure that appropriate responsibility is taken for the enforcement of court orders.
- 3.5 To ensure that all court records of relevant court decisions and actions are accurate and properly preserved.
- 4.1 To maintain the constitutional independence of the judiciary while observing the principle of cooperation with other branches of government.
- 4.2 To seek, use, and account for public resources in a responsible manner.
- 4.3 To use fair employment practices and to train and develop the court's human resources.
- 4.4 To inform the community of the court's structure, function, and programs.
- 4.5 To recognize new conditions or emerging events and to adjust court operations accordingly
- 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 intent of this objective is to encourage openness in all appropriate judicial proceedings. The courts should specify proceedings to which the public is denied access and ensure that the restriction is in accordance with the law and not in opposition to reasonable public expectations. Further, courts should ensure that proceedings are accessible and audible to all participants, including litigants, attorneys, court personnel, and other persons in the courtroom.

Responses to the Objective

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

- **Baton Rouge City Court.** Baton Rouge City Court installed four kiosks throughout the courthouse to inform patrons of the daily docket and the assigned courtrooms for individual proceedings. To use the kiosks, the patron types in the last three letters of his name, and when his/her name appears, the patron is then directed to the appropriate courtroom.
- **Crowley City Court.** Crowley City Court made the court schedule available at Crowley City Hall, on the website of the Crowley Police Department, and through the local newspaper.
- **Jeanerette City Court.** Jeanerette City Court started working on both a website and a Facebook page.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court provided and weekly updated recorded information on court procedures, traffic fine amounts, directions, building closing, and hours of operation.
- **Jefferson Parish Second Parish Court.** Staff members were available in the Jefferson Parish Second Parish Court's lobby to assist the public with any matters. Also, all court notices provided information regarding the availability of the assistive listening devices and those devices continued to be available in the courtrooms when needed.
- **Leesville City Court.** Leesville City Court worked on a website to provide court information.
- **Minden City Court.** Minden City Court provided an information service at the entrance to the court offices and began developing a website.
- **Monroe City Court.** Monroe City Court's dockets were made accessible in the Clerk of Court's office.
- **Morgan City Court.** Morgan City Court reported that criminal defendants and juveniles were provided, in writing, with a specific date and time to see the public defender. All arraignments, trials and civil proceedings have been the same time and day of the week for the past two years.
- **Natchitoches City Court.** Natchitoches City Court partnered with the local newspaper to publish criminal and traffic dockets.
- **Ruston City Court.** Ruston City Court made daily dockets available in the public areas of the court's offices.
- **Slidell City Court.** Slidell City Court continued its public education efforts to keep the community informed of court services. This helped the public become more aware of the types of proceedings at the court that are openly accessible and welcome to the public, while still maintaining the strict confidence of court proceedings that require confidentiality, including proceedings involving juveniles. Significant in this effort was the design and implementation of the court's first website. This site was specifically designed to be user-friendly and informative. Included on the site is information



the public has requested, based on surveys of most frequently requested information. Such information includes hours of operation, address, directions, court calendar, contact information links, dress-code, history of the court, and forms for small claims and evictions, along with an explanation of the judicial process in these types of suits. Additionally, this site provides a means to pay traffic tickets online which has proven to be successful and convenient for court users.

- **Springhill City Court.** Springhill City Court published the docket and minutes of court in the local newspaper.
- **Winnfield City Court.** Winnfield City Court reported that the Clerk of Court answered calls for information and provided calendars to anyone requesting one.

Objective 1.2

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

Intent of Objective

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

Responses to the Objective

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

- **Bastrop City Court.** Bastrop City Court installed a metal detector at the courtroom entrance and worked with the City Marshal to develop a security policy.
- **Baton Rouge City Court.** To avoid delays in the administration of justice, Baton Rouge City Court provided website information on the procedure to electronically request disability accommodations prior to an initial court appearance. As it does every year, the court administration sponsored training sessions for interpreter applicants conducted by certified interpreters with the mission to educate applicants on the practicalities of providing this service in a courtroom environment.

The court prohibited cell phones and other electronic devices from the courthouse unless approved by a judge or the court administration staff. Attorneys with a valid bar card are allowed to enter the building with these devices. Additional security pads were placed throughout the courthouse to further restrict access to sensitive areas and additional security cameras have been placed on the exterior of the courthouse building. Additional clerical staff have been added to the individual courtrooms, to reduce the responsibilities of the bailiff so that he/she can concentrate on security concerns.

- **Crowley City Court.** Crowley City Court reported that access to the second floor courtroom is available via ramp and elevator for individuals with disabilities. The court also changed door locks and access to make court employees safer.
- **Jeanerette City Court.** Jeanerette City Court reported that the court is currently compliant with the Americans with Disabilities Act in both courtroom and clerk area access, including restroom facilities. The court has a good working relationship with both language interpreters and the Deaf Action Center, which assists in obtaining sign language interpreters. The court also maintained an electronic records management plan in which a daily backup and weekly backup are kept separate.



- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court developed an emergency evacuation procedure and maintained a two-way radio system for communication between all court bailiffs, security officers and key offices, including the probation department and judges' chambers. Steps in the courtrooms were marked with highlighted tape and handrails were added to ensure the safety of the courtroom approach. All bumps in the carpet were repaired to avoid a possible tripping hazard until new carpet is installed.

Disaster Recovery Plan updates and jump drives were distributed to all essential personnel. In addition, all planning stages, meetings and bid processes for the purchase of an emergency generator and construction of the generator pad were completed.

- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish court printed notices given to the public that explain the procedure to follow when assistance is required. Signs bearing similar information were posted in the building.

The Second Parish Court's building was constructed to include a comprehensive security system that includes cameras strategically placed throughout the building, a monitor room, and security screening at the entrance to the building. The bailiffs and other security staff are trained in security matters, disaster response, and emergency response. The court also provided safety and security training sessions for its staff.

The court's Continuity of Operations Plan was distributed to key employees on flash drives and a toll free number has been established as a method of updating employees as needed. This system was periodically tested to ensure it was functioning properly.

- **Kaplan City Court.** Kaplan City Court continued to provide necessary accommodations to assure reasonable access to and participation in the process of administering justice. Also, the Kaplan City Marshal has deputized additional qualified per-

sonnel, on a volunteer basis, to provide additional security while court is in session. The judge has updated/renewed his firearms training (P.O.S.T.), including classroom course study and written test, as well as range qualification (117/120). He did this in the interest of court and personal security and to maintain compliance with the "Concealed Carry Law" as it applies to judges.

- **Leesville City Court.** Leesville City Court reported that it uses the parish security plan.
- **Minden City Court.** Minden City Court reported that its building is being renovated. Steps were taken to ensure compliance with the Americans with Disabilities Act and to incorporate security measures into the new building.
- **Monroe City Court.** Monroe City Court requested that the City of Monroe provide updated security cameras and screening devices.
- **Morgan City Court.** Morgan City Court addressed the Americans with Disabilities Act by inserting language on subpoenas: "Please contact Clerk for assistance with Americans with Disabilities Act issues."
- **New Orleans First City Court.** New Orleans First City Court reported that the Civil District Court Judicial Administrator is in charge of the court's Americans with Disabilities Act compliance. The court issued emergency numbers for employees and the general public and issued home and cell telephone numbers of all elected officials for emergency use.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to participate in the October 2008 Law Enforcement District Proposition which will bring \$7.5 million dollars in capital improvements to the Municipal and Traffic Court Building. The improvements will make the building compliant with the Americans with Disabilities Act. The renovations are slated to begin in the fourth quarter of 2011.



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

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

- **Shreveport City Court.** Shreveport City Court reported that the Marshal acts as the security and safety officer.
- **Slidell City Court.** Slidell City Court repaired and installed non-skid tiles on the sidewalk, porch steps and walkways leading to the doors of the courthouse. The court also sand-blasted and painted the handrails on ramps and re-stripped and painted the parking spaces reserved for individuals with disabilities. The court also secured bids for an additional ramp from the general parking area. In designing the court website, court staff took special care to ensure that information on how to request a sign language interpreter was included. Notice

to individuals with hearing impairments was also included on every subpoena issued.

The City Marshal is responsible for security within the courthouse. The Judge and the Marshal met regularly to address ongoing issues. This year, improvements to security included upgraded internal office controls and installing digitally-coded locks to more effectively deter unauthorized individuals from accessing the court's office areas. This is in addition to the ongoing efforts by the Marshal to improve security for court visitors through the use of a security checkpoint with up-to-date scanning equipment and proactive monitoring of all court proceedings by the marshals. All courthouse personnel are issued a picture ID and any visitors or workers are issued a temporary ID as needed. The courthouse is also equipped with video cameras that monitor the cashier's window and juvenile holding room. Additionally, the court website provides information on building security access, things prohibited from the courthouse, proper dress, and courtroom decorum.

Court staff proactively worked with the newly elected Chief of Police and Mayor to educate them on the court Continuity of Operations Plan/Disaster Recovery Plan and plan to continue cooperation in emergency planning. The court conducted several "mock" trials of the plan, which involved securing the court and testing the operation and activation of the computer back-up system. The court reviewed the disaster plan and updated employee information and contact numbers. The website contains a module whereby the court can message employees privately with instructions relating to necessary closings, rescheduling, or check-in procedures after a disaster.

- **Sulphur City Court.** Sulphur City Court purchased the Dragon Speak program to provide real-time reporting, which allows individuals with hearing impairments to see what is being said during court. The program is still being tested.

The judge also took a gun course and received a concealed carry gun permit. The gun is in the



courtroom; the bailiff keeps the key to the gun drawer and unlocks the drawer during court. The court also distributed a listing of numbers for all court personnel and has a written emergency plan coordinated with city officials.

- **Thibodaux City Court.** Thibodaux City Court evaluated security in the building. As a result of the evaluation, the court changed all locks to the court and installed a punch-pad security system for court entry.
- **Winnfield City Court.** Winnfield City Court reported that the courtroom is on the first level and the court has parking spaces reserved for individuals with disabilities.
- **Winnsboro City Court.** Winnsboro City Court maintained its online, offsite backup system.

Objective 1.3

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

Intent of the Objective

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

Responses to the Objective

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

- **Baton Rouge City Court.** Baton Rouge City Court partnered with certified interpreters to provide training to interpreters interested in providing

this service in the courtroom.

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court has a parish contract to provide sign and language interpreters to the court. In addition, the court has created and maintained a computer program for assignment of interpreters. The program is evaluated and improved as needed.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court records any request for an interpreter in a minute entry, which becomes part of the court record. The minute entry prompts the court's staff to schedule the interpreter's court appearance. The procedure is periodically reviewed and modified as needed.
- **Kaplan City Court.** Since its inception, Kaplan City Court has existed in an area of the state where many of its citizens speak "Cajun French" as their primary language. Bilingual court personnel were made available and interpreters were provided when necessary.
- **New Orleans Municipal Court.** In 2009, New Orleans Municipal Court was awarded a grant to hire interpreters to assist individuals with limited English proficiency. The court has a Spanish interpreter present on a daily basis for all sections of court. The court has also contracted with an outside agency to provide other interpreters as necessary. The above grant is due to expire in February of 2011.
- **Rayne City Court.** Rayne City Court obtained Boykin forms in several different languages.
- **Slidell City Court.** In addition to ongoing efforts to ensure patrons with limited English proficiency are assisted, the new court website included information to patrons on the services available and how to access them. The most-used pages of the site were designed in English and Spanish. Interpreter notice on subpoenas is in both English and Spanish. Additionally, the court continued devel-



oping a Boykin form in Spanish.

- **Winnfield City Court.** Winnfield City Court made qualified interpreters available for defendants for whom English is a second language.

Objective 1.4

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

Intent of the Objective

City and parish courts were not surveyed regarding this objective in 2009-2010. Information regarding these courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 1.5

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

Intent of the Objective

Litigants and others who use the services of the city and parish courts can face financial barriers to accessing them. These include fees and court costs, third-party expenses (e.g. deposition costs and expert witness fees), attorney fees and costs, costs associated with time delays and overall lengthiness of proceedings, and the cost of accessing records.

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

Responses to the Objective

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

- **Baton Rouge City Court.** Baton Rouge City Court increased the availability of interactive and .pdf forms on its website and in public reception areas.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that the Clerk of Court provided some forms for self-represented litigants. The court provided personnel to direct the public to the correct location and provided information on procedures during busy times. The Clerk of Court continued to allow access to court data systems for the purpose of records search, date compliance, and other matters, for both civil and criminal cases. The court used e-mail to make court forms, affidavits, and other documents available to the general public.
- **Jefferson Parish Second Parish Court.** The judges of Jefferson Parish Second Parish Court provided assistance to self-represented litigants when necessary.
- **Minden City Court.** Minden City Court diligently worked to protect the rights of the unrepresented by ensuring that an adequate record is preserved in all proceedings where a litigant may be unrepresented.
- **New Orleans Municipal Court.** Every section of New Orleans Municipal Court had an Orleans Parish public defender assigned to it. The public defenders have a satellite office at Municipal Court, where a defendant can be screened to see if he/she qualifies for public representation. These attorneys are available to assist pro se litigants as needed. In addition, Administrative Judge Paul N. Sens was appointed by the Louisiana Supreme Court to the Supreme Court of Louisiana's Self-Represented Litigant Task Force.
- **Opelousas City Court.** Opelousas City Court implemented a pro bono clinic to assist with pro



se litigation and to provide other general legal assistance. The court also partnered with Southern University Law Center and the local housing authority to establish a civil mediation program.

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

Objective 2.1

To encourage timely case management and processing.

Intent of the Objective

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

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

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

This objective focuses on strategies for developing interim manual case management systems and techniques while automated case management information systems are being developed. The objective also focuses on timeliness as it relates to the need for the timely commencement of proceedings.

Responses to the Objective

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

- **Alexandria City Court.** Alexandria City Court installed a new computer system for criminal and traffic cases.
- **Bastrop City Court.** Bastrop City Court took no cases under advisement.
- **Baton Rouge City Court.** Baton Rouge City Court administration continued to use the National Center for State Court-developed CourTools to provide measurements in several component areas of case processing, including trial date certainty, clearance rates, time to disposition, and age of active pending caseload. The court partnered with Southern Law School and its students to provide voluntary mediation alternatives in small claim suits. The court continued to participate in the Louisiana Court Connection project, as a pilot court, to upgrade the existing case management system.
- **Denham Springs City Court.** Denham Springs City Court added additional court days to its calendar.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that payments via the Internet continued with success. Email communication between judicial clerks and the Louisiana State Police to receive crash reports minimized time delays in creating court records for certain automobile accident related traffic tickets. Urging communication and cooperation between the judicial clerk's office and other court offices to



address old cases resulted in the processing of old, open, traffic court records. As some defendants have multiple traffic and misdemeanor charges emanating from one incident, effective communication between agencies is imperative for the correct case billing.

- **Jefferson Parish Second Parish Court.** The Judges of Second Parish Court worked to commence court proceedings in a punctual manner.
- **Kaplan City Court.** During the entire tenure of the present judge (8.25 yrs), no case has been under advisement for such period that would have required notice to the Supreme Court, with one possible exception. Criminal cases are docketed for arraignment within 60 days of filing and more often, within 30 days of filing, and are set for trial within 30 days of arraignment. Delinquency, Child In Need of Care, and Families In Need of Services cases are processed as per the provisions of the Louisiana Children's Code.
- **Leesville City Court.** Leesville City Court reported it is current on its caseload.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to use a case management system that is updated on an ongoing basis. The court continued to work on an electronic subpoena and warrant system for the New Orleans Police Department. The court implemented a scanning system to purge approximately 500,000 old cases and to provide a backup system/microfiche of all current cases. The court also purchased an additional server to ensure back up of the contents of the case management system. The court, assisted by the staff of the Louisiana Secretary of State, continued to work on implementing a records retention policy.
- **Opelousas City Court.** Opelousas City Court established a civil mediation program that has reduced the volume of tenant-landlord disputes between the local public housing authority and its residents.

- **Port Allen City Court.** Port Allen City Court reported that its docket is current.
- **Slidell City Court.** Slidell City Court continued efforts to reduce delays and maintain effective case management. The court, having only one judge, developed and implemented a revised court calendar which increased efficiency in processing the docketing of cases. The court took steps to discourage the number of continuances when unwarranted, thereby clearing the dockets and maintaining a manageable caseload for all related agencies.
- **Springhill City Court.** Springhill City Court did not experience delays with its limited caseload.
- **Sulphur City Court.** Sulphur City Court scanned most of its old records and began scanning new records to make them available within the court's case management system.
- **Thibodaux City Court.** Thibodaux City Court reported a three- to four- month period from arraignment to trial in criminal cases, and a one- to three-month period for setting civil trials.

Objective 2.2

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

Intent of the Objective

City and parish courts were not surveyed regarding this objective in 2009-2010. Information regarding these courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 2.3

To promptly implement changes in law and procedure.

Intent of the Objective

Tradition and formality can obscure the reality that



both the substantive and procedural laws are subject to change. Changes in statutes, case law, and court rules affect what is done in the courts, how it is done, and by whom. City and parish courts should make certain that necessary changes to law and procedure are implemented promptly and correctly.

Responses to the Objective

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

- **Bastrop City Court.** Bastrop City Court staff attended conferences which provided information on updated and new laws.
- **Crowley City Court.** Crowley City Court staff regularly attended seminars on updates in the law.
- **Jeanerette City Court.** The Jeanerette City Court staff reviewed the State of Louisiana legislature's website, judges' association emails, and notices from the Louisiana Supreme Court for changes in the law, and implemented those changes in the operations of the court.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that when procedures, fines, and/or fees changed due to legislative enactments, the automated information system for the public was updated. As it does after every Legislative session, the court updated its fine schedule and posted it in public areas.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court reviewed and implemented relevant legislative changes as needed.
- **Kaplan City Court.** The Kaplan City Court judge and prosecuting attorneys individually monitored changes in rules and legislation and discussed these changes with each other. The judge typically disseminates this information to interested personnel or agencies.
- **Minden City Court.** The judge of this single-judge court continued to attend continuing legal

education with an emphasis on legislative updates.

- **New Orleans Municipal Court.** New Orleans Municipal Court circulated updated ordinances from the City of New Orleans when they were received from the City Council. The court purchased yearly updates for the Louisiana Revised Statutes and Code of Criminal Procedure and made copies available to all sections of court. Westlaw capability continued to be available for research purposes.
- **Rayne City Court.** The Rayne City Court judge and clerks exchange information on changes in the law.
- **Shreveport City Court.** Shreveport City Court judges attended judicial conferences for the purpose of obtaining information on changes in the law.
- **Slidell City Court.** The city court judge, through his attendance at judicial seminars, continued to be vigilant in his research of changes in law and procedure. The judge, clerk and staff met on an ongoing basis to revise forms and take action as needed. The judge also educated local media and civic groups about changes in the law and how those changes might affect the public. This resulted in more public awareness of the new laws.
- **Sulphur City Court.** Sulphur City Court sent clerks to seminars and conventions to keep updated in changes to the law.
- **Winnfield City Court.** Winnfield City Court reported it continued to receive updated code books.

Objective 3.1

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

City and parish courts were not surveyed regarding this objective in 2009-2010. Information regarding these courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.



Objective 3.2

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

Intent of the Objective

This objective upholds the standard that litigants should receive individual attention without variation due to the judge assigned or legally irrelevant characteristics of the parties. To the extent possible, persons similarly situated should receive similar treatment. The objective further requires that court decisions and actions be in proper proportion to the nature and magnitude of the case and to the characteristics of the parties.

Variations should not be predictable due to legally irrelevant factors, nor should the outcome of a case depend on which judge within a court presides over a matter.

The objective relates to all decisions, including sentences in criminal cases, the conditions of bail, the amount of child support, the appointment of legal counsel, and the use of court-supervised alternatives to formal litigation.

Responses to the Objective

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

- **Jefferson Parish First Parish Court.** Judges of Jefferson Parish First Parish Court handled each case individually, conducting their own research and reviewing all prior conviction reports prepared for each criminal case.
- **Kaplan City Court.** The judge solicited feedback from court personnel about what they have heard regarding the court's reputation in the community for impartiality, fairness, etc.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to develop an alternative sentencing program.

- **Rayne City Court.** Rayne City Court continued the use of standard questioning for indigent defendants.
- **Slidell City Court.** Slidell City Court continued to develop bench books to include Boykin language and guidelines for sentencing that are standardized and in compliance with the law. These standardized guidelines are then conveyed to the Clerk, Prosecutor, and defense attorneys.
- **Winnfield City Court.** Winnfield City Court reported that it continued to use previously-developed standardized forms and procedures.

Objective 3.3

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

City and parish courts were not surveyed regarding this objective in 2009-2010. Information regarding these courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 3.4

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

City and parish courts were not surveyed regarding this objective in 2009-2010. Information regarding these courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 3.5

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

Intent of the Objective

Equality, fairness, and integrity in trial courts depend



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

Responses to the Objective

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

- **Bastrop City Court.** Bastrop City Court purchased new digital recording equipment and software.
- **Baton Rouge City Court.** Baton Rouge City Court commenced an imaging/scanning component in certain divisions of court and will expand this practice to all areas upon implementation of the Louisiana Court Connection. Bar coding will be introduced at the same time to improve efficiency in file processing.
- **Hammond City Court.** Hammond City Court adhered to its records retention plan.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that court reporters used steno machines with digital reporting for backups. This system was upgraded in 2010.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court utilized a digital court reporting system. Backup copies of the digital recordings are stored in an off-site storage vault.
- **Kaplan City Court.** Kaplan City Court purchased and put into service digital recording and back-up systems to preserve and enhance the accuracy of court records and actions.
- **New Orleans Municipal Court.** New Orleans Municipal Court purchased and implemented a scanning policy. The court also worked with the Secretary of State to implement a records retention plan.

- **Ruston City Court.** Ruston City Court submitted a records retention plan to the Secretary of State for approval.
- **Slidell City Court.** Slidell City Court added a full-time court reporter to the staff, replacing digital court recording. This ensured complete accuracy in all court proceedings. Additionally, the Court performed tests on the back-up system for case management to ensure that all data was properly saved and able to be restored. The Clerk and the Judge continued to meet on a regular basis to discuss improving procedures and to address problems as they arise.
- **Sulphur City Court.** Sulphur City Court enhanced and expanded its scanning capability and practices by updating computer software to link scans and audio recordings of hearings to files and by linking some photos to files.
- **Thibodaux City Court.** Thibodaux City Court continued to lease a storage facility for storing older records.

Objective 4.1

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

Intent of the Objective

The judiciary must assert and maintain its independence as a separate branch of government. Within the organizational structure of the judicial branch of government, courts should establish their legal and organizational boundaries, monitor and control their operations, and account publicly for their performance.

Independence and accountability support the principles of a government based on law, access to justice, and the timely resolution of disputes with equality, fairness, and integrity, and they engender public trust



and confidence. Courts must both control their proper functions and demonstrate respect for their co-equal partners in government.

Responses to the Objective

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

- **Baton Rouge City Court.** Baton Rouge City Court received a grant from the Louisiana Highway Safety Commission to create a Sobriety Court. The elements, mission, and principles of the Sobriety Court have been publicized to the public, legal community, and leaders through press releases, television interviews, and newspaper articles. A steering committee will be established which will include a cross-section of the community.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that due to the many projects handled by the court and because many different entities are housed in the building, constant communication, coordination and cooperation are a must.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court continually communicated with other courts to share information and ideas.
- **New Orleans Municipal Court.** New Orleans Municipal Court advised both legislative and executive branches of government regarding their obligations under the Constitutions of the United States and Louisiana and the statutes of Louisiana relative to court funding.
- **Slidell City Court.** The Slidell City Court Judge continued to meet regularly with state and local representatives and various law enforcement agencies. He also regularly participated at meetings of various civic organizations, including the Louisiana State Bar Association and Slidell Chamber of Commerce.

- **Sulphur City Court.** Sulphur City Court officials met with city officials and gave presentations at churches and other civic meetings.

Objective 4.2

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

Intent of the Objective

City and parish courts were not surveyed regarding this objective in 2009-10. Information regarding these courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 4.3

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

Intent of the Objective

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

Responses to the Objective

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

- **Baton Rouge City Court.** Baton Rouge City Court updated in-house training by certifying staff members through a program offered by City Parish Human Resource Department, allowing ongoing training to occur on site. The court provided an annual professional development seminar, whereby a nationally-recognized speaker offered guidance



in personal service and methods of servanthood in the court environment. The court also developed a printed and electronic library in all areas of public service, including effective interaction with the public and proper standards in providing legal assistance. Network Service staff provided electronic tips on a weekly basis to staff to enlighten them on shortcuts and available avenues to improve network case management. A committee, consisting of a cross-section of staff members, was assigned the duty of examining existing personnel rules and policies to make recommendations on changes, improvements, or additions.

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court provided specific training for judicial clerks in communicating with other court entities, to assist those entities in the correctly closing all open records.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court judges and other court personnel attended training sessions and seminars on various topics. In 2010, the Chief Judge and administrative staff underwent extensive Human Resource training, including information on Family Medical Leave Act, Americans with Disabilities Act, and identifying and preventing harassment in the work place.
- **Kaplan City Court.** Kaplan City Court encouraged the governing bodies responsible for funding and paying the salaries of non-judge court personnel to implement policies and standards concerning the pay of such personnel. This was done to avoid the attrition/loss of key personnel and its adverse impact on the administration of justice.
- **Slidell City Court.** Slidell City Court continued to update employee personnel policies and communicate expectations to its new and existing employees throughout the year. In addition to ongoing cross training within the court, deputy clerks attended off-site seminars to increase proficiency in job skills and in communication with other staff members and the public.

Objective 4.4

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

Intent of the Objective

Most citizens do not have direct contact with the courts. Information about courts is obtained through the media, lawyers, litigants, jurors, political leaders, and others.

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

Response to the Objective

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

- **Bastrop City Court.** Bastrop City Court contacted the School Board to invite students to observe court.
- **Baton Rouge City Court.** Baton Rouge City Court administrators routinely appeared on radio talk shows, in partnership with the Constable's office, to update the public on resources and to respond to questions about practices and procedures at the courthouse.
- **Bossier City Court.** Bossier City Court reported it is creating a court website.
- **Crowley City Court.** As it does every year, Crowley City Court coordinated a mock trial for the Acadia Parish/Jefferson Davis Parish Leadership Excel Class.
- **Denham Springs City Court.** Denham Springs City Court sponsored a mock trial for children 8 to 12 years of age, in conjunction with the



District Attorney and the local police department's Latch Key Program.

- **Hammond City Court.** Hammond City Court co-hosted the Back to School Resource Fair.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court held mock trials for students at First Parish Court. The court also allowed those persons that must complete intern hours for criminal justice degrees to work in various areas of court, and posted memorandums, court orders, policies, and other notices at the front entrance to the court.
- **Jefferson Parish Second Parish Court.** As it does every year, Second Parish Court hosted a practice competition for the Judge Richard N. Ware, IV Memorial Statewide High School Mock Trial Competition for local participating high schools. In addition, the judges provided Do Not Drink and Drive programs to local high school students and local civic associations. The programs are scheduled just prior to the local proms.
- **Natchitoches City Court.** Natchitoches City Court partnered with the local newspaper to publish its criminal and traffic dockets.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to work on developing a website through the City of New Orleans.
- **Slidell City Court.** Slidell City Court maintained an excellent working relationship with key individuals in local media and homeowner groups to ensure that the court remains as a resource for them whenever they discuss or report on the court, the law or the administration of justice. The court also took an active role in working with media to feature stories on the court, its services and the law. Court staff worked diligently with the media to inform the community about court or criminal issues that may be impacting them, so they are more informed and engaged in reaching solutions to issues such as speeding, drunk driving, juvenile drug use,

juvenile justice and the abuse of children. The judge continued to be particularly active in speaking to civic and business groups in the community. Awareness of the court, its role in the community, and its jurisdiction has grown as a result of these types of speaking engagements.

- **Thibodaux City Court.** Thibodaux City Court continued to participate in the "Mayor for a Day" program.

Objective 4.5

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

Intent of the Objective

Effective courts are responsive to trends and emerging issues. This objective requires courts to recognize and respond appropriately. A court that moves deliberately in response to such issues is a stabilizing force in society and acts consistently with its role in maintaining the rule of law and building public trust and confidence.

Responses to the Objective

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

- **Baton Rouge City Court.** Baton Rouge City Court installed kiosks throughout the courthouse to electronically inform the public regarding the date, time, and location of hearings. The court continued to upgrade court technologies and to expand the capability of on-line ticket payments. The court improved video/digital capabilities in the courtrooms and classroom, expanded Power Point presentations, and installed digital fingerprint hardware to improve efficiency when recording staff member schedules for payroll purposes.
- **Breaux Bridge City Court.** Breaux Bridge City Court updated the court software system and obtained a larger Internet server.



- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court purchased and installed new x-ray security equipment and used electronic signature pads for defendants accepting court notices. The court also installed an automated counter program for the Clerk of Court. This program is a quick way for defendants to make payments and get a new installment date to pay a ticket without an added burden on the court or the necessary of pulling a court record. This program has a “built in” system to verify whether defendants proceed to the Jefferson Parish Sheriff’s Office to make the payment that was scheduled with the Clerk.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court installed and maintained computer software that backs up the data on the court’s computer servers.
- **New Orleans Municipal Court.** New Orleans Municipal Court purchased a new back-up server and upgraded the existing server to accommodate scanning equipment.
- **Slidell City Court.** Slidell City Court continued to update its various technological equipment to ensure effectiveness and efficiency. Online access to a variety of sites remains an integral part of the research the court uses to manage its legal and administrative needs. Various software programs were purchased and/or upgraded to support court administrative and legal functions. Additionally, automated door locks were upgraded in the secure areas.
- **Thibodaux City Court.** Thibodaux City Court converted from books to online research through West Publishing Company.

Objective 5.1

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

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

Objective 5.2

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

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

Objective 5.3

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

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

Major Strategies Initiated or Completed in FY 2009-2010.

- **Alexandria City Court.** Alexandria City Court installed a criminal and traffic court computer system to expedite case processing.
- **Ascension Parish Court.** Ascension Parish Court proudly maintained an efficient and user-friendly court. The judge and court staff continually attempted to serve the public in the most efficient manner possible.



- **Baker City Court.** Baker City Court installed security cameras around the courtroom and clerk's area.
- **Bastrop City Court.** Bastrop City Court updated security for the courtroom and for court personnel and made use of substance abuse, theft prevention, anger management, community service work, and driver improvement classes, and other programs in sentencing. The court also scanned civil records, which are stored and accessible online, and purchased scanners to keep up to date with online storage.
- **Baton Rouge City Court.** Baton Rouge City Court has adopted a five-year plan, "Destination: Next Generation," with the objective to create a blueprint for the growth and future development of Baton Rouge City Court for the next generation, and to provide goals and initiatives that support and advance the mission of the court.

The court received grant funding from the Louisiana Highway Safety Commission to establish and maintain a Sobriety Court, with 100% funding for three years and proportionate funding thereafter until self-funded. This Court is the first of its kind in Louisiana to operate at a municipal level. It is designed to target offenders who acknowledge an addiction or abusive behavior associated with alcohol consumption.

- **Bogalusa City Court.** Bogalusa City Court continued to work closely with the city's schools to address juvenile behavior and decrease drop-out rates. The court strove to guide local juveniles to become productive citizens in the community.
- **Bossier City Court.** Bossier City Court placed more computers in the courtroom to help promote efficiencies in docket management, the generation of minutes, and other matters.
- **Bunkie City Court.** Bunkie City Court kept all dockets current and pre-tried all civil cases, which resulted in the resolution of some of these cases.

- **Crowley City Court.** Crowley City Court implemented a new computer system to make court procedures, civil and criminal, more productive and expedient. The court also provided for on-line payment of traffic tickets.
- **Denham Springs City Court.** Denham Springs City Court added computer equipment to the courtroom for easier viewing of audio-visual evidence.
- **Eunice City Court.** Eunice City Court enabled videoconferencing in criminal matters.
- **Franklin City Court.** Franklin City Court had a deputy marshal implement a policy and procedure for security and safety measures for the courtroom.
- **Hammond City Court.** Hammond City Court implemented an online payment system to reduce dockets and overcrowding on court days. The court was pleased to offer this convenience to the public and to increase the court's efficiency through the use of technology.

In an effort to educate the public about school attendance laws and to reduce truancy, the court worked with the school system to host a Back to School Resource Fair. The primary goal of the Fair is to empower all students of the community to be prepared for and to be in school on the very first day. Parents and students received vital school information at the Fair. Other local agencies participated and answered any questions regarding services for youth and families.

- **Houma City Court.** Houma City Court developed and implemented a collections department to work very closely with both adult and juvenile offenders and family members, to ensure fines/fees are paid and offenders understand court procedures and obligations. The department has been very effective in ensuring that people do not leave the courthouse with questions regarding what is expected of them, and department staff help ensure



follow-through with all requirements.

- **Jeanerette City Court.** When the Jeanerette City Court offices were relocated to a new law enforcement building, the court renovated and developed the old city court offices into a juvenile court facility for little or no cost. The facility includes a smaller courtroom, two separate conference rooms for lawyer/client/witness meetings, seating in main area, and improved security and screening for access. The renovated facility facilitates a better environment with enhanced confidentiality; separation of offenders, victims and witnesses; and better representation of juveniles (and input from the juveniles' families) by appointed counsel because parties have access to meeting areas while court is in session.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court purchased and installed new x-ray security equipment and used electronic signature pads for defendants accepting court notices. The court also installed an automated counter program for the Clerk of Court. This program is a quick way for defendants to make payments and get a new installment date to pay a ticket without an added burden on the court or the necessary of pulling a court record. This program has a "built in" system to verify whether defendants proceed to the Jefferson Parish Sheriff's Office to make the payment that was scheduled with the Clerk.
- **Jefferson Parish Second Parish Court.** In 2010, Jefferson Parish Second Parish Court began a new procedure that could potentially have a positive impact on both the collection of outstanding fines and costs and the completion and closure of outstanding records. Throughout the year, Second Parish Court's administrative staff researched and studied the State Income Tax Offset Program that is available by statute to courts and certain agencies. After communicating with both the Department of Revenue and several courts around the state, Second Parish Court established and implemented a plan to participate in this program for 2011 by

meeting the Department of Revenue's requirements and procedural time line in 2010. Because this project is in its early stages, Second Parish Court's staff will continue to work on establishing this program as another device to use in accomplishing the Court's mission of efficient case management.

In 2010, Second Parish Court conducted a study to analyze the timeliness of the customer service provided by the court to the public. The court reviewed the procedures in place, analyzed the information, and developed new procedures in areas where a more efficient method was warranted. The methods implemented have resulted in shorter processing time of the public's needs. For example, all visitors requiring assistance are directed to the Information Counter staff. The staff often saves time for these visitors by helping them avoid missteps. Another change that has proved to be a time saver for the public is establishing an "express line" for any member of the public that is appearing at Second Parish Court to pay a fine or fee on time.

- **Jennings City Court.** Jennings City Court began reciting the Pledge of Allegiance before court and inviting those present to join in if they so desire.
- **Kaplan City Court.** Kaplan City Court undertook an initiative to reduce the incidence of failure to appear in court and to mitigate against its adverse effects. This initiative, through a cooperative effort with the newly-elected chief of police, ensures that the court's bench and fugitive warrants are executed more promptly, which can help bring the consequences of contumacious failure to appear to bear upon the offender swiftly and with a greater degree of surety. Prompt execution of warrants will also foster respect and compliance with court orders and eliminate, to the extent possible, the lack of respect for the court and other impediments to the prompt and efficient administration of justice that result from non-appearances. Over the past eight years there has been a measurable decrease in the number of non-appearing defendants, but since obtaining more prompt execution of the subject



warrants the court has experienced a sharper, more noticeable decrease. The court believes that much of the benefit from this initiative is yet to come.

- **Lafayette City Court.** Lafayette City Court was 100 years old in 2010. The court held a ceremony to recognize the accomplishments of the court and the prior judges. Over 500 people attended the ceremony. The Supreme Court, the Third Circuit Court of Appeal, the 15th Judicial District Court, and all the city courts within the 15th Judicial District Court were represented as were the City Prosecutor and Public Defender. The Parish President issued a proclamation recognizing the service of the court and newspapers and other print media were in attendance.
- **Lake Charles City Court.** Lake Charles City Court implemented real-time reporting.
- **Marksville City Court.** Marksville City Court reported that it hired a FINS officer to assist with juvenile cases.
- **Minden City Court.** Minden City Court renovated its offices and included improvements pertaining to security and technology.
- **Morgan City Court.** Morgan City Court reported that the new Clerk of Court did extensive research in new computers, software, court programs, and juvenile court recording equipment which will be installed in 2011.
- **Natchitoches City Court.** Natchitoches City Court published criminal and traffic dockets in the newspaper. These notices informed the public about court activities and encouraged individuals who did not appear and had bench warrants issued to turn themselves in.
- **New Iberia City Court.** New Iberia City Court purchased a new machine for viewing and printing microfilm and transferred old civil and criminal files to compact disc.
- **New Orleans Second City Court.** All New Orleans Second City Court cases were decided and judgments rendered inside the 30 day timeline. All decisions were handed down in a timely manner, which was appreciated by attorneys and parties.
- **New Orleans Municipal Court.** New Orleans Municipal Court implemented procedures to allow the District Attorney's Office to refer and prosecute several thousand state misdemeanor cases in 2010. The court continues to work with the District Attorney as well as the City Attorney on new city ordinances, created by the city council, which reflect state misdemeanors. The court continued to provide services to the public related to truancy, homelessness, mental health, and veterans' affairs, and to develop alternative sentencing programs. The court continued to update the technology system and implement scanning equipment, which will improve recording and maintenance of court records. Renovations to Municipal Court are scheduled to begin September 2011; once completed, the court should be positioned to implement a very progressive and ambitious strategic plan.
- **New Orleans Traffic Court.** New Orleans Traffic Court installed an interactive voice response system.
- **Opelousas City Court.** Opelousas City Court developed and implemented its first-ever records retention schedule and now has it on file with the Secretary of State.
- **Pineville City Court.** Pineville City Court purchased and instituted a new civil program and purchased an offsite records retention system.
- **Plaquemine City Court.** Plaquemine City Court installed and updated computer software for both criminal and civil court cases.
- **Port Allen City Court.** Port Allen City Court reported that its docket is completely current, with



no delays.

- **Rayne City Court.** Rayne City Court took steps over the last year to expedite civil, criminal and juvenile cases through the court system. The court also developed a strategy for dealing with and maintaining correct warrant records. Current warrants were maintained by coordination among the District Attorney, police and the court.
- **Ruston City Court.** Ruston City Court developed, and is seeking approval of, a records retention policy. This policy is designed to free up limited storage space.
- **Shreveport City Court.** Shreveport City Court updated audio/video communication between the jail and the court and updated security cameras and procedures.
- **Slidell City Court.** Slidell City Court developed a website the community uses to get convenient access to the court's services. The court designed the website specifically to meet the needs and information requests of the community, as learned from community research and surveys. The court continued to improve the website to expand the interactive services available to the community. Expanded interactive services are critical because so many members of the public now prefer to conduct as much business and research online as possible. The court also proudly notes that, more than five years after Hurricane Katrina, the court has finally been able to save enough money to address the roof and mechanical issues that have plagued the court for many years. After a lengthy bid process, the court began renovations in October of 2010. The renovations include repairing the leaky roof and replacing the mechanical HVAC system, allowing the court to finally have heat again.
- **Sulphur City Court.** Sulphur City Court began video arraignment, which drastically reduced transportation of prisoners. The court also began scanning old records, which has reduced the space needed for documents.
- **Thibodaux City Court.** Thibodaux City Court reported that the conversion from books to online research has brought the court into the 21st century. The court also continued to improve the juvenile community service program.
- **West Monroe City Court.** West Monroe City Court worked toward getting new digital recording equipment for the courtroom.
- **Winnfield City Court.** As it has in the past, Winnfield City Court continued to maintain the courtroom in a professional manner.
- **Winnsboro City Court.** Winnsboro City Court continued a long-standing initiative to provide a low cost, user-friendly court for its citizens.
- **Zachary City Court.** Zachary City Court developed and maintained a domestic violence program. The program involves the court, local police department, city government, hospitals and the local school system. The group meets periodically to find ways it could better serve the public with information and resources. The program not only focuses on the perpetrator but also attempts to assist the victim with information on available resources.



ACTIONS TAKEN IN FY 2009-2010 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1

OBJECTIVE 1.1	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Posted the court's schedule on the doors or walls of the courtrooms	Developed or maintained a website which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information desk in the courthouse	Other
CITY/PARISH COURT							
Abbeville	✓						
Alexandria	✓						
Ascension Parish Ct.		✓		✓		✓	
Baker		✓			✓	✓	
Bastrop		✓		✓			
Baton Rouge		✓	✓	✓	✓	✓	✓
Bogalusa						✓	
Bossier City			✓		✓		
Breaux Bridge					✓		
Bunkie	✓						
Crowley		✓	✓	✓	✓		✓
Denham Springs		✓			✓		
Eunice			✓			✓	
Franklin			✓				
Hammond		✓	✓		✓	✓	
Houma		✓	✓	✓	✓	✓	
Jeanerette		✓			✓		✓
Jefferson - 1st Parish Ct.		✓		✓	✓	✓	✓
Jefferson - 2nd Parish Ct.		✓	✓	✓	✓	✓	✓
Jennings		✓	✓				
Kaplan		✓	✓				
Lafayette		✓	✓			✓	
Lake Charles		✓	✓	✓		✓	
Leesville		✓					✓
Marksville	✓						
Minden						✓	✓
Monroe							✓
Morgan City		✓					✓

ACTIONS TAKEN IN FY 2009-2010 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS-Exhibit 1

OBJECTIVE 1.1	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Posted the court's schedule on the doors or walls of the courtrooms	Developed or maintained a website which has information on court schedules and accessibility	Published and distributed court calendars	Provided an information desk in the courthouse	Other
CITY/PARISH COURT							
Natchitoches			✓				✓
New Iberia		✓				✓	
N.O. - 1st City Ct.			✓	✓			✓
N.O. - 2nd City Ct.	✓						
N.O. - Municipal Ct.		✓	✓			✓	
N.O. - Traffic Ct.			✓	✓			
Oakdale		✓	✓				
Opelousas		✓		✓	✓		
Pineville		✓	✓		✓	✓	
Plaquemine						✓	
Port Allen				✓			
Rayne		✓	✓		✓		
Ruston						✓	✓
Shreveport		✓	✓			✓	
Slidell		✓	✓	✓	✓	✓	✓
Springhill							✓
Sulphur		✓		✓			
Thibodaux	✓						
Vidalia	✓						
Ville Platte		✓	✓				
West Monroe			✓				
Winnfield							✓
Winnsboro		✓	✓		✓		
Zachary	✓						
TOTALS	8	28	24	14	16	19	15



ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT (ADA)-Exhibit 2

Objective 1.2	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or maintained ADA non-discrimination policies or court rules	Posted public notices/communications of availability of reasonable accommodations	Established/maintained a complaint procedure	Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.)	Developed or maintained written essential functions for court jobs	Established or maintained a list of available real-time court reporters and sign language interpreters	Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
CITY/PARISH COURT										
Abbeville				✓		✓		✓		
Alexandria		✓				✓				
Ascension Parish Ct.			✓	✓	✓	✓		✓	✓	
Baker	✓									
Bastrop							✓			
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa					✓					
Bossier City				✓						
Breaux Bridge								✓		
Bunkie								✓		
Crowley		✓	✓	✓						✓
Denham Springs		✓						✓		
Eunice		✓						✓		
Franklin						✓				
Hammond		✓						✓		
Houma		✓	✓				✓	✓		
Jeanerette		✓								✓
Jefferson - 1st Parish Ct.		✓	✓	✓	✓	✓	✓	✓	✓	
Jefferson - 2nd Parish Ct.		✓	✓	✓	✓	✓	✓	✓	✓	✓
Jennings	✓									
Kaplan		✓								✓
Lafayette		✓	✓	✓	✓	✓		✓		
Lake Charles		✓	✓		✓		✓	✓		
Leesville								✓		
Marksville	✓									
Minden							✓		✓	✓
Monroe						✓				
Morgan City		✓								✓

ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT (ADA)-Exhibit 2

Objective 1.2	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or maintained ADA non-discrimination policies or court rules	Posted public notices/communications of availability of reasonable accommodations	Established/maintained a complaint procedure	Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.)	Developed or maintained written essential functions for court jobs	Established or maintained a list of available real-time court reporters and sign language interpreters	Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
CITY/PARISH COURT										
Natchitoches	✓									
New Iberia		✓	✓					✓		
N.O. - 1st City Ct.		✓	✓	✓		✓			✓	✓
N.O. - 2nd City Ct.		✓	✓	✓		✓	✓		✓	
N.O. - Municipal Ct.		✓		✓		✓		✓		✓
N.O. - Traffic Ct.						✓		✓		
Oakdale						✓	✓			
Opelousas		✓		✓	✓		✓	✓		
Pineville		✓				✓		✓		
Plaquemine	✓									
Port Allen						✓		✓		
Rayne		✓				✓		✓	✓	
Ruston	✓									
Shreveport		✓	✓			✓		✓		
Slidell		✓	✓	✓	✓		✓	✓		✓
Springhill	✓									
Sulphur		✓		✓		✓		✓		✓
Thibodaux		✓						✓		
Vidalia	✓									
Ville Platte		✓				✓				
West Monroe			✓	✓	✓	✓		✓	✓	
Winnfield										✓
Winnsboro		✓		✓						
Zachary		✓						✓		
TOTALS	8	28	14	16	10	21	11	27	9	11



**ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE RESPONSIBLE PARTIES TO
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:
IMPLEMENTING SAFETY AND SECURITY MEASURES-Exhibit 3**

Objective 1.2	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Implemented or continued coordination of security with law enforcement officials	Had a security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Installed or maintained security alarms/panic buttons in judges' chambers/ courtrooms	Trained court personnel in better security	Appointed a safety officer	Sponsored safety and/or security training	Installed or maintained security equipment	Implemented or maintained an emergency evacuation procedure	Coordinated security with law enforcement officials	Other
CITY/PARISH COURT														
Abbeville	✓													
Alexandria			✓											
Ascension Parish Ct.		✓					✓						✓	
Baker		✓	✓		✓	✓		✓			✓		✓	
Bastrop			✓				✓				✓			✓
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa			✓											
Bossier City			✓				✓				✓			
Breaux Bridge													✓	
Bunkie			✓											
Crowley		✓	✓									✓	✓	✓
Denham Springs		✓	✓								✓		✓	
Eunice		✓	✓					✓	✓		✓			
Franklin			✓		✓	✓		✓	✓		✓		✓	
Hammond		✓	✓			✓					✓		✓	
Houma		✓	✓		✓	✓		✓		✓	✓	✓	✓	
Jeanerette		✓	✓		✓	✓		✓	✓		✓	✓		
Jefferson - 1st Parish Ct.		✓			✓	✓	✓	✓		✓	✓			✓
Jefferson - 2nd Parish Ct.		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jennings		✓	✓				✓				✓	✓	✓	
Kaplan		✓	✓		✓	✓		✓					✓	✓
Lafayette		✓	✓				✓	✓			✓	✓	✓	
Lake Charles		✓	✓		✓	✓	✓	✓			✓	✓	✓	
Leesville					✓								✓	
Marksville			✓					✓	✓					
Minden			✓				✓	✓			✓		✓	✓
Monroe							✓							✓
Morgan City			✓										✓	



**ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE RESPONSIBLE PARTIES TO
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:
IMPLEMENTING SAFETY AND SECURITY MEASURES-Exhibit 3**

Objective 1.2	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Implemented or continued coordination of security with law enforcement officials	Had a security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Installed or maintained security alarms/panic buttons in judges' chambers/ courtrooms	Trained court personnel in better security	Appointed a safety officer	Sponsored safety and/or security training	Installed or maintained security equipment	Implemented or maintained an emergency evacuation procedure	Coordinated security with law enforcement officials	Other
CITY/PARISH COURT														
Natchitoches			✓								✓			
New Iberia		✓	✓			✓	✓	✓			✓		✓	
N.O. - 1st City Ct.		✓					✓				✓	✓		
N.O. - 2nd City Ct.		✓	✓			✓		✓					✓	
N.O. - Municipal Ct.		✓	✓				✓				✓	✓	✓	✓
N.O. - Traffic Ct.			✓			✓					✓		✓	
Oakdale							✓							
Opelousas		✓	✓		✓		✓				✓		✓	
Pineville		✓	✓				✓		✓		✓		✓	
Plaquemine	✓													
Port Allen			✓				✓				✓			
Rayne		✓	✓				✓				✓	✓	✓	
Ruston													✓	
Shreveport		✓	✓	✓			✓				✓	✓	✓	✓
Slidell		✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓
Springhill	✓													
Sulphur		✓	✓											✓
Thibodaux		✓	✓											✓
Vidalia							✓						✓	
Ville Platte		✓					✓				✓		✓	
West Monroe			✓				✓	✓	✓		✓	✓		
Winnfield													✓	
Winnsboro		✓											✓	
Zachary		✓			✓		✓				✓		✓	
TOTALS	3	29	36	2	13	14	25	17	8	5	30	14	32	13



ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN--Exhibit 4

Objective 1.2	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or updated a COOP/DRP	Coordinated the COOP/DRP with all parish/city officials	Tested the COOP/DRP on a regular basis	Other
CITY/PARISH COURT						
Abbeville	✓					
Alexandria	✓					
Ascension Parish Ct.		✓	✓			
Baker	✓					
Bastrop						✓
Baton Rouge		✓	✓	✓	✓	
Bogalusa				✓		
Bossier City	✓					
Breaux Bridge	✓					
Bunkie	✓					
Crowley		✓		✓		
Denham Springs	✓					
Eunice	✓					
Franklin	✓					
Hammond		✓	✓			
Houma		✓	✓	✓		
Jeanerette		✓			✓	✓
Jefferson - 1st Parish Ct.		✓	✓			✓
Jefferson - 2nd Parish Ct.		✓	✓	✓		✓
Jennings		✓	✓	✓		
Kaplan	✓					
Lafayette	✓					
Lake Charles		✓	✓	✓		
Leesville				✓		✓
Marksville	✓					
Minden			✓			
Monroe			✓			
Morgan City	✓					

ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN--Exhibit 4

Objective 1.2	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or updated a COOP/DRP	Coordinated the COOP/DRP with all parish/city officials	Tested the COOP/DRP on a regular basis	Other
CITY/PARISH COURT						
Natchitoches	✓					
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	28	18	14	14	4	9



**ACTIONS TAKEN IN FY 2009-2010 TO GIVE ALL WHO APPEAR BEFORE THE COURT
REASONABLE OPPORTUNITIES TO PARTICIPATE EFFECTIVELY WITHOUT
UNDUE HARDSHIP OR INCONVENIENCE: ASSISTING PATRONS WITH LIMITED
ENGLISH PROFICIENCY-Exhibit 5**

OBJECTIVE 1.3	Did not address in FY 2009-2010	Continued to address this objective through the actions indicated	Complied with DOJ LEP guidelines	Installed or maintained signage regarding LEP	Provided foreign language interpreter services when necessary	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Adopted or maintained an oath for language interpreters	Adopted or maintained a policy for the provision of language interpreters	Other
CITY/PARISH COURT									
Abbeville					✓	✓			
Alexandria		✓			✓	✓			
Ascension Parish Ct.		✓			✓	✓	✓		
Baker		✓			✓				
Bastrop					✓	✓			
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa					✓				
Bossier City				✓	✓	✓	✓		
Breaux Bridge						✓	✓		
Bunkie					✓				
Crowley		✓			✓	✓			
Denham Springs		✓			✓	✓	✓		
Eunice		✓	✓		✓	✓		✓	
Franklin					✓				
Hammond		✓			✓	✓	✓		
Houma		✓		✓	✓	✓		✓	
Jeanerette					✓		✓		
Jefferson - 1st Parish Ct.		✓		✓	✓		✓	✓	✓
Jefferson - 2nd Parish Ct.		✓		✓	✓	✓	✓	✓	✓
Jennings		✓			✓	✓	✓		
Kaplan		✓			✓				✓
Lafayette		✓	✓		✓	✓	✓	✓	
Lake Charles		✓	✓		✓	✓	✓	✓	
Leesville						✓			
Marksville	✓								
Minden					✓	✓		✓	
Monroe		✓			✓	✓			
Morgan City		✓			✓	✓	✓		



**ACTIONS TAKEN IN FY 2009-2010 TO GIVE ALL WHO APPEAR BEFORE THE COURT
REASONABLE OPPORTUNITIES TO PARTICIPATE EFFECTIVELY WITHOUT
UNDUE HARDSHIP OR INCONVENIENCE: ASSISTING PATRONS WITH LIMITED
ENGLISH PROFICIENCY-Exhibit 5**

OBJECTIVE 1.3	Did not address in FY 2009-2010	Continued to address this objective through the actions indicated	Complied with DOJ LEP guidelines	Installed or maintained signage regarding LEP	Provided foreign language interpreter services when necessary	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Adopted or maintained an oath for language interpreters	Adopted or maintained a policy for the provision of language interpreters	Other
CITY/PARISH COURT									
Natchitoches					✓	✓		✓	
New Iberia		✓			✓	✓	✓		
N.O. - 1st City Ct.				✓	✓	✓	✓		
N.O. - 2nd City Ct.		✓			✓				
N.O. - Municipal Ct.		✓			✓	✓			✓
N.O. - Traffic Ct.					✓	✓			
Oakdale						✓			
Opelousas		✓			✓				
Pineville		✓				✓	✓	✓	
Plaquemine					✓				
Port Allen					✓	✓	✓		
Rayne		✓			✓	✓		✓	✓
Ruston					✓				
Shreveport		✓			✓	✓	✓		
Slidell		✓	✓	✓	✓	✓	✓	✓	✓
Springhill		✓			✓				
Sulphur		✓		✓	✓	✓	✓		
Thibodaux		✓			✓	✓	✓		
Vidalia	✓								
Ville Platte		✓			✓	✓			
West Monroe					✓	✓			
Winnfield									✓
Winnsboro		✓			✓				
Zachary		✓				✓			
TOTALS	2	31	5	8	44	36	21	12	8



**ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE ALL RESPONSIBLE
PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO THE
COURT'S PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE:
ASSISTING PRO SE LITIGANTS-Exhibit 6**

OBJECTIVE 1.5	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Worked with the clerk of court and/or local bar to provide information	Referred pro se/self represented litigants to legal service corporations	Ensured the availability of indigent defenders to indigent defendants	Provided generic petitions and other forms	Other
CITY/PARISH COURT							
Abbeville			✓		✓		
Alexandria					✓	✓	
Ascension Parish Ct.		✓	✓		✓	✓	
Baker		✓	✓		✓	✓	
Bastrop					✓	✓	
Baton Rouge		✓	✓	✓	✓	✓	✓
Bogalusa					✓		
Bossier City				✓	✓	✓	
Breaux Bridge					✓		
Bunkie			✓		✓	✓	
Crowley		✓		✓	✓	✓	
Denham Springs		✓		✓	✓	✓	
Eunice		✓	✓	✓	✓		
Franklin					✓		
Hammond		✓		✓	✓		
Houma		✓		✓	✓	✓	
Jeanerette		✓	✓	✓	✓	✓	
Jefferson - 1st Parish Ct.		✓	✓	✓	✓		✓
Jefferson - 2nd Parish Ct.		✓	✓		✓		✓
Jennings		✓	✓		✓	✓	
Kaplan		✓	✓	✓	✓	✓	
Lafayette		✓	✓	✓	✓	✓	
Lake Charles		✓		✓	✓	✓	
Leesville					✓		
Marksville			✓		✓	✓	
Minden			✓	✓	✓	✓	✓
Monroe		✓		✓	✓	✓	
Morgan City		✓			✓		



**ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE ALL RESPONSIBLE
PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO THE
COURT'S PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE:
ASSISTING PRO SE LITIGANTS--Exhibit 6**

OBJECTIVE 1.5	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Worked with the clerk of court and/or local bar to provide information	Referred pro se/self represented litigants to legal service corporations	Ensured the availability of indigent defenders to indigent defendants	Provided generic petitions and other forms	Other
CITY/PARISH COURT							
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	0	31	25	28	47	37	7



ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE TIMELY CASE MANAGEMENT AND PROCESSING: REDUCING DELAYS AND IMPROVING CASE MANAGEMENT

Exhibit 7

OBJECTIVE 2.1	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Installed or maintained an automated case allotment system	Installed or maintained an automated case management system	Planned the development of an automated case management system	Improved the manual system of case processing	Used docket status reports	Improved communication with police, sheriffs, and marshals	Improved docketing and scheduling	Employed case managers to expedite court processes	Took steps to reduce cases under advisement	Implemented or maintained the use of pre-trial conferences	Encouraged alternative dispute resolutions	Implemented or maintained time standards for case processing	Other
CITY/PARISH COURT															
Abbeville							✓					✓			
Alexandria		✓							✓			✓			✓
Ascension Parish Ct.		✓						✓			✓	✓			
Baker		✓		✓		✓		✓	✓		✓	✓		✓	
Bastrop				✓			✓		✓				✓		✓
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
Bogalusa									✓						
Bossier City				✓				✓	✓			✓	✓		
Breaux Bridge						✓			✓						
Bunkie												✓			
Crowley		✓		✓		✓		✓	✓		✓	✓	✓		
Denham Springs		✓							✓						✓
Eunice		✓									✓	✓			
Franklin								✓							
Hammond		✓						✓	✓	✓					
Houma		✓		✓	✓			✓				✓	✓	✓	
Jeanerette		✓		✓								✓		✓	
Jefferson - 1st Parish Ct.		✓	✓	✓				✓				✓			✓
Jefferson - 2nd Parish Ct.		✓	✓	✓		✓	✓	✓	✓		✓	✓			✓
Jennings		✓			✓	✓		✓	✓			✓			
Kaplan		✓									✓	✓	✓	✓	✓
Lafayette		✓		✓			✓	✓	✓		✓	✓	✓		
Lake Charles		✓		✓		✓	✓	✓	✓		✓	✓		✓	
Leesville	✓														✓
Marksville	✓														
Minden						✓	✓	✓	✓		✓	✓	✓		
Monroe		✓	✓	✓											
Morgan City		✓				✓		✓	✓						

ACTIONS TAKEN IN FY 2009-2010 TO ENCOURAGE TIMELY CASE MANAGEMENT AND PROCESSING: REDUCING DELAYS AND IMPROVING CASE MANAGEMENT-

Exhibit 7

OBJECTIVE 2.1	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Installed or maintained an automated case allotment system	Installed or maintained an automated case management system	Planned the development of an automated case management system	Improved the manual system of case processing	Used docket status reports	Improved communication with police, sheriffs, and marshals	Improved docketing and scheduling	Employed case managers to expedite court processes	Took steps to reduce cases under advisement	Implemented or maintained the use of pre-trial conferences	Encouraged alternative dispute resolutions	Implemented or maintained time standards for case processing	Other
CITY/PARISH COURT															
Natchitoches							✓								
New Iberia	✓														
N.O. - 1st City Ct.				✓			✓				✓	✓	✓		
N.O. - 2nd City Ct.		✓				✓	✓	✓	✓		✓	✓	✓	✓	
N.O. - Municipal Ct.		✓	✓	✓			✓	✓	✓	✓	✓	✓			✓
N.O. - Traffic Ct.			✓	✓	✓	✓	✓	✓	✓				✓	✓	
Oakdale							✓	✓			✓	✓			
Opelousas		✓				✓			✓	✓			✓	✓	✓
Pineville		✓	✓	✓		✓		✓	✓			✓			
Plaquemine					✓										
Port Allen				✓											✓
Rayne		✓		✓		✓		✓	✓		✓	✓			
Ruston	✓														
Shreveport		✓	✓	✓	✓		✓								
Slidell		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Springhill	✓														✓
Sulphur		✓		✓											✓
Thibodaux															✓
Vidalia	✓														
Ville Platte		✓				✓		✓	✓			✓			
West Monroe							✓	✓	✓		✓	✓		✓	
Winnfield						✓									
Winnsboro		✓		✓											
Zachary		✓						✓							
TOTALS	6	29	8	22	7	17	13	27	26	5	16	27	13	11	15



**ACTIONS TAKEN IN FY 2009-2010 TO PROMPTLY IMPLEMENT CHANGES IN LAW
AND PROCEDURE~Exhibit 8**

OBJECTIVE 2.3	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Designated a person/committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
CITY/PARISH COURT						
Abbeville					✓	
Alexandria		✓			✓	
Ascension Parish Ct.		✓	✓		✓	
Baker		✓	✓			
Bastrop					✓	✓
Baton Rouge		✓	✓		✓	
Bogalusa					✓	
Bossier City			✓		✓	
Breaux Bridge					✓	
Bunkie				✓		
Crowley		✓			✓	✓
Denham Springs		✓			✓	
Eunice		✓	✓		✓	
Franklin					✓	
Hammond		✓			✓	
Houma		✓	✓		✓	
Jeanerette						✓
Jefferson - 1st Parish Ct.		✓	✓		✓	✓
Jefferson - 2nd Parish Ct.		✓	✓		✓	✓
Jennings				✓	✓	
Kaplan		✓				✓
Lafayette		✓	✓		✓	
Lake Charles		✓	✓		✓	
Leesville	✓					
Marksville					✓	
Minden						✓
Monroe	✓					
Morgan City		✓			✓	

**ACTIONS TAKEN IN FY 2009-2010 TO PROMPTLY IMPLEMENT CHANGES IN LAW
AND PROCEDURE~Exhibit 8**

OBJECTIVE 2.3	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Designated a person/committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
CITY/PARISH COURT						
Natchitoches					✓	
New Iberia		✓			✓	
N.O. - 1st City Ct.		✓	✓	✓	✓	
N.O. - 2nd City Ct.	✓					
N.O. - Municipal Ct.		✓		✓	✓	✓
N.O. - Traffic Ct.				✓	✓	
Oakdale					✓	
Opelousas		✓			✓	
Pineville		✓			✓	
Plaquemine	✓					
Port Allen					✓	
Rayne		✓			✓	✓
Ruston			✓			
Shreveport					✓	✓
Slidell		✓	✓	✓	✓	✓
Springhill				✓		
Sulphur			✓		✓	✓
Thibodaux	✓					
Vidalia		✓			✓	
Ville Platte		✓			✓	
West Monroe					✓	
Winnfield						✓
Winnsboro		✓			✓	
Zachary		✓	✓		✓	
TOTALS	5	26	15	7	39	13



**ACTIONS TAKEN IN FY 2009-2010 TO GIVE INDIVIDUAL ATTENTION TO CASES,
DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON
LEGALLY RELEVANT FACTORS-Exhibit 9**

OBJECTIVE 3.2	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or used a standardized bail bond schedule	Developed or used a standardized Boykin language	Developed or used some form of sentencing or dispositional guidelines	Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Used attorney focus groups to solicit feedback on the court's equality and fairness in the treatment of court users	Other
CITY/PARISH COURT								
Abbeville				✓	✓			
Alexandria		✓	✓	✓	✓			
Ascension Parish Ct.			✓	✓	✓			
Baker		✓	✓	✓	✓	✓		
Bastrop			✓	✓	✓			
Baton Rouge		✓	✓	✓				
Bogalusa			✓	✓				
Bossier City			✓	✓				
Breaux Bridge				✓	✓			
Bunkie	✓							
Crowley		✓	✓	✓	✓	✓		
Denham Springs		✓	✓	✓				
Eunice		✓		✓				
Franklin			✓					
Hammond		✓	✓	✓	✓			
Houma		✓	✓		✓			
Jeanerette			✓	✓	✓			
Jefferson - 1st Parish Ct.		✓	✓	✓	✓			✓
Jefferson - 2nd Parish Ct.		✓	✓	✓	✓			
Jennings		✓	✓	✓				
Kaplan		✓	✓	✓	✓			✓
Lafayette		✓	✓	✓	✓			
Lake Charles		✓	✓	✓	✓			
Leesville	✓							
Marksville			✓	✓				
Minden				✓			✓	
Monroe		✓		✓	✓			
Morgan City		✓	✓	✓	✓			

**ACTIONS TAKEN IN FY 2009-2010 TO GIVE INDIVIDUAL ATTENTION TO CASES,
DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON
LEGALLY RELEVANT FACTORS-Exhibit 9**

OBJECTIVE 3.2	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or used a standardized bail bond schedule	Developed or used a standardized Boykin language	Developed or used some form of sentencing or dispositional guidelines	Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Used attorney focus groups to solicit feedback on the court's equality and fairness in the treatment of court users	Other
CITY/PARISH COURT								
Natchitoches			✓	✓	✓			
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	30	40	44	33	5	3	6



**ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PROPERLY
PRESERVED-Exhibit 10**

OBJECTIVE 3.5	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or maintained policies or rules relating to the issue	Developed or maintained a system of bar-coding to track the location of manual files and documents	Met with the clerk on continuing basis to improve procedures and address problems	Standardized and automated minute entries	Used real-time court reporting	Developed or implemented a records retention plan	Performed periodic audits of files	Used scanning on filing documents	Other
CITY/PARISH COURT											
Abbeville					✓						
Alexandria		✓			✓						
Ascension Parish Ct.		✓			✓					✓	
Baker		✓	✓		✓						
Bastrop		✓			✓	✓			✓	✓	✓
Baton Rouge		✓	✓		✓	✓	✓	✓	✓	✓	✓
Bogalusa								✓			
Bossier City						✓				✓	
Breaux Bridge						✓					
Bunkie					✓						
Crowley		✓	✓		✓	✓		✓			
Denham Springs		✓			✓			✓			
Eunice		✓			✓	✓		✓			
Franklin					✓	✓					
Hammond		✓			✓	✓					✓
Houma		✓			✓	✓	✓	✓		✓	
Jeanerette		✓			✓	✓					
Jefferson - 1st Parish Ct.		✓	✓		✓	✓		✓	✓	✓	✓
Jefferson - 2nd Parish Ct.		✓	✓		✓	✓				✓	✓
Jennings		✓			✓			✓			
Kaplan		✓			✓	✓					✓
Lafayette		✓	✓		✓	✓		✓	✓		
Lake Charles		✓	✓		✓	✓	✓	✓	✓	✓	
Leesville			✓								
Marksville					✓						
Minden					✓			✓	✓		
Monroe						✓					
Morgan City		✓		✓	✓	✓					

**ACTIONS TAKEN IN FY 2009-2010 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PROPERLY
PRESERVED-Exhibit 10**

OBJECTIVE 3.5	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Developed or maintained policies or rules relating to the issue	Developed or maintained a system of bar-coding to track the location of manual files and documents	Met with the clerk on continuing basis to improve procedures and address problems	Standardized and automated minute entries	Used real-time court reporting	Developed or implemented a records retention plan	Performed periodic audits of files	Used scanning on filing documents	Other
CITY/PARISH COURT											
Natchitoches			✓		✓						
New Iberia		✓						✓	✓	✓	
N.O. - 1st City Ct.						✓	✓			✓	
N.O. - 2nd City Ct.		✓	✓	✓	✓	✓		✓	✓		
N.O. - Municipal Ct.		✓	✓	✓	✓	✓	✓		✓	✓	✓
N.O. - Traffic Ct.					✓	✓		✓	✓	✓	
Oakdale						✓					
Opelousas		✓	✓	✓	✓		✓	✓			
Pineville		✓			✓		✓				
Plaquemine	✓										
Port Allen					✓	✓				✓	
Rayne		✓			✓	✓	✓		✓		
Ruston					✓						✓
Shreveport				✓	✓	✓		✓			
Slidell		✓	✓		✓	✓	✓	✓	✓		✓
Springhill		✓						✓			
Sulphur		✓			✓					✓	✓
Thibodaux		✓				✓	✓				✓
Vidalia		✓	✓		✓	✓					
Ville Platte		✓				✓					
West Monroe						✓	✓		✓		
Winnfield		✓			✓		✓				
Winnsboro		✓				✓					
Zachary		✓			✓	✓	✓				
TOTALS	1	33	14	5	38	32	13	18	13	14	11



**ACTIONS TAKEN IN FY 2009-2010 TO MAINTAIN JUDICIAL INDEPENDENCE WHILE
OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF
GOVERNMENT-Exhibit 11**

Objective 4.1	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Continued to communicate, coordinate and cooperate with the other branches of government	Used outreach programs to promote judicial independence and protection of the rule of law	Other
CITY/PARISH COURT					
Abbeville			✓		
Alexandria		✓	✓		
Ascension Parish Ct.		✓	✓		
Baker		✓	✓	✓	
Bastrop		✓	✓		
Baton Rouge		✓	✓	✓	✓
Bogalusa			✓		
Bossier City			✓		
Breaux Bridge			✓		
Bunkie			✓		
Crowley		✓	✓	✓	
Denham Springs		✓	✓		
Eunice		✓	✓		
Franklin	✓				
Hammond		✓	✓	✓	
Houma		✓	✓	✓	
Jeanerette		✓	✓		
Jefferson - 1st Parish Ct.		✓	✓		✓
Jefferson - 2nd Parish Ct.		✓	✓		✓
Jennings			✓		
Kaplan		✓	✓		
Lafayette		✓	✓	✓	
Lake Charles		✓	✓		
Leesville			✓		
Marksville			✓		
Minden			✓	✓	
Monroe			✓		
Morgan City		✓	✓		

**ACTIONS TAKEN IN FY 2009-2010 TO MAINTAIN JUDICIAL INDEPENDENCE WHILE
OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF
GOVERNMENT-Exhibit 11**

Objective 4.1	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Continued to communicate, coordinate and cooperate with the other branches of government	Used outreach programs to promote judicial independence and protection of the rule of law	Other
CITY/PARISH COURT					
Natchitoches			✓		
New Iberia		✓	✓		
N.O. - 1st City Ct.			✓		
N.O. - 2nd City Ct.		✓	✓	✓	
N.O. - Municipal Ct.		✓	✓		✓
N.O. - Traffic Ct.			✓		
Oakdale		✓	✓		
Opelousas		✓	✓	✓	
Pineville		✓	✓		
Plaquemine			✓		
Port Allen			✓	✓	
Rayne		✓	✓		
Ruston			✓		
Shreveport		✓	✓		
Slidell		✓	✓	✓	✓
Springhill	✓				
Sulphur		✓		✓	✓
Thibodaux		✓	✓		
Vidalia		✓	✓		
Ville Platte			✓	✓	
West Monroe			✓		
Winnfield			✓		
Winnsboro		✓	✓		
Zachary		✓	✓		
TOTALS	2	31	49	13	6



ACTIONS TAKEN IN FY 2009-2010 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES-Exhibit 12

OBJECTIVE 4.3	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Implemented or updated court personnel policies	Provided technology training for court employees	Provided in-house and/or outside employee training and/or education	Implemented or maintained training on civility and professionalism for judges and/or court personnel	Other
CITY/PARISH COURT							
Abbeville				✓	✓	✓	
Alexandria		✓		✓			
Ascension Parish Ct.		✓	✓	✓	✓	✓	
Baker		✓	✓	✓	✓	✓	
Bastrop		✓	✓	✓	✓	✓	
Baton Rouge		✓	✓	✓	✓	✓	✓
Bogalusa			✓				
Bossier City				✓	✓	✓	
Breaux Bridge					✓	✓	
Bunkie	✓						
Crowley		✓		✓	✓	✓	
Denham Springs		✓	✓	✓	✓		
Eunice		✓		✓	✓	✓	
Franklin			✓			✓	
Hammond		✓		✓	✓	✓	
Houma		✓	✓	✓	✓	✓	
Jeanerette		✓		✓	✓	✓	
Jefferson - 1st Parish Ct.		✓		✓	✓	✓	✓
Jefferson - 2nd Parish Ct.		✓	✓	✓	✓	✓	✓
Jennings		✓	✓				
Kaplan		✓			✓	✓	✓
Lafayette		✓	✓	✓	✓	✓	
Lake Charles		✓	✓	✓	✓	✓	
Leesville					✓		
Marksville			✓	✓	✓		
Minden					✓		
Monroe	✓						
Morgan City		✓		✓	✓		



ACTIONS TAKEN IN FY 2009-2010 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES-Exhibit 12

OBJECTIVE 4.3	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Implemented or updated court personnel policies	Provided technology training for court employees	Provided in-house and/or outside employee training and/or education	Implemented or maintained training on civility and professionalism for judges and/or court personnel	Other
CITY/PARISH COURT							
Natchitoches				✓	✓	✓	
New Iberia		✓		✓	✓		
N.O. - 1st City Ct.		✓	✓	✓	✓	✓	
N.O. - 2nd City Ct.		✓	✓	✓	✓		
N.O. - Municipal Ct.		✓	✓	✓	✓	✓	
N.O. - Traffic Ct.					✓	✓	
Oakdale		✓		✓		✓	
Opelousas		✓	✓		✓	✓	
Pineville		✓		✓			
Plaquemine				✓			
Port Allen				✓	✓	✓	
Rayne		✓		✓	✓	✓	
Ruston					✓		
Shreveport			✓	✓	✓	✓	
Slidell		✓	✓	✓	✓	✓	✓
Springhill					✓		
Sulphur		✓			✓	✓	
Thibodaux	✓						
Vidalia		✓			✓	✓	
Ville Platte		✓			✓		
West Monroe				✓	✓	✓	
Winnfield			✓			✓	
Winnsboro		✓			✓		
Zachary		✓			✓	✓	
TOTALS	3	32	20	32	41	33	5



**ACTIONS TAKEN IN FY 2009-2010 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION AND PROGRAMS~Exhibit 13**

OBJECTIVE 4.4	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Created or maintained a website containing information about the court	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
CITY/PARISH COURT											
Abbeville									✓	✓	
Alexandria		✓					✓				
Ascension Parish Ct.		✓	✓		✓		✓				
Baker		✓			✓		✓	✓		✓	
Bastrop		✓					✓	✓			✓
Baton Rouge		✓	✓	✓	✓		✓	✓			✓
Bogalusa							✓	✓		✓	
Bossier City						✓	✓	✓			✓
Breaux Bridge								✓			
Bunkie					✓	✓	✓				
Crowley		✓	✓		✓	✓	✓	✓	✓		✓
Denham Springs		✓									✓
Eunice		✓			✓		✓			✓	
Franklin			✓								
Hammond		✓	✓	✓	✓		✓	✓	✓		✓
Houma		✓	✓		✓		✓			✓	
Jeanerette		✓			✓					✓	
Jefferson - 1st Parish Ct.		✓	✓		✓		✓	✓			✓
Jefferson - 2nd Parish Ct.		✓	✓		✓	✓	✓	✓			✓
Jennings					✓		✓				
Kaplan	✓										
Lafayette		✓		✓	✓		✓			✓	
Lake Charles		✓	✓	✓			✓				
Leesville							✓				
Marksville							✓				
Minden					✓	✓	✓	✓		✓	
Monroe					✓		✓	✓			
Morgan City		✓			✓		✓	✓			

**ACTIONS TAKEN IN FY 2009-2010 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION AND PROGRAMS~Exhibit 13**

OBJECTIVE 4.4	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Created or maintained a website containing information about the court	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
CITY/PARISH COURT											
Natchitoches											✓
New Iberia		✓			✓		✓	✓			
N.O. - 1st City Ct.			✓		✓		✓				
N.O. - 2nd City Ct.		✓	✓		✓		✓	✓			
N.O. - Municipal Ct.		✓									✓
N.O. - Traffic Ct.			✓	✓	✓		✓				
Oakdale		✓			✓						
Opelousas		✓	✓	✓	✓		✓	✓		✓	
Pineville		✓	✓						✓	✓	
Plaquemine								✓		✓	
Port Allen			✓		✓		✓				
Rayne		✓			✓		✓	✓		✓	
Ruston			✓				✓				
Shreveport			✓								
Slidell		✓	✓	✓	✓	✓	✓	✓		✓	✓
Springhill	✓										
Sulphur		✓	✓				✓				
Thibodaux		✓								✓	✓
Vidalia	✓										
Ville Platte		✓						✓		✓	
West Monroe			✓		✓	✓	✓	✓			
Winnfield							✓				
Winnsboro		✓					✓				
Zachary		✓			✓		✓			✓	
TOTALS	3	29	20	7	27	7	36	21	4	16	12



**ACTIONS TAKEN IN FY 2009-2010 TO RECOGNIZE NEW CONDITIONS OR EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:
IMPLEMENTING TECHNOLOGIES-Exhibit 14**

OBJECTIVE 4.5	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Acquired or updated legal research materials	Bought additional personal computers	Installed or updated video-conferencing/arraignment system	Installed or updated real-time reporting	Installed or updated electronic monitoring	Installed or updated e-mail/internet	Upgraded word processing software	Installed or updated audio-visual equipment	Installed or updated digital audio/video	Installed or updated legal research software	Installed or updated automated security system	Other
CITY/PARISH COURT														
Abbeville	✓													
Alexandria		✓		✓										
Ascension Parish Ct.		✓	✓	✓	✓			✓				✓		
Baker		✓	✓	✓	✓			✓	✓	✓				
Bastrop			✓	✓			✓		✓		✓	✓	✓	
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa	✓													
Bossier City			✓	✓	✓			✓			✓			
Breaux Bridge								✓						✓
Bunkie	✓													
Crowley		✓		✓				✓	✓					
Denham Springs		✓		✓						✓				
Eunice		✓	✓		✓					✓				
Franklin			✓							✓				
Hammond		✓	✓	✓	✓			✓	✓			✓		
Houma		✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	
Jeanerette		✓		✓				✓	✓			✓	✓	
Jefferson - 1st Parish Ct.			✓	✓				✓			✓	✓		✓
Jefferson - 2nd Parish Ct.		✓	✓	✓			✓	✓				✓	✓	✓
Jennings			✓									✓		
Kaplan		✓					✓							
Lafayette		✓	✓	✓	✓			✓	✓			✓	✓	
Lake Charles		✓	✓	✓	✓	✓		✓			✓			
Leesville			✓						✓			✓		
Marksville	✓													
Minden			✓								✓		✓	
Monroe								✓	✓					✓
Morgan City		✓	✓											

**ACTIONS TAKEN IN FY 2009-2010 TO RECOGNIZE NEW CONDITIONS OR EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:
IMPLEMENTING TECHNOLOGIES-Exhibit 14**

OBJECTIVE 4.5	Did not address this objective in FY 2009-2010	Continued to address this objective through the actions indicated	Acquired or updated legal research materials	Bought additional personal computers	Installed or updated video-conferencing/arraignment system	Installed or updated real-time reporting	Installed or updated electronic monitoring	Installed or updated e-mail/internet	Upgraded word processing software	Installed or updated audio-visual equipment	Installed or updated digital audio/video	Installed or updated legal research software	Installed or updated automated security system	Other
CITY/PARISH COURT														
Natchitoches				✓										
New Iberia		✓						✓	✓				✓	
N.O. - 1st City Ct.			✓			✓		✓				✓		
N.O. - 2nd City Ct.	✓													
N.O. - Municipal Ct.		✓	✓	✓		✓			✓			✓		✓
N.O. - Traffic Ct.						✓	✓					✓	✓	
Oakdale									✓					
Opelousas		✓	✓	✓		✓		✓		✓	✓			
Pineville		✓	✓					✓	✓	✓	✓	✓	✓	
Plaquemine				✓										
Port Allen				✓				✓					✓	
Rayne		✓	✓	✓			✓	✓	✓			✓		
Ruston				✓					✓		✓			
Shreveport					✓					✓				
Slidell		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Springhill			✓	✓						✓				
Sulphur		✓			✓					✓				
Thibodaux		✓	✓	✓								✓		✓
Vidalia		✓		✓				✓	✓		✓			
Ville Platte		✓	✓											
West Monroe			✓	✓	✓		✓	✓	✓	✓		✓	✓	
Winnfield	✓													
Winnsboro		✓								✓		✓		
Zachary		✓	✓	✓	✓	✓		✓	✓			✓		
TOTALS	6	27	28	28	12	9	8	24	20	14	12	21	13	8





PERFORMANCE REPORTS:

**SUPREME COURT DATA
GATHERING SYSTEMS**

SUPREME COURT DATA GATHERING SYSTEMS

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

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

Each of these systems is briefly described below.

LOUISIANA SUPREME COURT CASE MANAGEMENT INFORMATION SYSTEM AND BUSINESS PROCESS MANAGEMENT

The Louisiana Supreme Court currently engages in the practice of digital media on all fronts, including its case management system, electronic filing system pilot program, writ application scanning procedures, and Judicial Dashboard development. These practices streamline the business process and increase the efficiency of the Court.

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

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

The Court continued a pilot electronic filing project with the Louisiana Office of Disciplinary Counsel (ODC) through its portal site. The virtual court allows ODC staff to upload a document to the Court filing system and integrate that document into the case management system.

The Louisiana Supreme Court stays on the forefront of technology. During 2010, the Court consolidated the servers at its production and disaster recovery sites using server virtualization.



THE CRIMINAL DISPOSITION DATA COLLECTION SYSTEM

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

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

After the data is audited, it is transmitted electronically to state and federal agencies. The Louisiana Department of Public Safety and Corrections receives this information for use in its Computerized Criminal History (CCH) records, the official state depository of arrest records. The disposition record is matched with the CCH arrest record, creating a complete offense record. In 2010, 24,801 criminal disposition records were successfully matched to arrest records in the State Police CCH database.

Criminal disposition information is also transmitted to the FBI for entry in the National Instant Criminal Background Check System (NICS) database. The NICS database is used to determine eligibility when a citizen has requested to purchase a firearm in the United States. In 2010, a total of 23,805 criminal disposition records from 33 parishes were posted to the FBI's NICS database.

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

THE CRIMINAL JUSTICE INFORMATION SYSTEM

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

THE DRUG COURT CASE MANAGEMENT SYSTEM

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

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



The system is also used by the SCDCO to generate data related to key performance indicators such as recidivism, relapse, and social functioning, as measured by changes in education, employment, and other variables.

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

The DCCM was enhanced in 2007 to include refined case management functionality and more sophisticated reporting capabilities. It is currently being updated to reflect advances in technology and to aid the drug courts in collecting and analyzing increasingly detailed data regarding nationally recognized performance indicators.

THE INTEGRATED JUVENILE JUSTICE INFORMATION SYSTEM

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

- The integration of all functions within the juvenile court, i.e. intake and assessment, docketing, calendaring, case management, notice and document generation, appeals tracking, warrant tracking, automated minute entry, and financial record keeping;
- The integration of all case types (child abuse and neglect, delinquency, families in need of services, adoption, child support, etc.) through the use of common family identifiers; and
- The integration of information from all agencies involved in juvenile court proceedings (the protective services agency, law enforcement agencies, the district attorney, the indigent defender, probation and parole agencies, treatment facilities, corrections agencies, the public school system, and other agencies).

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

THE LOUISIANA COURT CONNECTION

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

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



THE LOUISIANA PROTECTIVE ORDER REGISTRY

The Louisiana Protective Order Registry (LPOR) is a statewide repository of court orders issued to prohibit domestic abuse and dating violence and to aid law enforcement, prosecutors and the courts in handling such matters. LPOR was established by law in 1997. The Supreme Court Judicial Administrator's Office was given the responsibility for developing standardized order forms mandated for use by all courts and for collecting the order data and entering it into the registry. The registry was launched in 1999.

Records contained in the registry are available to: state and local law enforcement agencies, district attorney offices, the Department of Social Services, Office of Family Support, Support Enforcement Services, Office of Community Services; the Department of Health and Hospitals, the 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) Protection Order File and the National Instant Criminal Background Check System (NICS). From the start of the program until the end of 2010, 135,859 Louisiana orders had been transmitted to NCIC.

During 2010, registry staff responded to 205 requests for order verification from examiners with the FBI's NICS program, which is designed to prevent the sale of firearms and explosives to those who under federal law are prohibited from buying them.

Registry staff also responded to 698 requests for order verification from local, state, and out-of-state law enforcement officials who were conducting investigations involving the subject of a Louisiana order of protection.

Ongoing training of those who play a role in preparing, issuing, and enforcing orders of protection is a registry priority. Toward that end, LPOR's trainers provided a variety of seminars, workshops, and presentations during 2010. These multi-disciplinary seminars 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 private attorneys, as well as others with a need-to-know, were encouraged to attend one of these free programs. Five round-table discussion programs for the judiciary, five regional seminars, and five legal seminars, reached a total of 243 individuals in 2010.

LPOR also collaborated with the Attorney General's Office, to provide five two-day P.O.S.T. certified domestic violence training programs that reached 169 law enforcement officers across the state. In addition, LPOR collaborated with the Attorney General's Office, and the U.S. Attorney's Office to provide six one-day training programs specifically for N.O.P.D. officers and recruits. These programs were attended by 221 members of that department.

Finally, the program's trainers provided eight workshops and presentations at the request of other agencies and organizations, which reached an additional 201 individuals. In all, LPOR reached 834 people with critical information about effective prevention and intervention strategies used to respond to domestic abuse and dating violence.

In 2010, the registry received and entered 20,842 orders from Louisiana courts. Of these, 15,593 (74.8%) were civil orders and 5,249 (25.2%) were criminal orders. From the pilot phase of the project through the close of 2010, the registry received and entered a total of 232,652 orders. Of these, 176,571 (75.9%) were civil orders and 56,081 (24.1%) were criminal orders. A breakdown—by type—of the orders entered into the registry since 2007 is provided in the tables below.



Table One: Civil Orders

Civil Orders:	2007	2008	2009	2010
Temporary Restraining Orders	12,516	12,572	12,528	11,909
Protective Orders	4,156	4,096	3,925	3,613
Preliminary Injunctions	63	58	32	30
Permanent Injunctions	76	68	47	41
Total Civil Orders	16,811	16,794	16,532	15,593

Table Two: Criminal Orders

Criminal Orders:	2007	2008	2009	2010
Bail Restrictions	1,881	2,038	3,889	4,313
Peace Bonds	760	1,095	432	61
Combined Bail/Peace Bonds	682	942	534	332
Sentencing Orders	0	0	0	0
Probation Conditions	0	0	0	0
Combined Sentencing/Probation	222	260	267	543
Total Criminal Orders	3,545	4,335	5,122	5,249

Combined Orders:	2007	2008	2009	2010
Civil and Criminal Order Totals	20,356	21,129	21,654	20,842

THE TRAFFIC VIOLATION DATA COLLECTION SYSTEM

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

Once the data meets reliability criteria, it is placed on a server for retrieval by OMV. This system expedites the process by which OMV, as well as judges and prosecutors around the state, receive traffic case data.

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



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

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

THE COURT OF APPEALS REPORTING SYSTEM

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

THE TRIAL COURT REPORTING SYSTEM

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

THE JUVENILE AND FAMILY COURT REPORTING SYSTEM

The Juvenile and Family Court Reporting System is a manual system, administered by CMIS, that collects case information from the four specialized juvenile courts and the one designated family court. Information received includes data on juvenile delinquency cases, juvenile traffic cases, adoption cases, child support cases, termination of parental rights cases, and child in need of care cases. In addition, the one family court in the state sends data on family court filings by type of case.

The juvenile court data includes information on formal and informal case processes, dispositions, and other case types and outcomes. The data, derived from the forms submitted monthly by each court, is entered into a database by CMIS staff, aggregated by year, and reported in the Supreme Court's Annual Report. The Supreme Court is currently working to automate the juvenile court reporting through its Integrated Juvenile Justice Information System.



THE PARISH AND CITY COURT REPORTING SYSTEM

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

UNIFORM REPORTING STANDARDS

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

System	Basis of Standards
• Clerk of Court Case Management Information System	• 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	• Supreme Court Drug Court 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
• The Juvenile and Family Court Reporting System	• NCSC; State
• The Parish and City Court Reporting System	• NCSC
• The Integrated Juvenile Justice Information System	• State; Louisiana Children’s Code

BARRIERS TO DATA GATHERING AND DEVELOPMENT

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



The court system in Louisiana is quite decentralized, involving more than 765 elected judges and justices of the peace spread over five layers of courts – the Supreme Court, courts of appeal, district courts, parish and city courts, and justices of the peace. It also involves 42 elected district attorneys, 67 elected clerks of court, 64 elected sheriffs, 64 coroners, 387 elected constables serving the same number of justices of the peace, 47 elected city court marshals or constables, and 258 mayors or their designees managing mayors’ courts – all of whom exercise individual, independent authority.

The varied financial arrangements in place to support the operations of these justice entities also impact data gathering and information systems development. Local governments are generally required to carry the burden of funding the courts, the district attorneys, and the coroners. Citizens are also required to pay fees, fines, court costs and assessments to help pay for the costs of judicial branch functions. These arrangements create a situation of “rich” and “poor” jurisdictions and offices, and they can force entities that should work together to compete with one another for limited resources.

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

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

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

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

At the district court level, most courts use standards that have been created by the Supreme Court for criminal case data collection. A traffic case data standard has been developed by the Supreme Court and is in use by most district and some city courts. A standard for counting caseload for all categories has been in use by all levels of court for many years and a new Justice of the Peace data collection protocol was developed in 2010. Supreme Court staff members continue to train court and clerk of court personnel on the standards. The Supreme Court believes that its capacity to promote, support, and make use of information related to judicial performance will continue to improve.







THE SUPREME COURT OF LOUISIANA

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