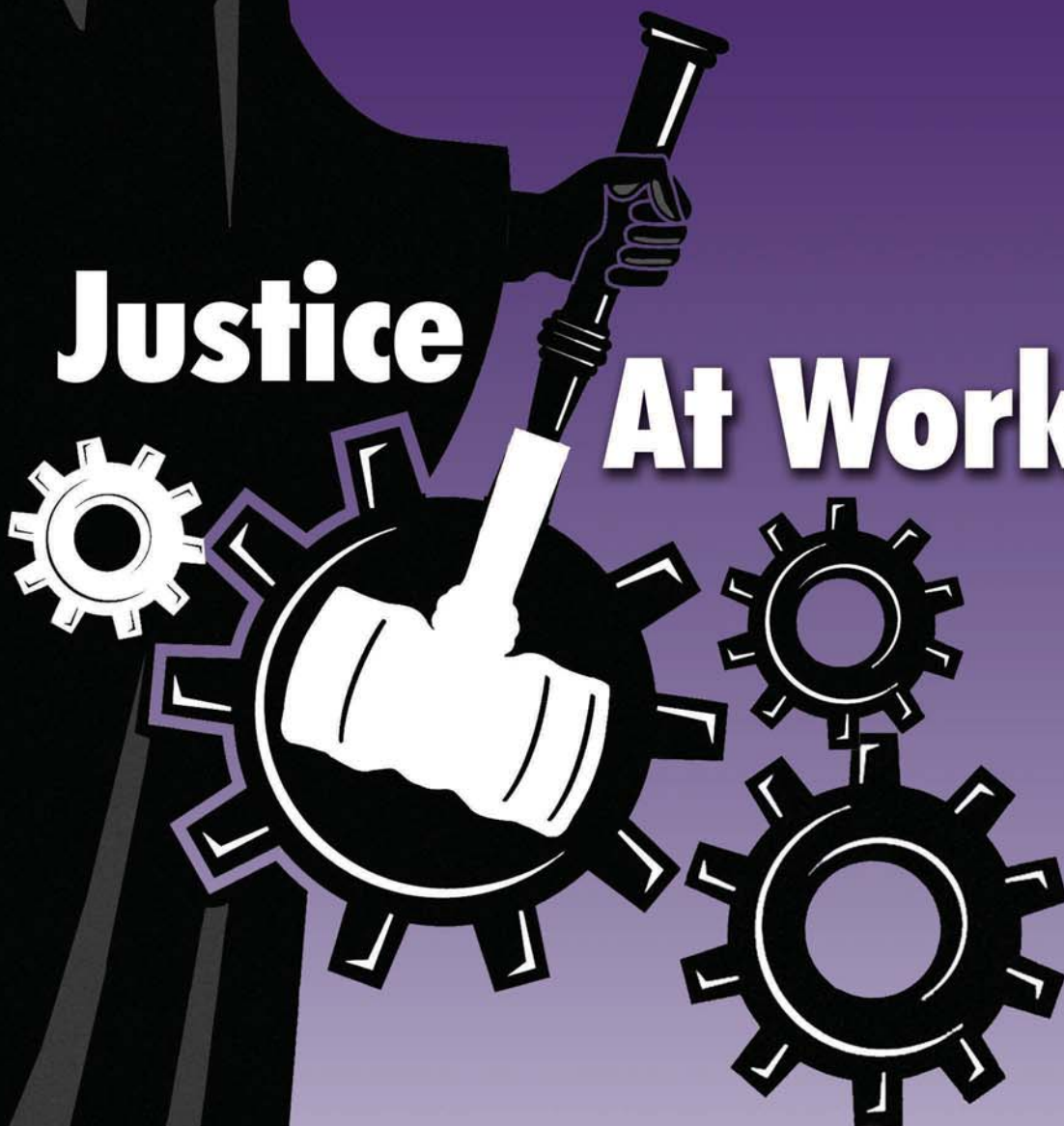


THE SUPREME COURT OF LOUISIANA

Justice

At Work



**The State of
Judicial Performance
in Louisiana**

**2011
2012**

FY 2011 – 2012
The State of Judicial Performance In Louisiana

Table Of Contents



A Message From The Judicial Administrator 2

Performance Of The Supreme Court..... 4

Performance Of The Courts Of Appeal..... 36

Performance Of The District Courts..... 60

Performance Of The City and Parish Courts..... 122

Supreme Court Data Gathering Systems 174

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The State Of Judicial Performance In Louisiana

The thirteenth annual report on “The State of Judicial Performance in Louisiana” has been prepared pursuant to the provisions of the Judicial Budget and Performance Accountability Act of 1999 (R.S. 13:84). Under the Act, the Judicial Administrator of the Supreme Court is responsible for developing a performance accountability program and for reporting annually on court performance. This report provides information on steps taken by the Supreme Court, the Courts of Appeal, the District Courts, and the City and Parish Courts to implement the provisions of their respective plans for the period July 1, 2011 to June 30, 2012.

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

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

A review of the major strategies initiated or completed by Louisiana courts during the period reveals that courts reported substantial progress in the areas of enhancing services to court users; increasing court efficiency; improving court security and emergency planning; and developing court-managed programs and partnerships to benefit their communities.

Enhancing services for court users. Courts expanded and improved access to and services for court users. One court conducted an opinion survey to generate information about the public’s perceptions of it. The survey responses will be used to improve court customer service. Other courts implemented or enhanced websites to provide information about and access to the court and its processes. Information included forms, online fine payments, bond schedules, and court policies.

Courts also improved access to them by providing increased information, forms, and online and in-person assistance to self-represented litigants and those with limited English proficiency. Courts also updated courtroom facilities, by installing or improving audio-visual systems, and by streamlining dockets and addressing caseload issues in Child in Need of Care proceedings. Finally, courts planned renovations or new court construction that will provide more convenient and secure services to court users.

Increasing court efficiency. Courts also reviewed and refined internal procedures to become more efficient. Efforts included reorganizing or streamlining dockets to shorten wait times for the public and attorneys; cross-training court staff; beginning or continuing recycling programs; and renovating buildings or planning for new or renovated buildings to enhance security and access for individuals with disabilities.

Several courts improved collection procedures in specific circumstances such as commercial bond forfeiture and child support. Others worked with law enforcement to increase collections in general, streamlining procedures or setting sentence review dates to ensure payment of fines, costs, and restitution.



Courts also invested in technology to augment internal procedures. Some courts implemented new case management or jury management systems and upgraded computers and software for court staff. Courts continued to move to electronic probable cause review systems, warrant execution systems, subpoena management systems, and video arraignment systems as well as paperless document management systems, to improve efficiency and security.

Improving court security and emergency planning. Courts continued to form security committees and, in partnership with other community stakeholders, perform security assessments and act upon the recommendations from the assessments to improve security. Improvements included security gates in the courthouse basement; enhanced outdoor security cameras; new or improved interior security systems; controlled access into and within courthouses; and panic buttons and bulletproof glass to protect court staff. Other courts began or planned renovations that include state-of-the art security through courthouse design.

Courts continued to establish or refine emergency and disaster recovery plans and worked with other justice system partners to improve emergency communications. Improvements included backup generators for emergencies and remote data backup systems to preserve data and provide access to court information in the event that the court building is not accessible.

Developing court-sponsored programs and partnerships to benefit communities. Louisiana courts continued to develop court-sponsored programs and partnerships with community stakeholders to address community issues. Court-sponsored programs and partnerships included English classes for probationers; drug courts, sobriety courts, truancy courts, family preservation courts, mental/behavioral health courts, domestic violence programs, and re-entry courts; diversion programs; and a program to address fighting among high school students. Courts also supported vulnerable populations, such as victims of domestic violence and children, by allowing a battered women's support group to meet in the court; providing updated information on domestic abuse laws to local government agencies; reinstating a Child in Need of Care (CINC) facilitation team to address issues with the CINC process; and sponsoring a back to school resource fair.

Courts also provided information about the importance of an independent judicial system and the services provided by the courts. Some courts provided free continuing legal education for attorneys and internship programs for students. Courts also sponsored Law Day celebrations and mock trial competitions and made presentations at community meetings and local schools.

Courts partnered with local bar associations and other organizations to create a self-help desk and a resource center to provide assistance to self-represented litigants. Courts also worked with other community leaders to improve case management across all local criminal justice agencies and with law enforcement to increase the collection of child support and court-ordered fines, fees, and costs that support the court system and local governments.

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

Respectfully submitted,



Sandra Vujnovich
Judicial Administrator





PERFORMANCE REPORTS:

**PERFORMANCE OF THE
SUPREME COURT**

PERFORMANCE OF THE SUPREME COURT

INTRODUCTION

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

The goals and objectives of the Strategic Plan of the Supreme Court reflect the Supreme Court's Performance Standards. The information comprising the "Intent of the Objectives" sections of this report was derived primarily from "Appellate Court Performance Standards and Measures," a joint publication of the National Center for State Courts and the State Justice Institute (1999). The information presented in the "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.

SUPREME COURT GOALS AND OBJECTIVES

GOAL ONE: TO PROTECT THE RULE OF LAW

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

GOAL TWO: TO PROMOTE THE RULE OF LAW

- 2.1 To ensure that adequate consideration is given to each case and that decisions are based on legally relevant factors, thereby affording every litigant the full benefit of the judicial process.
- 2.2 To ensure that decisions of the Supreme Court are clear and that full opinions address the dispositive issues, state the holdings, and articulate the reasons for the decision in each case.
- 2.3 To resolve cases in a timely manner.

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



GOAL THREE: TO ENSURE THE PUBLIC TRUST

- 3.1 To ensure that the Supreme Court is procedurally, economically, and physically accessible to the public and to attorneys.
- 3.2 To facilitate public access to Supreme Court decisions.
- 3.3 To inform the public of the Supreme Court's operations and activities.

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

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

GOAL FIVE: TO USE PUBLIC RESOURCES EFFICIENTLY

- 5.1 To seek and obtain sufficient resources from the executive and legislative branches to fulfill all duties and responsibilities of the judiciary.
- 5.2 To manage the Supreme Court's caseload effectively and to use available resources efficiently and productively.
- 5.3 To develop and promulgate methods for improving aspects of trial and appellate court performance.
- 5.4 To use fair employment practices and to train and develop the Supreme Court's human resources.

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

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



GOAL ONE: TO PROTECT THE RULE OF LAW

Objective 1.1

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

Intent of the Objective

Our judicial system recognizes that decisions made by lower tribunals may require modification. American jurisprudence generally requires that litigants are afforded a reasonable opportunity to have such decisions reviewed by a higher court through the appellate process. The Supreme Court of Louisiana is the state's appellate court of last resort, composed of seven Justices. Four Justices must concur to render judgment. The full-panel review structure of the Court allows for a breadth and diversity of review of matters before it. This review process creates an opportunity for the development, clarification and unification of the law in a manner that offers guidance to judges, attorneys, and the public, thus reducing errors and litigation costs.

Responses to the 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 2012, the Court disposed of 3,181 cases while receiving and filing 2,769 cases for a clearance rate of 115 percent, an increase from 102 percent in 2011.

The Supreme Court has three types of jurisdiction: original, appellate, and supervisory. Original jurisdiction means that the Supreme Court is the only court that may hear certain matters, such as attorney discipline or disbarment proceedings, petitions for the discipline and removal of judges, and issues affecting its own appellate jurisdiction. The Supreme Court has appellate jurisdiction over

those cases in which an ordinance or statute has been declared unconstitutional or when the death penalty has been imposed. The Supreme Court has supervisory jurisdiction in all other cases. Supervisory jurisdiction is the Court's discretionary jurisdiction under which it has the power to select the cases it will hear.

Cases falling under the Court's original or appellate jurisdiction are initiated by the filing of an appeal or recommendation for discipline. Cases falling under the Court's supervisory jurisdiction are initiated through a writ application requesting the Court to exercise its discretionary supervisory jurisdiction and hear the case.

Writ applications must be filed within 30 days of the transmission of the notice of judgment and opinion of the court of appeal, or within 10 days of the mailing by the Clerk of Court of the notice of first application for certiorari in the case, whichever is later. No extensions are given. Writ applications are usually scheduled for review by the Court within six weeks of filing, except in late summer and early fall, when the time is slightly longer. When the Court grants a writ application for oral argument, the attorneys for the applicant are given 25 days from the date of the grant to file their briefs. The respondent's attorneys are given 45 days from the grant to file their briefs. Extensions are granted if they will not impact the date of the oral arguments.

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

In capital appeals, the record is given to the Court's Central Staff to make sure that it is complete. Upon completion, the record is lodged and, as in



other appeals, attorneys are given 30 and 60 days, respectively, from the date of lodging to file their briefs. The Court hears up to two capital cases per argument cycle, allowing the Court to handle up to 12 capital cases per year.

The Court, sitting with all seven Justices, addresses cases in six to eight week cycles. During the first week of the cycle, the Court hears oral argument, typically up to 24 cases per week. Each Justice is assigned to write one to three opinions per cycle. During the weeks that follow, the issues are researched and opinions are drafted. Also during this period, the Court as a whole meets weekly to consider new writ applications. Approximately 80 writ applications are considered each week. In the fifth week of the cycle, draft opinions are circulated and reviewed. The opinions are voted on at the last conference in the cycle. If an opinion receives four or more votes, it passes. If it does not receive at least four votes, it is either reworked by the original author or assigned to another Justice to author. Opinions are usually handed down from the bench on the second day of oral argument following the opinion-signing conference.

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

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

If the case involves a writ application, the Court first decides whether to hear the case. If a writ is granted by the Court, the Clerk's Office schedules the case for oral argument and coordinates, with the Justices' staffs and the Civil and Central staffs, the preparation of a brief abstract of facts and other

factors relating to the case for use by the Justices. While matters are under consideration, the Clerk's front office is the liaison between the Court and counsel and the Court and the lower courts. In 2012, 2,769 cases were filed with the Clerk of Court, a decrease of 3 percent from the 2,852 cases filed in 2011.

The Clerk of Court's Office fulfilled the following key responsibilities or accomplished the following in 2012:

- Processed all filings and dispositions including dissemination of actions to the parties, courts and public via U.S. mail, e-mail and the Internet.
- Scanned all filings and dispositions, which are available to staff via the Court's case management system.
- Implemented voluntary e-filing statewide.
- Admitted 645 new attorneys to the practice of law, a decrease of 14 percent from the 746 admitted in 2011.
- Issued Certificates of Good Standing. The demand for issuance of Certificates of Good Standing continues to decline. In 2010 4,978 certificates were issued; in 2011 the number of certificates issued decreased to 4,888; and in 2012 only 4,549 certificates were issued.
- Processed and maintained minute book entries and orders. The number of minute book entries increased from 2,291 in 2011 to 2,364 in 2012. Likewise, orders increased from 2,059 in 2011 to 2,220 in 2012. These orders are primarily orders of appointment of judges to sit in lower courts and do not include orders relating to cases before the Supreme Court.
- Managed logistics for 221 events hosted by the Court. These events included Court conferences, oral argument days, Judiciary Commission hearings, and other meetings.



- Oversaw courthouse maintenance and improvements involving roof repairs, basement waterproofing, a new security system, and the refurbishing of the chillers.
- Participated in the Enterprise Resource Planning design process as the Court moved toward installation of an integrated, computer-based system designed to manage financial resources, materials, and human resources.

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

- **The Central Staff Department.** The Central Staff was created by the Supreme Court in 1978 to prepare reports on criminal appeals screened for the summary docket and to prepare extensive bench memoranda for all cases set on the regular docket, including capital appeals and cases in which a statute or ordinance has been declared unconstitutional. At the time, the Supreme Court had exclusive appellate jurisdiction in criminal cases.

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

During the period, Central Staff continued to screen writs and to prepare extensive bench memoranda for all criminal cases set on the regular docket as well as the capital cases and cases in which a statute or ordinance has been declared unconstitutional. The Central Staff also continued

to review and report on inmate applications for post-conviction relief, including those cases in which a sentence of death had been returned and in which the conviction and sentence were affirmed on direct appeal by the Supreme Court. The Central Staff also assisted the Justices and their personal staffs on other criminal matters when requested.

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

Each Justice’s personal staff handles all appeals and writ applications not addressed by the Civil Staff or the Central Staff and assists the Justices in writing opinions. Law clerks and research attorneys greatly aid the Court in its adjudicative functions. The Court’s law clerks and research attorneys receive a thorough orientation upon commencement of their term of service and are regularly offered continuing legal education training and courses on legal research issues.

- **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 to enhance the opportunities for litigants to seek review of lower court decisions in the Louisiana Supreme Court. The library’s collection development policy is based on the needs of all users, with a heavy emphasis on Louisiana practice materials in civil and criminal law. The library also possesses an excellent historical collection featuring all versions of the Louisiana Civil Code and all superseded Louisiana Statutes Annotated volumes, including 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 2012,



the library added 1,214 new titles and 2,514 new volumes to the collection. Technical Services staff assisted with the process of cancelling the upkeep of a large number of print subscriptions. Access to the subscriptions no longer updated in print was shifted online through the library's Westlaw subscriptions. Librarians decided to keep most of the volumes of the cancelled subscriptions on the shelf, to be labeled with the date the subscription was cancelled. Technical Services staff supervised student workers in the labeling process, added "subscription cancelled" notes to the bibliographic and serial records, created a master list of the cancelled titles, and contacted publishers to confirm the dates of cancellation. EOS.Web, the library's integrated library system, upgraded the interface of its standard online catalog. The head of Technical Services worked for several weeks to customize a new interface for the library, incorporating updated features designed to improve search capabilities and access to the library's online databases.

The library's Public Services staff members at the Reference and Information Desks primarily assist all Court users with their searches for legal information in books, periodicals, and the various electronic resources. In addition, reference librarians provide legal research guidance to all users. 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 2012, the library borrowed 12 books or journal articles from other libraries for court staff, and 14 for outside users. Those outside users are charged for this interlibrary loan service, as well as for any costs that are charged by the lending libraries. The library also lent 74 books or journal articles to other libraries, a service for which the library also generally charges.

Since the library is the public law library for the state of Louisiana, the Public Services staff members also assist a large number of outside attorneys and non-attorneys. Some of the non-attorney users are self-represented litigants who conduct 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 users have the opportunity to do such research using the best and most recent resources, and with adequate guidance from experienced law librarians, their access to the Court and the quality of the content of their filings are enhanced.

During the period, the library's Public Services staff continued their outreach efforts by setting up display tables at the Louisiana State Bar Association's Solo and Small Firm Conference. Library staff set up a table in the exhibit area and offered attendees information on library services. Library information was enthusiastically received, especially by attorneys in outlying areas of the state without a law library nearby.

Library staff members can easily fax, e-mail, or mail research results to those users who cannot come into the library. This service enhances access to the library's impressive legal resources.

- **Recusal.** In accordance with the legislature's intent in promulgating Louisiana Code of Civil Procedure article 152(d), the following procedure has been adopted for circumstances in which a Justice recuses himself or herself in a case: The recusing Justice prepares a notice stating the reasons for the recusal. The notice is then filed in the case record. If the recusal results in the appointment of a justice to sit *ad hoc*, the recused Justice does not participate in any way in the appointment. In addition, the recused Justice is not allowed to participate in any way in the discussion or resolution of the case or matter from which he or she is recused.



Objective 1.2

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

Intent of the Objective

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

Responses to the Objective

- **Clarification and Harmonization of the**

Law. The Court's efforts to clarify, harmonize, and develop the law are among its regular, ongoing activities. See the responses to Objective 1.1 in addition to those below.

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

- Approximately 150,000 print volumes
- 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 pocket part supplements for historical research

- An extensive collection of Louisiana repository documents, including the Louisiana Legislature's calendars and journals (which are used in tracing the history of acts as they move through the legislative process) and other publications from the legislature as well as from executive agencies and the courts
- Louisiana and federal court rules
- Form books containing examples of Louisiana and federal forms for court filings
- Current and classic American legal treatises and reference books in many subject areas
- Numerous loose-leaf services that are updated regularly, covering legal developments in such areas as copyright, employment law, income tax, oil and gas law, pension plans, and zoning and land use
- Over 700 serial titles such as academic law reviews, state bar journals, and other legal periodicals
- Current local newspapers and a microfilm copy of the *New Orleans Times-Picayune* from 1837 to the present
- A print and online collection of federal statutes and case law, as well as the statutes and appellate case law of all fifty states
- Legal encyclopedias such as *Corpus Juris Secundum (CJS)* and *American Jurisprudence*, covering all American jurisdictions
- Access to *American Law Reports*, a selection of annotated cases with broad legal significance, through Westlaw and WestlawNext
- Online, print, and microform legislative acts of all 50 states from the beginning to the present
- Print and online federal legislative materials and a select U.S. government documents depository



collection featuring publications from Congress, executive agencies, and the federal courts

- Extensive holdings on the topic of judicial administration, including State Justice Institute depository materials.

Online databases have become indispensable sources of information for conducting legal research. In order to stay abreast of new trends and to provide the most efficient methods for its users to access legal information, the Law Library of Louisiana has purchased subscriptions to various electronic databases. A sampling of what the library offers includes:

- **WestlawNext and Westlaw** - Free access for public users to WestlawNext for federal and state statute and case law research. Cost-efficient flat-rate contracts for Court users to the two major legal research databases
- **Shepard's Citations** - Free access for all users through the library's flat-rate contract to Shepardize cases by citation
- **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
- **ProQuest Congressional** - Digitized copies of historical U.S. House and Senate documents and reports with links to .pdf copies of each item
- **Marcive** - A database that contains bibliographic records of all U.S. government publications from 1976 to the present, and a supplement to the library's catalog
- **HeinOnline, LegalTrac, and Ebsco's Index to Legal Periodicals** - 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** - Provides a wide selection of many Louisiana-specific and some multi-state legal forms covering popular legal topics
- **Gale Nineteenth Century Newspapers** - Provides access to nineteenth century newspapers from all 50 states, including five from Louisiana
- **New Orleans Notarial Archives** - Searchable database of land records and other contracts recorded in Orleans Parish, 1970 to the present
- Access to some smaller databases, such as the Bureau of National Affairs' *U. S. Law Week* and *Tax Management U.S. Income Portfolios Library*, and the National Fire Protection Association codes and standards.

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

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



Objective 1.3

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

Intent of the Objective

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

Responses to the Objective

- **Expeditious Determination of Certain Case Types and Certain Interlocutory Matters.** Currently, election cases are expedited pursuant to La. R.S. 18:1409 and Supreme Court Rule X, 5(c). In addition, Supreme Court Rule XXXIV provides for the expeditious handling of all writs and appeals arising from Child in Need of Care cases, termination or surrender of parental rights cases, adoption cases, and all child custody cases. The Court also expedites filings involving interlocutory matters where a trial is in progress or where there is an immediate need for a decision to avoid delay of trial.
- **Priority Treatment.** 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 expedited action is warranted. Upon circulation of the writ application to the Justices, the Justice assigned as the original Justice may refer the matter to staff for preparation of a memorandum, or the

Justice may handle the matter in chambers. If the original Justice agrees that the writ application warrants priority treatment or emergency attention, he or she will recommend a proposed disposition and will decide to call a conference immediately, take the votes of the other Justices by phone or email, or discuss the matter at the next regularly scheduled writ conference. In all cases, all Justices are given the opportunity to review and vote on the writ application. Only in rare instances will action on a writ application be taken when more than four but less than six Justices have voted.

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

Objective 1.4

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

Intent of the Objective

A key function of appellate courts is the correction of prejudicial errors in fact or law made by lower tribunals. Appellate court systems should have sufficient capacity to provide review to correct these errors. The error-correcting function of a court of last resort such as the Louisiana Supreme Court is fundamentally different from the error-correcting function of an intermediate appellate court. A court of last resort is a court of



precedent, the primary function of which is to interpret and develop the law, rather than to correct errors in individual cases. An intermediate appellate court, on the other hand, serves primarily as a court of error correction, applying the law and precedent created by the court of last resort. Of course, in the absence of precedent, an intermediate appellate court must also interpret and develop the law. Because review is normally discretionary in courts of last resort, these intermediate appellate court decisions serve an important function in the development of law. The Supreme Court of Louisiana recognizes its dual responsibility to interpret and develop case law and to encourage improved error correction in individual cases by the courts of appeal.

Response to the Objective

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

GOAL TWO: TO PROMOTE THE RULE OF LAW

Objective 2.1

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

Intent of the Objective

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

fairly applied, and which are devoid of extraneous considerations or influences.

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

Responses to the Objective

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

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

Response to the Objective

- **Clarity and Scope of Opinions.** The Court's efforts to meet this objective are part of its regular, ongoing activities. See the responses to Objective 1.1 for further information. The Justices also addressed this objective by participating in and teaching workshops for judges attending judicial education sessions. Important Supreme Court decisions are routinely discussed at these sessions. In addition, sometimes the judges from lower court tribunals will call the Clerk of Court to solicit such clarifications. On those occasions, the Clerk of Court will bring these matters to the attention of the Court. In addition, trial judges in criminal matters will often file opinions to explain their decisions and actions - sometimes at the request of the Supreme Court and sometimes on their own

initiative. In many cases, these opinions assisted the Supreme Court in better addressing the dispositive issues, stating the holdings, and articulating more clearly the reasons for the decision.

Objective 2.3

To resolve cases in a timely manner.

Intent of the Objective

Once the Supreme Court acquires jurisdiction of a matter, the validity of a lower tribunal's decision remains in doubt until the Supreme Court rules. Therefore, the Supreme Court recognizes that it should assume responsibility for a petition, motion, writ application, or appeal from the moment it is filed. The Court believes that the actions below promote the timely progress of an appeal or writ through the appellate process.

Responses to the Objective

- **Consistently Current Docket.** Each year, the Court holds 31 to 35 weekly conferences (meeting two days each week) to discuss and cast votes on filings, often voting on more than 100 writ applications per conference. The Court also holds at least six oral argument sittings annually with approximately 10 to 25 cases argued each cycle. The Court maintains a consistently current docket in 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.** In 1993, the Court adopted aspirational time standards to encourage the timely resolution of cases. The Court measures its case processing performance against these time standards and publishes the results as performance indicators in the annual judicial appropriations bill. The Court, at times,



has taken steps to improve its performance relative to the high volume of criminal case applications and self-represented post conviction applications by retaining contract attorneys to assist in these cases and by retaining court consultants to evaluate the processing of cases. The Court develops and uses strategies as necessary to bring its case processing in line with its standards.

- **Cases Under Advisement.** The Court has developed procedures for ensuring that all cases argued and assigned for opinion writing are disposed of in a timely manner. Lists of all pending cases are circulated each cycle to all Justices as a means of identifying those cases on which action(s) may still be needed. This can reduce delays in opinion writing.

GOAL THREE: TO ENSURE THE PUBLIC TRUST

Objective 3.1

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

Intent of the Objective

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

- **Programmatic Accessibility.** All Court staff members, including those in the Law Library of Louisiana, provided reasonable accommodation to anyone with a handicap or disability.
- **Procedural Accessibility.** The library's reference department staff continued to utilize its training, experience, and resources to answer general questions about court procedures.
- **Economic Accessibility.** Throughout the period covered by this report, the Law Library of Louisiana was open to the public and the bar free of charge. Access to the library's online catalog, which continued to be available through a link on the main page of the Court's website, was also free of charge. Three computers were available in the main section of the library to provide access to the public Westlaw database, to the Internet for legal research purposes, and to other subscription electronic resources. Wireless access was available at the Court so outside users could get to the Internet on their laptops or other mobile devices. Internet access was 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, was 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 continued to sponsor a toll-free number, (800) 820-3038, that can be dialed from anywhere in the state. Information about the library's resources is available by calling this number. Library staff also reviewed questions sent by e-mail to reference@lasc.org. This e-mail address was accessible through a link on the Court's website.



- **Communications Accessibility.** During the period covered by this report, the Court continued to obtain and maintain state-of-the-art telecommunications equipment, software, and processes to facilitate communication between the Court and the public. The Court also made live streaming of oral argument accessible via the website.
- **Language Accessibility.** In early 2012, Louisiana joined the Consortium for Language Access in the Courts, in conjunction with the National Center of State Courts. Subsequently, the Supreme Court adopted Part G, Section 14 of the Louisiana Supreme Court Rules. This rule provides for a Code of Professional Responsibility for Language Interpreters.
- **Physical Accessibility.** During the period covered by this report, the Court continued to comply with all Americans with Disabilities Act standards and requirements and responded to requests for reasonable accommodation.
- **Information Accessibility.** The Law Library of Louisiana's print and electronic holdings and the research expertise of its law librarians continued to be available to the bench, bar, and public. Throughout the period covered by this report, the library was open Monday through Thursday from 9 a.m. to 6 p.m. and Friday from 9 a.m. to 5 p.m., except holidays. Library staff members answered questions from residents of Louisiana, other states, and sometimes other countries by telephone, fax, e-mail, or mail. When charges were involved, they were reasonable.

In 2012, library staff answered a total of 11,723 questions. According to type-of-question data collected by staff, that number breaks down to 705 directional questions (6 percent), 3,869 ready-reference questions (33 percent), and 7,145 reference questions (61 percent). Regarding the methods by which the questions were posed, the library answered 3,354 telephone questions (29 percent), 3,656 in-person questions (31 percent),

and 4,713 e-mail/mail questions (40 percent). As for the type of patron, the library received 2,327 questions from court patrons (20 percent), and 9,396 from outside users (80 percent). The library staff used this data to analyze patterns and to ensure that the library is providing the best possible service to all users.

Library staff members also responded to mail requests from Louisiana prisoners, sending an individual prisoner up to fifty pages of statutes, cases, or other legal information up to twice a month at no charge. During the period the library responded to 1,407 letters from prisoners.

The librarians attended local and national professional meetings, conferences, and other continuing education programs. They also attended meetings of other groups, such as state judges' conferences and local bar section meetings, where they promoted the library's resources to potential users. They produced the library's newsletter, *De Novo*, publicizing various aspects of the library's collection and services and commenting on areas of legal history and substantive law. Current and past issues were posted on the Court's website. In addition, the librarians maintained relationships with the staff of other court libraries, academic and public law libraries, legal aid agencies, and public law centers in order to ensure that questions get referred to the law library when appropriate, and also that the law library staff members refer questions to these and other similar agencies when appropriate.

- **Website.** During the period of this report, the Court continued to make improvements to its website (www.lasc.org). The website's user-friendly system enhanced access to the Court's opinions, orders, rules, and other decisions. Members of the Court's web team updated the website with new information and worked to ensure all links were functional. The website includes a language translation tool, making the entire website translatable into 31 different languages.



- **Filing Accessibility.** The Office of the Clerk of Court was open for business from 9:00 a.m. to 5:00 p.m., Monday through Friday, except on holidays. After-hour contact numbers were provided on the Court’s voice mail. The court prepared to open e-filing to all Louisiana-licensed attorneys, following a successful pilot program.
- **Court Security.** The Court maintained a staff of highly qualified security officers, properly equipped and trained with up-to-date security technology and other resources, to efficiently control, direct, and facilitate public and employee accessibility. All points of access to the Court were controlled by security. All Court officials and staff were issued ID/access badges. The Court also used electronic security cameras and software that enabled the security department to monitor activity, access to restricted areas, and building alarms.
- **Law Library of Louisiana.** The law library received hard copies of the Court’s opinions as well as the opinions of the state’s five courts of appeal soon after they were handed down. The library’s Public Services staff maintained a file of these decisions and retained the copies for a period of one year. Any library user can photocopy them for a reasonable charge, or he or she can use the library’s public terminals to print copies from the Court’s website or from the websites of the lower courts.
- **Website Improvements.** See the responses to Objective 3.1, above.
- **Record Room.** The Court maintained a highly qualified staff to ensure proper management and access to all filings, exhibits, and other materials needed by litigants, attorneys, court personnel, and the public for use in litigation or for historical purposes.
- **File Room Technology.** The Clerk of Court’s Office continuously monitored, assessed, and incorporated new ways of storing, archiving, and retrieving the Court’s files and records.

Objective 3.2

To facilitate public access to Supreme Court decisions.

Intent of the Objective

The decisions of the Supreme Court are a matter of public record. Making Court decisions available to all is a logical extension of the Court’s responsibilities to review, develop, clarify, and unify the law. The Court recognizes its responsibility to 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 the Objective

- **Notice of Opinions.** The Clerk of Court provided copies of the Court’s decisions to all parties and courts and issued timely news releases on the Court’s opinions to all major media in the state. Additionally, Court decisions were posted to the Court’s website. Individuals can subscribe to receive a notice each time a news release is posted to the site.

Objective 3.3

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

Intent of the Objective

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



outreach efforts describing the purpose, procedures, and activities of the Court.

Responses to the Objective

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

- **Public Information Program.** During the period, the Community Relations Department was engaged in the following:

- **Media Releases.** The department sent a total of 15 court-generated press releases to local, state and occasionally the national press.
- **Number of Recipients of Releases.** Approximately 3,672 recipients received news releases.
- **Courthouse Tours.** The department assisted with hosting international visitors, school groups, civic groups, and government officials.
- **Law Day Events.** This activity involved courthouse tours, mock trials, award ceremonies, and the production and distribution of related materials.
- **Cameras in the Courtroom Requests.** Media requests for exceptions to Canon 3(A) (9) of the Code of Judicial Conduct prohibiting broadcasting, televising, recording, or taking photographs in the courtroom were handled by the department in cooperation with the Clerk of Court's Office. Such requests are subject to approval of the Chief Justice of the Supreme Court.
- **Events Planned.** The Community Relations Department helped plan and coordinate court-hosted functions for numerous events, such as committee and task force meetings, governmental and judicial organization

meetings, conferences, court open houses, and ceremonial events.

- **Publications.** The Community Relations Department participated in writing, designing, and/or producing several publications such as the *Annual Report of the Judicial Council of the Supreme Court*, *Louisiana Bar Journal Judicial Notes*, *Court Column Online Newsletter*, daily news updates, and Louisiana Judicial College electronic course agenda and registration materials.
- **Community Outreach Assistance to Other Court Departments.** The Community Relations Department provided media and community outreach assistance to other Supreme Court departments, including website page writing, brochure design production, and event planning.
- **Speakers Bureau.** Community Relations Department personnel represented the Supreme Court before civic groups, law-related organizations and schools.
- **Website Development & Website Coordination (ongoing).** During the period, the Court maintained a Project Coordinator who continued to re-design, develop, and improve the Supreme Court's award-winning website. The department provided education pages for children and schools in person and on the court website.
- **Public Information Program of the Law Library of Louisiana and the Louisiana Supreme Court.** The Law Library of Louisiana staff members wrote, designed, and produced a library newsletter, *De Novo*, which featured articles on various topics related to the library, library services, events taking place at the library, individuals in the library and the Court, and Louisiana legal history. Library staff greeted visitors and conducted tours of the library in coordination with groups touring the Court as arranged by the Community Relations Department.



Library staff members created exhibits aimed at informing and educating court users and the public about various legal topics, including an exhibit commemorating Law Day, which is celebrated each year on May 1. The Law Day theme for 2012 was “No Courts, No Justice, No Freedom,” which explored the concept that open and accessible courts ensure access to justice for all Americans and the role courts play in protecting our rights. The library’s exhibit examined the Louisiana court system, with four display cases dedicated to each type of court in the system: courts of special jurisdiction, courts of limited jurisdiction, district courts, and courts of appeal.

The Law Library of Louisiana sponsored two free CLE programs during 2012. The first program, *Who Owns the Law?*, was co-sponsored with the New Orleans Association of Law Librarians. Speaker Edward J. Walters, founder of Fastcase, Inc., discussed the contradiction of state and federal law being in the public domain, yet accessing the law remains difficult and expensive. He also highlighted efforts to challenge private publishers in their assertion of copyright over state statutes. The Law Library sponsored a second program in the spring, entitled *Louisiana’s Greatest Statesman: Francis R. T. Nicholls Remembered a Century Later*. Louisiana Supreme Court Chief Justice Francis R.T. Nicholls served on the Court from 1892-1911 and was twice governor of Louisiana, from 1877-1880 and 1888-1892. He has the distinction of being the only man in the history of the United States to determine who would become president. Speaker Andrew Capone discussed Chief Justice Nicholls’ life and times in detail, entertaining questions afterwards.

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

- **Oral Arguments.** As part of the overall program of public information described above,

Supreme Court arguments can be viewed live over the Internet.

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

Objective 4.1

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

Intent of the Objective

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

Responses to the Objective

- **Louisiana Judicial College.** During the period, the Supreme Court continued to facilitate the activities of the Louisiana Judicial College. Justices chair and co-chair the College’s Board of Governors, and through the judicial budgetary and appropriations process, the Court provides for the director and staff of the College and for a portion of its operations. In addition, the Court offers the services of its Judicial Administrator’s Office to assist the Judicial College in various ways.



- **Programs of the Judicial College.** The Louisiana Judicial College continued to work to improve the quality and accessibility of its continuing legal education programs for the judiciary. During the period, the College offered ten training programs for judges.
- **Judiciary Commission.** The Judiciary Commission of Louisiana is a constitutionally-created body which operates pursuant to Article V, Section 25 of the Louisiana Constitution. The Judiciary Commission evaluates and, where appropriate, prosecutes complaints of ethical misconduct against judges and other judicial officers who are subject to the Code of Judicial Conduct. The Judiciary Commission makes recommendations to the Supreme Court when the Commissioners have concluded that clear and convincing evidence has been 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 Judiciary Commission also conducts hearing concerning compliance by judges, justices of the peace, and judicial candidates with the financial disclosure requirements contained in Louisiana Supreme Court Rules 39 and 40, and makes recommendations to the Supreme Court concerning the imposition of monetary penalties in such cases.

The number of matters processed and other indicators of Commission performance during the period are presented in Exhibit 1 at the end of this section.

- **Costs of Judiciary Commission Matters.** Supreme Court rules provide for an assessment of certain costs on all judges disciplined by the Court on recommendation of the Judiciary Commission. Costs may also be assessed in financial disclosure cases.
- **Use of Hearing Officers in Judiciary Commission Proceedings.** In order to expedite proceedings before the Judiciary

Commission, the Court amended its rules in 2007 to implement a pilot program for the use of hearing officers to conduct hearings and submit proposed findings of fact and conclusions of law to the Commission. The program was successful and in 2009 the hearing officer procedures were adopted by the Court. The procedures continue as an integral part of the process.

- **Judicial Professionalism.** During the period, the Supreme Court continued to encourage judicial and attorney professionalism in two ways—through its continuing legal education (CLE) requirements and Code of Professionalism.
 - Lawyers and judges are required to complete a minimum of twelve and a half hours of approved CLE each calendar year; one of these required hours must concern legal ethics and another hour must concern professionalism. During 2012, the average number of hours acquired through continuing legal education per judge was 29.35 hours.
 - The Supreme Court’s Code of Professionalism provides aspirational standards for both judges and attorneys. That portion of the Code pertaining to judges has been printed by the Court as a poster and distributed to all judges of the state. The Court displayed the poster prominently in several of its offices and encouraged all judges to do the same in their courtroom halls and offices.
- **Judicial Mentoring Program.** During the period, the Supreme Court, primarily through the Judicial Administrator’s Office in association with the Louisiana District Judges Association and the Louisiana Judicial College, facilitated the continuation and expansion of the judicial mentoring program. As part of the program, each new judge was assigned a senior judge who served as a mentor. The program is intended to assist new judges in understanding and managing their caseloads, avoiding ethical conflicts, and accessing information and resources.



- **Judicial Ethics.** The Supreme Court, through its Committee on Judicial Ethics, continued to provide a resource to receive inquiries from judges and judicial candidates and to issue formal advisory opinions regarding the interpretation of the Canons of the Code of Judicial Conduct. The Judicial Administrator’s Office also provided informal guidance to judges and judicial candidates regarding the Code of Judicial Conduct. The Court’s Judicial Administrator and the lawyers employed in the Judicial Administrator’s Office staff the work of the committee.
- **Financial Disclosures.** The Supreme Court, through the Judicial Administrator’s Office, continued to collect annual financial disclosure statements from all state court judges and justices of the peace, as required by Supreme Court Rule XXXIX, and from non-incumbent candidates for elective judicial office, as required by Supreme Court Rule XL. The provisions of Rule XXXIX are consistent with, and comparable to, the financial disclosure provisions adopted by the state legislature for legislators and other public officials.
- **Cooperation with Judges.** The Supreme Court strove to continuously improve its communication and cooperation with judges and judicial associations at all levels. The Court’s Judicial Council consists of representatives from all major judicial associations. All five courts of appeal are involved in the Court’s Human Resource Committee and both the courts of appeal and the district courts are represented on the Judicial Budgetary Control Board. The Court’s Judicial Administrator’s Office provides staffing assistance and secretariat services to all major judicial associations and includes information on all levels of court in its newsletters.
- **Judicial Campaign Conduct.** The Court has established a permanent Judicial Campaign Oversight Committee, consisting of 15 members, including retired judges, lawyers, and citizens who are neither lawyers nor judges. The purposes of the committee are to educate candidates about the

requirements of the Code of Judicial Conduct, to answer questions about proper campaign conduct, and to receive and respond to public complaints regarding campaign conduct. During the fall 2011 election cycle, there were eight contested judicial races that fell within the committee’s oversight jurisdiction. Participating in these contested races were twenty-four candidates. The committee received ten complaints regarding candidates in these races. During the spring 2012 election cycle, there were three contested judicial races that fell within the committee’s oversight jurisdiction. Participating in these contested races were eight candidates. The committee received two complaints regarding the candidates in these races.

Objective 4.2

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

Intent of the Objective

See the language relating to the Intent of Objective 4.1.

Responses to the Objective

- **Cooperation with the Louisiana State Bar Association.** The Louisiana State Bar Association (LSBA) is a non-profit corporation, established pursuant to Articles of Incorporation that were first authorized by the Supreme Court in 1941. According to the Articles of Incorporation, the purpose of the LSBA is to regulate the practice of law, advance the science of jurisprudence, promote the administration of justice, uphold the honor of the courts and of the profession of law, encourage cordial interpersonal relations among its members, and generally promote the welfare of the profession in the state. The LSBA from time to time recommends changes to its Rules of Professional Conduct for attorneys to the Supreme Court for adoption.
- **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.

Lawyers and judges are required to complete a minimum of twelve and a half hours of approved CLE each calendar year; one of these required hours must concern legal ethics and another hour must concern professionalism. The average number of hours acquired through continuing legal education per lawyer in 2012 was 15.24.

In addition to its supervisory role relative to MCLE matters, the Court works with the Louisiana State Bar Association on an ongoing basis to maintain and improve the quality of continuing legal education programs.

- **Attorney Professionalism.** The Court continues to work with the Louisiana State Bar Association to encourage and support professionalism among attorneys. As noted above, the Court, through its Continuing Legal Education Committee, requires all attorneys and judges to complete at least one hour of continuing legal education per year on professionalism. The Court has also promulgated, as an aspirational standard, its Code of Professionalism in the courts. Furthermore, as a means of instilling professionalism in attorneys at an early stage of their careers, the Justices have participated in the professionalism orientation sessions held at the state's four law schools in the fall of each year.
- **Louisiana Attorney Disciplinary Board.** The Supreme Court in 1990 created a permanent, statewide agency, the Attorney Disciplinary Board, to provide a structure and set of procedures for receiving, investigating, prosecuting, and adjudicating complaints made against lawyers with

respect to the Rules of Professional Conduct. The agency consists of:

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

Since 1998, the Court has taken several steps to support the Disciplinary Board and improve the disciplinary process. In 1999, the Court acted on a recommendation of the American Bar Association by imposing a significantly higher assessment on all attorneys to support the board's efforts to ensure the proper reception, investigation, prosecution, and adjudication of complaints against lawyers accused of violating the Rules of Professional Conduct. In 2002, the Court contracted with the American Bar Association to conduct a performance audit of the Disciplinary Board. The



Court and the board have implemented many of the audit's recommendations.

The number of complaints received and processed during the period is Exhibit 2 at the end of this section.

- **Supervision of the Practice of Law.** During the period, the Court continued to maintain and improve its supervision of the practice of law by ensuring the quality, competency, and integrity of the bar admissions process, imposing sanctions in disciplinary matters, and requiring continuing legal education. In October 2011, two orders were executed that amended the Louisiana Bar Examination. A “compensatory scoring” system was implemented commencing with the July 2012 Bar examination, and sets 650 as the required score for passing (with Code subjects to be weighted twice as much as non-Code subjects). In addition, the conditional failure option was eliminated, and applicants are required sit for all nine subject examinations and make a good faith effort to pass each subject examination, or they will fail Part I of the Bar examination. The Court has also limited to five the number of times an applicant may sit for the Louisiana Bar examination.
- **Encouragement of Pro Bono Activities.** The Court continues to encourage members of the bar to participate in pro bono activities. The Court has assisted the LSBA in establishing a program for recruiting and training pro bono attorneys to counsel prisoners in capital post-conviction applications. The Court has also assisted the LSBA in its general efforts to recruit and train pro bono attorneys.
- **Attorney Fee Review Board.** The legislature created the Attorney Fee Review Board (La. R.S. 13:5108.3 -13:5108.4) in 2001 to provide for the payment or reimbursement of legal fees and expenses incurred in the successful defense of state officials, officers, and employees, who are charged with criminal conduct arising from acts undertaken in the performance of their duties. Requests for payment or reimbursement of legal fees and

expenses are evaluated on a case-by-case basis in accordance with the factors set forth in Rule 1.5 of the Louisiana Rules of Professional Conduct. As directed by law, the board has set a minimum hourly rate for legal fees of \$125 and a maximum hourly rate of \$400. Since its creation, the board has reviewed 11 requests for payment from exonerated state officials and employees, and has made written recommendations to the legislature as to the reasonableness of such fees and expenses and whether the fees are in accordance with the hourly rates for legal fees for such matters as established by the board.

GOAL FIVE: TO USE PUBLIC RESOURCES EFFICIENTLY

Objective 5.1

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

Intent of the Objective

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

Responses to the Objective

- **Judicial Budgetary Control Board.** The Court, through the Judicial Administrator's Office, continued to staff and support the Judicial Budgetary Control Board in its efforts to obtain



and manage the resources needed by the judiciary to fulfill its duties and responsibilities.

- **Legislative and Executive Branch**

Coordination. The Court continued to communicate, coordinate, and cooperate with the legislative and executive branches of state government on all matters relating to the 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 Plan and Performance**

Indicators. The Court continued to submit to the legislature an operational plan annually. The plan contains key objectives, performance indicators, and mission statements as required by statute.

- **Performance Audits.** The Court continued to arrange for performance audits of judicial programs. These audits have focused on a variety of topics such as district court compliance with the Americans with Disabilities Act, district court compliance with the Adoption and Safe Families Act, the performance of the Louisiana Attorney Disciplinary Board, the performance of the Louisiana Judicial College, the functioning of the jury process, the performance and processes of the Mandatory Continuing Legal Education

Committee, the performance of district courts with regard to key limited English proficiency practices, the role and function of diversion programs in district courts, an assessment of district courts' readiness to continue operations in the event of a weather or other disaster, and issues relating to district courts' use of technology. Audits dealing with district courts' compliance with the uniform district court rules and the development of appellate work point values 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. The commission, created in 1995, studies judicial salaries and submits recommendations concerning these salaries to the legislature in every even-numbered year per the requirements of Louisiana law.
- **Compensation Plan and Human Resource Policies of the Supreme Court and the Courts of Appeal.** The Court, through its Judicial Administrator's Office, continued to staff, maintain, and develop a compensation plan and human 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 employees, as appropriate, as a means of attracting and retaining highly qualified staff.
- **Employee Retirement and Group Benefits.** The Court, through its Judicial Administrator's Office and Clerk of Court's Office, continued to ensure that all courts and all judicial employees were aware of how to access the benefits of their respective retirement and group benefit programs and were in compliance with the rules and regulations of such programs.



- **Supreme Court Facilities.** In 2004 the renovation of the 400 Royal Street building was completed, and the Supreme Court, the 4th Circuit Court of Appeal, and several staff from the Attorney General’s Office moved into the new facilities. In the fall of that year the new building was officially dedicated in a ceremony involving U.S. Supreme Court Justice Sandra Day O’Connor, Governor Kathleen Blanco, and other dignitaries. In the fall of 2005, the building sustained damage as a result of Hurricane Katrina. This damage was repaired and the Court returned to the building before year’s end.

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

The building is a sought-after location for meetings and other events. The Supreme Court hosted the High Court Conference of Southern States, as well as many other events, during the period and provided a venue for law-related events and activities. The building was the site of more than 200 total events including organized tours, bar association events, conferences, and swearing in ceremonies.

Objective 5.2

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

Intent of the Objective

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

Responses to the Objective

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

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

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



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

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

Following the conclusion of each audit, a written report is prepared by the Internal Auditor and issued to the Audit Committee. In each audit report the Internal Auditor includes a response from management, 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 the Objective

Under Article V, Section 6 of the Louisiana Constitution of 1974, the Chief Justice of the Supreme Court is the chief administrative officer of the judicial system of the state, subject to rules adopted by the Court. The Court has the authority under Article V, Section 7 of the Constitution, to select a judicial administrator, clerks, and other personnel to assist in the exercise of this administrative responsibility.

The Court, therefore, through the Chief Justice, the Judicial Administrator, the Clerk of Court, and other personnel, has the constitutional authority to support and improve trial and appellate court performance.

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

Responses to the Objective

- **Office of the Judicial Administrator.** The Supreme Court continued to maintain sufficient numbers of highly qualified professional and support staff in the Judicial Administrator's Office to develop and support methods for improving aspects of court performance at all court levels. For example, during the period, an initiative to document and promote best practices in the district courts was continued.
- **Judicial Budget and Performance Accountability Act.** The Supreme Court, through its Judicial Administrator's Office, continued to provide assistance to the Louisiana District Judges Association, the Louisiana City Judges Association, and the Louisiana Court Administrators Association in their efforts to comply with the provisions of the Judicial Budget and Performance Accountability Act.
- **Judicial Council.** The Supreme Court, through its Judicial Administrator's Office, continued to staff and support the Judicial Council. The Judicial Administrator's Office continued to staff and support the work of the Trial Court New Judgeship Committee, the Standing Committee to Evaluate Requests for Court Costs and Fees, and the various subcommittees that from time to time may be established under these committees.
- **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 continued to manage information for all levels of the court system through the following electronic data systems: the Criminal Disposition Data Collection System, the Criminal Justice Information System, the Drug Court Case Management System, the Integrated Juvenile Justice Information System, the Louisiana Court Connection, the Louisiana Protective Order Registry, and the Traffic Violation Data Collection System. Detailed information about all these systems can be found in the Supreme Court Data Gathering Systems section of this report.
- **Standardization of Data Collection.** CMIS continued to use standardized case filing data collection protocols for appellate, criminal, and traffic cases and collected this data through the Court of Appeal Reporting System, the Trial Court Reporting System, the Juvenile and Family Court Reporting System, and the Parish and City Court Reporting System. This filing information is published in the Supreme Court’s Annual Report. Detailed information about all these systems can be found in the Supreme Court Data Gathering Systems section of this report.
- **Uniform Commitment Document.** During the period, the Uniform Commitment Document was implemented statewide by Supreme Court rule for use by Louisiana district courts. A review will be done in 2013 for updates and changes which may be required.
- **Case Management System Grants.** During the period CMIS dispersed \$121,122.00 in federal and CMIS grants to clerks of court in Catahoula, St. John, Concordia, and Natchitoches parishes for the acquisition and installation of criminal case management systems to report criminal filing and disposition data.
- **Appellate Court Assistance.** The Supreme Court, through its Judicial Administrator’s Office, and in association with the Conference of Appellate Court Judges, continued to support

the courts’ efforts to improve those aspects of the administration of justice identified in the Courts of Appeal strategic plan.

- **Trial Court Assistance.** The Supreme Court, through its Judicial Administrator’s Office, and in association with the Louisiana District Judges Association (LDJA), the Louisiana City Judges Association, and the Louisiana Court Administrators Association, continued to support the courts’ efforts to improve those aspects of the administration of justice identified in the strategic plans of the district courts or the Supreme Court.

The Judicial Administrator’s Office continued to assign a 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. The Supreme Court staff also assisted the district judges in the work of various judicial committees, and attended all committee meetings. Staff also maintained and upgraded the LDJA website, published a quarterly newsletter, and developed and maintained a comprehensive list of statutory and constitutional appointments of district, city, and parish court judges to committees and task forces.

- **District Court Rules.** In October 2001, the Judicial Council of the Supreme Court created a committee to review local court rules, in an attempt to achieve uniformity and predictability in the practice of law before the district courts. In 2002, the Court adopted the Louisiana District Court Rules, including appendices and numbering systems for Louisiana family courts and juvenile courts. The Court also established a Court Rules Committee and charged it with receiving related comments and with making recommendations for proposed additional rules or amendments to these rules. In 2002, the Judicial Council created the Family and Juvenile Rules Committee to develop rules for juvenile and domestic courts. This committee completed its juvenile rules work in 2007 and was disbanded shortly thereafter. A newer committee – the Judicial Council Committee on



Family Court Rules –was created in February 2009 to address the family court rules. This committee’s efforts are ongoing.

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

The SCDCO acts as the fiscal agent for federal Temporary Assistance to Needy Families (TANF) and state general funds, and provides fiscal and programmatic oversight to ensure local program compliance with all applicable state and federal laws and regulations. The SCDCO has promoted the institutionalization of drug courts within Louisiana by providing consultation, technical assistance and training to improve services and enhance professionalism. Beginning in October, 2011, the SCDCO also began oversight of 4 DWI courts in conjunction with the Louisiana Highway Safety Commission (LHSC). The SCDCO provides both fiscal and programmatic monitoring of these DWI court programs. For information on the Drug Court Case Management System, please see the Supreme Court Data Gathering Systems section of this report. Information on the performance of drug court programs throughout the state is provided in Exhibit 4 at the end of this section.

- **Americans with Disabilities Act Assistance.** The Human Resources Division of the Judicial Administrator’s Office developed a comprehensive guide to the Americans with Disabilities Act (ADA) for use by all courts, with special attention to the district courts, some time ago. The Court’s website contains ADA policies which meet the requirements of the Americans with Disabilities Act Amendments Act (ADAAA). The Court’s website also contains a form to request accommodations. The division continued to coordinate ADA compliance for the

Supreme Court and to provide lower courts with technical assistance relating to ADA and ADAAA compliance.

- **Delay Reduction and Case Management.** In 2004, the Judicial Council’s Task Force on Delay Reduction and Case Management completed its “Guidelines for Best Practices in Delay Reduction and Case Management,” a manual of materials indicating ways in which district courts may further reduce delays and improve case management. The guidelines are available for review on the Supreme Court’s website.
- **Task Force on Pro Se Litigation.** In 2004, the Judicial Council’s Task Force on Pro Se Litigation completed its “Guidelines for Best Practices in Pro Se Assistance,” a manual of materials indicating ways for district courts to plan, organize, and aid in the delivery of assistance to self-represented litigants. The guidelines contain background information on the extent of self-represented litigation in the nation, the legal authority for self-represented litigation, ethical guidelines for providing assistance, planning information, and information on available technologies. The guidelines are available for review on the Supreme Court’s website. This work was furthered by the Court’s creation of a Self-Represented Litigant Task Force, the focus of which was to study the issue of self-represented litigants and to examine what steps can be taken to assist them.
- **Court Security Task Force.** In early 2011, the Supreme Court commissioned the National Center for State Courts to study district court security in all sixty-four (64) parish courthouses in Louisiana. After the study was completed, the Supreme Court appointed a Court Security Task Force to review the study’s findings and make recommendations for the improvement of security in each parish courthouse.

The Task Force is comprised of representatives from the Louisiana Sheriff’s Association, Police Jury Association, Clerks of Court Association, and the Louisiana District Judges Association.



During the period the task force met and made recommendations, including a recommendation that each court form its own security committee and perform a security assessment. In furtherance of this recommendation, Chief Justice Catherine Kimball requested that each district court send a representative to one of several security training seminars offered by the U.S. Marshals Office and then to complete a security assessment of their courthouse facility by July 1, 2012.

- **Juvenile Court Assistance Program.** In association with the Louisiana Council of Juvenile and Family Court Judges, the Louisiana District Court Judges Association, and the Louisiana Parish and City Court Judges Association, the Supreme Court, through its Judicial Administrator's Office, continued to support efforts to improve the exercise of juvenile and family jurisdiction in courts. Those efforts include:

- **Court Appointed Special Advocate Assistance Program (CASA).** The purpose of the CASA Assistance Program is to promote timely placement of foster children in permanent, safe and stable homes by assisting local courts in determining the best interests of the children in cases involving allegations of their abuse or neglect. Local CASA programs recruit, screen, train, and supervise community volunteers to advocate for children in accordance with national CASA Standards. The CASA Assistance Program administers federal Temporary Assistance to Needy Families (TANF) funds and state general funds as appropriated annually by the legislature to support local CASA services. The Supreme Court provides fiscal and program accountability through the collection of detailed monthly financial and program activity reports and site visits, as well as independent audits of both local programs and the state CASA association. During the period, 17 CASA programs (including the Louisiana CASA Association) serving courts in 32 judicial districts across Louisiana assisted 3,201 abused

and neglected children; more than 1,100 CASA children were placed in permanent homes.

- **Families in Need of Services Assistance Program (FINS).** The FINS Assistance Program works in partnership with individual judicial district courts, the community, and other juvenile justice stakeholders to provide pre-court diversion, intervention, and case management services for alleged status offenders and their families. FINS programs operate in 42 judicial districts, in more than 55 offices, with the primary goal of providing a continuum of voluntary diversion services to prevent delinquency and strengthen children and their families. During the period, local informal FINS program staff processed over 11,000 referrals and completed data collection using both paper and electronic forms. FINS staff continued to work in collaboration with child welfare and juvenile justice stakeholders to improve methods of collecting and using data in ways that will lead to measureable outcomes, improvements and alternatives to court intervention for children and families engaged in the informal FINS process.
- **Integrated Juvenile Justice Information System (IJJIS).** The Integrated Juvenile Justice Information System, developed to provide courts exercising juvenile jurisdiction with enhanced case management and data collection capabilities, is fully operational in Caddo Parish Juvenile Court and Orleans Parish Juvenile Court and deployed in part in other jurisdictions. Data system improvements and gradual statewide implementation are planned subject to availability of funding.
- **Juvenile Justice Implementation Commission.** The staff of the Judicial Administrator's Office continued to support efforts outlined in the juvenile justice reform provisions of Act 1225 and HCR 56 of 2003 as well as HCR 245 of 2010.



- **Task Force on Legal Representation in Child Protection Proceedings.** During the period, the Task Force on Legal Representation in Child Protection Proceedings continued to oversee implementation of the new statewide system for providing qualified legal representation of abused and neglected children and their indigent parents in child protection cases. A deputy judicial administrator continued to staff the task force and monitor funding provided by the Department of Children & Family Services for dissemination through the Louisiana Bar Foundation to regional legal services corporations for representation of children in districts not served by the Child Advocacy Program of the Mental Health Advocacy Service.
- **Court Improvement Program (CIP).** The Court Improvement Program administers three federal grants for improving the adjudication of child abuse and neglect cases: a main grant, a training grant, and a data and technology grant. CIP staff continued to provide training and technical assistance for the rollout of the new statewide system for providing qualified legal representation of abused and neglected children and their indigent parents in child protection cases. CIP staff actively participated in the federal Child & Family Services Review and in the development of the resulting Program Improvement Plan. CIP was an integral part of the implementation of the plan. Work under the plan was focused on the role of courts in family engagement and child safety decision-making. In addition, CIP staff worked to complete a cold case review project in three jurisdictions for children who have been in foster care for an extended period of time, with a focus on issues relating to disproportionate minority representation and disparate treatment of children of color in the child protection system. Follow-up from the cold case review process will focus on improving permanency outcomes for children of color in the child welfare system, especially older youth who are transitioning out of the system. The

CIP Judicial Fellow worked closely with both new and seasoned legal stakeholders to help ensure timely and effective decision making. In addition, CIP established the Pelican State Center for Children and Families, a formalized, multidisciplinary collaborative center designed to improve outcomes of safety, permanency and well-being for children in the foster care system. Another area of focus is improved safety decision-making for judges and attorneys. Special emphasis will be placed on decisions to remove and also to reunify children with their families.

- **Other Programs Involving Children and Families.** In association with the Louisiana Council of Juvenile and Family Court Judges, the Louisiana District Court Judges Association, and the Louisiana City Court Judges Association, the Judicial Administrator's Office continued to develop, maintain, and implement new programs for improving the processing of juvenile and family court cases, including the development of uniform rules for juvenile proceedings in Louisiana District courts.

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.

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 2009 - 2012, the following number of orders was processed:

- 2009 - 2,105 orders
- 2010 - 2,206 orders
- 2011 - 2,166 orders
- 2012 - 2,141 orders

- **General Counsel.** The Supreme Court General Counsel’s Office consists of the General Counsel and two staff attorneys who research legal issues involving the administration of justice, draft orders amending court rules, staff various Court committees and boards, review all contracts to which the Court is a party, and monitor litigation involving, or of interest to, the Court. Additional staff of the office assisted the Court in preparing and promulgating orders amending court rules and appointing judges, attorneys and citizens to various court and court-related committees and boards.

Objective 5.4

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

Intent of the Objective

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

Response to the Objective

- **Human Resources Initiatives.** The Human Resources Division of the Judicial Administrator’s Office engaged in the following strategies and activities during the period:
 - Conducted new employee orientations.
 - Reviewed all performance evaluations for the Supreme Court employees prior to discussions with the employee, to ensure consistency in ratings.
 - As part of the consolidation and update of the computer programs for handling Court business services, the division continued to test and document system issues and document steps in personnel and position action processing.
 - Coordinated, with the Chief Justice’s Office, the freeze on filling Court positions.
 - Provided consultative assistance to lower courts, upon request, with regard to matters such as recruitment, human resources policy development and administration, disciplinary matters, and employee training.
 - Consulted with managers and prepared documentation for disciplinary actions and performance improvement plans as necessary.
 - Participated in the selection process for most vacancies. Efforts included designing the selection process, reviewing resumes, selecting candidates for interviews, interviewing candidates, conducting reference checks, 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 the payroll department.
 - Reviewed monthly time sheets and calculated leave usage as well as earned annual, sick, and compensatory leave.
 - Developed agendas and reports for the Human Resources Committee.



- Developed or revised policies governing the appellate and the Supreme Court personnel system.

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

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

Intent of the Objective

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

Response to the 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 the Objective

While insisting on the need for judicial independence, the Supreme Court of Louisiana recognizes that it

must clarify, promote and institutionalize effective working relationships with the other two branches of state government, 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 the Objective

- **Intergovernmental Liaison.** The Court has appointed a Justice to be the primary liaison between the Court and its various external governmental partners. Justices are assisted by a deputy judicial administrator, who has responsibility for monitoring legislation and communicating with both legislative and executive branch officials and staff. In addition, the Chief Justice and other Justices, together with the Judicial Administrator, the Clerk of Court, and their respective staffs, have responsibilities for coordinating, collaborating and communicating with executive and legislative branch officials on specific projects and inquiries.
- **Cooperation with the Other Branches of State Government.** The Court continued to cooperate with the Governor's Office, representatives from executive branch agencies, and the legislature, as necessary and appropriate, on a variety of committees, projects and initiatives.
- **Cooperation with Other Justice Agencies.** The Court continued to cooperate with numerous justice associations and agencies, and to promote, as appropriate, programs that advance the administration of justice.



**ACTIONS, COMPLAINTS AND DISPOSITIONS OF THE JUDICIARY COMMISSION
BY CALENDAR YEAR, 2009-2012 ~ Exhibit 1**

	2009	2010	2011	2012
Requests for Information	426	460	345	305
Number of Complaints Received and Docketed	664	586	561	537
Number Screened Out	396	408	389	378
Remaining Cases Reviewed	268	178	172	159
Number Requiring In-Depth Investigation	30	26	36	109
Number of Formal Charges	1	14	5	9
Number of Judges with Formal Charges	1	14	5	9
Cases Disposed Of	690	526	562	619
Cases Pending	274	338	348	295

**COMPLAINTS FILED AGAINST LAWYERS AND DISPOSITIONS OF ATTORNEY
DISCIPLINARY BOARD BY CALENDAR YEAR, 2009-2012 ~ Exhibit 2**

	2009	2010	2011	2012
Number of Complaints Filed Against Lawyers	3,168	3,240	3,000	3,042
Number of Complaints Filed Against Lawyers Resolved or Disposed of per Calendar Year	3,105	3,565	2,997	2,966



INDICATORS OF FISCAL WORKLOAD BY FISCAL YEAR, 2009-2012 ~ Exhibit 3

INDICATOR	YEAR		
	2009-2010	2010-2011	2011-2012
Number of Vendors	4,213	3,493	4,376
Accounts Payable Dollar Amount	\$67,536,544	\$66,177,847	\$77,069,008
Number of Checks Processed for Accounts Payable	8,951	7,788	7,016
Automated Clearing House (ACH) Payments	N/A	136	797
Payroll Dollar Amount	\$61,828,147	\$63,623,621	\$63,355,882
Number of Checks Processed for Payroll	11,350	11,532	11,766

LOUISIANA SUPREME COURT DRUG COURT PROGRAM STATISTICS, BY FISCAL YEAR, 2009- 2012 ~ Exhibit 4

STATISTICS	2009-2010	2010-2011	2011-2012
Cumulative Number of Courts ¹	47	48	52
Number of Judicial Districts Served	25	25	26
Total Clients Served/Month ²	3,213	2,598	2,779
Drug-Free Babies Born ³	20	22	37
Total Graduates ⁴	885	885	878
Sources/Notes:			
1. Supreme Court Drug Court Office (SCDCO) Calendar Year Survey/ Office of Behavioral Health (OBH)			
2. SCDCO End of Fiscal Year Count			
3. SCDCO Calendar Year Survey/National Drug Court Institute Survey			
4. SCDCO Calendar Year Survey/OBH			





PERFORMANCE REPORTS:

**PERFORMANCE OF THE
COURTS OF APPEAL**

PERFORMANCE OF THE COURTS OF APPEAL

INTRODUCTION

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

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

The information comprising the “Intent of the Objective” sections of this report was taken primarily from “Appellate Court Performance Standards and Measures” (June 1999), a joint publication of the National Center for State Courts and the State Justice Institute. The information presented in the “Responses to the Objective” and “Major Strategies Initiated or Completed” sections of this report was compiled from responses of each court of appeal to a survey of chief judges, which was prepared by the Supreme Court Judicial Administrator’s office and distributed to the courts of appeal.

COURTS OF APPEAL GOALS AND OBJECTIVES

GOAL 1: TO PROTECT THE RULE OF LAW

- 1.1 To provide a reasonable opportunity for multi-judge review of decisions made by lower tribunals.
- 1.2 To develop, clarify, and unify the law.
- 1.3 To determine expeditiously those petitions and/or applications for which no other adequate or speedy remedy exists, including mandamus, habeas corpus, quo warranto, termination of parental rights, other matters affecting children’s rights, and election proceedings, and to consider expeditiously those writ applications filed under the court’s supervisory jurisdiction in which expedited consideration, or a stay, is required.

GOAL 2: TO PROMOTE THE RULE OF LAW

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

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



GOAL 3: TO ENSURE THE PUBLIC TRUST

- 3.1 To ensure that the courts of appeal are accessible procedurally, economically, and physically to the public and attorneys.
- 3.2 To facilitate public access to the decisions of the courts of appeal.
- 3.3 To inform the public of court operations and activities.
- 3.4 To ensure the highest professional conduct of both the bench and the bar.

GOAL 4: TO USE PUBLIC RESOURCES EFFICIENTLY

- 4.1 To seek and obtain sufficient resources from the legislative and executive branches to fulfill their responsibilities, and to institute and maintain a system of accountability for the efficient use of these resources.
- 4.2 To manage caseloads effectively and use available resources efficiently and productively.
- 4.3 To develop methods for improving aspects of trial court performance that affect the appellate judicial process.
- 4.4 To use fair employment practices and to train and develop the court's human resources.

GOAL 5: PROTECTING JUDICIAL INDEPENDENCE

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

GOAL 6: OPERATIONAL PLANNING

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



GOAL 1: TO PROTECT THE RULE OF LAW

Objective 1.1

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

Intent of the Objective

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

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit maintained an internal rule that provides for increasing the number of panel members when a majority of the assigned panel do not agree on a result, i.e. a three-judge panel goes to a five-judge panel; a five-judge panel goes to a seven-judge panel; and a seven judge panel goes to an en banc panel.
- **Second Circuit Court of Appeal.** The Second Circuit reported that panel members performed multi-judge reviews through pre-argument and post-argument conferences and written memoranda.
- **Third Circuit Court of Appeal.** The Third Circuit, in its random allotment of assigning appeal panels, worked to ensure that each judge sits with each of the other judges at least once and no more than twice in a calendar year. The court also

provided for the random allotment of supervisory writ panel assignments.

Objective 1.2

To develop, clarify, and unify the law.

Intent of the Objective

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

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 court judges and staff to electronically search and review internal reports and prior decisions, both published and unpublished, to ensure uniformity in First Circuit decisions. The court convened *en banc* during this time period in order to clarify and unify prior decisions.
- **Second Circuit Court of Appeal.** The Second Circuit Judges' Association presented a continuing legal education seminar wherein the appellate court judges discussed issues of law and procedure with trial court judges and their legal staff. The Second Circuit also maintained ongoing strategies and efforts to provide qualified legal support staff, cost-effective electronic legal research, and pre-and-post argument conferences to clarify and unify the law.
- **Third Circuit Court of Appeal.** The Third Circuit continued its recent developments seminar for district and city judges within the circuit at the annual Third Circuit Judges Association meeting,



as well as its annual August seminar for judges and their law clerks. Judges of the Third Circuit also participated in recent development seminars for the Southwest Louisiana Bar Association and the local bar associations of Lafayette, Marksville, Leesville, and Alexandria.

Objective 1.3

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

Intent of the Objective

The courts of appeal of Louisiana, pursuant to state constitutional provisions and legislative acts, are often the designated forums for the determination of appeals, writs, and original proceedings. These proceedings sometimes affect large segments of the population within the courts’ jurisdiction, or they require prompt and authoritative judicial action. In addition, the courts of appeal have recognized that they have a special responsibility to ensure that cases involving children are handled expeditiously.

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit reported that the Clerk’s Office and Central Staff addressed the routing, communication and disposition of issues associated with emergency or expedited writ applications in conjunction with the judges of the court.

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

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



GOAL 2: TO PROMOTE THE RULE OF LAW

Objective 2.1

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

Intent of the Objective

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

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit reported that it held writ conferences every two weeks. Judges and staff also worked with representatives of other courts on the Uniform Rules Committee to draft legislation and proposed uniform rules for all appellate courts to transmit issuances via U.S. Mail, email, or facsimile.
- **Second Circuit Court of Appeal.** The Second Circuit continued to employ qualified legal support staff, provide electronic legal research tools, and apply internal procedures of pre/post

conferences, written memoranda, and draft opinion circulation to ensure decisions are based on relevant legal factors for each case. Also, one judge served as co-chair of the Judicial Council Appellate Court Work Point Values Committee. Additionally, Second Circuit judges actively participated in the Uniform Rules Committee, reviewing rules on an annual basis to ensure awareness of any changes to existing rules or implementation of new rules. The judges also immediately received rules, legislative updates, Louisiana Supreme Court rulings, and administrative orders and acted upon this information as needed.

- **Third Circuit Court of Appeal.** The Third Circuit produced the Handbook of Louisiana Court of Appeal, Third Circuit Procedure, and posted it on the court website. The manual is intended to aid attorneys in their appellate work. The Third Circuit continued to update the internal court rules on the court website to keep the public and attorneys apprised of any internal rule changes. The website also contained all current and upcoming dockets as well as published Third Circuit opinions.

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

The court also revised its manual for the production of appellate court records and distributed the revised manual to all district court, city court, and worker's compensation clerks. The court plans to conduct a seminar next year for district court, city court, and worker's compensation clerks who prepare appellate records.



Objective 2.2

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

Intent of the Objective

Clarity is essential in all appellate decisions. An appellate court should issue a written opinion when it completely adjudicates the controversy before it. Ending the controversy necessarily requires that the dispositive issues of the case be addressed and resolved. Understanding of the resolution of the dispositive issues is enhanced when the court explains the reasoning that supports its decision. Written opinions should set forth the dispositive issues, the holding, and the reasoning that supports the holding. At a minimum, the parties to the case and others interested in the area of law in question expect, and are due, an explicit rationale for the court's decision.

In some instances, however, a limited explanation of the rationale for its disposition may satisfy the need for clarity. Clear judicial reasoning facilitates the resolution of unsettled issues, the reconciliation of conflicting determinations by lower tribunals, and the interpretation of new laws. The length of an opinion does not necessarily determine its clarity. Clarity in an opinion is manifested when the court has conveyed its decision in an understandable fashion and when its directions to the lower tribunal are plain when the court remands a case for further proceedings.

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

Response to the Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit continued to promote clarity and conformity of all opinions through a formal opinion circulation process, the exchange of editorial comments, and the review of cases for compliance with Rule 2-16.

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:

- **Fifth Circuit Court of Appeal.** The Fifth Circuit reported that all of its opinions were published.

Objective 2.4

To resolve cases expeditiously.

Intent of the Objective

Once an appellate court acquires jurisdiction of a matter, the validity of a lower tribunal's decision remains in doubt until the appellate court rules. Delay adversely affects litigants. Therefore, appellate courts should assume responsibility for a petition, motion,



writ, application, or appeal from the moment it is filed. Appellate courts should adopt a comprehensive delay reduction program designed to eliminate delay in each of the three stages of the appellate/supervisory process: record preparation, briefing, and decision-making. A necessary component of the comprehensive delay reduction program is the use of time standards to monitor and promote the progress of an appeal or writ through each of the three stages.

Responses to the Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit reported that it continued to reduce the number of extensions to file briefs, which resulted in expeditious docketing. The court expedited all juvenile and custody matters to the first available docket after a reduced 30-day briefing period. The court has an internal formal procedure for reporting on the status of cases pending without disposition for over 60 days.
- **Third Circuit Court of Appeal.** The Third Circuit reported that 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 employ a full-time paralegal on its criminal staff. The paralegal worked as a liaison with district courts and court reporters to track required supplementation of records and to ensure the timely and proper filing of records.

GOAL 3:

TO ENSURE THE PUBLIC TRUST

Objective 3.1

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

Intent of the Objective

Making courts accessible to attorneys and to the public protects and promotes the rule of law. Confidence in the review of the decisions of lower tribunals is promoted when the appellate court process is open, to the fullest extent reasonable, to those with an interest in a matter.

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

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit reported that the Clerk of Court’s Office assisted self-represented litigants by answering procedural questions without giving legal advice. When technical problems associated with the submission of applications or pleadings by self-



represented litigants caused the filing to be rejected prior to a review on the merits, the court issued court orders generally providing a basic outline of the steps a self-represented litigant might take.

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

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

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

- **Third Circuit Court of Appeal.** The Third Circuit posted the *Handbook of Louisiana Court of Appeal, Third Circuit Procedure*; the *Pro Se Manual*, a manual for self-represented litigants; and both published and unpublished opinions on its website. The court also posted appellate brief and supervisory writ checklists to aid litigants in following appellate procedure.

In addition, the court created a retention schedule for writ applications and appeal files, adopted an ADA policy and posted the policy on its website, and posted signs concerning the ADA within the courthouse building.

- **Fifth Circuit Court of Appeal.** The Fifth Circuit continued to assist in providing an interpreter upon an attorney's request.

Objective 3.2

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

Intent of the Objective

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

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit reported that it maintained a merchant account to enable the public to order copies of court documents off of the First Circuit website and pay by credit card. For high-profile cases, the court proactively called attorneys of record simultaneously upon the release of the decision, immediately posted the release in the announcement section of the court's website, and contacted the media.

The court also revised an internal rule governing the release of cases outside of scheduled decision days. Such cases will now be released on the day of receipt in the Clerk of Court's Office.

- **Second Circuit Court of Appeal.** The Second Circuit continued efforts to provide timely decisions to the public and bar, by providing court opinions electronically to three publishing companies and immediately transmitting news releases to subscribers of the court news alert service.



Objective 3.3

To inform the public of court operations and activities.

Intent of the Objective

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

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 continued to post information to the “Announcement” section of its website.
- **Second Circuit Court of Appeal.** The Second Circuit hired law student interns, exposing them to the appellate process and the operation and activities of the court.
- **Third Circuit Court of Appeal.** The Third Circuit published news releases on its website and sent news release notices to local papers and television stations.

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

See Exhibit 17 for the courts’ responses to this objective.

GOAL 4: TO USE PUBLIC RESOURCES EFFICIENTLY

Objective 4.1

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

Intent of Objective

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

Response to Objective

Appellate courts were not surveyed regarding this objective in 2011-2012. Information regarding the appellate courts’ activities pursuant to this objective can be found in prior years’ Justice at Work reports.



Objective 4.2

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

Intent of the Objective

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

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit maintained “EClerk,” whereby the public can order compact disks or paper copies of a record in an appeal or a writ application and pay online with a credit card. The court also maintained an e-notification program, whereby litigants voluntarily register to receive Clerk’s office issuances via email.
- **Second Circuit Court of Appeal.** The Second Circuit reported that its initiative to expand the case management system was interrupted and delayed when it became necessary to employ a new programmer. The new programmer is actively involved in observing the Clerk’s Office functions, needs, and requirements, and is writing a case management system that will interface with the existing system and move the court successfully to e-filing and e-notification.
- **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 the system. Once scanned, the documents were accessible from a computer

in the office or remotely by anyone authorized to use the system. An authorized user may perform sophisticated searches within the system, including searches of documents and transcripts.

Eventually all past criminal memoranda, certain civil memoranda, and circuit opinions will be scanned into the system and available for convenient access. The court plans to integrate the document management system into a new case management system including e-filing of writs and briefs.

Objective 4.3

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

Intent of the Objective

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

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit Clerk of Court continued to participate actively in the Louisiana Clerks of Court Association and the Louisiana Court Administrators Association, groups that facilitate



communication between administrators and resolution of administrative issues.

- **Second Circuit Court of Appeal.** The Second Circuit Judges' Association presented a continuing legal education seminar wherein the appellate court judges discussed issues of law and procedure with trial court judges and their legal staff.
- **Third Circuit Court of Appeal.** The Third Circuit reported that it provided the district clerks and worker's compensation clerks with a manual on how to prepare appellate records. The Third Circuit Judges' Association held an annual meeting and an August seminar to address recent developments within the circuit.

Objective 4.4

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

Intent of the Objective

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

Responses to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit reported that the Administrative Services Coordinator pro-actively monitored new developments in human resource and promptly

informed the judges and court employees of these developments via email.

- **Second Circuit Court of Appeal.** The Second Circuit reported that it continued to meet this objective through the Chief Judge's service on the Human Resource Committee. By serving on this committee, he took an active role in the appellate court's application of uniform and fair employment practices.

In addition, the court continued to participate in the state's Office of Risk Management's safety program, which provides training and policies to all state employees. The court provided orientation to all new employees to create an awareness of the court's resources, training, and development. Also, the Judicial Administrator and Business Service Manager continued to obtain training in human resources and employee training and development.

GOAL 5: PROTECTING JUDICIAL INDEPENDENCE

Objective 5.1

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

Intent of the Objective

For the judiciary to be fair and impartial, it should develop and maintain its distinctive and independent status as a separate, 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:

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

GOAL 6: OPERATIONAL PLANNING

Objective 6.1

To conduct operational planning by the Operational Planning Team.

Intent of the Objective

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

Response to the Objective

Appellate courts were not surveyed regarding this objective in 2011-2012.

Major Strategies Initiated or Completed in FY 2011-2012.

- **First Circuit Court of Appeal.** The First Circuit reported it has responded to the state's ongoing fiscal difficulties with a number of initiatives that have allowed the Court to maximize its available resources. After establishing an e-notification program in FY 2010-2011, the First Circuit proactively worked with the other appellate courts to promote the passage of Act 290 of the 2012 Regular Session of the Legislature, allowing e-notification to be expanded to send notices of

judgment and final dispositions. The expanded program will result in further postage, copier, paper, and envelope savings and ensure continued prompt access to court issuances for litigants.

The First Circuit also implemented new accounting software to automate procurement and payroll processes and to position the court to accept online payments for filing fees when e-filing is implemented.

Also, the court replaced the high-cost leased copier and the high-speed printer in each judge's satellite office with a multifunction machine, leased under state contract, for copying, printing and scanning. The court decreased its leasing costs by \$100 to \$200 per month for each office and saved the scheduled purchase price of replacement high-speed printers for each office.

- **Second Circuit Court of Appeal.** The Second Circuit reported that due to the progress of its new programmer, it will soon have a better case management system and will better serve the public and attorneys with a competent e-filing system.
- **Third Circuit Court of Appeal.** The Third Circuit reported that it installed wi-fi at all Third Circuit offices and installed new Microsoft servers at satellite offices. The court's e-mail will be migrated to Microsoft servers and the old Netware servers will be phased out at satellite offices. The court also created a disaster recovery site at its Opelousas office and installed an EqualLogic Storage Area Network (SAN).

The court also implemented a CommVault backup solution. Court servers in Lake Charles are backed up to a SAN in Lake Charles. The Lake Charles data is then copied to the SAN in Opelousas.

- **Fourth Circuit Court of Appeal.** The Fourth Circuit reported that it flawlessly integrated three new judges into the court and continued the court's high level of performance.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit reported that it participated in developing work point values for the courts of appeal.



ACTIONS TAKEN IN FY 2011-2012 TO PROVIDE A REASONABLE OPPORTUNITY FOR MULTI-JUDGE REVIEW OF DECISIONS MADE BY LOWER TRIBUNALS - Exhibit 1

Objective 1.1	Did not address this objective in FY 2011-2012	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	0	3	3	2	3	3	4	3

ACTIONS TAKEN IN FY 2011-2012 TO DEVELOP, CLARIFY, AND UNIFY THE LAW - Exhibit 2

Objective 1.2	Did not address this objective in FY 2011-2012	Continued to address this objective through the actions indicated	Obtained or maintained sufficient legal resources to facilitate the clarification, harmonization, and development of the law	Developed or maintained specific strategies for encouraging and promoting effective collegiality among judges	Created or maintained a docket management system for electronically searching prior decisions	Used pre-and-post argument conferences	Conducted discussions between trial court judges and appellate court judges regarding issues of law	Developed or updated a standardized form of opinions	Other
APPELLATE COURT									
1		✓	✓						✓
2		✓	✓	✓		✓	✓		✓
3		✓	✓	✓	✓	✓	✓	✓	✓
4		✓	✓	✓	✓	✓	✓	✓	
5		✓	✓	✓	✓	✓	✓	✓	
TOTALS	0	5	5	4	3	4	4	3	3



**ACTIONS TAKEN IN FY 2011-2012 TO DETERMINE EXPEDITIOUSLY THOSE
PETITIONS AND/OR APPLICATIONS FOR WHICH NO OTHER ADEQUATE OR
SPEEDY REMEDY EXISTS - Exhibit 3**

Objective 1.3	Did not address this objective in FY 2011-2012	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	1	5	3	4	5	3	3



ACTIONS TAKEN IN FY 2011-2012 TO ENSURE THAT ADEQUATE CONSIDERATION IS GIVEN TO EACH CASE AND THAT DECISIONS ARE BASED ON LEGALLY RELEVANT FACTORS - Exhibit 4

Objective 2.1	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Obtained or maintained sufficient staff to ensure that adequate consideration is given to each case	Improved docketing and scheduling of cases	Developed or maintained appellate guidelines to promote efficiency and effectiveness in the court's consideration of appeals and writs	Sponsored a "records preparation seminar" to assist district courts in properly processing appeals, meeting deadlines, and reducing errors that might delay the lodging of the record	Had weekly writ conferences	Had pre- and post-argument conferences	Other
APPELLATE COURT									
1		✓	✓	✓	✓	✓			✓
2		✓	✓			✓	✓	✓	✓
3		✓	✓	✓	✓			✓	✓
4		✓	✓	✓	✓			✓	
5		✓	✓		✓		✓	✓	
TOTALS	0	5	5	3	4	2	2	4	3

ACTIONS TAKEN IN FY 2011-2012 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE - Exhibit 5

Objective 2.1	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Designated a person/committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted en banc judicial review of all changes in law and procedure	Obtained and circulated updated bench books, checklists, and other materials to ensure prompt implementation of changes in law and procedure	Other
APPELLATE COURT						
1		✓	✓		✓	✓
2		✓				✓
3		✓		✓	✓	
4		✓	✓	✓	✓	
5		✓	✓	✓		
TOTALS	0	5	3	3	3	2



ACTIONS TAKEN IN FY 2011-2012 TO ENSURE THAT THE DECISIONS OF COURTS OF APPEAL WERE CLEAR AND THE FORM OF THE OPINION WAS CONTROLLED BY RULE 2-16 OF THE UNIFORM RULES - Exhibit 6

Objective 2.2	Did not address this objective in FY 2011-2012	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	2	4	4	2	1

ACTIONS TAKEN IN FY 2011-2012 TO PUBLISH THOSE DECISIONS THAT DEVELOP, CLARIFY, OR UNIFY THE LAW - Exhibit 7

Objective 2.3	Did not address this objective in FY 2011-2012	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	3	2	4	4	1



ACTIONS TAKEN IN FY 2011-2012 TO RESOLVE CASES EXPEDITIOUSLY ~ Exhibit 8

Objective 2.4	Did not address this objective in FY 2011-2012	Continued to address this objective through the actions indicated	Improved docketing and scheduling	Installed or maintained an automated case management information system	Planned the development of an automated case management system	Employed case managers to expedite court processes	Improved the manual system of case processing	Took steps to reduce cases under advisement	Initiated or maintained summary dockets	Initiated or promoted a mediation program(s)	Added more panels per cycle	Improved process of opinion writing and review	Adopted and/or enforced policies regarding time extensions and abandoned appeals	Other
APPELLATE COURT														
1		✓	✓	✓	✓		✓						✓	
2		✓			✓								✓	✓
3		✓	✓	✓		✓		✓				✓	✓	✓
4		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	
5		✓	✓	✓				✓			✓			
TOTALS	0	5	4	4	3	2	2	3	1	1	1	2	4	2

ACTIONS TAKEN IN FY 2011-2012 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ASSISTING SELF-REPRESENTED LITIGANTS ~ Exhibit 9

Objective 3.1	Did not address this issue in FY 2011-2012	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	3	2	2	3



ACTIONS TAKEN IN FY 2011-2012 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ENSURING OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS - Exhibit 10

Objective 3.1	Did not address in FY 2011-2012	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	Used social media	Published and distributed court calendars	Provided an information desk in the courthouse	Other
APPELLATE COURT								
1		✓	✓	✓		✓	✓	✓
2		✓		✓		✓	✓	✓
3		✓	✓	✓		✓		✓
4		✓	✓	✓		✓	✓	
5		✓	✓	✓		✓		
TOTALS	0	5	4	5	0	5	3	3

ACTIONS TAKEN IN FY 2011-2012 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ASSISTING PATRONS WITH LIMITED ENGLISH PROFICIENCY - Exhibit 11

Objective 3.1	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Complied with DOJ LEP guidelines	Provided foreign language interpreter services when necessary	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Adopted or maintained an oath for language interpreters	Adopted or maintained a policy for the provision of language interpreters	Other
APPELLATE COURT								
1	✓							
2		✓			✓			✓
3		✓			✓	✓		
4		✓	✓	✓			✓	
5		✓						✓
TOTALS	1	4	1	1	2	1	1	2



ACTIONS TAKEN IN FY 2011-2012 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT - Exhibit 12

Objective 3.1	Did not address in FY 2011-2012	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 the availability of reasonable accommodations	Established or maintained a complaint procedure	Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.)	Developed or maintained written essential functions for court jobs	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	4	4	0	1	4	1

ACTIONS TAKEN IN FY 2011-2012 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: IMPLEMENTING SAFETY AND SECURITY MEASURES - Exhibit 13

Objective 3.1	Did not address in FY 2011-2012	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	Had a cyber security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Developed or maintained a cyber security policy	Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms	Installed or maintained closed-circuit security cameras at strategic locations	Installed or maintained metal detectors at courthouse entrances	Installed or maintained perimeter security for the courthouse	Trained court personnel in better security	Appointed a safety officer	Sponsored safety and/or security training	Implemented or maintained an emergency evacuation procedure	Other
APPELLATE COURT																	
1		✓	✓			✓	✓			✓	✓	✓	✓	✓	✓	✓	
2		✓	✓			✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
3		✓	✓			✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
TOTALS	0	5	5	2	1	5	5	2	4	5	5	5	5	5	5	5	0



**ACTIONS TAKEN IN FY 2011-2012 TO ENSURE THAT
THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND
PHYSICALLY ACCESSIBLE: IMPLEMENTING A CONTINUITY OF OPERATIONS/
DISASTER RECOVERY PLAN ~ Exhibit 14**

Objective 3.1	Did not address in FY 2011-2012	Continued to address this objective through the action indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
APPELLATE COURT														
1		✓	✓	✓	✓	✓		✓	✓		✓	✓		
2		✓	✓	✓	✓	✓				✓	✓	✓	✓	
3		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
TOTALS	0	5	5	5	4	5	3	4	4	4	5	4	4	0

**ACTIONS TAKEN IN FY 2011-2012 TO FACILITATE
PUBLIC ACCESS TO DECISIONS ~ Exhibit 15**

Objective 3.2	Did not address in FY 2011-2012	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 2011-2012 TO INFORM THE PUBLIC OF THE OPERATION
AND ACTIVITIES OF THE COURT ~ Exhibit 16**

Objective 3.3	Did not address in FY 2011-2012	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	Used social media	Published informational court brochures or publications	Produced informational court videos	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
APPELLATE COURT															
1		✓	✓	✓		✓			✓		✓	✓			✓
2		✓		✓		✓			✓		✓				✓
3		✓	✓	✓		✓			✓		✓				✓
4		✓	✓	✓		✓			✓	✓	✓	✓	✓		
5		✓	✓	✓							✓	✓			
TOTALS	0	5	4	5	0	4	0	0	4	1	5	3	1	0	3

**ACTIONS TAKEN IN FY 2011-2012 TO ENSURE THE HIGHEST PROFESSIONAL
CONDUCT OF THE BENCH AND THE BAR ~ Exhibit 17**

Objective 3.4	Did not address this in FY 2011-2012	Continued to address this objective through the actions indicated	Sponsored or led CLE for attorneys and district judges	Participated in programs of the Judicial College, Circuit Association, Louisiana State Bar Association, and/or the Inns of Court	Displayed copies of the Supreme Court's poster on Professionalism in the Courts	Conducted surveys or focus groups to ascertain public opinions regarding the court's responsiveness and professionalism	Installed or maintained a judicial mentoring program for appellate judges	Other
APPELLATE COURT								
1		✓	✓	✓				
2		✓	✓	✓				
3		✓	✓	✓				
4		✓	✓	✓	✓	✓	✓	
5		✓	✓	✓	✓			
TOTALS	0	5	5	5	2	1	1	0



**ACTIONS TAKEN IN FY 2011-2012 TO MANAGE CASELOADS EFFECTIVELY:
INSTALLING OR IMPLEMENTING COURT TECHNOLOGIES - Exhibit 18**

Objective 4.2	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Created or updated a court website	Used social media	Acquired or updated legal research materials	Bought additional personal computers	Bought mobile devices such as smart phones or tablets	Installed/updated/used video-conferencing/arraignment system	Installed/updated/used electronic monitoring	Installed/updated/used e-mail/internet	Upgraded word processing software	Installed/updated/used new audio-visual equipment	Installed/updated/used digital audio/video equipment	Installed/updated/used legal research software	Planned or installed an "e-filing" system	Other
APPELLATE COURT																
1		✓	✓		✓	✓	✓			✓	✓		✓	✓		✓
2		✓	✓		✓		✓			✓	✓		✓	✓		✓
3		✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓		
4		✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	
5		✓	✓		✓	✓	✓			✓	✓			✓	✓	
TOTALS	0	5	5	0	5	4	5	0	2	5	5	2	4	5	2	2

**ACTIONS TAKEN IN FY 2011-2012 TO DEVELOP METHODS FOR IMPROVING
ASPECTS OF TRIAL COURT PERFORMANCE THAT AFFECT THE APPELLATE
JUDICIAL PROCESS - Exhibit 19**

Objective 4.3	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2011-2012 to address this objective as indicated below:	Provided guidance to district clerks of court on preparing clear, accurate, timely and complete appellate records	Provided guidance to district courts on error correction and new areas of the law	Other
APPELLATE COURT					
1		✓	✓	✓	✓
2		✓	✓	✓	
3		✓	✓	✓	✓
4		✓	✓	✓	
5		✓	✓	✓	
TOTALS	0	5	5	5	2



**ACTIONS TAKEN IN FY 2011-2012 TO USE FAIR EMPLOYMENT PRACTICES AND
IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT ~ Exhibit 20**

Objective 4.4	Did not address this objective in FY 2011-2012	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	5	3

**ACTIONS TAKEN IN FY 2011-2012 TO VIGILANTLY GUARD JUDICIAL
INDEPENDENCE WHILE RESPECTING OTHER COEQUAL BRANCHES OF
GOVERNMENT ~ Exhibit 21**

Objective 5.1	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Continued to communicate, coordinate and cooperative with the other branches of government	Used outreach programs to promote judicial independence and protection of the rule of law	Other
APPELLATE COURT					
1		✓	✓	✓	✓
2	✓				
3		✓	✓	✓	
4		✓	✓	✓	
5		✓	✓	✓	
TOTALS	1	4	4	4	1





PERFORMANCE REPORTS:

**PERFORMANCE OF THE
DISTRICT COURTS**

PERFORMANCE OF THE DISTRICT COURTS

INTRODUCTION

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

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

DISTRICT COURT GOALS AND OBJECTIVES

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

- 1.1 To conduct judicial proceedings that are public by law or custom openly.
- 1.2 To encourage responsible parties to make court facilities and court services safe, accessible, and convenient.
- 1.3 To give all who appear before the court reasonable opportunities to participate effectively without undue hardship or inconvenience.
- 1.4 To ensure that all judges and other district court personnel are courteous and responsive to the public and accord respect to all with whom they come in contact.
- 1.5 To encourage all responsible public bodies and public officers to make the costs of access to district court proceedings and records reasonable, fair, and affordable, whether measured in terms of money, time, or the procedures that must be followed.

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

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

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



2.3 To promptly implement changes in law and procedure.

2.4 To enhance jury service.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GOAL 5: STRATEGIC PLAN IMPLEMENTATION

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



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

Objective 1.1

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

Intent of the Objective

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

Responses to the Objective

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

- **4th JDC.** The 4th JDC maintained a wall-mounted, flat-panel TV, adjacent to the court room, which displayed current docket information for probation review hearings. This display also informed the public of office closures due to court-recognized holidays. The court plans to expand the number of displays in the new fiscal year.

The court maintained a weekly calendar of civil proceedings in the reception area and posted its regular business hours on the doors and walls of hallways and corridors. The court also informed the public of unexpected closures in the local news media and on its website.

- **9th JDC.** The 9th JDC reported that it created a committee to address the needs of self-represented litigants and to establish the 9th JDC Self-Help Desk. Self-Help Desk volunteers provided forms

and information to self-represented litigants and answered questions regarding court proceedings.

- **11th JDC.** The 11th JDC forwarded a copy of the 2012 court calendar to the Clerk of Court's Office and gave permission for the calendar to be published on the Clerk's website.
- **16th JDC.** The 16th JDC reported that while juvenile hearings were closed to the public in accordance with the Louisiana Children's Code, all other proceedings were open to the public. Family members of individuals involved in criminal proceedings were encouraged to attend court, were referred to the public defender's office for further information, and notified when court dates were set. These individuals were allowed to speak in court when appropriate. Also, a district attorney victim/witness coordinator in each parish was responsible for victim notification of all hearings and for facilitating delivery of impact statements to the court in a timely fashion prior to sentencing or disposition.

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

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

- **23rd JDC.** The 23rd JDC reported that court receptionists had access to all court dockets, as



well as the Clerk of Court’s minutes, and provided information from those sources to the public.

- **29th JDC.** The 29th JDC continued to work with the parish government to provide contact information for all court personnel on the parish government’s website. The court continued to explore putting the court calendar on the parish government’s website.

The court also sought and obtained funding in its 2013 budget for the purchase of a server. The server will improve public awareness and access .

- **East Baton Rouge Family Court.** East Baton Rouge Family Court reported that it began the process of updating its website, with the intention of posting court calendars on the updated site.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court reported that those matters open by law to the public were announced in the public lobby when the case was called.
- **Jefferson Parish Juvenile Court.** Although the confidentiality of juvenile matters precludes the court from conducting open hearings, public budget information is provided to the public through a public budget hearing. Copies of the budget are placed with the court receptionists, who are available at the information counter to respond to any questions.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court posted placards throughout the building to notify the public that several courtrooms were relocated.

Objective 1.2

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

Intent of Objective

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

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

Responses to the Objective

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

- **3rd JDC.** The 3rd JDC provided sign language interpreters for hearing-impaired individuals and provided foreign language interpreters for individuals speaking Spanish, German and Arabic. All prospective jurors who request to be excused due to a physical impairment are informed of the court’s ability to accommodate and encouraged to serve. The court also worked in conjunction with the Lincoln Parish Police Jury to install a new security system.
- **4th JDC.** The 4th JDC maintained a list of available sign language interpreters and made special accommodations for hearing-impaired jurors. All job applicants offered an interview were given a list of job-specific essential functions with their job application.

The court participated in a community-wide fire drill in October. All employees were evacuated in a timely manner and were accounted for at a central meeting spot. Procedures for evacuating non-employees were emphasized during the drill. Also, the court maintained an emergency broadcast e-mail/text message system for all staff. This system is periodically tested and updated as needed.



As part of the phone system implemented in 2012, an internal audit of key fobs that allow entrance into the courthouse was completed. New fobs were issued only to those employees with authority to possess such access and old access cards, including ID badges, were deactivated. The Courthouse Security team maintained the list of authorized users and periodically reviewed this list for accuracy. The security committee, including personnel from the judges' and sheriff's staffs, held regular meetings.

The court maintained existing security measures including gated entrance to judges parking, a secure elevator, and hallways for judges and/or prisoners. The court also periodically tested the wireless panic button systems in the court rooms and changed door codes to chambers and courtrooms. In addition, new gun safes were installed at Green Oaks Detention Center.

The court updated the existing disaster recovery plan to include all incumbent staff needed to execute the plan. The updated plan was disseminated to all involved parties. Staff training on the plan included a summary list of instructions to store at home. In addition, the court maintained off-site records storage and off-site data backup.

- **9th JDC.** The 9th JDC's Courthouse Security Task Force provided information and created procedures to enable security and court employees to better assist disabled persons during an emergency. The task force also approved minor expenses to enhance security features in the courtrooms and judges' offices.
- **10th JDC.** The 10th JDC reported that while the court is not the custodian of the courthouse, it continued to work with the local government and the Sheriff to ensure safe access to the court. The court-appointed security committee, consisting of representatives of all agencies in the courthouse and representatives of the bar association, continued to meet to study and take actions to improve security measures.

- **11th JDC.** The 11th JDC provided interpreters for parties who were hearing-impaired. The court also ensured that the elevator was maintained and easily accessible to those individuals with a disability or mobility impairment.
- **16th JDC.** The 16th JDC judges worked with local officials on a regular, ongoing basis to ensure the court's physical facilities were in compliance with the Americans with Disabilities Act (ADA). The court maintained a policy providing for ADA accessibility and compliance, including the placement of the ADA accommodation language on its juror subpoenas and the appointment of the Court Administrator to serve as the ADA Coordinator for the court. The court continued to develop policy and procedures to ensure ADA compliance, while individual judges made accommodations for individuals with disabilities when requested.

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

Courtroom sound systems were monitored on a regular, ongoing basis and improvements were made as needed. After purchasing new sound equipment found to be compatible with wireless audio systems currently in the court rooms, the court upgraded courtroom audio equipment in Iberia and St. Martin parishes and began the planning for audio upgrades in St. Mary parish in 2013. Courtroom video equipment was installed in St. Martin Parish; the court plans to install video equipment in Iberia and St. Mary Parishes in 2013.

The court maintained seven real-time court reporting systems and continued to provide support and training to court reporters to develop real-time court reporting skills. The court maintained a resource list of signage and Communication Access



Realtime Translation service providers to secure services as they were needed, and will continue to develop this resource list and obtain hearing assistance equipment when needed.

The maintenance and development of security/emergency procedures were a regular, ongoing activity of the court during the period. The judges met periodically with the clerks of court, sheriffs, the District Attorney, parish government representatives and representatives from other courthouse agencies to identify and address current and future security needs. The court appointed one judge in each parish to head a parish courthouse security committee and to meet with other courthouse officials to address security needs. The court also moved toward implementing a courthouse security incident reporting form, contributed funding for court security officers in Iberia and St. Mary parishes, and hired additional security officers for family court and non-support proceedings in those parishes on an as-needed basis.

The St. Martin Parish courthouse was renovated and equipped with state-of-the-art security devices, including a walk-through metal detector and x-ray machine located at the one public entrance and exit. The entrance and exit are Americans with Disabilities Act (ADA)-accessible and were monitored by security officers during business hours. Courthouse employees entered the facility at one rear entry with an access card assigned by the St. Martin Parish Government in accordance with adopted procedures designed to preserve the security measures implemented. The judges' chambers, office suites, and parking area continued to be secured.

The Iberia courthouse staff 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 maintained a security officer in

Iberia Parish to follow Iberia Parish courthouse security procedures concerning bomb threats.

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

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

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

The development and implementation of a detailed Continuity of Operations/Disaster Readiness Plan (COOP/DRP) was a regular, ongoing activity of the court. The court maintained a COOP/DRP which includes judges' and court employees' individual evacuation plans and emergency contact information. This contact information is updated on a yearly basis. The court website continued to include an "Emergency Information" page. This page, posted as needed, is available to the general public as well as court employees and is used to post up-to-date information regarding the court during emergency situations, such as court closures during hurricane evacuations. The planning



and implementation of technology procedures to back up and preserve electronic data was a regular, ongoing activity of the court. The judges maintained a program to provide flu and H1N1 vaccinations for court employees.

- **18th JDC.** The 18th JDC reported that the large courtroom in the Iberville Parish courthouse was currently being redesigned. The redesign will incorporate Americans with Disabilities Act requirements for the jury, witnesses and the public areas. The redesign will also incorporate information from two safety audits.
- **21st JDC.** The 21st JDC reported that it developed security committees in each parish in the district. The committees have been meeting periodically to update the security plan and put a safety plan in place.
- **23rd JDC.** The 23rd JDC reported that its facilities are compliant with Americans with Disabilities Act requirements. Courthouse staff worked with individuals with disabilities to ensure they were comfortable and understood the proceedings. The court also continued the process of obtaining new automated door locks for the Gonzales Courthouse.

The court continued to update the disaster recovery plan and began a complete inventory of all necessary equipment.

- **26th JDC.** The 26th JDC appointed Court Security Improvement Committees in Bossier and Webster Parishes. The Office of Homeland Security in Webster Parish secured grants to install security cameras throughout the courthouse. Staff from the Bossier Parish Sheriff's Department and Office of Homeland Security regularly met with the chief judge and court administrator and conducted safety and security drills, to educate employees in the courthouse and to determine any potential flaws that would require modifying procedures.

- **29th JDC.** The 29th JDC set up a security team with members from each courthouse office or department, including the Sheriff and Parish President. Meeting bi-weekly, the team developed a plan and obtained the funding to complete comprehensive improvements to the courthouse in 2013.
- **32nd JDC.** The 32nd JDC implemented a courthouse/courtroom security committee that met regularly and is in the process of securing both the old courthouse and courthouse annex. The committee will secure the buildings floor by floor, starting with security gates for the basement.
- **36th JDC.** The 36th JDC is working with the police jury to propose a tax dedicated to improving accessibility to the courthouse.
- **39th JDC.** The 39th JDC reported that the Red River Parish Police Jury complies with all appropriate provisions of the Americans with Disabilities Act. The continuity of operations plan is maintained by the Red River Parish Police Jury and was previously submitted to Supreme Court.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court reported that it continued to use notices that include an accommodation statement. The statement includes contact information for individuals with a disability to request accommodations.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile court established a courthouse security committee in compliance with Supreme Court directives. Court staff attended security trainings.
- **Orleans Parish Criminal Court.** Orleans Parish Criminal Court reported that it continued to hold quarterly safety meetings and conducted employee training for detecting workplace violence, blood-borne pathogens, and sexual harassment. The court also updated its hurricane preparedness and continuity of operations plans and replaced its



outdated magnetometer at the main entrance of the courthouse.

The court was awarded a \$75,000 State Justice Institute grant for a security assessment and safety training for judges and employees.

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:

- **3rd JDC.** The 3rd JDC provided sign language interpreters for hearing-impaired individuals and foreign language interpreters for individuals speaking Spanish, German and Arabic. All prospective jurors who request to be excused due to physical impairment are informed of the court’s ability to accommodate and encouraged to serve.
- **4th JDC.** The 4th JDC maintained services for telephonic interpretation and a list of language interpreters. All those providing interpretation services comply with the Code of Professional Responsibility for Language Interpreters. The court also maintained information on its website in both English and Spanish.

- **10th JDC.** The 10th JDC continued to maintain a list of professional interpreters for non-English speaking patrons and paid or provided for the payment of foreign language interpreters.
- **15th JDC.** The 15th JDC conducted orientation training for foreign language interpreters. The training included proper courtroom behavior and professional standards.
- **16th JDC.** The 16th JDC reported that language interpreters were provided on an as-needed basis. The court maintained a list of language interpreters to provide language interpretation services in the following languages: Spanish, Laotian, Vietnamese, Mandarin (Chinese dialect), and Cantonese (Chinese dialect). The list was revised on an ongoing basis and additional language interpreters were located as needed.
- **29th JDC.** The 29th JDC continued to employ a tri-lingual court employee.
- **Orleans Parish Criminal District Court.** The Orleans Parish Criminal Court Chief Judge and Deputy Judicial Administrator made plans to attend the national language access and the courts summit, as Louisiana representatives, in October, 2012. The Court continued to employ both Spanish and Vietnamese language interpreters.

Objective 1.4

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

Intent of the Objective

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



litigants, defendants, lawyers, witnesses, jurors, the general public, and one another.

Response to the Objective

District courts were not surveyed regarding this objective in 2011-2012. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 1.5

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

Intent of the Objective

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

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

Responses to the Objective

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

- **3rd JDC.** The 3rd JDC provided non-ex-parte instructions to explain procedural guidelines to self-represented litigants.
- **4th JDC.** The 4th JDC continued to provide informational brochures on evictions and protective orders, including a best practices brochure on

1702 (E) divorces authored by Judge Alvin Sharp. The court also maintained on its website a list of downloadable forms and petitions in .pdf format.

The court also addressed local needs of unrepresented litigants through discussion and actions taken at Criminal Case Policy Board Committee meetings and in meetings of the Misdemeanor and Felony Work Group. The court is also considering discounting the filing fee for self-represented litigants. Additionally, the court was represented by one judge on the Pro Se litigants committee of the Louisiana District Judges Association.

- **9th JDC.** The 9th JDC created the Self-Help Task Force Committee, consisting of representatives of the Louisiana State Bar Association (LSBA), judges, Clerk of Court, Alexandria Bar Association, Louisiana Paralegal Association, Central Louisiana and Acadiana Legal Services, Alexandria Pro Bono Project and Louisiana State University at Alexandria, to provide a self-help desk. Volunteers received training from LSBA as to what information can be provided and also what forms would be available to the public. The judges of the 9th JDC met and received a favorable response from members of the Alexandria Bar Association who practice primarily family law. By addressing and helping to resolve legal issues for those who cannot afford legal representation, the self-help desk was a step forward in providing equal access to the judicial system.
- **10th JDC.** The 10th JDC continued to work regularly with the Chief Public Defender to ensure competent and immediate legal representation to defendants in criminal cases. The court also continued to work with the legal services corporation, the District Attorney, and a local domestic abuse victims' agency to provide representation of those indigents needing civil legal assistance and to provide support for self-represented litigants in domestic abuse cases.
- **14th JDC.** The 14th JDC reported that generic forms were provided in domestic cases.



- **16th JDC.** The 16th JDC maintained its system through which defendants in child support cases could request petitions for custody/visitation. Petitions, pauper forms, and detailed instructions for completing the forms were provided to defendants during court hearings. After completing the forms, litigants were entitled to a hearing officer conference to try to develop a joint custody implementation plan or visitation plan. If necessary, a court hearing may be held.
- **23rd JDC.** The 23rd JDC reported that it strove to aid self-represented litigants with procedural issues and provided as much guidance as possible.
- **27th JDC.** The 27th JDC reported that it implemented a court cost to fund the appointment of counsel for certain domestic cases.
- **29th JDC.** The 29th JDC continued to work with the Clerk of Court's office to assist self-represented litigants. The domestic violence prevention division of the Sheriff's Office began assisting alleged victims with protective orders.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court partnered with the local and state bar associations and other organizations to develop and maintain the Self-Help Resource Center (SHRC). The SHRC, located on the Family Court floor of the courthouse, was open on Tuesdays and Thursdays from 10am -2pm. The SHRC provided provide information and forms to self-represented litigants. The SHRC was manned by volunteer attorneys and law students.

Additionally, a television has been installed in the litigant waiting area. The court hopes to have educational videos regarding paternity and child support, provided by the Louisiana Department of Children and Family Services, playing by the end of the year.

- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court reported that one of its judges served on the Baton Rouge Bar

Association Pro Bono Committee and participated in committee activities.

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

Objective 2.1

To encourage timely case management and processing.

Intent of the Objective

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

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

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



Responses to the Objective

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

- **3rd JDC.** The 3rd JDC reported that it increased the use of minute entries and motion hour days to ensure presentation of judgments and to keep deadline dates on the docket.
- **4th JDC.** The court worked with the District Attorney's Office to assess the feasibility of a case flow management system offered by Vantos, Inc. The District Attorney's Office has integrated with the Sheriff's Office in this application for real-time information sharing. The court worked to determine if the court could also benefit from this information sharing.

The court continued to participate in the Criminal Case Policy Board, comprised of all court agencies, formed in response to an evaluation from the National Center for State courts. The court also continued to generate reports detailing the pretrial detainee population.

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

The court added a new position to its misdemeanor probation staff. This employee attended probation review hearings and processed intake forms at the time of sentencing, greatly expediting the probation process. Also, judges counseled attorneys on the importance of attending pretrial conferences and appearing in a timely and prepared manner. Judges worked with other agencies to set matters at times that were mutually convenient.

- **10th JDC.** The 10th JDC continued to monitor its civil and criminal dockets to reduce delays. The

court also conducted extra jury terms for criminal cases.

- **14th JDC.** The 14th JDC reported that, based on recommendations included in the Bureau of Justice Assistance report "Improving Caseflow in the 14th JDC," some divisions have reduced delays. The delays, primarily criminal, were reduced through the use of case management conferences to resolve cases prior to trial. For example, trial dockets in Division B have been cut in half.
- **16th JDC.** The 16th JDC continued to improve the docketing schedule and manual system of case processing and also continued to conduct review hearings to better manage criminal cases.

The court also maintained an allotment system for juvenile cases. There are two juvenile sections in each parish, one for Child in Need of Care (CINC) cases and one for Delinquency/Families in Need of Services cases. 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 improved proficiency. The court also continued to employ a Juvenile Docket Coordinator, who serves as a case manager for CINC cases throughout the district.

Division "E" maintained a process for tracking criminal cases through an automated case tracking system, and a case management system is being developed for judges to track juvenile cases in each parish. The judges maintained a policy regarding the allotment of non-support appeals cases to ensure timely and uniform processing throughout the district, and continued DWI courts in Iberia and St. Mary parishes for first and second offenders. Additional criminal dates were scheduled on the court calendars to accommodate the current case load and reduce delays in the processing of criminal cases throughout the district.

The court maintained a family court program in Iberia, St. Martin and St. Mary parishes, where three full-time hearing officers conducted pre-trial conferences in all family court matters. Hearing



officers in all three parishes conducted intake hearings and conferences between involved parties and attorneys in domestic matters concerning divorce, child custody and visitation, child support, spousal support, use and occupancy of the home and of movables, community property, and petitions for protective orders, and made recommendations for the continued development and expansion of the program. The judges conducted periodic reviews of certain domestic abuse relations cases with the parties on an ongoing basis, especially in contested custody and visitation cases.

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

The court arranged for fathers in CINC cases to participate in the Best Dads Program. This program consists of ten group sessions with fathers in comparable circumstances. The program is designed to improve the participants' parenting skills.

The court also continued quarterly benchmark conferences between the district judge presiding over CINC proceedings and each teen between the ages of 14 and 18. These are intensive conferences designed to be supportive of the teen, assuring that he or she receives appropriate assessments, planning and support services. Particular emphasis is placed on educational issues, ensuring that each teen has the tools and supports to be a successful student when moving from high school to post-secondary education. Emphasis is placed on the teen's current educational performance and on providing support, if necessary, for improved classroom performance.

Also addressed are the teen's desires and aspirations for the future once he or she leaves foster care.

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

- **22nd JDC.** The 22nd JDC reported that it began working with a caseload management consultant to analyze court functioning and to make recommendations to improve caseload management.
- **23rd JDC.** The 23rd JDC reported that the caseloads for each judge within the court were current, and the judges worked to maintain this standard.
- **29th JDC.** The 29th JDC worked closely with the new Clerk of Court to implement an improved automated case management system. The court also sought and obtained funding in its 2013 budget for the purchase of a server. The server is expected to facilitate case management.
- **38th JDC.** The 38th JDC reported that it implemented case management orders in cases involving multiple litigants and complicated issues of law.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court established a facilitation team meeting process to regularly address issues in Child In Need of Care cases. The court also referred cases for mediation and provided space for mediation meetings.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court was awarded Phase II of a technology grant from the



State Justice Institute, to implement the strategic plan developed during Phase I of the previous grant award. The Technology Committee convened monthly to address issues and strategies for timely case flow. The Chief Judge and Chief Deputy Judicial Administrator were invited to participate in a Bureau of Justice Assistance-sponsored focus group comprised of 10 people from jurisdictions across the nation. The group centered on strategies for felony courts and caseflow.

Objective 2.2

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

Intent of the Objective

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

Response to the Objective

District courts were not surveyed regarding this objective in 2011-2012. 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:

- **3rd JDC.** The 3rd JDC reported that it conducted an annual continuing education seminar for the local bar association.
- **4th JDC.** The 4th JDC updated bench books for criminal, juvenile, and drug court proceedings. The judges hosted their annual dinner with area state legislators regarding upcoming legislation and attended American Inns of Court programs to stay abreast of changes in the law.
- **10th JDC.** The 10th JDC reported that both of its judges attended seminars in recent developments in the law, evidence, and procedure. Upon learning of changes in law and procedure, the court implemented them in a timely manner.
- **16th JDC.** The 16th JDC reported that the court addressed changes in the law and legal procedure at regular and special *en banc* meetings on an on-going basis. Special guests were invited to regularly-scheduled judges' meetings to provide information to judges regarding law and procedure requirements. Also, judges regularly attended Judicial College seminars and state and national programs regarding changes in the law and procedure.

Hearing officers and law clerks were mandated to attend bar association and, where permitted, Judicial College seminars as well, to keep updated. Also, family court hearing officers reviewed legislative actions and notified judges of changes in the law.
- **23rd JDC.** The 23rd JDC worked on a standardized bench book and circulated materials internally.
- **34th JDC.** The 34th JDC reported that one judge prepared a synopsis of legislative changes and



new laws for 2012 in the civil law area; another did the same for criminal laws. The information was then provided to all judges in the district.

- **40th JDC.** The 40th JDC judges held *en banc* meetings to discuss changes to law and procedure.
- **Orleans Parish Criminal District Court.** Orleans Parish 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 implemented a new juror orientation film. The Clerk of Court periodically provided new juror/voter lists. The court implemented new, standardized procedures for handling jury excuses and imposed standardized, tighter controls for no-show jurors. Judges addressed each juror panel to express appreciation for the jurors' time and service.
- **9th JDC.** The 9th JDC began to collect data to understand the reasons a prospective juror did not

appear for jury duty. This data collection is part of an ongoing effort to focus the public's attention on the importance of jury duty and to address any areas in the system that may need to be improved or modified.

- **16th JDC.** The 16th JDC reported that the judges conducted surveys of jurors in civil and criminal cases in all three of its parishes. The information derived from the surveys was communicated to the parish governments and the sheriffs for their information and possible action. The judges also conducted exit questionnaires of jurors for feedback regarding jury service and sent letters of appreciation to jurors after their jury service was completed.

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

The judges met with jury commissioners periodically regarding commissioner authority, in accordance with Supreme Court rules and statutory provisions. Also, the clerks of court in the three parishes in the district maintained voicemail systems which allowed jurors to call in prior to reporting for service. Upon calling, a juror heard a message confirming that they must report or that they are released from duty. As they do every year, the judges also spoke to civic and church organizations regarding the judicial system, jury service, and what to expect when attending court.



- **22nd JDC.** The 22nd JDC reported that it used a suggestion box in the jury pool room to gather comments.
- **23rd JDC.** The 23rd JDC reported that it used the one day, one jury method. Jury pools are not used and a juror is only called for one individual case.
- **29th JDC.** The 29th JDC reported that it developed and improved a jury management policy in cooperation with the new Clerk of Court.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court posted jury procedures on the court’s website. The court continued to review necessary updates to hardware for the current jury management system and with its partner, Orleans Parish Civil District Court, has conducted meetings on jury improvement issues such as the Courthouse Technologies Jury Management System (CTJMS).

CTJMS is a web-based, intranet jury management system that is designed to serve users from a single, centralized web-server infrastructure. This product will be shared by Orleans Civil District Court and Orleans Criminal District Court. This system will allow the courts to be more efficient in issuing summons and managing jurors.

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

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

Intent of the Objective

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

Response to the Objective

District courts were not surveyed regarding this objective in 2011-2012. 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.

Intent of the Objective

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



the public should be confident that jurors are drawn from a representative pool.

Response to the Objective

District courts were not surveyed regarding this objective in 2011-2012. 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 maintained a standardized Boykin form and plea agreement for all judges and adopted the practice of taking multiple pleas simultaneously with the standardized

Boykin process, 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. Also, focus groups in DWI court provided feedback on operational processes and outcomes in the courtroom.

- **10th JDC.** The 10th JDC updated the bail bond and fine schedules during the period. The court also continued to improve and standardize Boykin language to help ensure that persons appearing before the court are treated as similarly as possible.
- **16th JDC.** The 16th JDC reported that integrity, fairness and equality continued to be applied in all matters before the court. The court also maintained its pre-set standardized bail bond schedule.
- **29th JDC.** The 29th JDC reported that it continued to use a standardized bail bond schedule and standardized Boykin language in all three divisions when possible.
- **34th JDC.** The 34th JDC reported that it developed bond schedules for common misdemeanor and other minor offenses. Major crimes still require individual actions by magistrate judges.
- **40th JDC.** The 40th JDC reported that it maintained a standardized bail bond schedule applicable to misdemeanor and traffic cases.



Objective 3.4

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

Intent of the Objective

An order or decision that sets forth consequences or articulates rights but fails to tie the actual consequences resulting from the decision to the antecedent issues breaks the connection required for reliable review and enforcement. A decision that is not clearly communicated poses problems both for the parties and for the judges who may be called upon to interpret or apply the decision. This objective implies that dispositions for each charge or count in a criminal complaint, for example, are easy to discern, and that the terms of punishment and sentence should be clearly associated with each count upon which a conviction is returned. Noncompliance with court pronouncements and subsequent difficulties of enforcement sometimes occur because orders are not stated in terms that are readily understood and capable of being monitored. An order that requires a minimum payment per month on a restitution obligation, for example, is clearer and more enforceable than an order that establishes an obligation but sets no time frame for completion. Decisions in civil cases, especially those unraveling tangled webs of multiple claims and parties, should also connect clearly each issue and its consequences.

Response to the Objective

District courts were not surveyed regarding this objective in 2011-2012. 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.

Intent of the Objective

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

Response to the Objective

District courts were not surveyed regarding this objective in 2011-2012. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.

Objective 3.6

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

Intent of the Objective

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



Responses to the Objective

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

- **4th JDC.** The 4th JDC maintained a secure, above-ground tape storage facility for taped court proceedings and improved the facility to include video surveillance that can be remotely monitored. The court also reported that misdemeanor probation department files are scanned and backed up to multiple off-site locations. Also during the period, the judges and Clerk of Court collaborated on a new process to inventory records removed from the Clerk of Court's office, to ensure the judges' ability to locate any record in a timely manner.

The court regularly reviewed its records retention plan and disposed of old documents. Also, 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.

- **9th JDC.** The 9th JDC began a collaborative effort with the Clerk of Court to establish policy and procedures in the storage of records.
- **16th JDC.** The 16th JDC reported that it was a regular, ongoing activity of the court to ensure that court records are accurate and preserved properly. To do this, the court sent recordings of court proceedings through the network of digital courtroom equipment to the court's servers to provide backup and long-term storage of recordings. The court also installed a "black box" recorder in each courtroom, with restricted accessibility, to serve as a redundant backup recording system.

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

proceedings in order to assist in the preparation of accurate court minutes.

The court also reported that hearing officer conference documents were scanned, resulting in the family court offices using minimal paper or becoming completely paperless.

- **23rd JDC.** The 23rd JDC reported that the Clerk of Court maintains all court records. The clerk scans the records and enters the minutes at the time of the hearings via computers installed in the court rooms. All records are accessible via the same computers.
- **29th JDC.** The 29th JDC continued to develop a barcode tracking system and records retention improvements with the new Clerk of Court.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court recorded hearings and archived them to a server offsite and backed up daily.

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

Objective 4.1

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

Intent of the Objective

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



their performance. Independence and accountability support the principles of a government based on law, access to justice, and the timely resolution of disputes with equality, fairness, and integrity. Further, they engender public trust and confidence. Courts must both control their proper functions and demonstrate respect for their 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 the Criminal Case Policy Board, comprised of representatives of all area law enforcement agencies as well as the Department of Corrections Division of Probation and Parole, the District Attorney's Office, the Clerk of Court's Office, the District Defender's Office, and the police jury, continued to meet quarterly to resolve problems and improve criminal case management. The court also continued to communicate with other branches of government regarding drug, DWI, and juvenile court matters.
- **14th JDC.** The 14th JDC reported that the Chief Judge presented "State of the Judiciary," a presentation of the functions and the programs of the 14th JDC, to the Calcasieu Parish Police Jury.
- **16th JDC.** The 16th JDC reported that the judges communicated and cooperated on a regular, ongoing basis with parish governments, the District Attorney, the clerks of court, the sheriffs, and local staff of the Department of Correction. The judges also regularly participated in the local Council of Government meetings and hosted meetings with legislators to promote better judicial/legislative branch relations.

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

- **23rd JDC.** The 23rd JDC judges were in constant communication with parish government officials, the Sheriff, and other government personnel. The judges sat on several committees made up of local officials.
- **26th JDC.** The 26th JDC judges met with local legislators and members of the Bossier and Webster Parish Police Juries, to establish and maintain cooperative working relationships.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court and the Department of Health and Hospitals sponsored system-wide training on the new Louisiana Behavioral Health Partnership and Coordinated System of Care. The court also participated in training programs with the Office of Juvenile Justice and the Department of Children and Family Services.

Objective 4.2

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

Intent of the Objective

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

Response to the Objective

District courts were not surveyed regarding this objective in 2011-2012. Information regarding district courts' activities pursuant to this objective can be found in prior years' Justice at Work reports.



Objective 4.3

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

Intent of the Objective

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

Responses to the Objective

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

- **4th JDC.** The 4th JDC reported that the court's personnel policy manual was maintained on its intranet for easy access by all employees and to ensure that the most current policies were circulated. Employees were trained on how to log in to the court's intranet and to access the personnel manual and personnel policies.

The court offered periodic employee training sessions, covering personnel policy changes as well as broader topics such as an introduction to the court's disaster plan and time management skills. The court held monthly meetings of court managers and supervisors to review new issues in employment law, and held monthly administrative staff meetings to review and discuss changes/current events in employment law.

- **9th JDC.** The 9th JDC began developing, and set an implementation date for, the Judicial Law Clerks' Ethics Policy and Manual.

- **10th JDC.** The 10th JDC reported that it continued to recognize that fair employment practices are a priority and strove to maintain such practices on an ongoing basis. The judges' administrative assistants attended training provided by the Louisiana Protective Order Registry.
- **15th JDC.** The 15th JDC administered the Emergenetics testing tool to family court and adult drug court employees, to aid in understanding the differences in how people think and react and to enhance communication skills. The court also sent staff members to Emergenetics certification training, to enable the court to conduct Emergenetics tests in-house.
- **16th JDC.** The 16th JDC provided in-house training to judges, law clerks, and court reporters regarding use of new courtroom audio equipment in the Iberia and St. Martin Parish courtrooms. The court also paid for continuing employee education and training, provided in-house information technology training, and sent employees to conferences on a regular, ongoing basis.
- **23rd JDC.** The 23rd JDC purchased new computer equipment to improve efficiency.

Objective 4.4

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

Intent of the Objective

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

This objective suggests that courts have a direct responsibility to inform the community of their structure, functions and programs. The sharing of such information, through a variety of outreach programs, increases the influence of the courts on the development of the law, which, in turn, affects



public policy and the activities of other governmental institutions. At the same time, such information sharing increases public awareness of and confidence in the courts.

Responses 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, providing civics and law-related education and sharing practical legal experience with students. In addition, the court invited various school groups to attend court proceedings and spoke to numerous civic groups. The court also partnered with the local bar association to sponsor a mock trial program for students.
- **9th JDC.** The 9th JDC, in conjunction with Louisiana State University at Alexandria, created an intern program for students enrolled at LSU-Alexandria. This program provided students with an opportunity to observe court proceedings and shadow some court personnel. The participating students, chosen by their professors, gained knowledge of the judicial system while receiving college credit.
- **10th JDC.** The 10th JDC reported that it continued to maintain a website that provides the public with information on the judges, the court's general schedule, information for individuals with disabilities, jury service information, the local rules of court, answers to frequently asked questions about the court, and contact information.
- **16th JDC.** The 16th JDC reported that the court regularly provided public education and public outreach services. The judges visited classrooms, gave talks at various forums, participated in the Judicial Ride-Along programs, sponsored tours of the courts, and participated in school shadow programs on a regular, ongoing basis. As they do annually, the judges also met with local legislators.

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

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

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

- **18th JDC.** The 18th JDC participated in the Jobs for America's Graduates program for high school students by conducting the program graduation in the courtroom. The court also participated in a mock trial at a local high school.
- **23rd JDC.** The 23rd JDC employed interns from both Southern University Law Center and LSU Law School and held high school mock trials.
- **25th JDC.** The 25th JDC reported that it began developing a website for the court.
- **40th JDC.** The 40th JDC participated in Law Day programs.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that the court continued to maintain the recycling program. The court spoke before the city council and legislature to educate the public, council and legislature on issues and initiatives such as



electronic monitoring, pre-trial program, and the transfer of misdemeanor cases to municipal court as a public safety concern.

Objective 4.5

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

Intent of the Objective

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

Responses to the Objective

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

- **4th JDC.** The 4th JDC continued its initiative to implement the Jefferson Audio Visual System (JAVS) in each courtroom by implementing this system in courtroom 2 this fiscal year. JAVS combines superior court reporting functions with the efficiency of remote court reporting. The court maintained 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.

The Court, along with the parish police jury, implemented a new Internet protocol phone system which allows for more integrated communication among agencies. As part of the phone system, an internal audit of key fobs that allow entrance into the courthouse was completed. New fobs were issued only to those employees with authority to possess such access and old access cards, including ID badges, were deactivated. The court continued

to update individual computers that were no longer functioning properly.

- **9th JDC.** The 9th JDC began using electronic warrants.
- **16th JDC.** The 16th JDC continued to employ an information technology manager, who coordinated the 16th JDC Technology Integration Task Force. The task force is an inter-agency effort to foster communication and data-sharing among agencies. The task force met and, as its first tasks, decided to identify major redundancies and to enable agency computers to communicate with each other.

The court continued to contract for the services of a network administrator service provider, who supplied preventative maintenance and repair services for the court's servers and personal computers. The administrator also planned and implemented enhanced court technology applications. The court purchased new personal computers and peripheral equipment to replace outdated and inoperable equipment on an as-needed basis.

The court identified wireless audio systems, compatible with courtroom audio equipment, to accommodate individuals with hearing impairments. The court installed audio-visual equipment in St. Martin Parish courtrooms to enhance evidence presentation, and planned an audio equipment upgrade in St. Martin Parish and the installation of audio-visual equipment in Iberia Parish. Further, the court installed audio-visual equipment in the family court hearing officer conference rooms to facilitate the parties' visualization of figures in community property partition worksheets. The equipment will also provide visual aid as parties mediate family law issues.

A fiber WAN/LAN system is maintained in all three parishes which includes judges and staff, visiting judges, offices, courtrooms, the Court Administrator and staff, and the family court



hearing officers and staff. The system provides Internet and email access to all judges and employees and provides enhanced efficiency and the ability to manage future applications.

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

The court maintained seven real-time reporting systems and continued to provide training and support, which allowed court reporters the opportunity to become proficient in their use and to provide future real-time court reporting capability to the court for seven of its nine court reporters.

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

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

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

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

- **29th JDC.** The 29th JDC reported that it installed new public address systems in all three courtrooms.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court reported that it updated the court website.

Objective 4.6

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

Intent of the Objective

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

Responses to the Objective

District courts were not surveyed regarding this objective in 2011-2012.



GOAL 5: STRATEGIC PLAN IMPLEMENTATION

Objective 5.1

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

Intent of the Objective

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

Responses to the Objective

District courts were not surveyed regarding this objective in 2011-2012.

Major Strategies Initiated or Completed in FY 2011-2012.

- **1st JDC.** The 1st JDC reported it worked toward the installation and implementation of a new jury management system. When complete, this system will provide more efficient communication with potential jurors and save time in processing jurors for service. The jury management system includes an automated phone system, which calls jurors prior to their service as a reminder and gives them their personal reporting status. The jury management system will result in a cost savings to the court and improve the public's perception of the jury process.
- **2nd JDC.** The 2nd JDC reported that the judges refined the scheduling and management of Child in Need of Care and Delinquency juvenile proceedings.
- **3rd JDC.** The 3rd JDC reported that the court continued to offer free continuing legal education for the local bar.

- **4th JDC.** The 4th JDC reported that the results of the court's partnership with ViData (electronic warrant signing) have been especially productive. Several judges report that because of the electric warrant signing software they were able to sign multiple warrants during times they would otherwise have been unavailable.

The court continued to see many benefits from the traffic court. Separating traffic citations from other misdemeanors has improved caseflow for both groups. Also, parking and traffic problems in and around the courthouse have significantly improved.

- **6th JDC.** The 6th JDC reported that it overcame geographical problems to have an individual trained to conduct a security audit. The audit report contained a wide variety of recommended safety and security changes in the district's three rural courthouses. The court is now setting security committee meetings in all three parishes. The court believes it can complete the recommendations of modest cost in the near future and will investigate funding for the more extensive and expensive improvements.
- **7th JDC.** The 7th JDC reported that it worked on improving security in the courtroom and chambers with the court security committee in each parish.
- **8th JDC.** The 8th JDC reported that it set sentence review dates to ensure payment of fines, court costs, and restitution in criminal cases.
- **9th JDC.** The 9th JDC reported that the judges worked with the Rapides Parish Sheriff's Office to increase the collection of court costs and fines. This issue was addressed in the courtroom and also during the period in which the costs and fines are due.

With the increasing number of people who represent themselves in court, there was motivation for the 9th JDC to create a Self-Help Desk. A committee to create the desk was formed consisting



of the 9th JDC judges and representatives from the Rapides Parish Clerk of Court, Louisiana State Bar Association, Alexandria Bar Association, Louisiana Paralegal Association, Central Louisiana Pro Bono Project, Acadiana Legal Services, Central Louisiana Legal Services and Louisiana State University at Alexandria. The Self-Help Desk is a step forward in providing equal access to the judicial system by addressing and hopefully resolving legal concerns of those who cannot afford legal representation. The desk is designed to serve as a starting point for people who choose to represent themselves in legal matters. Self-represented litigants may access basic legal information, online resources and referrals to additional services, and legal court forms which currently focus on family and domestic matters.

The 9th JDC, along with Louisiana State University at Alexandria, began an intern program wherein students selected by professors of the university had the opportunity to observe court hearings and to shadow court personnel. While students are selected based on certain criteria set forth by the university, the program allows the Court to educate students on the functions and responsibilities of the judicial system. These students were trained by the Louisiana State Bar Association and served as volunteers for the 9th JDC Self-Help Desk.

- **10th JDC.** The 10th JDC reported it began a program designed to enhance the collection of child support, creating a review docket of habitual non-payers and taking steps toward hiring a hearing officer to assist the court with this goal.
- **11th JDC.** The 11th JDC reported that civil days have been mainstreamed. While the judge is in pretrial conference with attorneys or presiding over a trial, the 11th JDC hearing officer is simultaneously hearing protective orders and uncontested divorces in another room. By having these proceedings running simultaneously, the judge can address cases in a more time-efficient manner. Attorneys, parties in a suit, and the public have a shorter wait time for their case(s) to be called.

- **12th JDC.** The 12th JDC reported that it formed a courthouse security committee to update and increase security throughout the Avoyelles Parish Courthouse.
- **13th JDC.** The 13th JDC reported that it opened lines of communication with other elected officials to address security concerns.
- **14th JDC.** The 14th JDC reported that it used case management conferences and pretrials to substantially reduce criminal trial dockets in the divisions that use this streamlining process.
- **15th JDC.** The 15th JDC reported that, in conjunction with the Dept. of Children & Family Services, Judge Thomas Duplantier established the Family Preservation Court. The court helps rehabilitate addicted parents of children who have been removed from the home. Through counseling, education, and social interaction, Family Preservation Court works to reunite parents with their children and leave the family members in a better environment than they had experienced prior to being in the program.
- **16th JDC.** The 16th JDC reported that it is especially proud of the completed renovations to the historic antebellum St. Martin Parish Courthouse. The renovation project took three years to complete and was designed to upgrade the building to a state-of-the-art facility while preserving the historical features of the building, including the exterior columned façade, interior marble, and refurbished wooden molding and benches.

The renovated courthouse now provides additional office space for the judges and district attorney, as well as additional courtroom space. The original courthouse had only one courtroom and a meeting room which doubled as a makeshift courtroom. Additional court proceedings scheduled were often held in a jury deliberation room or at the parish government meeting room. The renovated courthouse now has three courtrooms located on



the second floor, two of which will accommodate jury trials and one additional smaller courtroom.

Before the renovation, the first floor of the courthouse housed the offices of the clerk of court, tax assessor and registrar of voters. Those offices were moved to a new annex building located across the street from the courthouse, and a jury assembly room and a separate grand jury/conference room now occupy the first floor.

Technology updates include a video surveillance system, a courtroom video presentation system with interactive monitors, and informational monitors located in the hallways and jury deliberation room.

The entire building is secure, with one public entrance located at the front of the building and a private entrance at the rear of the building for judges and courthouse employees. Also located at the rear of the building is a private, secure parking area for judges. Inmates from the jail are transported from the sheriff's facility next door to the courthouse via another separate entrance. Additional security is provided for within the building through the use of security cards required to access certain areas of the building.

- **17th JDC.** The 17th JDC reported that it completed the courthouse security assessment to continue improving all aspects of court security. The court also upgraded all court reporters' computers with "in-court" backup recording devices. The court also assisted the parish in obtaining an emergency stand-by generator for three divisions of court. The court also continued to implement the 2011 State Justice Institute Court Improvement Assessment recommendations.
- **19th JDC.** During the period the judges' committees became more active, meeting on a regular basis and using an administrative assistant to take minutes. The increased committee activity streamlined court operations. To enhance teamwork, the judges participated in an all-day retreat.

- **20th JDC.** The 20th JDC reported that it installed state-of-the art electronic systems in the courthouse.
- **21st JDC.** The 21st JDC renovated a new building in Livingston Parish, adding a new courtroom. The court continued working on plans for the new courthouse in Livingston Parish. The 21st JDC also instituted security committees in each parish, involving all agencies involved in the court system.
- **22nd JDC.** The 22nd JDC continued to expand and enhance the role of problem-solving courts in the district. The court was represented on the St. Tammany Parish Suicide Task Force and the Behavioral Health Task Force, both of which relate to the Behavioral Health Court. The 22nd JDC was a visible and vocal participant in discussions regarding the closure of Southeast Hospital with respect to the impact on the criminal justice system and problem-solving courts. The Behavioral Health Court could not exist without the community partnerships established through this work.

The 22nd JDC was instrumental in the adoption of sentencing legislation to enable the establishment of a re-entry court in St. Tammany Parish. The creation of such a court was based on numerous discussions and negotiations with local agencies and Louisiana Department of Public Safety and Corrections.

The court submitted three applications for federal funding for these specialty courts in the spring of 2012 and continued to investigate other models and funding opportunities to expand and enhance current programs. The court also continued to explore alternative sentencing measures.

- **23rd JDC.** The 23rd JDC reported that it made major computer upgrades for secretaries and court reporters. Also, in conjunction with the security audit, a new security system with automated door locks was installed at the Gonzales courthouse.



- **24th JDC.** The 24th JDC reported that it refined, updated, and implemented the continuity of operations plan.
- **25th JDC.** The 25th JDC reported that it is excited about the initiation and development of a website for the court. The court believes that it will greatly improve the accessibility to the court and court services. The website is expected to go online early in 2013.
- **26th JDC.** The 26th JDC continued to implement a case management system that will assist the court in tracking cases and will empower the judges by providing information to manage their caseloads more effectively. The case management system will incorporate court performance measurements for clearance rates, time to disposition, age of active pending caseloads, and trial date certainty. These performance measurements will enable the court to determine how long it takes cases to be disposed, in relation to time standards recently adopted by the American Bar Association, the Conference of State Court Administrators and the Conference of Chief Justices.
- **27th JDC.** The 27th JDC began a total renovation of the criminal court building, incorporating new technology. The renovation is scheduled to be completed in 2013.
- **28th JDC.** The 28th JDC reported that it installed a digital video system in the courtroom and also installed video bond-setting software. The court also implemented a security committee to set goals for improved courthouse security.
- **29th JDC.** The 29th JDC had two major strategies in progress during the period. All departments at the courthouse were included on the Courthouse Security Team that met bi-weekly. The team performed research, obtained approval of the plan by the Fire Marshal, and began to execute the plan. The Parish Council included the funding to implement the security plan in next year's budget. Also, the court budgeted to replace an outdated server and docket program.
- **30th JDC.** The 30th JDC reported that it improved the audio and video systems in the courtrooms.
- **31st JDC.** The 31st JDC reported that it is proud of the safety provided to the court staff, citizens, and attorneys by the installation of a metal detector at the entrance of the courthouse.
- **32nd JDC.** The 32nd JDC reported that as a result of long-term efforts to secure both courthouse buildings, the court and the Terrebonne Parish Consolidated Government began the process of installing security gates to the basement of the courthouse annex. The process of securing each floor will be addressed in the near future.
- **33rd JDC.** The 33rd JDC established the 33rd Judicial District Courthouse Security Committee at the request of the Louisiana Supreme Court. The court's inclusion of local officials in this effort proved invaluable in promoting cooperation and the sharing of information and concerns among the agencies. The committee worked together to secure funding to enact new security procedures to improve the safety of employees as well as the general public.
- **34th JDC.** The 34th JDC continued to improve the calling and scheduling of jury venires, coordinating the procedure among the court divisions to more efficiently use potential jurors.
- **35th JDC.** The 35th JDC reported that it encouraged cooperation among all branches while maintaining the independence of the judiciary.
- **36th JDC.** The 36th JDC assisted in the preparation of an audio and video presentation of the needs at the courthouse. The purpose of the presentation is to increase citizen awareness of issues of space, security, and access for individuals with disabilities. The presentation has been shown



to numerous civic groups and community boards to heighten interest in improving the courthouse.

- **37th JDC.** The 37th JDC modified and re-implemented mandatory pre-trial criminal status conferences at least 10 days prior to jury trials.
- **40th JDC.** The 40th JDC reported that it made Law Day a time to focus on the courts, inviting a diverse audience including school children and the public to participate.
- **42nd JDC.** The 42nd JDC reported that it worked with the Police Jury and Sheriff to improve courthouse security.
- **Caddo Parish Juvenile Court.** Caddo Parish Juvenile Court installed an updated video security monitoring system. At the request of the court, the US Marshals Service performed a security audit.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court partnered with the local and state bar associations and other organizations to develop and maintain the Self-Help Resource Center (SHRC). The SHRC, located on the Family Court floor of the courthouse, was open on Tuesdays and Thursdays from 10am -2pm. The SHRC provided provide information and forms to self-represented litigants. The SHRC was manned by volunteer attorneys and law students.
- **East Baton Rouge Juvenile Court.** During the period, the court reinstated the Child in Need of Care (CINC) Facilitation Team, including all stakeholders, to address issues in the CINC process. The team meetings were facilitated by the Supreme Court’s Judicial Fellow Anne Simon and will be facilitated in the future by an attorney with the Department of Children and Family Services.

The court also worked with the City-Parish Department of Juvenile Services to fully implement the Juvenile Detention Alternative Initiative, sponsored by the Annie E. Casey Foundation. In partnership with the District Attorney and the

Truancy Assessment and Service Center, the court expanded its truancy court.

The court also established regular multi-disciplinary staffings on implementing the Coordinated System of Care in particularly complicated cases. In addition, the court began implementing the Integrated Juvenile Justice Information System.

- **Jefferson Parish Juvenile Court.** Jefferson Parish Juvenile Court instituted a recycling program as part of its plan to make the court a “greener” court.
- **Orleans Parish Civil District Court.** Orleans Parish Civil District Court installed monitors in the courtrooms and utilized Skype as a method of allowing an out-of-town witness to testify live. The court also worked with the Clerk of Court to initiate digitizing of all court records.
- **Orleans Parish Criminal District.** Orleans Criminal District Court continued technological progress with two State Justice Institute technology grants. During Phase I, the technology system was assessed and a strategic plan developed. During Phase II, implementation of the strategic plan was begun.

The strategic plan called for a Business Process Group, Policy Group, and Technology Group, and outlined the functions and participants of each group. The plan created a spirit of collaboration with outside stakeholders as well as with judges and staff within the court, as to what needs to be accomplished to form a good technology system.

The court realized that severe infrastructure issues exist and worked closely with the Police Foundation, which funds various initiatives. In addition, the court continued to be a pilot site for the district court case management system, the Louisiana Court Connection (LCC). Court representatives regularly attended LCC meetings at the Supreme Court. The strategic plan supports and facilitates the transition to the LCC.

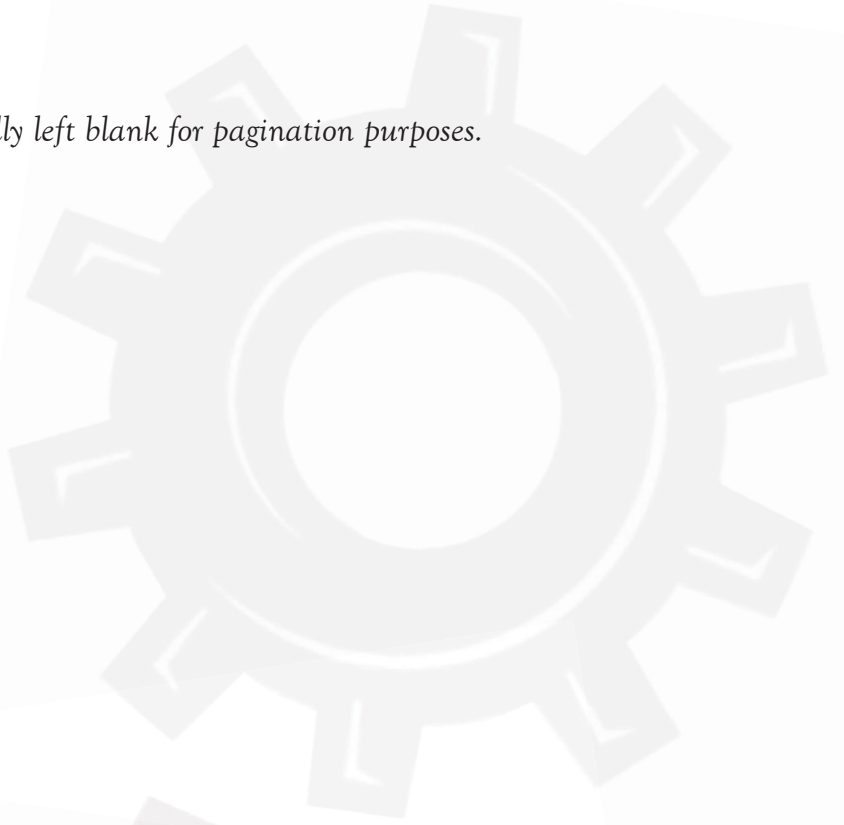


- **Orleans Parish Juvenile Court.** Orleans Parish Juvenile Court reported that the CourtNotify System was acquired by the New Orleans Police and Justice Foundation. This purchase established a permanent governance structure for cooperative efforts to improve the New Orleans criminal justice information systems, a key court objective. CourtNotify, a web-based subpoena management system, removes duplication of data entries and streamlines subpoena issuance, delivery results, and court documentation. The court will use

CourtNotify to send electronic subpoenas and notices to the New Orleans Police Department, Juvenile Regional Services, Department of Children and Family Services, and Office of Juvenile Justice. The court will have the ability to electronically receive timely information as to whether or not the notice has been received and can notify a supervisor if the person being contacted does not respond within the designated period of time.



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ACTIONS TAKEN IN FY 2011-2012 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS ~ Exhibit 1

Objective 1.1	Did not address in FY 2011-2012	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	Used social media	Published and distributed court calendars	Provided an information desk in the courthouse	Other
DISTRICT COURT								
1		✓	✓	✓		✓	✓	
2		✓	✓			✓		
3		✓	✓			✓		
4		✓	✓	✓		✓		✓
5	✓							
6		✓	✓	✓		✓		
7		✓	✓			✓		
8		✓				✓		
9		✓	✓	✓		✓	✓	✓
10		✓	✓	✓		✓		
11		✓				✓		✓
12		✓	✓					
13		✓	✓		✓			
14		✓		✓		✓	✓	
15		✓	✓	✓		✓	✓	
16		✓	✓	✓		✓		✓
17		✓	✓			✓		
18		✓	✓	✓		✓		
19		✓	✓				✓	
20		✓	✓			✓		
21		✓	✓			✓	✓	
22		✓	✓	✓		✓	✓	
23		✓		✓		✓	✓	✓
24		✓	✓	✓	✓	✓		
25		✓				✓		

ACTIONS TAKEN IN FY 2011-2012 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

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DISTRICT COURT								
26		✓	✓	✓		✓		
27		✓				✓		
28		✓	✓			✓		
29		✓						✓
30		✓	✓			✓	✓	
31		✓		✓				
32		✓	✓	✓		✓		
33		✓	✓	✓		✓		
34		✓	✓	✓		✓	✓	
35		✓		✓		✓		
36		✓	✓			✓		
37		✓				✓		
38		✓	✓					
39	✓							
40		✓	✓	✓		✓		
42		✓		✓		✓		
Caddo Juvenile		✓	✓	✓	✓	✓	✓	
East Baton Rouge Family		✓	✓				✓	✓
East Baton Rouge Juvenile		✓					✓	✓
Jefferson Juvenile		✓						✓
Orleans Civil		✓	✓	✓			✓	
Orleans Criminal		✓	✓	✓		✓		✓
Orleans Juvenile		✓		✓				
TOTALS	2	46	32	24	3	35	14	10



ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT ~ Exhibit 2

Objective 1.2	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Developed or maintained ADA non-discrimination policies or court rules	Posted public notices or communications of the availability of reasonable accommodations	Established or maintained a complaint procedure	Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.)	Developed or maintained written essential functions for court jobs	Established or maintained a list of available real-time court reporters and sign language interpreters	Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
DISTRICT COURT										
1		✓	✓	✓	✓	✓		✓	✓	
2		✓	✓		✓	✓		✓	✓	
3		✓		✓						✓
4		✓	✓	✓	✓	✓	✓	✓	✓	✓
5		✓	✓							
6		✓	✓					✓		
7		✓	✓	✓	✓	✓		✓		
8		✓		✓						
9		✓		✓	✓			✓		✓
10		✓	✓							✓
11		✓								✓
12		✓		✓						
13	✓									
14		✓	✓	✓	✓		✓	✓		
15		✓		✓	✓			✓		
16		✓	✓	✓		✓	✓	✓		✓
17		✓	✓	✓		✓		✓		
18		✓								✓
19		✓				✓	✓	✓	✓	
20		✓			✓					
21		✓	✓							
22		✓	✓	✓	✓	✓	✓	✓	✓	
23		✓				✓		✓		✓
24		✓	✓	✓	✓	✓	✓	✓	✓	
25		✓					✓	✓		



**ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE RESPONSIBLE PARTIES TO
MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING
WITH THE AMERICANS WITH DISABILITIES ACT - Exhibit 2**

Objective 1.2	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Developed or maintained ADA non-discrimination policies or court rules	Posted public notices or communications of the availability of reasonable accommodations	Established or maintained a complaint procedure	Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.)	Developed or maintained written essential functions for court jobs	Established or maintained a list of available real-time court reporters and sign language interpreters	Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
DISTRICT COURT										
26		✓	✓	✓	✓	✓	✓	✓	✓	
27	✓									
28	✓									
29		✓	✓	✓				✓		
30		✓		✓	✓	✓		✓	✓	
31		✓				✓		✓		
32		✓			✓					
33		✓	✓	✓		✓		✓		
34		✓		✓	✓	✓		✓		
35		✓		✓		✓		✓		
36		✓	✓	✓	✓		✓	✓	✓	✓
37		✓		✓						
38		✓	✓	✓						
39		✓								✓
40		✓						✓		
42	✓									
Caddo Juvenile		✓		✓	✓	✓	✓	✓	✓	
East Baton Rouge Family	✓									
East Baton Rouge Juvenile		✓	✓		✓		✓	✓		✓
Jefferson Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Civil		✓	✓	✓	✓	✓		✓		
Orleans Criminal		✓	✓	✓	✓		✓	✓	✓	
Orleans Juvenile		✓	✓				✓	✓		
TOTALS	5	43	23	26	20	19	14	30	12	11



**ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE RESPONSIBLE PARTIES
TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:
IMPLEMENTING SAFETY AND SECURITY MEASURES ~ Exhibit 3**

Objective 1.2	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Implemented or continued coordination of security with law enforcement officials	Had a security audit performed	Had a cyber security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Developed or maintained a cyber security policy	Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms	Trained court personnel in better security	Appointed a safety officer	Sponsored safety and/or security training	Installed or maintained security equipment	Implemented or maintained an emergency evacuation procedure	Other
DISTRICT COURT															
1		✓	✓	✓		✓	✓		✓	✓		✓	✓	✓	
2		✓	✓				✓		✓	✓		✓	✓	✓	
3		✓													✓
4		✓	✓			✓	✓	✓	✓	✓			✓	✓	✓
5		✓		✓			✓								
6		✓	✓	✓					✓				✓		
7		✓	✓	✓					✓	✓	✓		✓		
8		✓											✓		
9		✓	✓	✓					✓				✓		✓
10		✓	✓						✓					✓	✓
11		✓	✓	✓						✓					
12		✓	✓	✓						✓		✓	✓		
13		✓		✓											
14		✓	✓									✓	✓		
15		✓	✓	✓			✓		✓	✓			✓		
16		✓	✓				✓		✓		✓	✓			✓
17		✓	✓	✓		✓	✓		✓	✓			✓		
18		✓													✓
19		✓	✓						✓		✓		✓	✓	
20		✓	✓	✓			✓			✓			✓		
21		✓	✓	✓			✓		✓	✓					✓
22		✓	✓	✓		✓	✓		✓	✓	✓		✓	✓	
23		✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓
24		✓	✓		✓	✓	✓	✓	✓	✓	✓		✓	✓	
25		✓	✓	✓		✓				✓					



**ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE RESPONSIBLE PARTIES
TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:
IMPLEMENTING SAFETY AND SECURITY MEASURES ~ Exhibit 3**

Objective 1.2	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Implemented or continued coordination of security with law enforcement officials	Had a security audit performed	Had a cyber security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Developed or maintained a cyber security policy	Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms	Trained court personnel in better security	Appointed a safety officer	Sponsored safety and/or security training	Installed or maintained security equipment	Implemented or maintained an emergency evacuation procedure	Other
DISTRICT COURT															
26		✓	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓
27	✓														
28		✓	✓	✓			✓		✓				✓	✓	
29		✓	✓			✓	✓		✓	✓					✓
30		✓	✓	✓		✓	✓				✓		✓	✓	
31		✓	✓	✓					✓		✓		✓		
32		✓	✓						✓				✓	✓	✓
33		✓	✓	✓						✓			✓	✓	
34		✓	✓				✓						✓		
35		✓	✓	✓			✓		✓				✓		
36		✓	✓	✓		✓	✓			✓		✓	✓	✓	
37		✓		✓						✓			✓		
38		✓	✓	✓					✓	✓		✓			
39		✓		✓											
40		✓		✓						✓	✓				
42		✓	✓	✓						✓					
Caddo Juvenile		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
East Baton Rouge Family		✓	✓						✓				✓		
East Baton Rouge Juvenile		✓	✓	✓			✓			✓			✓	✓	✓
Jefferson Juvenile		✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	
Orleans Civil		✓	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	
Orleans Criminal		✓	✓			✓	✓		✓	✓		✓	✓	✓	✓
Orleans Juvenile		✓	✓	✓											
TOTALS	1	47	39	32	1	15	24	5	27	27	13	11	32	19	13



**ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE RESPONSIBLE PARTIES
TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:
IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER
RECOVERY PLAN - Exhibit 4**

Objective 1.2	Did not address in FY 2011-2012	Continued to address this objective through the action indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
DISTRICT COURT														
1		✓	✓	✓	✓		✓		✓					
2		✓	✓	✓	✓		✓		✓					
3	✓													
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
5		✓	✓		✓						✓			
6		✓	✓	✓	✓		✓	✓	✓		✓			
7		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
8	✓													
9		✓	✓	✓	✓	✓	✓							
10		✓		✓	✓	✓	✓	✓			✓			
11		✓	✓	✓	✓		✓	✓	✓					
12	✓													
13	✓													
14		✓	✓	✓			✓	✓						
15		✓	✓	✓	✓	✓					✓			
16		✓	✓	✓	✓	✓			✓					✓
17		✓	✓	✓	✓	✓	✓				✓			
18	✓													
19		✓	✓	✓	✓	✓	✓	✓		✓	✓			
20		✓					✓			✓				
21	✓													
22		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	
23		✓	✓	✓	✓	✓	✓	✓	✓		✓			✓
24		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
25		✓	✓	✓	✓	✓	✓	✓	✓					



**ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE RESPONSIBLE PARTIES
TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:
IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER
RECOVERY PLAN - Exhibit 4**

Objective 1.2	Did not address in FY 2011-2012	Continued to address this objective through the action indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
DISTRICT COURT														
26		✓	✓	✓	✓	✓	✓	✓	✓		✓			
27	✓													
28		✓					✓	✓						
29		✓	✓	✓	✓		✓		✓					
30		✓			✓	✓						✓		
31		✓		✓	✓									
32		✓	✓	✓	✓	✓	✓	✓	✓		✓			
33		✓	✓	✓	✓	✓	✓	✓	✓	✓				
34		✓	✓	✓			✓	✓	✓					
35		✓	✓		✓	✓	✓	✓	✓	✓	✓			
36		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
37		✓	✓											
38		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
39		✓												✓
40		✓	✓											
42	✓													
Caddo Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
East Baton Rouge Family	✓													
East Baton Rouge Juvenile		✓	✓	✓	✓	✓		✓			✓			
Jefferson Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Civil		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Criminal		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Orleans Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
TOTALS	9	39	33	31	32	25	30	24	24	15	22	7	6	4



**ACTIONS TAKEN IN FY 2011-2012 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 2011-2012	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 2011-2012 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 2011-2012	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	1	47	14	5	45	36	26	20	7



**ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO DISTRICT COURT PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE:
ASSISTING PRO SE LITIGANTS - Exhibit 6**

Objective 1.5	Did not address in FY 2011-2012	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 2011-2012 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO DISTRICT COURT PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE:
ASSISTING PRO SE LITIGANTS - Exhibit 6**

Objective 1.5	Did not address in FY 2011-2012	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	2	46	30	37	43	20	11



**ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE TIMELY CASE MANAGEMENT
AND PROCESSING - Exhibit 7**

Objective 2.1	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Installed or maintained an automated case allotment system	Installed or maintained an automated case management system	Planned the development of an automated case management system	Improved the manual system of case processing	Used docket status reports	Improved communication with police, sheriff's and marshal's offices	Improved docketing and scheduling	Employed case managers to expedite court processes	Took steps to reduce cases under advisement	Implemented or maintained the use of pre-trial conferences	Encouraged alternative dispute resolutions	Implemented or maintained time standards for case processing	Other
	DISTRICT COURT														
1		✓			✓			✓	✓	✓		✓	✓		
2		✓						✓	✓		✓	✓	✓		
3		✓									✓				✓
4		✓			✓	✓		✓	✓			✓			✓
5		✓									✓	✓	✓		
6		✓				✓		✓	✓		✓	✓	✓		
7		✓						✓	✓		✓	✓			
8		✓							✓		✓	✓			
9		✓	✓					✓	✓			✓	✓	✓	
10		✓							✓			✓	✓		✓
11		✓				✓		✓	✓			✓			
12		✓						✓	✓			✓			
13	✓														
14		✓		✓			✓	✓	✓			✓	✓	✓	✓
15		✓										✓		✓	
16		✓		✓	✓	✓			✓	✓		✓	✓	✓	✓
17		✓	✓		✓	✓		✓	✓			✓			
18		✓										✓	✓		
19	✓														
20	✓														
21		✓						✓				✓	✓		
22		✓	✓					✓	✓		✓	✓	✓	✓	✓
23		✓	✓			✓		✓	✓			✓	✓		✓
24		✓	✓	✓				✓	✓			✓	✓		
25		✓				✓		✓	✓		✓	✓			



**ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE TIMELY CASE MANAGEMENT
AND PROCESSING - Exhibit 7**

Objective 2.1	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Installed or maintained an automated case allotment system	Installed or maintained an automated case management system	Planned the development of an automated case management system	Improved the manual system of case processing	Used docket status reports	Improved communication with police, sheriff's and marshal's offices	Improved docketing and scheduling	Employed case managers to expedite court processes	Took steps to reduce cases under advisement	Implemented or maintained the use of pre-trial conferences	Encouraged alternative dispute resolutions	Implemented or maintained time standards for case processing	Other
DISTRICT COURT															
26		✓	✓		✓			✓	✓		✓	✓		✓	
27	✓														
28		✓				✓		✓	✓			✓		✓	
29		✓						✓	✓	✓	✓	✓	✓	✓	✓
30		✓	✓			✓		✓			✓	✓	✓		
31		✓						✓	✓		✓				
32		✓							✓		✓	✓	✓		
33		✓				✓		✓	✓		✓	✓			
34		✓	✓									✓	✓		
35		✓				✓	✓	✓	✓		✓	✓			
36		✓	✓			✓	✓	✓	✓			✓	✓	✓	
37		✓										✓			
38		✓						✓	✓		✓	✓	✓		✓
39		✓													✓
40		✓									✓	✓	✓		
42		✓											✓		
Caddo Juvenile		✓	✓	✓				✓	✓			✓			
East Baton Rouge Family		✓										✓	✓		✓
East Baton Rouge Juvenile		✓	✓				✓	✓	✓				✓	✓	✓
Jefferson Juvenile		✓	✓	✓			✓		✓	✓	✓	✓		✓	
Orleans Civil		✓	✓	✓					✓		✓	✓	✓		
Orleans Criminal		✓	✓		✓	✓	✓	✓	✓		✓	✓		✓	✓
Orleans Juvenile		✓	✓	✓	✓			✓	✓	✓		✓		✓	
TOTALS	4	44	15	7	7	13	6	28	32	5	20	39	24	13	13



**ACTIONS TAKEN IN FY 2011-2012 TO PROMPTLY IMPLEMENT CHANGES IN LAW
AND PROCEDURE - Exhibit 8**

Objective 2.3	Did not address in FY 2011-2012	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 2011-2012 TO PROMPTLY IMPLEMENT CHANGES IN LAW
AND PROCEDURE - Exhibit 8**

Objective 2.3	Did not address in FY 2011-2012	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	9	39	19	13	34	8



ACTIONS TAKEN IN FY 2011-2012 TO ENHANCE JURY SERVICE ~ Exhibit 9

Objective 2.4	Not applicable to this court	Did not address in FY 2011-2012	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 2011-2012 TO ENHANCE JURY SERVICE ~ Exhibit 9

Objective 2.4	Not applicable to this court	Did not address in FY 2011-2012	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	3	40	18	37	13	14	7



**ACTIONS TAKEN IN FY 2011-2012 TO GIVE INDIVIDUAL ATTENTION TO CASES,
DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON
LEGALLY RELEVANT FACTORS ~ Exhibit 10**

Objective 3.3	Did not address in FY 2011-2012	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 2011-2012 TO GIVE INDIVIDUAL ATTENTION TO CASES,
DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON
LEGALLY RELEVANT FACTORS ~ Exhibit 10**

Objective 3.3	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Developed or used a standardized bail bond schedule	Developed or used standardized Boykin language	Developed or used some form of sentencing or dispositional guidelines	Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Used focus groups to solicit feedback on the court's equality and fairness in the treatment of court users	Other
DISTRICT COURT								
26		✓	✓	✓	✓			
27	✓							
28		✓	✓	✓				
29		✓	✓	✓				✓
30		✓						
31		✓	✓	✓	✓			
32		✓	✓	✓	✓			
33		✓	✓	✓	✓			
34		✓	✓	✓				✓
35		✓	✓	✓				
36		✓	✓	✓	✓	✓		
37		✓	✓	✓	✓			
38		✓	✓	✓	✓			
39	✓							
40		✓	✓	✓				✓
42		✓	✓					
Caddo Juvenile		✓						✓
East Baton Rouge Family	✓							
East Baton Rouge Juvenile		✓		✓				
Jefferson Juvenile		✓	✓	✓	✓	✓		
Orleans Civil	✓							
Orleans Criminal		✓	✓	✓	✓		✓	
Orleans Juvenile		✓		✓	✓			
TOTALS	7	41	35	35	23	4	1	7



**ACTIONS TAKEN IN FY 2011-2012 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PROPERLY
PRESERVED ~ Exhibit 11**

Objective 3.6	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Developed or maintained policies or rules relating to the issue	Developed or maintained a system of bar-coding to track the location of manual files and documents	Met with the clerk on a continual basis to improve procedures and address problems	Standardized and automated minute entries	Used real-time court reporting	Developed or implemented a records retention plan	Performed periodic audits of files	Used scanning on filed documents	Other
DISTRICT COURT											
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 2011-2012 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND PROPERLY
PRESERVED ~ Exhibit 11**

Objective 3.6	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Developed or maintained policies or rules relating to the issue	Developed or maintained a system of bar-coding to track the location of manual files and documents	Met with the clerk on a continual basis to improve procedures and address problems	Standardized and automated minute entries	Used real-time court reporting	Developed or implemented a records retention plan	Performed periodic audits of files	Used scanning on filed documents	Other
DISTRICT COURT											
26		✓			✓					✓	
27	✓										
28		✓			✓			✓		✓	
29		✓			✓	✓	✓			✓	✓
30		✓	✓		✓					✓	
31		✓			✓						
32		✓			✓						
33		✓	✓	✓	✓	✓				✓	
34		✓			✓		✓				
35		✓			✓		✓	✓		✓	
36		✓	✓		✓		✓	✓		✓	
37		✓			✓						
38		✓			✓				✓		
39	✓										
40		✓			✓		✓			✓	
42	✓										
Caddo Juvenile		✓			✓					✓	
East Baton Rouge Family	✓										
East Baton Rouge Juvenile		✓				✓			✓	✓	✓
Jefferson Juvenile		✓			✓	✓	✓	✓		✓	
Orleans Civil		✓	✓		✓	✓	✓	✓		✓	
Orleans Criminal		✓	✓		✓	✓	✓	✓			
Orleans Juvenile		✓			✓	✓	✓	✓	✓		
TOTALS	7	41	13	2	35	17	16	13	5	24	6



ACTIONS TAKEN IN FY 2011-2012 TO MAINTAIN THE CONSTITUTIONAL INDEPENDENCE OF THE JUDICIARY WHILE OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER BRANCHES OF GOVERNMENT ~ Exhibit 12

Objective 4.1	Did not address in FY 2011-2012	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 2011-2012 TO MAINTAIN THE CONSTITUTIONAL
INDEPENDENCE OF THE JUDICIARY WHILE OBSERVING THE PRINCIPLE OF
COOPERATION WITH OTHER BRANCHES OF GOVERNMENT ~ Exhibit 12**

Objective 4.1	Did not address in FY 2011-2012	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	4	44	44	17	6



ACTIONS TAKEN IN FY 2011-2012 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES - Exhibit 13

Objective 4.3	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Implemented or updated court personnel policies	Provided technology training to employees	Provided in-house and/or outside employee training and/or education	Implemented or maintained employee training on civility and professionalism	Other
DISTRICT COURT							
1		✓	✓	✓	✓		
2		✓		✓	✓	✓	
3	✓						
4		✓	✓	✓	✓	✓	✓
5		✓	✓				
6		✓	✓	✓	✓		
7		✓	✓	✓	✓	✓	
8		✓			✓		
9		✓	✓	✓	✓		✓
10		✓			✓		✓
11		✓	✓		✓	✓	
12		✓			✓	✓	
13		✓			✓		
14		✓	✓				
15		✓	✓		✓		✓
16		✓	✓	✓	✓		✓
17		✓	✓	✓		✓	
18		✓	✓	✓			
19		✓	✓	✓	✓	✓	
20		✓		✓			
21		✓	✓	✓			
22		✓	✓	✓	✓	✓	
23		✓	✓	✓	✓	✓	✓
24		✓	✓	✓	✓	✓	
25		✓	✓		✓	✓	

ACTIONS TAKEN IN FY 2011-2012 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES ~ Exhibit 13

Objective 4.3	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Implemented or updated court personnel policies	Provided technology training to employees	Provided in-house and/or outside employee training and/or education	Implemented or maintained employee training on civility and professionalism	Other
DISTRICT COURT							
26		✓	✓		✓	✓	
27	✓						
28		✓		✓	✓		
29		✓	✓	✓	✓	✓	
30		✓		✓	✓	✓	
31		✓			✓		
32		✓			✓		
33		✓	✓		✓	✓	
34	✓						
35		✓			✓	✓	
36		✓	✓	✓	✓	✓	
37		✓		✓	✓	✓	
38		✓		✓	✓		
39	✓						
40		✓	✓		✓		
42	✓						
Caddo Juvenile		✓		✓	✓		
East Baton Rouge Family		✓	✓				
East Baton Rouge Juvenile		✓			✓		
Jefferson Juvenile		✓	✓	✓	✓	✓	
Orleans Civil		✓	✓		✓	✓	
Orleans Criminal		✓	✓	✓	✓	✓	
Orleans Juvenile		✓	✓	✓	✓		
TOTALS	5	43	28	25	36	21	6



**ACTIONS TAKEN IN FY 2011-2012 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION, AND PROGRAMS - Exhibit 14**

Objective 4.4	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Created or maintained a website containing information about the court	Used social media	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
DISTRICT COURT												
1		✓			✓	✓	✓	✓	✓		✓	
2		✓				✓		✓	✓			
3		✓				✓		✓	✓		✓	
4		✓	✓			✓		✓				✓
5		✓	✓					✓		✓	✓	
6		✓	✓			✓		✓	✓			
7		✓				✓		✓	✓		✓	
8	✓											
9		✓	✓		✓	✓		✓		✓		✓
10		✓	✓		✓	✓		✓	✓	✓		✓
11		✓				✓			✓			
12		✓			✓	✓	✓	✓	✓	✓		
13	✓											
14		✓	✓			✓	✓	✓	✓			
15		✓	✓			✓		✓	✓			
16		✓	✓		✓	✓		✓	✓	✓	✓	✓
17		✓	✓			✓						
18		✓	✓			✓		✓	✓	✓	✓	✓
19		✓							✓			
20		✓						✓	✓			
21		✓	✓					✓		✓		
22		✓	✓			✓		✓	✓	✓		
23		✓	✓			✓	✓	✓	✓		✓	✓
24		✓	✓					✓	✓	✓		
25		✓						✓				✓

**ACTIONS TAKEN IN FY 2011-2012 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION, AND PROGRAMS - Exhibit 14**

Objective 4.4	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Created or maintained a website containing information about the court	Used social media	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
DISTRICT COURT												
26		✓	✓			✓	✓	✓	✓		✓	
27		✓								✓		
28		✓				✓		✓	✓		✓	
29		✓	✓			✓		✓	✓	✓	✓	
30		✓							✓	✓		
31		✓	✓						✓			
32		✓	✓		✓	✓			✓	✓	✓	
33		✓				✓	✓		✓			
34		✓	✓			✓		✓				
35		✓	✓			✓		✓	✓			
36		✓			✓	✓		✓	✓		✓	
37	✓											
38		✓				✓		✓	✓			
39	✓											
40		✓	✓					✓		✓		✓
42		✓									✓	
Caddo Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
East Baton Rouge Family	✓											
East Baton Rouge Juvenile		✓			✓	✓	✓	✓	✓		✓	
Jefferson Juvenile		✓	✓		✓	✓		✓	✓	✓	✓	
Orleans Civil		✓	✓		✓	✓		✓	✓		✓	
Orleans Criminal		✓	✓		✓			✓	✓	✓		✓
Orleans Juvenile		✓	✓			✓		✓	✓			
TOTALS	5	43	26	1	12	31	7	34	33	17	17	9



**ACTIONS TAKEN IN FY 2011-2012 TO RECOGNIZE NEW CONDITIONS OR EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:
IMPLEMENTING TECHNOLOGIES - Exhibit 15**

Objective 4.5	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Created or updated a court website	Used social media	Acquired or updated legal research materials	Bought additional personal computers	Bought mobile devices such as smart phones or tablets	Installed or used 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		✓			✓		✓			✓				✓	

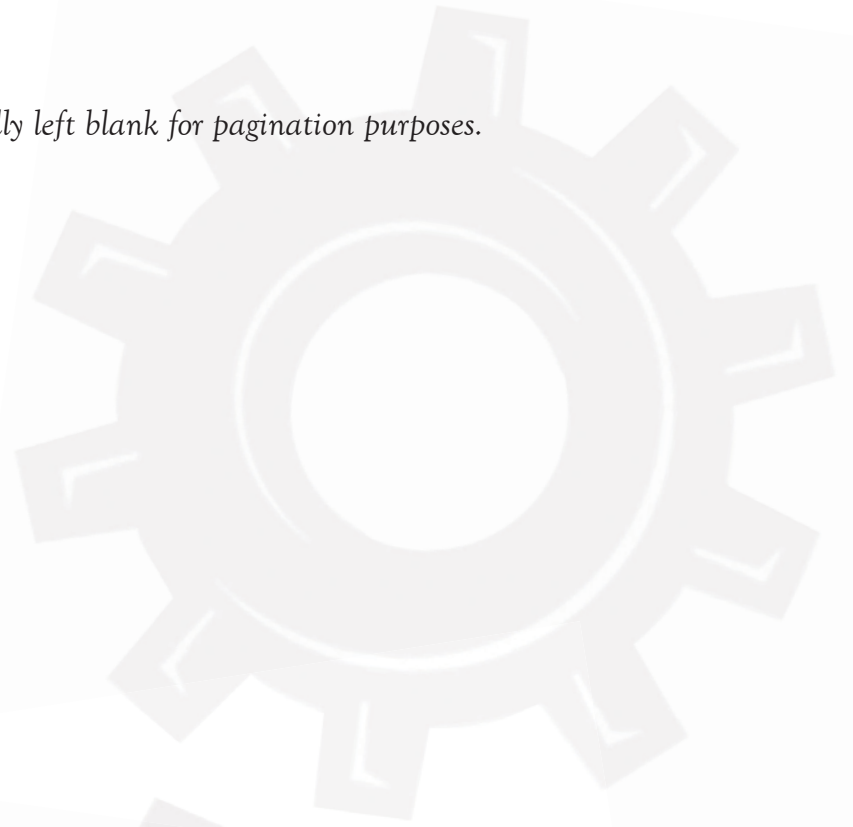


**ACTIONS TAKEN IN FY 2011-2012 TO RECOGNIZE NEW CONDITIONS OR EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:
IMPLEMENTING TECHNOLOGIES ~ Exhibit 15**

Objective 4.5	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Created or updated a court website	Used social media	Acquired or updated legal research materials	Bought additional personal computers	Bought mobile devices such as smart phones or tablets	Installed or used 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	4	44	23	2	35	33	24	29	19	26	19	26	27	33	6



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PERFORMANCE REPORTS:

**PERFORMANCE OF THE
CITY & PARISH COURTS**

PERFORMANCE OF THE CITY AND PARISH COURTS

INTRODUCTION

The Louisiana City Court Judges Association adopted the Strategic Plan of the City and Parish Courts in 2002. The Supreme Court of Louisiana approved the plan the same year. The plan was revised and updated in 2007 and again in 2012.

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

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

CITY COURT GOALS AND OBJECTIVES

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

- 1.1 To conduct judicial proceedings that are public by law or custom openly.
- 1.2 To encourage responsible parties to make court facilities safe, accessible, and convenient.
- 1.3 To give all who appear before the court reasonable opportunities to participate effectively without undue hardship or inconvenience.
- 1.4 To ensure that all judges and other court personnel are courteous and responsive to the public and accord respect to all with whom they come in contact.
- 1.5 To encourage all responsible public bodies and public officers to make the costs of access to the court’s proceedings and records - whether measured in terms of money, time, or the procedures that must be followed - reasonable, fair, and affordable.

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

- 2.1 To encourage timely case management and processing.
- 2.2 To provide required reports and to respond to requests for information promptly.
- 2.3 To promptly implement changes in law and procedure.

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

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

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

- 4.1 To maintain the constitutional independence of the judiciary while observing the principle of cooperation with other branches of government.
- 4.2 To seek, use, and account for public resources in a responsible manner.
- 4.3 To use fair employment practices and to train and develop the court's human resources.
- 4.4 To inform the community of the court's structure, function, and programs.
- 4.5 To recognize new conditions or emerging events and to adjust court operations as necessary.

GOAL 5: TO INSTILL PUBLIC TRUST AND CONFIDENCE IN THE PUBLIC.

- 5.1 To ensure that the court and the justice it renders are accessible and are perceived by the public to be so.
- 5.2 To ensure that the court functions fairly, impartially, and expeditiously, and is perceived by the public to be so.
- 5.3 To ensure that the court is independent, cooperative with other components of government, and accountable, and is perceived by the public to be so.



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

Objective 1.1

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

Intent of the Objective

The intent of this objective is to encourage openness in all appropriate judicial proceedings. The courts should specify proceedings to which the public is denied access and ensure that the restriction is in accordance with the law and not contrary to reasonable public expectations. Further, courts should ensure that proceedings are accessible and audible to all participants, including litigants, attorneys, court personnel, and other persons in the courtroom.

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 reported that four kiosks with docket information continued to be strategically placed throughout the courthouse. A patron can search by last name and the network will display the courtroom to which his or her proceeding is assigned.
- **Crowley City Court.** Crowley City Court continued to make the court schedule available at Crowley City Hall, the Crowley Police Station, on the website of the Crowley Police Department, and through the local newspaper. The schedule is also distributed to the offices of the District Attorney and the Indigent Defender.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court posted signs prior to court closings and re-openings on the outside of the courthouse building. In

addition, court closing and re-opening dates, current fine information, building directions, and hours of operation were easily accessible via recorded telephone messages. When emergency circumstances dictated court closure, the court faxed and emailed local news stations, updating them as needed.

- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court reported it has a recorded telephone message containing the court's days and hours of operation. During Hurricane Isaac, the telephone message system was used to keep the public updated on the court's location and days and hours of operation.
- **New Iberia City Court.** (2011-2012) Unfortunately, the city's budget restrictions eliminated funds for the information desk.
- **Orleans Parish Municipal Court.** Orleans Parish Municipal Court worked with the City of New Orleans information technology department to create a website for the court. The website should be available at the beginning of 2013.
- **Opelousas City Court.** Opelousas City Court reported that it posted the civil proceedings docket on the courtroom door.
- **Slidell City Court.** Slidell City Court continued its efforts to keep the community informed of court services by maintaining the court's website. The website provides important information about coming to court and allows the public to pay traffic tickets online. Additionally, the court lobby was equipped with a public computer terminal for viewing public records. Also, the judge regularly spoke at local civic and business associations.
- **Springhill City Court.** Springhill City Court reported that it continued to publish the docket and minutes of court in the local newspaper.



Objective 1.2

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

Intent of the Objective

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

Responses to the Objective

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

- **Baton Rouge City Court.** To prevent delays in the administration of justice, Baton Rouge City Court updated its website to allow individuals with disabilities and those needing interpreter or sign language services to electronically request accommodations prior to an initial court appearance.

The court continued to prohibit cell phones and other electronic devices from the courthouse unless approved by a judge or the court administration staff. Additional security cameras were strategically placed in areas that were identified as vulnerable, so that a larger canvass of monitoring could occur. Also, security fencing was placed around the space dedicated for judges' vehicles.

- **Crowley City Court.** Crowley City Court reported that access to the second floor courtroom

was available for individuals with disabilities via ramp and elevator. Security cameras were installed in the courtroom, hall and foyer and panic buttons were placed in the City Marshal's office, the judge's office, on the judge's bench, and at the window where court fines are paid. The window itself was replaced with a bullet-proof glass for extra protection. Access cards are now being used for access to court offices.

- **Denham Springs City Court.** Denham Springs City Court reported that it installed a safety wall to increase security in the courtroom.
- **Hammond City Court.** Hammond City Court reported that it installed electronic security fencing for the parking area utilized by the judge and all court staff.
- **Jeanerette City Court.** Jeanerette City Court reported that it filed a written request with the State Fire Marshal to inspect the renovated courtroom.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that all court notices contained accommodation information for individuals with disabilities. The court also continued staff training with the Telecommunications Device for the Deaf machine.

The court maintained a two-way radio system for communication between court bailiffs, security officers and key offices, including the probation department and judges' chambers. Contract security personnel continued to be subject to background checks and mandatory security training each year. The court bailiff must re-qualify for P.O.S.T. firearm certification each year. Enhanced security measures were coordinated by court administration with the court's security company employees, the court's bailiff, and key court employees. These measures were implemented in anticipation of the appearance of known difficult defendants. This team effort proved effective in keeping peace and order in the courthouse, and



more particularly the courtrooms, during criminal sessions.

The court also completed a generator project during the period. The generator was installed and maintained to provide the court with full functionality during power outages unless the building floods.

The court also installed a cloud-based data backup system, tested the emergency evacuation procedure during a fire drill, and advised and updated the public about opening and closing information via emails and faxes to newspaper and local news programs.

- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish reported that its new building was constructed in compliance with Americans with Disabilities Act standards. Court notices contained information on how individuals with disabilities may request assistance.

The court continued to maintain a comprehensive security system that includes security cameras mounted throughout the building and security personnel monitoring the cameras and patrolling public areas. Each individual must be screened prior to entering the court building.

The court also maintained a toll-free number to allow remote communication with employees when necessary. The court's MIS administrator was prepared to evacuate with a server housing data essential to the operation of the court, and key personnel were prepared to evacuate with essential data on flash drives. The court's continuity of operations plan (COOP) was successfully implemented during Hurricane Isaac.

- **Kaplan City Court.** Kaplan City Court continued to stress the importance of previously-implemented security and continuity of operations emergency preparedness measures. The court requested the local government to secure funding for a new or upgraded court facility.

- **Lafayette City Court.** Lafayette City Court maintained a tape backup, off-site server, and generator in the event electricity is disrupted.
- **Leesville City Court.** Leesville City Court reported that it is prepared to follow the district court disaster plan.
- **New Orleans First City Court.** New Orleans First City Court reported that the Civil District Court Judicial Administrator continues to be tasked with the court's Americans with Disabilities Act compliance.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to participate in the Law Enforcement District Proposition, which will bring \$7.5 million dollars in capital improvements to the Municipal and Traffic Court Building. The improvements will make the building compliant with the Americans with Disabilities Act. The renovations are slated to begin in 2013.

The Orleans Parish Sheriff's Office provided security for the court building. All persons entering the building were subject to search and walked through a stand-up scanner in addition to putting all their belongings through an x-ray scanner. Commissioned law enforcement officers had the option of locking up their firearm in lockers at security checkpoint. The x-ray scanner was upgraded during the period by the Office of Homeland Security for the City of New Orleans. Plans are underway to update the security system when the building is renovated. Security was also enhanced by a New Orleans Police Department officer in each courtroom.

Municipal Court sent a representative to all meetings concerning a continuity of operations / disaster recovery plan 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 provided for continuity of court operations in case of an emergency and/or disaster. The court



purchased a portable server and personal computer network that will allow for court operations to mobilize and follow the Sheriff's Office, so detained defendants will be afforded their constitutional and statutory rights to a hearing. In addition, the court purchased an emergency cellular phone with Internet capability and an area code from northern Texas so that court communications will not be disrupted by an emergency occurring in the New Orleans area.

- **Opelousas City Court.** Opelousas City Court reported that the development of a continuity of operations plan is in progress.
- **Ruston City Court.** Ruston City Court reported it worked with the city to include the latest requirements of the American with Disabilities Act into proposed court renovations. The court also worked with court security personnel to develop effective security for the renovated court.
- **Shreveport City Court.** Shreveport City Court reported that emergency procedures are part of the city marshal's security plan.
- **Slidell City Court.** Slidell City Court continued to comply with the Americans with Disabilities Act and to improve the safety, accessibility and convenience offered to the public. During the period the court constructed an additional ramp from the general parking area to the front porch walkway. Further, the court's interactive website facilitated access to information for those with disabilities and those needing language interpreters. In addition, information on access was printed on every subpoena issued.

The City Marshal is responsible for security within the courthouse, and the Marshal and the Judge met regularly during the period regarding courthouse security. Five additional video cameras were installed to enhance real-time recording and monitoring of the lobby, large courtroom, front porch and parking areas. All scanning equipment, including handheld wands, a walk-through metal

detector, and an x-ray viewing machine, was kept up-to-date and maintained by the Marshal. All visitors to the court were processed and cleared through the security checkpoint. Additionally, a marshal physically oversaw employee arrivals and departures.

The court continued to maintain and improve its continuity of operation/disaster recovery plan. The Clerk and Chief Deputy Clerk participated in a recent state-sponsored preparedness conference to familiarize themselves with emergency procedures that have been implemented since the last state disaster. The court created an emergency procedure, available on our website homepage, to allow both the employee and the public to receive information/instructions and interact via Internet should the regular means of telephone communications be unavailable.

- **Springhill City Court.** Springhill City Court reported that the court building is accessible to individuals with a disability.
- **Sulphur City Court.** The Sulphur City Court Judge attended handgun training, received a concealed weapon permit, and purchased a handgun. The gun is kept in the courtroom; the bailiff keeps the key to the gun drawer and unlocks the drawer during court.

Objective 1.3

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

Intent of the Objective

This objective focuses on how a court should accommodate participants in its proceedings, especially individuals with disabilities, with difficulty communicating in English, or with mental impairments. For example, courts can meet the objective through their efforts to comply with the programmatic requirements of the Americans



with Disabilities Act and through the adoption of policies and procedures for ascertaining the need for and securing the services of competent language interpreters.

Responses to the Objective

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

- **Jefferson Parish First Parish Court.**

Jefferson Parish First Parish Court maintained a computer program to assign interpreters, utilizing a computer code to generate the appropriate notification for the appointment of an interpreter.

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

- **Jefferson Parish Second Parish Court.**

Jefferson Parish Second Parish Court maintained a contract with a company that provides language interpreter services as needed and had a Telecommunications Device for the Deaf and assistive listening devices available when needed.

- **Lafayette City Court.** Lafayette City Court provided Boykin forms in English and in Spanish. The court continued to expand its list of interpreters to include those proficient in interpreting French, Spanish, Vietnamese, Arabic, Swahili and other languages spoken by defendants.

- **New Orleans Municipal Court.** New Orleans Municipal Court reported that the court maintained a list of available certified interpreters that were called on an as-need basis.

Also, the court has a bi-lingual (Spanish-English) deputy clerk assigned to the clerk's office who assists with day to day questions from the public.

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

Objective 1.4

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

Intent of the Objective

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

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2011-2012. 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 continued to provide a library of forms for common civil and criminal proceedings onsite or in interactive and .pdf formats on the website. Public surveys were conducted in accordance the National Center for State Courts' CourTools program, to identify public perception about and access to the court. Data from the survey responses will be used to improve court operations.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court staff provided directions to the public during busy times and also provided information to the public on court procedures. The Clerk of Court continued to allow court staff access to court data systems for the purpose of records search, date compliance, and

other matters in both civil and criminal cases. The Clerk also provided some forms for self-represented litigants. The court also provided additional court forms, affidavits, and other documents to the general public via e-mail.

- **Jefferson Parish Second Parish Court.** The judges of Jefferson Parish Second Parish Court provided assistance to self-represented litigants when necessary.
- **Kaplan City Court.** Kaplan City Court reported that it provided appropriate generic petitions and other forms for self-represented litigants pursuing claims in small claims court.
- **New Orleans Municipal Court.** Every section of New Orleans Municipal Court had two public defenders assigned to it. The public defenders have a satellite office at Municipal Court, where a defendant can be screened to see if he or she qualifies for defender services. These attorneys are available to assist self-represented litigants as needed.
- **Slidell City Court.** Slidell City Court maintained a list of legal service corporations and provided the information to patrons as needed. The court also developed and started using new forms for self-represented defendants. The court website contained information to help the public understand small claims and evictions procedures and also contained the necessary forms, which could be filled out online and printed.
- **Springhill City Court.** Springhill City court reported that it revised the instruction sheet for self-represented litigants.
- **Sulphur City Court.** Sulphur City Court reported that it met with the Indigent Defender's Office to discuss funding issues.



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

**Objective 2.1
To encourage timely case management and
processing.**

Intent of the Objective

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

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

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

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

Responses to the Objective

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

- **Baton Rouge City Court.** The Baton Rouge City Court clerk and court administration adopted CourTools, a set of performance measures developed by the National Center for State Courts. CourTools measures help courts assess court performance in several areas of case processing including trial date certainty, clearance rates, time to disposition, and age of active pending caseload. The information gained by using the CourTools measures will be used to identify areas for improvement.

The court also partnered with LSU School of Law and Southern Law School students to provide voluntary mediation in small claims and eviction matters. The court continued to participate as a pilot court in the Supreme Court Louisiana Court Connection project.

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that its Internet-based payment system continued to be a success. E-mail transmission of crash reports from judicial clerks to the Louisiana State Police minimized time delays in creating court records for certain automobile accident-related traffic tickets. Communication and cooperation between the Judicial Clerk's Office and other court offices to address old cases resulted in the final processing of old, unfinished 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.

The court developed a new paperless technology portion of the case management system. The technology uses a queuing system to pass the electronic record from the clerk to the district attorney and judges. The court also completed a project to provide signature pads for all transactions at the clerk's counter and continued the use of



docket-setting software to ensure that trial dates are scheduled quickly and efficiently.

- **Jefferson Parish Second Parish Court.** Second Parish Court reported that, in an effort to improve case management, it added an additional court docket dedicated to defendants with multiple outstanding traffic cases that have become stagnant.
- **Kaplan City Court.** Kaplan City Court continued previously-implemented policies and procedures to ensure proper case management and overcome undue delay.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to use a case management system that is updated on an ongoing basis. The court also implemented an electronic subpoena and warrant system for the New Orleans Police Department (NOPD). The system notifies all NOPD officers of their court date via email.

The court also updated its scanning system and increased its capacity to back up all system information. The system allows the court to duplicate an entire record when necessary. The court, assisted by the staff of the Louisiana Secretary of State, developed and put into operation a record retention policy.
- **Slidell City Court.** Slidell City Court continued efforts to reduce delays and maintain effective case management. The court also continued to research a new case management system to reduce delays and provide better case management, reporting, and accounting.
- **Springhill City Court.** Springhill City Court reported that due to its limited volume of cases it did not experience case delays.
- **Thibodaux City Court.** Thibodaux City Court reported that it continued its new court start time of 9:00 a.m. to meet the demands of the court's growing dockets.

Objective 2.2

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

Intent of the Objective

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

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2011-2012. 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:

- **Ascension Parish Court.** Ascension Parish Court reported that the judge attended CLE seminars to stay current on changes in the law.



- **Bunkie City Court.** Bunkie City Court reported that the judge attended judicial seminars to stay educated on changes in law and procedure.
- **Crowley City Court.** Crowley City Court reported that the judge regularly attended Judicial College seminars to keep updated on changes in the law which affect the court.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that after the legislative session the court updated its court management system and the fine schedule to reflect any changes, posted the new schedule in public areas, and added the schedule to the recorded information on the public call-in line.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court implemented applicable legislative changes and disseminated them to appropriate agencies.
- **Jennings City Court.** Jennings City Court reported that the judge attended CLE seminars and conferences which included updates on changes in law and procedures.
- **Kaplan City Court.** The Kaplan City Court continued to review changes in the law and take the necessary steps to assure the implementation of such changes.
- **New Orleans Municipal Court.** New Orleans Municipal Court circulated updated ordinances from the City of New Orleans when they were received from the city council. The court purchased yearly updates for the Louisiana Revised Statutes, Code of Criminal Procedure, and Evidence Handbook and made copies available to all sections of court. The court continued to make Westlaw available for research purposes.
- **Rayne City Court.** The Rayne City Court judge and clerks discussed with each other their understanding of the changes in law and procedure.

- **Slidell City Court.** Slidell City Court continued to promptly review and implement changes in law and procedure.

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

Objective 3.1

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

Intent of the Objective

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

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2011-2012. Information regarding these courts’ activities pursuant to this objective can be found in prior years’ Justice at Work reports.



Objective 3.2

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

Intent of the Objective

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

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

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

Responses to the Objective

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

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that DWI trial dockets were prepared by giving attention to the personal driving record of the defendants. This attention meant that DWI sentences were better tailored, within legal guidelines, to the circumstances of the defendants as individuals. Also, the judges handle each civil case individually, performing their own research.
- **Lafayette City Court.** Lafayette City Court continued to access Westlaw by devices including mobile devices and computers in the court rooms.

Even though this court handled more than 40,000 cases last year, all decisions by the court were based on legally relevant factors, taking into account the specific facts of each case.

- **New Orleans Municipal Court.** New Orleans Municipal Court continued to work with stakeholders to develop alternative sentencing programs.
- **Rayne City Court.** Rayne City Court used 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, City Prosecutor, and defense attorneys and furnished to ad hoc or pro tem judges.

Objective 3.3

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

Intent of the Objective

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



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

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2011-2012. 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.

Intent of the Objective

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

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2011-2012. 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:

- **Ascension Parish Court.** Ascension Parish Court reported that the Clerk of Court efficiently maintained all of the court's records.
- **Baton Rouge City Court.** Baton Rouge City court reported that the court and the Clerk of Court cooperatively continued scanning in certain sections of court operations. Scanning will be further introduced into all court operations with the anticipated implementation of the Louisiana Court Connection case management system. Funds have been dedicated to acquire all hardware and software for this implementation.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court combined steno, digital recording, and additional backup of CD or cassette tape recorders to ensure accurate recording of courtroom dialogue. The court's Judicial Clerk's Office has implemented a case-by-case check of defendants' records upon receipt of newly billed charges. Each defendant's case is checked for open records in an effort to enforce compliance upon defendant's appearance at court.

The newly-created paperless court system includes signature pads used to capture not only the



defendant's signature for acceptance of court documents, but also district attorney/defendant plea argument information and judges' sentencing information.

- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court reported that the Clerk of Court's Office continued a comprehensive records retention plan that incorporates scanning documents filed in civil, DWI, and misdemeanor cases and criminal motions.
- **New Orleans Traffic Court.** New Orleans Traffic Court began drafting a records retention policy and procedure.
- **Slidell City Court.** Slidell City Court added a full-time court reporter to the staff that used real-time reporting, ensuring complete accuracy in all court proceedings. Additionally, the court used off-site data servers to back up all case management systems nightly, to ensure that all case data was properly saved and able to be restored. The Clerk of Court and the Judge met on a regular basis to discuss improving procedures and to address problems as they arose.
- **Thibodaux City Court.** Thibodaux City Court continued to use offsite storage for records.

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

Objective 4.1

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

Intent of the Objective

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

Independence and accountability support the principles of a government based on law, access to justice, and the timely resolution of disputes with equality, fairness, and integrity, and they engender public trust and confidence. Courts must control their proper functions and demonstrate respect for their 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 partnered with the Louisiana Department of Public Safety, Office of Motor Vehicles, to open a satellite office at the court. Matters relating to license suspensions and renewals can be handled at this location.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court worked with



parish government through a cooperative endeavor agreement. The cooperative endeavor agreement ensured that fair payroll and best accounting practices were provided to the court by allowing the parish to handle employee payroll, accounting, and collection of court fines. The agreement allowed the court to fully cooperate with the Jefferson Parish Government while maintaining its constitutional independence. The uniformity created by the agreement was beneficial to both entities.

- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court worked with the offices of the Jefferson Parish Sheriff, Clerk of Court, and District Attorney on a daily basis to provide timely and efficient service to the public. Also, through a cooperative endeavor agreement, the Jefferson Parish Government serves as the paymaster and purchasing department for the court. The court is also involved in the budget planning and review process for the court's annual operating budget.
- **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 to discuss issues of mutual concern. He also regularly participated at meetings of various civic organizations, including the Louisiana State Bar Association, Rotary Club, and the Slidell Chamber of Commerce.
- **Sulphur City Court.** Sulphur City Court reported that court officials met with city officials regarding upgrading or maintaining judicial facilities.

Objective 4.2

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

Intent of the Objective

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

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2011-2012. 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:

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court provided specific, ongoing training for judicial clerks in communicating with other court entities in order to assist those entities in correctly closing all open records. Court management attended employment law seminars. Also, the Management Information Services Director provided training on all new projects and programs, as well as basic processes including Microsoft Work and follow-up using Microsoft Excel.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court judges and other court personnel regularly attended training sessions and seminars and provided in-house training on various topics relevant to the court.
- **Jennings City Court.** Jennings City Court reported that its employees attended seminars addressing human resource issues.
- **New Orleans Municipal Court.** New Orleans Municipal Court reported that it implemented hiring practices that were congruent with city civil service requirements.
- **Rayne City Court.** Rayne City Court reported that it maintained training for clerks through conferences and seminars.
- **Slidell City Court.** Slidell City Court reported that the Clerk of Court, who is a member of the Louisiana Court Administrators Association and the Louisiana City Court Clerks Association, regularly attended workshops, training and annual meetings to discuss and share employee development and training with other courts. Additionally, the Clerk attended human resources seminars yearly to stay current with all applicable state rules and regulations. Deputy clerks are cross-

trained in-house and also attend off-site seminars to increase their skills in handling court functions and dealing with the public.

- **West Monroe City Court.** West Monroe City Court reported that its clerk attends the annual clerk's convention and training in Florida.

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.

Responses to the Objective

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

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court held mock trials for local area high school students. The court also worked with local high schools and colleges to accommodate students seeking "intern" programs and continued to engage local students by providing hands-on training and insight into the judicial system as it relates to criminal, misdemeanor and traffic offenses.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court judges provided DWI awareness programs to civic associations, parent organizations, and local high school students. The programs are scheduled so



that the students receive the information just prior to attending their proms.

- **Jennings City Court.** Jennings City Court reported that it participated in the Judges in the Classroom program.
- **Natchitoches City Court.** Natchitoches City Court reported that it provided local newspapers with criminal dockets for them to print.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to work on developing a website through the City of New Orleans. The website should be operational by the first quarter of 2013.
- **Slidell City Court.** Slidell City Court maintained excellent working relationships with key individuals in local media and civic groups to ensure that the court remains as a resource for them whenever they discuss or report on the court, the law or the administration of justice. The court also took an active role in working with media to feature stories on the court, its services and the law. The Judge continued to be particularly active in speaking to civic and business groups in the community. Awareness of the court, its role in the community, and its jurisdiction has grown as a result of these speaking engagements. Also, the Slidell Police Department's Citizen's Academy program and Northshore Leadership program include presentations about the court.

Objective 4.5

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

Intent of the Objective

Effective courts are responsive to trends and emerging issues. This objective requires courts to recognize and respond appropriately. A court that moves deliberately in response to such issues is a stabilizing force in society

and acts consistently with its role in maintaining the rule of law and building public trust and confidence.

Responses to the Objective

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

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish created the parish court paperless document system, providing electronic signature pads for defendants, district attorneys, and judges. The paperless system is cost-effective and efficient and allows the court to access records off-site in the event of an emergency.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court continued to plan and develop a paperless system. In addition to the electronic signature pads that were in use at the Clerk's Office transaction counters, the court began testing a paperless system in the courtrooms that incorporates electronic signature pads for the judge, assistant district attorney, and defendant.
- **Jennings City Court.** Jennings City Court began the initial planning phases for a new court facility.
- **Kaplan City Court.** Kaplan City Court reported that it installed a metal detector and required all courtroom patrons to submit to the detector prior to entering the courtroom.
- **Natchitoches City Court.** Natchitoches City Court reported that it continued to use an electronic warrant system.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to update its information technology department. An additional server and scanning equipment were purchased to handle the increased volume of cases. Also, the court worked with the New Orleans Police and Justice Foundation to implement CourtNotify, a web-based subpoena management system. In



addition, the court began implementing an evidence tracking system in conjunction with New Orleans Police Department.

**GOAL 5:
TO INSTILL PUBLIC TRUST AND
CONFIDENCE IN THE PUBLIC**

Objective 5.1

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

Information regarding 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 2011-2012.

- **Ascension Parish Court.** Ascension Parish Court has an extremely heavy docket which stayed current. Very few, if any, cases were ever taken under advisement; therefore, litigants were not kept waiting for a decision. The judge and court employees continued very good working relationships with all of the different law enforcement agencies with which they worked. This definitely facilitated the court's ability to assist the public.
- **Baker City Court.** Baker City Court obtained greater outside training for court personnel.
- **Bastrop City Court.** Bastrop City Court contracted with a web-based company to totally renovate the website, bastropcitycourt.com. The website now contains the bond schedule, traffic waiver schedule, a link to the online fine payment website - bastroplatix.com, a map with directions to court, downloadable forms, information about the process of filing civil suits including small claims and garnishments, court policies, and court security. Further information in the form of individual tabs is available for the topics of diversion, Teen Court, probation, substance abuse, driver improvement, community service, anger management, theft prevention, and FAQ's.
- **Baton Rouge City Court.** Baton Rouge City Court partnered with the State Office of Motor Vehicles to provide services on-site, including the issuance and reinstatement of driving privileges. This partnership enabled offenders to address bench warrants that negatively affected their driving privileges without having to travel between two government agencies. This office will be available to the general public, introducing them to the courthouse, its operations, and available services.

The Sobriety Court, sponsored through grant funding by the Louisiana State Highway Safety Commission and managed by the Louisiana



Supreme Court, continued to be successful. Approximately 62 offenders participated during the period and over 35 former participants have graduated.

- **Bogalusa City Court.** Bogalusa City Court hired a new Clerk of Court who is improving court operations.
- **Bossier City Court.** Bossier City Court provided extra training in several areas for all court personnel.
- **Breaux Bridge City Court.** Breaux Bridge City Court reported that the Breaux Bridge Juvenile Drug Court program was converted to a parish-wide program, increasing the availability of substance abuse services to juveniles.
- **Bunkie City Court.** Bunkie City Court reported that it worked with the District Attorney to restart Truancy Court, which had been dormant for several years.
- **Crowley City Court.** Crowley City Court installed four security cameras, four panic buttons, electronic card access to court offices, and a bullet-proof window at the collections counter to greatly increase court security.
- **Denham Springs City Court.** Denham Springs City Court added a security wall in the courtroom to make the courtroom a safer environment for court staff and judges. The court also replaced the courtroom recording system with a digital recording system.
- **Eunice City Court.** Eunice City Court reported that it added an online payment option for payments to the court, increasing the options available to court users.
- **Franklin City Court.** Franklin City Court installed doors and walls to provide extra safety for the employees of the court.

- **Hammond City Court.** In conjunction with Law Day 2012, the Hammond City Court judge personally delivered the “No Courts, No Justice, No Freedom,” message to area high school students just prior to the official celebration held at the court. Other Law Day events included an art contest and a performance by a local high school student before an audience of school children and community leaders. The court also sponsored the annual Back to School Resource Fair, a source for students to obtain all the information necessary to be prepared for the first day of school.

- **Jeanerette City Court.** Jeanerette City Court reported that it assisted the City Marshal in obtaining a building to house his office.

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court administration continually worked to implement strategies consistent with efficient and professional court functions. Promotion of open-minded communication among all employees encouraged a “think outside the box” strategy that facilitated team-binding, boosted morale, and positively and productively impacted staff attitude.

The two parish courts began the major undertaking of transforming the current court software into a paperless system that all court entities can use. This project entailed the cooperation of the District Attorney, the Clerk of Court, the Sheriff and both 1st and 2nd Parish Court judges. This system greatly sped up the court process for the defendant and allowed for the recordation of the District Attorney’s pretrial notes and the judge’s sentence in his or her own handwriting. It also increased the efficiency of case processing to more quickly get the defendant in and out of court.

- **Jefferson Parish Second Parish Court.** In the aftermath of Hurricane Katrina, courts across the state developed disaster recovery plans in order to be prepared in the event of another disaster. Second Parish Court’s disaster plan was put to the test when Hurricane Isaac struck the area on



August 29, 2012. The damage sustained rendered the court building uninhabitable for nine days after the storm passed. The time and effort that was spent in forming a disaster recovery plan proved to be a valuable investment. Second Parish Court's judges and staff were able to conduct business at a satellite location until the court building was restored. Through the collective effort of the judges, administration department and staff, the court processed approximately 1,837 members of the public in a four-day time frame. Second Parish Court can move forward, confident that it has established an effective disaster plan should one be needed in the future.

- **Jennings City Court.** Jennings City Court reported that it was in the planning and design stages for new court facility.
- **Kaplan City Court.** Kaplan City Court obtained and installed a metal detector and required all courtroom patrons to pass through the device before entering the courtroom.
- **Lafayette City Court.** Lafayette City Court reported it was developing a court web site to provide access to information for the public and for online payment of fines.
- **Lake Charles City Court.** Lake Charles City Court began construction of a new, state-of-the-art court facility. The court believes that after completion of the building in 2013, it will be able to further meet court performance goals and standards.
- **Marksville City Court.** Marksville City Court reported that it held recent meetings with legislative auditors to review the city court system and coordinate a computerized method of providing case dispositions to local law enforcement to assist with the execution of warrants.
- **Monroe City Court.** Monroe City Court continued to facilitate accessibility to the court and effective participation in court proceedings for

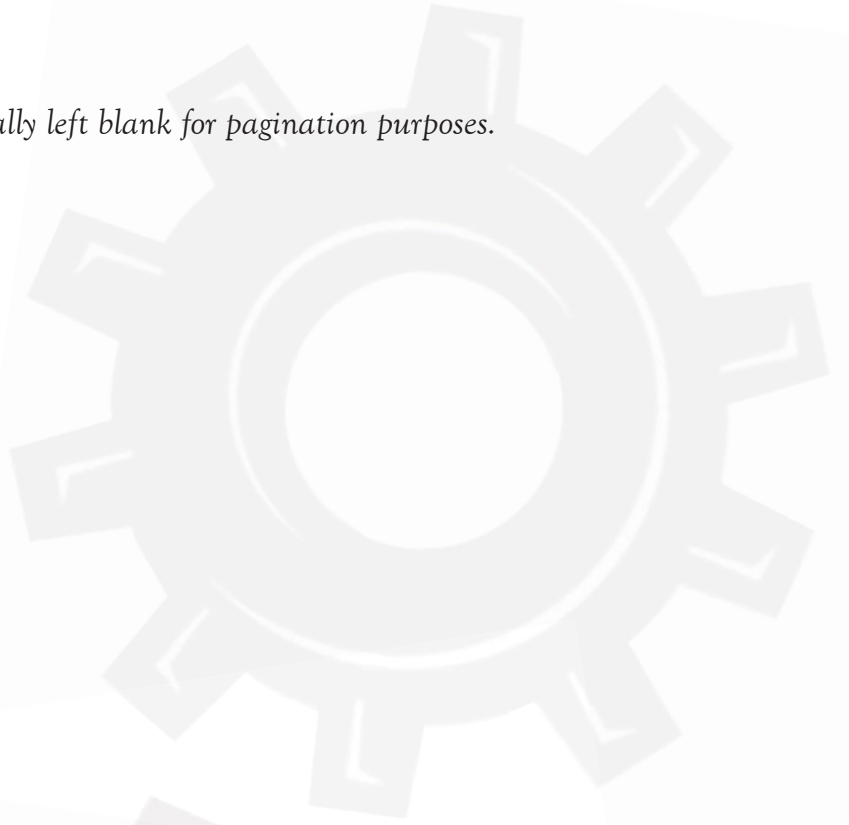
persons with limited English proficiency. The court entered into an agreement with a foreign language translator who agreed to be bound by the standards set forth by the Louisiana Supreme Court. She signed the oath and made herself available whenever the court requested her assistance.

- **Morgan City Court.** Morgan City Court reported that it increased the court arraignment docket to once weekly, as opposed to once every two weeks, to expedite the weekly trial docket and better manage the arraignment docket.
- **Natchitoches City Court.** Natchitoches City Court realized that it was running out of space for civil suit records. The court acquired and installed a modern cabinet system that more than tripled the court's storage capacity, alleviating a shortage of civil suit records storage space.
- **New Orleans Second City Court.** New Orleans Second City Court reported that its docket remained current.
- **New Orleans Municipal Court.** New Orleans Municipal Court worked with the offices of the District Attorney and City Attorney to implement a diversion program for qualified individuals. The court continued to provide services to members of the public impacted by truancy, homelessness, mental health, and domestic violence and to assist with services to veterans. The court continued to develop alternative sentencing programs and update the technology system.
- **New Orleans Traffic Court.** New Orleans Traffic Court took the initial steps to migrate to a more robust case management system, one that is less labor-intensive and paper-driven.
- **Opelousas City Court.** Opelousas City Court reported that it established a court security committee composed of representatives of the court, the Marshal's Office, the local police department, and an information technology consultant.



- **Pineville City Court.** Pineville City Court purchased a new scanning system and upgraded the civil case management program.
- **Plaquemine City Court.** Plaquemine City Court supported the battered women's program by allowing program meetings to be held in the court conference room.
- **Port Allen City Court.** Port Allen City Court reported that both the criminal and civil dockets remained current, with no backlog of cases during the period. The court continued to scan all traffic and criminal cases to compact disc and began to scan all civil case records to compact disc for offsite storage.
- **Rayne City Court.** Rayne City Court maintained and improved its commercial bond forfeiture procedure, resulting in recovery of funds owed to the court.
- **Ruston City Court.** Ruston City Court worked with architects to develop a proposed renovation to the court's offices and courtroom. The renovation is designed to provide the public with better security, access and efficiency during court visits and incorporates the latest technologies.
- **Shreveport City Court.** Shreveport City Court established an electronic 48-hour probable cause review procedure. An arresting officer's charge sheet can be scanned and sent by email to a reviewing judge, reviewed on an iPad, and returned by the judge dated and signed electronically. The process has worked very well.
- **Slidell City Court.** Slidell City Court is extremely proud that it was finally able to complete Phase I of planned construction – the repair and improvements of the courthouse roof and mechanicals that were damaged by Hurricane Katrina over seven years ago. This was a self-funded project in excess of \$600,000, completed without debt. The court has initiated Phase II of construction by contracting with a local architect firm and approving the final drawings to address the interior damage to the juvenile courtroom, conference room and chambers areas. The court has already saved and earmarked the funds necessary to complete this on-going, self-funded project without debt and is preparing to release Phase II for public bid.
- **Springhill City Court.** Springhill City Court reported that that court clerks became certified court reporters.
- **Sulphur City Court.** Sulphur City Court implemented a scanning system and began scanning and removing all files, to relieve the physical stress upon the courthouse both now and in the future.
- **Thibodaux City Court.** Thibodaux City Court began participating in the Supreme Court's new Louisiana Court Connection pilot program.
- **West Monroe City Court.** West Monroe City Court started a program for the local high school to address the problem of fights among students. The student and parent are summoned as for a regular court appearance. The judge talks to them and works with them to figure out a solution to the issue that led to the fight. The student must perform the community service of picking up trash the morning after a big football game and has to attend a juvenile class on a Saturday.
- **Winnfield City Court.** Winnfield City Court conducted the court business promptly and impartially. The court kept litigants and parties advised of the status of their cases.
- **Winnsboro City Court.** Winnsboro City Court proudly continued an ongoing initiative to provide a low cost, user-friendly court for its constituents.
- **Zachary City Court.** The City Court of Zachary continued to implement the domestic violence program developed by the court. The court worked closely with victims and offenders to offer the most current help available to each. The court also worked with local government agencies, hospitals, schools and businesses to keep them informed on changes in the laws affecting domestic abuse.

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ACTIONS TAKEN IN FY 2011-2012 TO CONDUCT JUDICIAL PROCEEDINGS THAT ARE PUBLIC BY LAW OR CUSTOM OPENLY: ENSURING PUBLIC AWARENESS OF THE OPENNESS AND ACCESSIBILITY OF COURT PROCEEDINGS - Exhibit 1

OBJECTIVE 1.1	Did not address in FY 2011-2012	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 with information on court schedules and accessibility	Used social media	Published and distributed court calendars	Provided an information desk in the courthouse	Other
CITY/PARISH COURT								
Abbeville	✓							
Alexandria	✓							
Ascension 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 2011-2012 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

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CITY/PARISH COURT								
Natchitoches		✓	✓				✓	
New Iberia		✓						✓
N.O. - 1st City Ct		✓	✓	✓		✓		
N.O. - 2nd City Ct		✓	✓					
N.O. - Municipal Ct		✓	✓					✓
N.O. - Traffic Ct		✓	✓	✓				
Oakdale		✓	✓					
Opelousas		✓		✓				✓
Pineville		✓	✓			✓		
Plaquemine	✓							
Port Allen		✓		✓				
Rayne		✓	✓	✓		✓		
Ruston	✓							
Shreveport		✓	✓	✓				
Slidell		✓	✓	✓		✓	✓	✓
Springhill		✓						✓
Sulphur		✓		✓				
Thibodaux	✓							
Vidalia	✓							
Ville Platte		✓	✓					
West Monroe		✓						
Winnfield		✓	✓			✓		
Winnsboro		✓	✓				✓	
Zachary		✓	✓	✓				
TOTALS	10	42	25	19	4	18	12	9



ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT (ADA) - Exhibit 2

Objective 1.2	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Developed or maintained ADA non-discrimination policies or court rules	Posted public notices/communications of the availability of reasonable accommodations	Established/maintained a complaint procedure	Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.)	Developed or maintained written essential functions for court jobs	Established or maintained a list of available real-time court reporters and sign language interpreters	Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
CITY/PARISH COURT										
Abbeville		✓	✓							
Alexandria		✓				✓				
Ascension Parish Ct		✓	✓	✓	✓	✓				
Baker	✓									
Bastrop		✓	✓							
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa		✓				✓				
Bossier City		✓						✓		
Breaux Bridge		✓						✓		
Bunkie		✓						✓		
Crowley		✓	✓	✓						✓
Denham Springs		✓						✓		
Eunice	✓									
Franklin		✓				✓		✓		
Hammond		✓	✓					✓	✓	
Houma		✓	✓	✓	✓	✓	✓	✓	✓	
Jeanerette		✓								✓
Jefferson - 1st Parish Ct		✓	✓	✓	✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish Ct		✓	✓	✓	✓	✓	✓	✓	✓	✓
Jennings		✓	✓					✓	✓	
Kaplan		✓		✓						
Lafayette		✓	✓	✓		✓	✓	✓		
Lake Charles		✓	✓		✓		✓	✓	✓	
Leesville	✓									
Marksville	✓									
Minden	✓									
Monroe		✓	✓	✓	✓	✓		✓		
Morgan City		✓		✓						



ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT (ADA) - Exhibit 2

Objective 1.2	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Developed or maintained ADA non-discrimination policies or court rules	Posted public notices/communications of the availability of reasonable accommodations	Established/maintained a complaint procedure	Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.)	Developed or maintained written essential functions for court jobs	Established or maintained a list of available real-time court reporters and sign language interpreters	Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
CITY/PARISH COURT										
Natchitoches		✓	✓	✓						
New Iberia	✓									
N.O. - 1st City Ct		✓	✓	✓		✓			✓	✓
N.O. - 2nd City Ct		✓	✓	✓					✓	
N.O. - Municipal Ct		✓		✓		✓		✓		✓
N.O. - Traffic Ct		✓				✓		✓		
Oakdale		✓					✓			
Opelousas		✓		✓		✓	✓	✓		
Pineville		✓	✓					✓	✓	
Plaquemine	✓									
Port Allen		✓		✓		✓				
Rayne		✓				✓		✓	✓	
Ruston		✓								✓
Shreveport		✓				✓		✓	✓	✓
Slidell		✓	✓	✓	✓		✓	✓		✓
Springhill										✓
Sulphur		✓		✓		✓		✓		
Thibodaux		✓		✓				✓		
Vidalia	✓									
Ville Platte		✓				✓				
West Monroe		✓						✓		
Winnfield		✓			✓			✓	✓	
Winnsboro		✓		✓						
Zachary		✓				✓		✓		
TOTALS	8	43	18	20	9	20	9	26	13	11



**ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE RESPONSIBLE PARTIES
TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:
IMPLEMENTING SAFETY AND SECURITY MEASURES - Exhibit 3**

Objective 1.2	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Implemented or continued coordination of security with law enforcement officials	Had a security audit performed	Had a cyber security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Developed or maintained a cyber security policy	Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms	Trained court personnel in better security	Appointed a safety officer	Sponsored safety and/or security training	Installed or maintained security equipment	Implemented or maintained an emergency evacuation procedure	Coordinated security with law enforcement officials	Other
CITY/PARISH COURT																
Abbeville		✓	✓													
Alexandria		✓	✓										✓			
Ascension 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 2011-2012 TO ENCOURAGE RESPONSIBLE PARTIES
TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT:
IMPLEMENTING SAFETY AND SECURITY MEASURES - Exhibit 3**

Objective 1.2	Did not address in FY 2011-2012	Actions Taken														
		Continued to address this objective through the actions indicated	Implemented or continued coordination of security with law enforcement officials	Had a security audit performed	Had a cyber security audit performed	Developed or maintained a safety policy	Developed or maintained a security policy	Developed or maintained a cyber security policy	Installed or maintained security alarms/panic buttons in judges' chambers/courtrooms	Trained court personnel in better security	Appointed a safety officer	Sponsored safety and/or security training	Installed or maintained security equipment	Implemented or maintained an emergency evacuation procedure	Coordinated security with law enforcement officials	Other
CITY/PARISH COURT																
Natchitoches		✓	✓									✓				
New Iberia		✓	✓	✓					✓						✓	
N.O. - 1st City Ct		✓	✓			✓			✓	✓		✓	✓	✓		
N.O. - 2nd City Ct	✓															
N.O. - Municipal Ct		✓	✓						✓				✓	✓	✓	✓
N.O. - Traffic Ct		✓													✓	
Oakdale		✓													✓	
Opelousas		✓	✓	✓		✓	✓		✓		✓		✓	✓	✓	
Pineville		✓					✓		✓			✓	✓			
Plaquemine		✓													✓	
Port Allen		✓	✓				✓	✓	✓			✓				
Rayne		✓	✓		✓		✓	✓	✓			✓			✓	
Ruston		✓	✓													✓
Shreveport		✓	✓				✓	✓	✓	✓	✓	✓	✓			
Slidell		✓	✓			✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Springhill	✓															
Sulphur		✓	✓													✓
Thibodaux		✓	✓							✓		✓				
Vidalia		✓	✓						✓							
Ville Platte		✓					✓								✓	
West Monroe		✓							✓			✓	✓	✓		
Winnfield		✓	✓			✓	✓								✓	
Winnsboro		✓													✓	
Zachary		✓	✓						✓	✓		✓	✓	✓	✓	
TOTALS	3	49	34	7	2	12	21	9	22	14	8	9	28	17	33	11



ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN - Exhibit 4

Objective 1.2	Did not address in FY 2011-2012	Continued to address this objective through the action indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
CITY/PARISH COURT														
Abbeville		✓			✓									
Alexandria	✓													
Ascension Parish Ct	✓													
Baker		✓	✓	✓										
Bastrop		✓		✓			✓	✓	✓					
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Bogalusa	✓													
Bossier City	✓													
Breaux Bridge	✓													
Bunkie	✓													
Crowley		✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	
Denham Springs		✓			✓									
Eunice	✓								✓					
Franklin		✓			✓				✓					
Hammond		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	
Houma		✓	✓	✓	✓	✓			✓					
Jeanerette		✓		✓	✓				✓					
Jefferson - 1st Parish Ct		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Jefferson - 2nd Parish Ct		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Jennings		✓	✓	✓	✓	✓	✓	✓	✓		✓			
Kaplan		✓					✓							✓
Lafayette		✓	✓	✓		✓		✓	✓		✓	✓	✓	✓
Lake Charles		✓	✓	✓	✓				✓	✓	✓	✓		
Leesville														✓
Marksville	✓													
Minden		✓					✓							
Monroe		✓	✓	✓										
Morgan City		✓		✓		✓	✓		✓		✓	✓		

ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN - Exhibit 4

Objective 1.2	Did not address in FY 2011-2012	Continued to address this objective through the action indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
CITY/PARISH COURT														
Natchitoches		✓		✓	✓				✓					
New Iberia		✓		✓	✓				✓			✓		
N.O. - 1st City Ct		✓	✓	✓		✓	✓	✓	✓					
N.O. - 2nd City Ct		✓	✓	✓	✓	✓								
N.O. - Municipal Ct		✓	✓	✓		✓					✓			✓
N.O. - Traffic Ct		✓	✓	✓	✓	✓		✓						
Oakdale	✓													
Opelousas														✓
Pineville		✓		✓					✓					
Plaquemine	✓													
Port Allen		✓	✓						✓					
Rayne		✓		✓	✓	✓	✓		✓		✓			
Ruston	✓													
Shreveport	✓													
Slidell		✓	✓	✓		✓			✓		✓	✓	✓	✓
Springhill	✓													
Sulphur		✓		✓					✓					
Thibodaux	✓													
Vidalia		✓					✓		✓					
Ville Platte		✓												
West Monroe	✓													
Winnfield	✓													
Winnsboro		✓												
Zachary		✓			✓				✓					
TOTALS	16	34	17	24	17	15	13	9	22	5	12	7	4	8



**ACTIONS TAKEN IN FY 2011-2012 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 2011-2012	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 2011-2012 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 2011-2012	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	3	49	7	7	45	35	26	16	5



**ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO THE COURT'S PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE:
ASSISTING PRO SE LITIGANTS - Exhibit 6**

OBJECTIVE 1.5	Did not address in FY 2011-2012	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 2011-2012 TO ENCOURAGE ALL RESPONSIBLE PUBLIC BODIES AND PUBLIC OFFICERS TO MAKE THE COSTS OF ACCESS TO THE COURT'S PROCEEDINGS AND RECORDS REASONABLE, FAIR, AND AFFORDABLE:
ASSISTING PRO SE LITIGANTS - Exhibit 6**

OBJECTIVE 1.5	Did not address in FY 2011-2012	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	2	50	29	29	44	40	8



**ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE TIMELY
CASE MANAGEMENT AND PROCESSING: REDUCING DELAYS AND IMPROVING
CASE MANAGEMENT - Exhibit 7**

OBJECTIVE 2.1	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Installed or maintained an automated case allotment system	Installed or maintained an automated case management system	Planned the development of an automated case management system	Improved the manual system of case processing	Used docket status reports	Improved communication with police, sheriff's and marshal's offices	Improved docketing and scheduling	Employed case managers to expedite court processes	Took steps to reduce cases under advisement	Implemented or maintained the use of pre-trial conferences	Encouraged alternative dispute resolutions	Implemented or maintained time standards for case processing	Other
CITY/PARISH COURT															
Abbeville		✓				✓		✓	✓						
Alexandria		✓										✓			
Ascension Parish Ct	✓														
Baker		✓				✓	✓	✓	✓		✓	✓		✓	
Bastrop		✓			✓		✓	✓							
Baton Rouge		✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
Bogalusa		✓				✓									
Bossier City		✓						✓				✓	✓		
Breaux Bridge		✓				✓		✓	✓						
Bunkie		✓										✓		✓	
Crowley		✓		✓		✓		✓	✓		✓	✓	✓	✓	
Denham Springs		✓							✓						
Eunice		✓				✓	✓	✓				✓		✓	
Franklin		✓						✓							
Hammond		✓			✓	✓		✓	✓	✓		✓		✓	
Houma		✓				✓	✓	✓	✓	✓		✓	✓	✓	
Jeanerette	✓														
Jefferson - 1st Parish Ct		✓	✓	✓		✓	✓	✓	✓			✓			✓
Jefferson - 2nd Parish Ct		✓	✓	✓		✓	✓	✓	✓		✓	✓			✓
Jennings		✓		✓			✓	✓	✓		✓	✓			
Kaplan		✓										✓		✓	✓
Lafayette		✓	✓	✓		✓	✓	✓				✓	✓		
Lake Charles		✓		✓		✓		✓	✓		✓	✓	✓		
Leesville		✓													
Marksville		✓				✓	✓	✓	✓						
Minden		✓			✓	✓	✓	✓	✓		✓		✓		
Monroe		✓		✓				✓	✓						
Morgan City		✓				✓		✓	✓						



**ACTIONS TAKEN IN FY 2011-2012 TO ENCOURAGE TIMELY
CASE MANAGEMENT AND PROCESSING: REDUCING DELAYS AND IMPROVING
CASE MANAGEMENT - Exhibit 7**

OBJECTIVE 2.1	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Installed or maintained an automated case allotment system	Installed or maintained an automated case management system	Planned the development of an automated case management system	Improved the manual system of case processing	Used docket status reports	Improved communication with police, sheriff's and marshal's offices	Improved docketing and scheduling	Employed case managers to expedite court processes	Took steps to reduce cases under advisement	Implemented or maintained the use of pre-trial conferences	Encouraged alternative dispute resolutions	Implemented or maintained time standards for case processing	Other
CITY/PARISH COURT															
Natchitoches	✓														
New Iberia		✓					✓								
N.O. - 1st City Ct		✓	✓	✓				✓	✓		✓	✓	✓		
N.O. - 2nd City Ct	✓														
N.O. - Municipal Ct		✓	✓	✓			✓	✓	✓		✓	✓			✓
N.O. - Traffic Ct		✓			✓	✓									
Oakdale		✓									✓				
Opelousas		✓	✓	✓			✓	✓	✓			✓	✓	✓	
Pineville		✓	✓	✓				✓				✓			
Plaquemine	✓														
Port Allen		✓	✓	✓											
Rayne		✓		✓		✓		✓	✓		✓	✓			
Ruston		✓		✓								✓			
Shreveport		✓			✓	✓	✓	✓							
Slidell		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Springhill	✓														
Sulphur		✓		✓											
Thibodaux		✓													✓
Vidalia		✓										✓			
Ville Platte		✓						✓	✓		✓		✓		
West Monroe	✓														
Winnfield		✓		✓		✓		✓						✓	
Winnsboro		✓		✓											
Zachary		✓		✓		✓		✓				✓			
TOTALS	7	45	9	19	7	21	16	30	23	4	12	24	11	11	7



**ACTIONS TAKEN IN FY 2011-2012 TO PROMPTLY IMPLEMENT CHANGES IN LAW
AND PROCEDURES ~ Exhibit 8**

OBJECTIVE 2.3	Did not address in FY 2011-2012	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 2011-2012 TO PROMPTLY IMPLEMENT CHANGES IN LAW
AND PROCEDURES - Exhibit 8**

OBJECTIVE 2.3	Did not address in FY 2011-2012	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	11	41	18	5	31	10



**ACTIONS TAKEN IN FY 2011-2012 TO GIVE INDIVIDUAL ATTENTION TO CASES,
DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON
LEGALLY RELEVANT FACTORS - Exhibit 9**

OBJECTIVE 3.2	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Developed or used a standardized bail bond schedule	Developed or used standardized Boykin language	Developed or used some form of sentencing or dispositional guidelines	Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Used attorney focus groups to solicit feedback on the court's equality and fairness in the treatment of court users	Other
CITY/PARISH COURT								
Abbeville		✓	✓	✓	✓			
Alexandria		✓	✓	✓				
Ascension Parish Ct		✓	✓	✓	✓			
Baker		✓	✓	✓	✓			
Bastrop		✓	✓	✓	✓			
Baton Rouge		✓	✓	✓				
Bogalusa		✓	✓	✓				
Bossier City		✓		✓				
Breaux Bridge		✓		✓				
Bunkie	✓							
Crowley		✓	✓	✓	✓	✓		
Denham Springs		✓	✓	✓				
Eunice		✓	✓	✓				
Franklin		✓		✓				
Hammond		✓	✓	✓	✓			
Houma		✓	✓		✓			
Jeanerette		✓	✓	✓	✓			
Jefferson - 1st Parish Ct		✓	✓	✓	✓			✓
Jefferson - 2nd Parish Ct		✓	✓	✓	✓			
Jennings		✓	✓	✓				
Kaplan		✓	✓	✓	✓			
Lafayette		✓	✓	✓	✓	✓		✓
Lake Charles		✓	✓	✓	✓	✓		
Leesville	✓							
Marksville		✓	✓		✓			
Minden		✓	✓	✓			✓	
Monroe		✓		✓				
Morgan City		✓	✓	✓	✓	✓		



**ACTIONS TAKEN IN FY 2011-2012 TO GIVE INDIVIDUAL ATTENTION TO CASES,
DECIDING THEM WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON
LEGALLY RELEVANT FACTORS - Exhibit 9**

OBJECTIVE 3.2	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Developed or used a standardized bail bond schedule	Developed or used standardized Boykin language	Developed or used some form of sentencing or dispositional guidelines	Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Used attorney focus groups to solicit feedback on the court's equality and fairness in the treatment of court users	Other
CITY/PARISH COURT								
Natchitoches		✓	✓	✓				
New Iberia		✓	✓	✓	✓			
N.O. - 1st City Ct		✓						✓
N.O. - 2nd City Ct	✓							
N.O. - Municipal Ct		✓	✓	✓	✓			✓
N.O. - Traffic Ct		✓	✓					
Oakdale		✓	✓	✓				
Opelousas		✓	✓	✓	✓			
Pineville		✓	✓	✓	✓			
Plaquemine	✓							
Port Allen		✓	✓	✓	✓			
Rayne		✓	✓	✓	✓		✓	✓
Ruston		✓	✓	✓	✓			
Shreveport		✓	✓	✓				
Slidell		✓	✓	✓	✓	✓		✓
Springhill		✓	✓	✓	✓			
Sulphur		✓	✓	✓	✓			
Thibodaux		✓		✓				
Vidalia		✓	✓	✓	✓			
Ville Platte		✓	✓	✓	✓			
West Monroe		✓						
Winnfield		✓	✓	✓	✓			
Winnsboro		✓	✓	✓	✓			
Zachary		✓	✓	✓	✓			
TOTALS	4	48	41	43	30	5	2	6



**ACTIONS TAKEN IN FY 2011-2012 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE
AND PROPERLY PRESERVED ~ Exhibit 10**

OBJECTIVE 3.5	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Developed or maintained policies or rules relating to the issue	Developed or maintained a system of bar-coding to track the location of manual files and documents	Met with the clerk on a continual basis to improve procedures and address problems	Standardized and automated minute entries	Used real-time court reporting	Developed or implemented a records retention plan	Performed periodic audits of files	Used scanning on filing documents	Other
CITY/PARISH COURT											
Abbeville		✓	✓		✓						
Alexandria		✓			✓						
Ascension Parish Ct		✓									✓
Baker		✓	✓		✓				✓	✓	
Bastrop		✓			✓	✓			✓	✓	
Baton Rouge		✓	✓		✓	✓		✓	✓	✓	✓
Bogalusa		✓			✓						
Bossier City		✓				✓					
Breaux Bridge		✓			✓		✓				
Bunkie		✓			✓						
Crowley		✓	✓		✓	✓		✓		✓	
Denham Springs		✓			✓			✓			
Eunice		✓	✓		✓		✓	✓			
Franklin		✓				✓					
Hammond		✓			✓	✓		✓	✓		
Houma		✓	✓			✓	✓	✓	✓	✓	
Jeanerette	✓										
Jefferson - 1st Parish Ct		✓			✓	✓		✓	✓	✓	✓
Jefferson - 2nd Parish Ct		✓	✓		✓	✓					✓
Jennings		✓	✓		✓	✓		✓			
Kaplan		✓				✓		✓			
Lafayette		✓	✓		✓	✓		✓	✓		
Lake Charles		✓			✓	✓	✓	✓	✓	✓	
Leesville		✓									
Marksville		✓	✓		✓	✓			✓		
Minden		✓	✓		✓			✓			
Monroe		✓	✓		✓	✓	✓	✓	✓		
Morgan City		✓			✓	✓		✓		✓	



**ACTIONS TAKEN IN FY 2011-2012 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE
AND PROPERLY PRESERVED - Exhibit 10**

OBJECTIVE 3.5	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Developed or maintained policies or rules relating to the issue	Developed or maintained a system of bar-coding to track the location of manual files and documents	Met with the clerk on a continual basis to improve procedures and address problems	Standardized and automated minute entries	Used real-time court reporting	Developed or implemented a records retention plan	Performed periodic audits of files	Used scanning on filing documents	Other
CITY/PARISH COURT											
Natchitoches		✓			✓	✓					
New Iberia		✓			✓		✓	✓	✓	✓	
N.O. - 1st City Ct		✓			✓	✓	✓	✓		✓	
N.O. - 2nd City Ct		✓	✓			✓					
N.O. - Municipal Ct		✓	✓	✓	✓	✓	✓		✓	✓	
N.O. - Traffic Ct		✓									✓
Oakdale		✓			✓						
Opelousas		✓	✓		✓	✓		✓	✓		
Pineville		✓			✓	✓	✓			✓	
Plaquemine		✓					✓				
Port Allen		✓	✓	✓		✓				✓	
Rayne		✓	✓		✓	✓	✓	✓	✓		
Ruston		✓	✓	✓		✓		✓			
Shreveport		✓			✓	✓	✓				
Slidell		✓	✓		✓	✓	✓	✓	✓		✓
Springhill		✓						✓			
Sulphur		✓	✓		✓			✓		✓	
Thibodaux		✓				✓	✓				✓
Vidalia		✓			✓						
Ville Platte		✓				✓					
West Monroe		✓				✓					
Winnfield		✓			✓		✓				
Winnsboro		✓				✓					
Zachary		✓			✓						
TOTALS	1	51	20	3	35	31	15	22	15	14	7



**ACTIONS TAKEN IN FY 2011-2012 TO MAINTAIN JUDICIAL INDEPENDENCE WHILE
OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER
BRANCHES OF GOVERNMENT ~ Exhibit 11**

Objective 4.1	Did not address in FY 2011-2012	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 2011-2012 TO MAINTAIN JUDICIAL INDEPENDENCE WHILE
OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER
BRANCHES OF GOVERNMENT ~ Exhibit 11**

Objective 4.1	Did not address in FY 2011-2012	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	8	44	44	11	6



ACTIONS TAKEN IN FY 2011-2012 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES - Exhibit 12

OBJECTIVE 4.3	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Implemented or updated court personnel policies	Provided technology training to court employees	Provided in-house and/or outside employee training and/or education	Implemented or maintained training on civility and professionalism for judges and/or court personnel	Other
CITY/PARISH COURT							
Abbeville		✓			✓	✓	
Alexandria	✓						
Ascension Parish Ct		✓	✓	✓	✓		
Baker		✓	✓	✓	✓	✓	
Bastrop		✓	✓	✓		✓	
Baton Rouge		✓	✓	✓	✓	✓	
Bogalusa		✓	✓				
Bossier City		✓		✓	✓	✓	
Breaux Bridge		✓			✓		
Bunkie	✓						
Crowley		✓	✓	✓	✓	✓	
Denham Springs		✓	✓	✓	✓		
Eunice		✓			✓	✓	
Franklin		✓				✓	
Hammond		✓		✓	✓	✓	
Houma		✓	✓	✓	✓	✓	
Jeanerette		✓			✓		
Jefferson - 1st Parish Ct		✓		✓	✓	✓	✓
Jefferson - 2nd Parish Ct		✓	✓	✓	✓	✓	✓
Jennings		✓		✓		✓	✓
Kaplan		✓	✓		✓		
Lafayette		✓	✓	✓	✓	✓	
Lake Charles		✓	✓	✓	✓	✓	
Leesville		✓					
Marksville		✓	✓	✓	✓		
Minden		✓		✓	✓		
Monroe		✓	✓	✓	✓		
Morgan City		✓			✓	✓	

ACTIONS TAKEN IN FY 2011-2012 TO USE FAIR EMPLOYMENT PRACTICES AND TO TRAIN AND DEVELOP THE COURT'S HUMAN RESOURCES ~ Exhibit 12

OBJECTIVE 4.3	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Implemented or updated court personnel policies	Provided technology training to court employees	Provided in-house and/or outside employee training and/or education	Implemented or maintained training on civility and professionalism for judges and/or court personnel	Other
CITY/PARISH COURT							
Natchitoches		✓	✓	✓	✓	✓	
New Iberia		✓			✓	✓	
N.O. - 1st City Ct		✓	✓	✓	✓	✓	
N.O. - 2nd City Ct	✓						
N.O. - Municipal Ct		✓				✓	
N.O. - Traffic Ct		✓					✓
Oakdale		✓		✓			
Opelousas		✓	✓	✓	✓	✓	
Pineville		✓		✓	✓	✓	
Plaquemine	✓						
Port Allen		✓		✓	✓	✓	
Rayne		✓	✓	✓	✓	✓	✓
Ruston		✓	✓	✓	✓		
Shreveport		✓	✓		✓	✓	
Slidell		✓	✓	✓	✓	✓	✓
Springhill		✓			✓		
Sulphur		✓	✓	✓	✓	✓	
Thibodaux		✓			✓		
Vidalia		✓			✓	✓	
Ville Platte		✓			✓	✓	
West Monroe		✓				✓	✓
Winnfield		✓	✓				
Winnsboro		✓			✓		
Zachary		✓			✓	✓	
TOTALS	4	48	22	27	38	31	7



**ACTIONS TAKEN IN FY 2011-2012 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION AND PROGRAMS ~ Exhibit 13**

OBJECTIVE 4.4	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Created/maintained a website containing information about the court	Used social media	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
CITY/PARISH COURT												
Abbeville		✓								✓	✓	
Alexandria		✓			✓				✓			
Ascension Parish 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 2011-2012 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION AND PROGRAMS ~ Exhibit 13**

OBJECTIVE 4.4	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Created/maintained a website containing information about the court	Used social media	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
CITY/PARISH COURT												
Natchitoches		✓										✓
New Iberia		✓				✓			✓			
N.O. - 1st City Ct		✓	✓			✓		✓		✓		
N.O. - 2nd City Ct		✓		✓		✓						
N.O. - Municipal Ct		✓										✓
N.O. - Traffic Ct		✓	✓									
Oakdale		✓				✓			✓			
Opelousas		✓	✓			✓		✓	✓		✓	
Pineville		✓							✓			
Plaquemine		✓				✓						
Port Allen		✓	✓			✓		✓	✓			
Rayne		✓	✓			✓		✓	✓		✓	
Ruston		✓	✓						✓			
Shreveport		✓	✓			✓		✓	✓	✓	✓	
Slidell		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Springhill	✓											
Sulphur		✓	✓		✓			✓				
Thibodaux		✓									✓	
Vidalia	✓											
Ville Platte	✓											
West Monroe		✓				✓	✓		✓			
Winnfield	✓											
Winnsboro		✓						✓				
Zachary		✓	✓					✓				
TOTALS	6	46	23	6	8	26	4	26	22	6	12	6



**ACTIONS TAKEN IN FY 2011-2012 TO RECOGNIZE NEW CONDITIONS OR EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:
IMPLEMENTING TECHNOLOGIES ~ Exhibit 14**

OBJECTIVE 4.5	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Created or updated a court website	Used social media	Acquired or updated legal research materials	Bought additional personal computers	Bought mobile devices such as smart phones or tablets	Installed or updated video-conferencing/arraignment system	Installed or updated real-time reporting	Installed or updated electronic monitoring	Installed or updated e-mail/Internet	Upgraded word processing software	Installed or updated audio-visual equipment	Installed or updated digital audio/video	Installed or updated legal research software	Installed or updated an automated security system	Other
CITY/PARISH COURT																	
Abbeville	✓																
Alexandria	✓																
Ascension 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	✓																

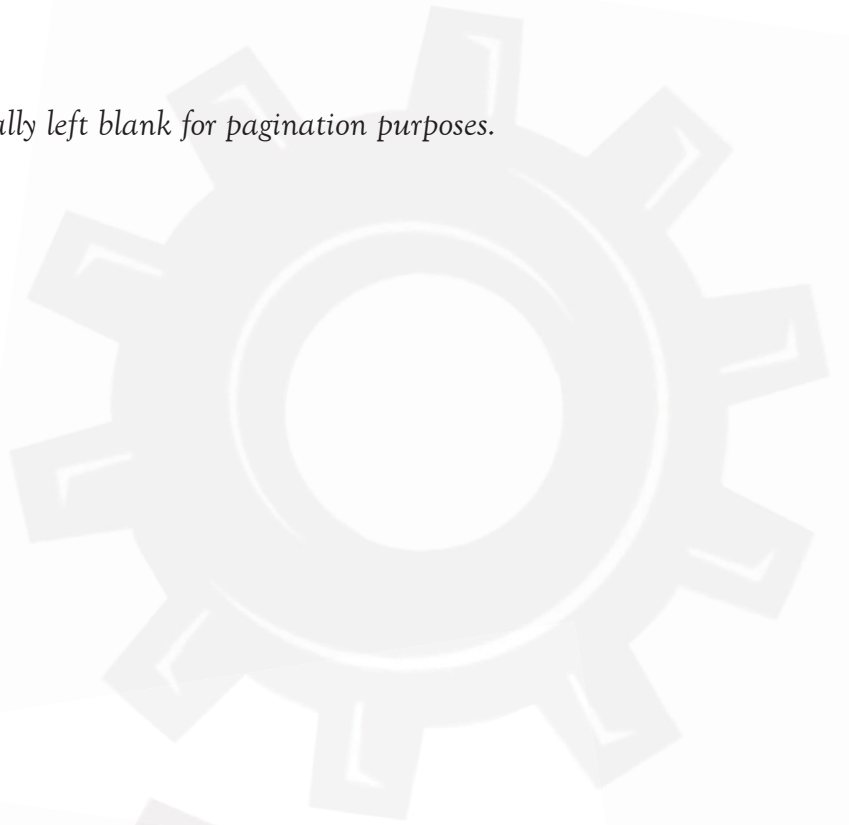


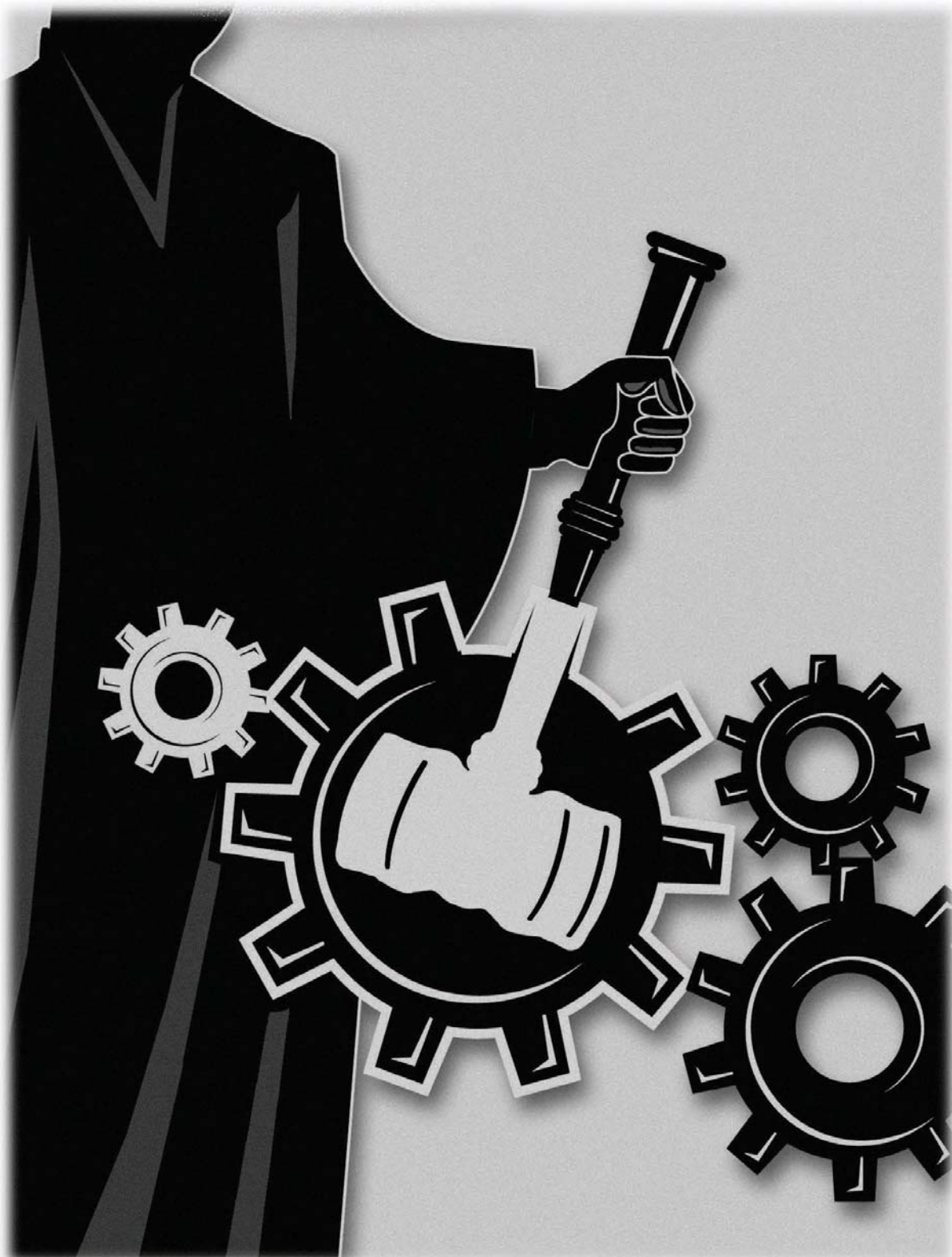
**ACTIONS TAKEN IN FY 2011-2012 TO RECOGNIZE NEW CONDITIONS OR EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:
IMPLEMENTING TECHNOLOGIES ~ Exhibit 14**

OBJECTIVE 4.5	Did not address in FY 2011-2012	Continued to address this objective through the actions indicated	Created or updated a court website	Used social media	Acquired or updated legal research materials	Bought additional personal computers	Bought mobile devices such as smart phones or tablets	Installed or updated video-conferencing/arraignment system	Installed or updated real-time reporting	Installed or updated electronic monitoring	Installed or updated e-mail/Internet	Upgraded word processing software	Installed or updated audio-visual equipment	Installed or updated digital audio/video	Installed or updated legal research software	Installed or updated an automated security system	Other
CITY/PARISH COURT																	
Natchitoches		✓					✓										✓
New Iberia		✓								✓	✓						
N.O. - 1st City Ct		✓	✓		✓				✓		✓	✓			✓		
N.O. - 2nd City Ct	✓																
N.O. - Municipal Ct		✓			✓	✓	✓					✓					✓
N.O. - Traffic Ct		✓	✓		✓		✓				✓						
Oakdale		✓					✓				✓						
Opelousas		✓	✓		✓	✓	✓								✓		
Pineville		✓			✓	✓				✓	✓	✓	✓			✓	
Plaquemine	✓																
Port Allen		✓	✓				✓							✓			
Rayne		✓	✓		✓	✓	✓		✓			✓			✓		
Ruston		✓	✓		✓										✓		
Shreveport		✓	✓		✓	✓	✓	✓	✓		✓			✓	✓	✓	
Slidell		✓	✓		✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	
Springhill		✓			✓	✓											
Sulphur		✓	✓					✓	✓				✓	✓			
Thibodaux		✓			✓	✓								✓			
Vidalia		✓			✓												
Ville Platte		✓			✓									✓			
West Monroe		✓	✓				✓						✓	✓			
Winnfield	✓																
Winnsboro		✓				✓							✓		✓		
Zachary		✓	✓		✓	✓						✓					
TOTALS	7	45	25	5	30	23	19	7	10	7	21	16	13	20	19	10	6



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PERFORMANCE REPORTS:

**SUPREME COURT DATA
GATHERING SYSTEMS**

SUPREME COURT DATA GATHERING SYSTEMS

The Supreme Court supports 12 systems for gathering data on itself, the courts of appeal, the district courts, and the city and parish courts. These systems are in various stages of development and include both automated and manual systems. They 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 District Court Reporting System
- The Juvenile and Family Court Reporting System
- The Parish and City Court Reporting System

Each of these systems is briefly described below.

LOUISIANA SUPREME COURT CASE MANAGEMENT SYSTEM AND BUSINESS PROCESS MANAGEMENT

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

The Court has also developed an internal web portal. Also known as a links page, this portal presents information from diverse sources in a unified manner. The portal provides employees with access, control, and procedures for multiple applications and databases. The portal design allows a number of users to share resources.

The Court has adopted a document management protocol 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.

In addition, the Court has deployed video conferencing technology to save on travel time and expense for the Court.



THE CRIMINAL DISPOSITION DATA COLLECTION SYSTEM

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

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

After the data is reviewed, 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 2012, 32,295 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 2012, a total of 21,883 qualifying criminal disposition records from 55 parishes were posted to the FBI's NICS database.

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

THE CRIMINAL JUSTICE INFORMATION SYSTEM

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

THE DRUG COURT CASE MANAGEMENT SYSTEM

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

The DCCM is a web-based system which allows multiple users to input and access critical offender data in a real-time format. The system was developed by the SCDCO with significant input from users. The DCCM allows local drug court programs to track clients through the drug court process by providing a single database in which



demographic, program status, treatment, and discharge data can be maintained, quickly accessed, and easily shared.

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

THE INTEGRATED JUVENILE JUSTICE INFORMATION SYSTEM

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

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

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

THE LOUISIANA COURT CONNECTION

The Louisiana Court Connection (LCC) is a web-based court case management system under development by CMIS. The LCC is designed to assist the courts of Louisiana in managing and reporting criminal, traffic, civil, and juvenile court proceedings. The LCC will also help courts track probation, caseloads, appeals, and individual service activities. The system will include a charge code and sentencing module that will provide a common method to trade the charge information among agencies and allow the agencies to look up and translate charge codes from one set of charge codes to another set of charge codes.

An especially important feature of the LCC is that, in conjunction with the Traffic Violation Data Collection System, it 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, which was launched in 1999.

Records contained in the registry are available to state and local law enforcement agencies, district attorney offices, the Department of Social Services, Office of Community Services; the Department of Health and Hospitals, Bureau of Protective Services; the Governor’s Office of Elderly Affairs, Elderly Protective Services; the Office of the Louisiana Attorney General; and the courts. In addition, certain qualifying records from the registry are transmitted to the FBI’s National Crime Information Center (NCIC) Protection Order File and the National Instant Criminal Background Check System (NICS).

During 2012, LPOR staff responded to 148 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 are prohibited from buying them under federal law.

During the period, LPOR staff also responded to 807 requests for order verification from local, state, and out-of-state law enforcement officials who were conducting investigations involving the subject of a Louisiana order of protection.

Ongoing training of those who play a role in preparing, issuing, and enforcing orders of protection is an LPOR staff priority. Toward that end, during 2012 members of LPOR’s training team provided five presentations and workshops at the request of other agencies and organizations. This training reached 334 individuals.

LPOR also provided eleven Louisiana Automated Victim Notification System/LPOR Regional Seminars that reached 225 individuals, three LPOR Legal Seminars that reached 135 individuals, and four LPOR Judicial Training Project programs that reached 92 individuals.

In all, LPOR staff reached 786 people with critical information about effective prevention and intervention strategies used to respond to domestic abuse and dating violence.

In 2012, LPOR staff received and entered 20,874 orders from Louisiana courts. Of these, 15,258 (73%) were civil orders and 5,616 (27%) were criminal orders. A breakdown—by type—of the orders entered into LPOR since 2009 is provided in the tables below.

Table One: Civil Orders

Civil Orders:	2009	2010	2011	2012
Temporary Restraining Orders	12,528	11,909	12,436	12,034
Protective Orders	3,925	3,613	3,320	3,155
Preliminary Injunctions	32	30	21	23
Permanent Injunctions	47	41	41	46
Total Civil Orders	16,532	15,593	15,818	15,258



Table Two: Criminal Orders

<u>Criminal Orders:</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Bail Restrictions	3,889	4,313	4,779	3,701
Peace Bonds	432	61	113	189
Combined Bail/Peace Bonds	534	332	200	626
Sentencing Orders	0	0	0	0
Probation Conditions	0	0	0	0
Combined Sentencing/Probation	267	543	445	1,100
Total Criminal Orders	5,122	5,249	5,537	5,616

Table Three: Combined Orders

<u>Combined Orders:</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Civil and Criminal Order Totals	21,654	20,842	21,355	20,874

THE TRAFFIC VIOLATION DATA COLLECTION SYSTEM

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

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

One of the many benefits of the system is reduced paperwork for 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, 52 district courts, 13 city courts and 5 mayor's courts sent traffic dispositions to CMIS. These courts transmitted traffic data which is being retrieved by OMV and posted to OMV driver history records. Additional clerks intend to participate in the project and are currently at various stages of updating their systems in order to capture and transmit traffic data.

THE COURT OF APPEALS REPORTING SYSTEM

The Court of Appeals Reporting System (CARS) is a software system in which case information from all five of the appellate courts is stored. The information collected relates to every stage of an appeal, from the lodging of the case to its final disposition. The information is used to analyze performance relative to time standards and the workload at each appellate court. Additionally, the caseload statistics are reported to the National Center for State Courts as a part of its Court Statistics Project and aggregated for presentation in the Supreme Court's annual report.

THE DISTRICT COURT REPORTING SYSTEM

The District Court Reporting System is an electronic case database, administered by CMIS, that stores information from each of the trial courts on civil, domestic, criminal, traffic, and juvenile cases. Trial courts submit their information monthly via a website: www.lajudicial.gov. The website offers clerks of court immediate access to current year-to-date caseload information. Out of 64 parishes statewide, 58 have registered and are using the website to submit their caseload data. The remaining seven parishes send in manual forms and CMIS staff enters the information into the database for them. Filing data from the courts is aggregated and reported in the Supreme Court's annual report.

THE JUVENILE AND FAMILY COURT REPORTING SYSTEM

The Juvenile and Family Court Reporting System is a manual system, administered by CMIS, in which case information from the four specialized juvenile courts and the one designated family court is maintained. Information is received relating to juvenile delinquency cases, juvenile traffic cases, adoption cases, child support cases, termination of parental rights cases, and Child in Need of Care cases. In addition, the one family court in the state submits data on family court filings by type of case.

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

THE PARISH AND CITY COURT REPORTING SYSTEM

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



UNIFORM REPORTING STANDARDS

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

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

BARRIERS TO DATA GATHERING AND DEVELOPMENT

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

The court system in Louisiana is decentralized, involving more than 756 elected judges and justices of the peace spread over five layers of courts – the Supreme Court, courts of appeal, district courts, parish and city courts, and justices of the peace. It also involves 42 elected district attorneys, 67 elected clerks of court, 64 elected sheriffs, 64 elected coroners, 387 elected constables serving the justices of the peace, 47 elected city court marshals or constables, and 222 mayors or their designees managing mayors’ courts – all of whom exercise individual, independent authority.

The varied financial arrangements in place to support judicial branch operations also impact data gathering and information systems development. Local governments are generally required to carry the burden of funding the courts, the district attorneys, and the coroners. Citizens are also required to pay fees, fines, court costs and assessments to help pay for the costs of judicial branch functions. These arrangements create a situation of “rich”

and “poor” jurisdictions and offices, and they can force entities that should work together to compete with one another for limited resources.

The decentralized court structure and lack of uniform financing for justice entities significantly affects the Supreme Court’s ability to gather data, to achieve coordination and collaboration within the system, and to use data as a means of improving the administration of justice.

A related barrier exists relative to the use of data currently available – that of the lack of data standardization, both within courts and among them and their justice system partners. Standardization of data collection and reporting is essential to producing meaningful indicators on the performance of the judicial branch. However, each court operates autonomously. While this independence gives each court an important degree of flexibility, it can also present challenges to the development of uniform standards, which in turn limits the uses for which available data can be used.

Outside agencies present another standardization challenge to the courts in collecting meaningful data. Very few standards exist relating to what information needs to be shared with courts and other justice entities during the course of each case. This lack of standard data collection procedures may often result in missing or inaccurate case data.

Despite these barriers and a deficit in financial, staffing, and technological resources throughout the state, courts and their justice system partners continue to work together to achieve progress in data gathering and information systems development. The Supreme Court continues to strive toward standardization by working with all levels of court as well as outside agencies in the data gathering process. In addition, The Supreme Court’s CMIS division is working toward implementing the National Information Exchange Model (NIEM). NIEM was created to assist with enterprise-wide information sharing standards across agencies including justice and public safety, among others.

At the district court level, most courts use standards that have been created by the Supreme Court for criminal case data collection. A traffic case data standard has been developed by the Supreme Court and is in use by most district and some city courts. A standard for reporting caseloads for all categories has been in use by all levels of court for many years and a new Justice of the Peace data collection protocol was initiated in 2011. Supreme Court staff members continue to train court and clerk of court personnel on the standards. The Supreme Court believes that its capacity to promote, support, and make use of information related to judicial performance will continue to improve.





THE SUPREME COURT OF LOUISIANA

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