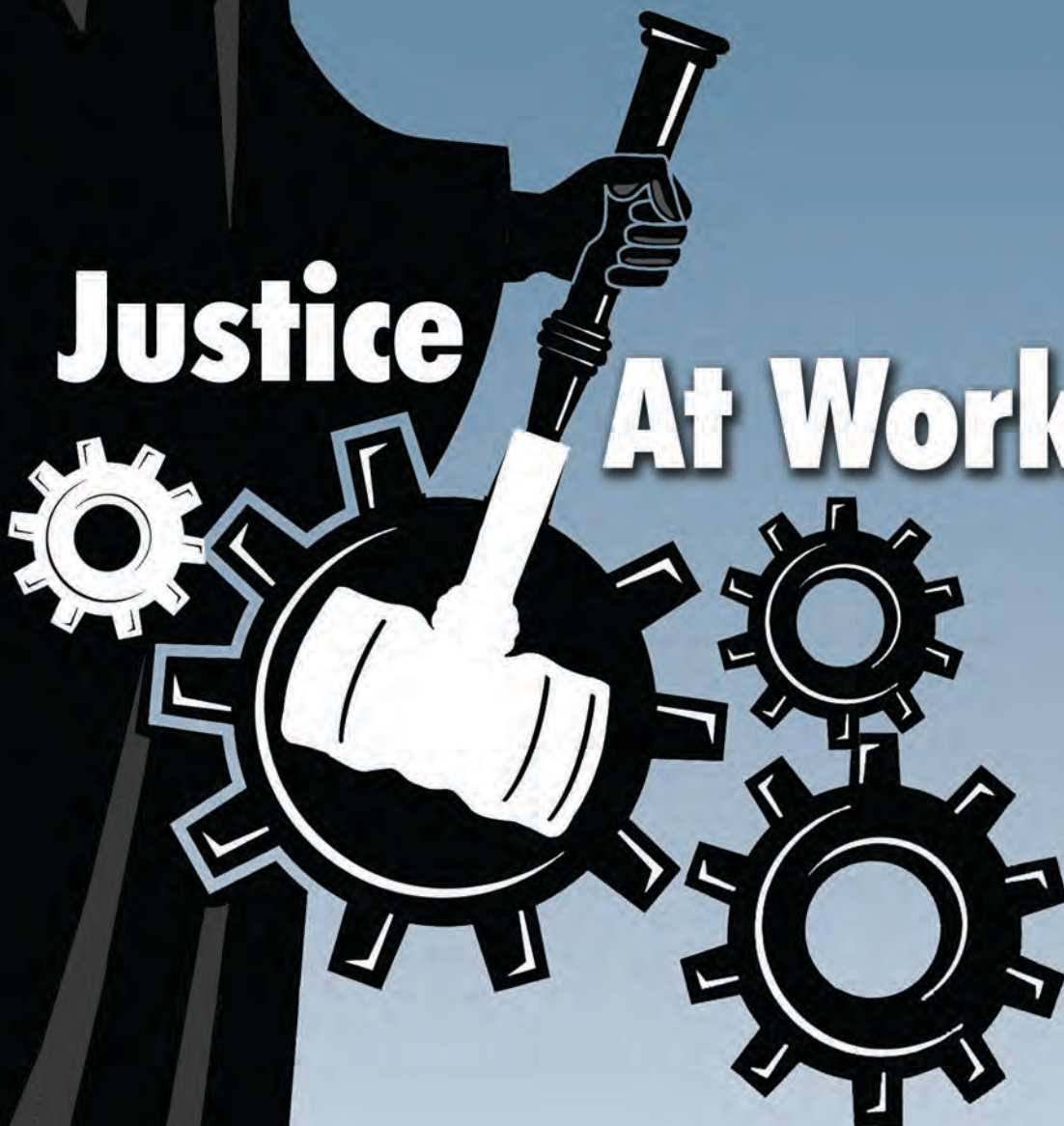


THE SUPREME COURT OF LOUISIANA

Justice

At Work



**The State of
Judicial Performance
in Louisiana**

**2012
2013**

FY 2012 – 2013
The State of Judicial Performance In Louisiana

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The State Of Judicial Performance In Louisiana

The fourteenth annual report on “The State of Judicial Performance in Louisiana” has been prepared pursuant to the provisions of the Judicial Budget and Performance Accountability Act of 1999 (R.S. 13:84). Under the Act, the Judicial Administrator of the Supreme Court is responsible for developing a performance accountability program and for reporting annually on court performance. This report provides information on steps taken by the Supreme Court, the Courts of Appeal, the District Courts, and the City and Parish Courts to implement the provisions of their respective plans for the period **July 1, 2012 to June 30, 2013**.

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 (1) enhancing services for court users; (2) increasing court efficiency; (3) improving court security and emergency planning; (4) developing court-sponsored programs and partnerships to benefit their communities; and (5) educating the public on the important role of laws and courts in society.

(1) Enhancing services for court users. Courts improved the services they provide to their communities and the ease and convenience by which court users access those services. The Louisiana Supreme Court implemented e-filing for all attorneys in good standing with the Louisiana State Bar Association. Two courts of appeal planned or instituted email as a method of transmitting official court notices. Other courts improved courtroom technology through video conferencing and digital evidence presentation applications. Courts also developed or improved websites, allowing court users to access useful information prior to coming to court or to handle court business remotely. Several courts have begun renovating or building new court facilities, which will improve court access, services, and safety for court users and staff.

The Supreme Court implemented the Louisiana Court Interpreter Training Program and adopted two tiers of court interpreters consisting of “registered” and “certified” court interpreters. This program has been utilized by both district and city courts to improve their court interpretation services. Courts have also translated court forms into Spanish and other languages.

Courts assisted self-represented litigants by staffing self-help desks or placing forms in courthouses and on websites with in-court terminals for website access. Courts also prided themselves on offering low-cost, user-friendly customer service and short wait times for hearing dates or decisions. One court opened an Office of Motor Vehicles tag station in the courthouse to assist court patrons with OMV business.

Courts made calendar changes or improved jury management systems to more efficiently manage cases and reduce wait time for litigants and jurors. Courts founded special programs to assist citizens that come in contact with the court system, such as alcohol and drug treatment courts, veterans’ treatment courts, and diversion programs.



Courts focused on the special needs of children in a number of ways. The Continuous Quality Improvement Committee was founded through the Supreme Court's Court Improvement Program to focus on the timeliness of court proceedings for Child in Need of Care cases. Other courts collaborated with stakeholders to develop juvenile services, delinquency prevention programs, and court-appointed mentor programs for juvenile drug court and FINS program participants. Courts also changed internal processes to better handle juvenile cases and piloted two evidence-based alternatives to juvenile detention. One court approved its first two-division Family Court to concentrate on family matters; another employed a hearing officer to enhance child support collection. Courts renovated buildings or planned for new or renovated buildings to increase access for individuals with disabilities.

(2) Increasing court efficiency. Technology played a large role in increasing court efficiency. One court collaborated with the Clerk of Court to develop a technology strategic plan, with a paper-on-demand system the ultimate goal. Other courts continued phased implementation of paper-on-demand case management systems and digitized records management systems. Courts also implemented or moved toward e-filing and e-notification systems, digital warrant signing systems, and timekeeping systems.

Courts also invested in video conferencing, digital evidence presentation systems, electronic case management systems, and judicial dashboard programs that allow judges electronic access to all documents needed for a particular case. Equipment such as servers, offsite data backup systems, court recording systems, video systems, scanners, and computers were purchased or replaced to augment court processes.

Courts also refined internal procedures to become more efficient as well as user-friendly. Courts reorganized or streamlined dockets to increase the number of cases heard and to shorten wait times for the public and attorneys. One court adopted a new criminal discovery system to save time and money; another reduced the number of cases under advisement; and a third improved coordination among all necessary personnel in juvenile cases, including school, state probation, city probation, public defender, prosecutor, and staff. Courts improved their jury procedures to minimize the impact on jurors. One court worked with the legislature to change the law to allow the Clerk of Court to substitute for the jury commission in the district, reducing jury trial costs. Other courts implemented new jury management systems.

One court approved its first two-division Family Court to concentrate on family matters. Another employed a hearing officer to enhance the collection of child support. One court increased operational efficiency by converting its contract security officers to employees. Other courts drafted employee manuals, increased funding for employees, cross-trained employees, and improved writ intake forms.

(3) 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. The Supreme Court converted the Security Task Force into a standing committee of the Supreme Court.

Courts held regular security meetings and made security improvements such as security cameras, bulletproof doors, metal detectors, panic alarms, and electronic access systems. Other courts began or planned renovations to existing buildings or new facilities that include state-of-the-art security through courthouse design. Courts continued to draft or refine emergency and disaster recovery plans. Courts also added 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.



(4) Developing court-sponsored programs and partnerships to benefit communities. Louisiana courts continued to develop court-sponsored programs and partnerships with community stakeholders to improve the communities they serve. Court-sponsored programs and partnerships included adult and juvenile drug courts, veterans' treatment courts, sobriety courts, truancy courts, family preservation courts, mental/behavioral health courts, domestic violence programs, re-entry courts, and diversion programs.

Courts collaborated with other area stakeholders to develop a technology strategic plan, develop efficiencies with the clerk of court, and draft grant applications for problem-solving courts. They also worked together to implement technologies such as warrant-signing applications, case management systems, and data reporting systems. The courts also worked with security committees and other court stakeholders to enhance court security.

Courts also collaborated with others to develop juvenile services, delinquency prevention programs, and court-appointed mentor programs for juvenile drug court and FINS program participants. One court opened an Office of Motor Vehicles tag station in the courthouse to assist court patrons with OMV business. The Supreme Court partnered with clerks of court and other state and federal agencies to improve data collection and reporting and to revise the state's Uniform Commitment Document.

(5) Educating the public on the important role of laws and courts in society. Courts also provided information about the importance of an independent judicial system and the services they provide. Some courts provided free continuing legal education for attorneys and internship programs for students. Courts also continued to sponsor Law Day celebrations and mock trial competitions; made presentations at community meetings and local schools; and made a short video documentary of the history, mission, resources, and accessibility of the court.

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

Respectfully submitted,



Sandra Vujnovich
Judicial Administrator





PERFORMANCE REPORTS:

**PERFORMANCE OF THE
SUPREME COURT**

PERFORMANCE OF THE SUPREME COURT

INTRODUCTION

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

The goals and objectives of the Strategic Plan of the Supreme Court reflect the Supreme Court's Performance Standards.¹ The information comprising the "Intent of the Objectives" sections of this report was derived primarily from "Appellate Court Performance Standards and Measures," a joint publication of the National Center for State Courts and the State Justice Institute (1999). The information presented in the "Response to the Objective" sections of this report was derived from the responses of various divisions of the Supreme Court to a request from the Judicial Administrator's Office.

SUPREME COURT GOALS AND OBJECTIVES

GOAL ONE: TO PROTECT THE RULE OF LAW

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

GOAL TWO: TO PROMOTE THE RULE OF LAW

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

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



GOAL THREE: TO ENSURE THE PUBLIC TRUST

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

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

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

GOAL FIVE: TO USE PUBLIC RESOURCES EFFICIENTLY

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

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

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



GOAL ONE: TO PROTECT THE RULE OF LAW

Objective 1.1

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

Intent of the Objective

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

Response 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 2013, the Court disposed of 2,500 cases while receiving and filing 3,017 cases for a clearance rate of 83 percent, a decrease from 115 percent in 2012. The Court's two-year clearance rate (2012-2014) was 98 percent.

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. The Court schedules writ applications for review within six weeks of filing, except in late summer and early fall, when the time is slightly longer. When the Court grants a writ application for oral argument, the attorneys for the applicant must file their briefs no more than 25 days from the date of the grant. The respondent's attorneys must file their briefs no more than 45 days from the grant. The Court will grant extensions if they will not impact the date of the oral argument.

In civil and non-capital criminal cases, appeals are initiated when the record from the lower court is lodged in the Supreme Court. Attorneys for the appellant must file their briefs no more than 30 days from the lodging of the record by the lower court. The attorneys for the appellee must file their briefs no more than 60 days from the date of the lodging of the record. Civil cases are generally scheduled so that the last brief is received at least within one week prior to argument. The period for filing briefs may be shortened if an issue warrants quicker attention.



In capital appeals, the record is given to the Court's Central Staff to make sure that it is complete. Upon completion, the record is lodged and, as in other appeals, attorneys must file their briefs no more than 30 and 60 days, respectively, from the date of lodging. The Court hears up to two capital cases per argument cycle, allowing the Court to handle up to 12 capital cases per year.

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

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

- **The Clerk of Court.** The 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 the Court grants the writ, the Clerk's Office schedules the

case for oral argument and coordinates, with the Justices' staffs and the Civil and Central staffs, the preparation of a brief abstract of facts and other factors relating to the case for use by the Justices. While matters are under consideration, the Clerk's front office is the liaison between the Court and counsel and the Court and the lower courts. In 2013, 3,017 cases were filed with the Clerk of Court, an increase of nine percent from the 2,769 cases filed in 2012.

The Clerk of Court's Office fulfilled the following key responsibilities or accomplished the following in 2013:

- Processed all filings and dispositions including dissemination of actions to the parties, courts, and the public via U.S. mail, e-mail, and the Internet.
- Scanned all filings and dispositions, which are available to staff via the Court's case management system.
- Tweaked the voluntary e-filing system that went statewide on August 1, 2012. Began work on an RFP for a new case management system which integrates with the Justices' and staff attorneys' offices.
- Admitted 542 new attorneys to the practice of law, a decrease of 16 percent from the 645 admitted in 2012.
- Issued Certificates of Good Standing. The demand for issuance of Certificates of Good Standing continues to fall. In 2010 there were 4,978 certificates issued; in 2011 the request dropped to 4,888, and in 2012 only 4,549 certificates were issued. In 2013 only 3,441 were issued; however, up until July 1, 2013 there was no charge for certificates, which now cost \$20.00 each.
- Processed and maintained minute book entries and orders. The number of minute book entries decreased from 2,364 in 2012 to 2,121 in 2013. Likewise, orders decreased from



2,220 in 2012 to 1,852 in 2013. 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 240 events hosted by the Court. These events included Court conferences, oral argument days, Judiciary Commission hearings, and other meetings.
- Oversaw courthouse general maintenance and improvements involving roof repairs, basement waterproofing, and the refurbishing of the chillers.
- Participated in the Enterprise Resource Planning 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 Supreme Court created the Civil Staff Department in 1997 to prepare abstracts of fact summaries for specialized cases involving interlocutory or pre-trial civil writs, bar discipline matters, judicial disciplinary matters, and civil cases on summary dockets. The Civil Staff also prepare bench memoranda for cases on direct appeal in matters where a lower court has declared a law unconstitutional.
- **The Central Staff Department.** The Central Staff Department was created by the Supreme Court in 1978 to prepare reports on criminal appeals screened for the summary docket and to prepare extensive bench memoranda for all cases set on the regular docket, including capital appeals and cases in which a statute or ordinance has been declared unconstitutional. At the time, the Supreme Court had exclusive appellate jurisdiction in criminal cases.

In 1982 the Louisiana Constitution was amended to vest criminal appellate jurisdiction in non-capital felony cases in the courts of appeal. At that time, Central Staff became primarily a writ-screening

unit, preparing reports on writ applications requesting the Court to exercise its supervisory jurisdiction to review court of appeal decisions in criminal matters.

During the period, Central Staff continued to screen writs and to prepare extensive bench memoranda for all criminal cases set on the regular docket as well as capital cases and cases in which a statute or ordinance has been declared unconstitutional. Central Staff also continued to review and report on inmate applications for post-conviction relief, including those death-penalty cases in which the Court affirmed the conviction and sentence on direct appeal. 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 staff of the Law Library provides research assistance to the Justices, their law clerks, other court staff, the bar, and the general public. The library collects materials from a variety of jurisdictions, but the emphasis is on Louisiana materials, both current and historic. The library conducts outreach efforts to members of the bar and the legal community and is working in cooperation with the Louisiana State Bar Association and other groups to train and prepare public librarians throughout the state to better assist self-represented litigants.



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

Objective 1.2

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

Intent of the Objective

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

Response to the Objective

- **Clarification and Harmonization of the Law.** The Court’s efforts to clarify, harmonize, and develop the law are among its regular, ongoing activities. See the response to Objective 1.1 in addition to those below.
- **Judicial Legal Resources.** The Law Library of Louisiana’s collection provides easy access to an array of legal resources intended to assist in the clarification and harmonization of the law for the

Justices, their clerks and staff members, other Court users, the bar, and the general public.

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

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

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

Objective 1.3

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

Intent of the Objective

The Supreme Court of Louisiana, pursuant to state constitutional provisions or legislative enactments, is often the designated forum for the determination of appeals, writs, and original proceedings, such as election disputes, capital appeals, post-conviction applications, and other issues. These proceedings may pertain to constitutional rights, may affect large segments of the population within the Court’s jurisdiction, and/or may require prompt and authoritative judicial action to avoid irreparable harm. In addition, the Court has recognized that it has a



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

Response to the Objective

- **Expeditious Determination of Certain Case Types and Certain Interlocutory Matters.** Currently, election cases are expedited pursuant to La. R.S. 18:1409 and Supreme Court Rule X, 5(c). In addition, Supreme Court Rule XXXIV provides for the expeditious handling of all writs and appeals arising from Child in Need of Care cases, termination or surrender of parental rights cases, adoption cases, and all child custody cases. The Court also expedites filings involving interlocutory matters where a trial is in progress or where there is an immediate need for a decision to avoid delay of trial.
- **Priority Treatment.** Individual matters are given priority treatment on a case-by-case basis. If an applicant desires priority treatment of a writ application, the applicant or the attorney must complete a civil or criminal priority filing sheet, outlining why expedited action is warranted. When the writ application is circulated to the Justices, the Justice assigned as the original Justice may refer the matter to staff for preparation of a memorandum or handle the matter in chambers. If the original Justice agrees that the writ application warrants priority treatment or emergency attention, he or she will recommend a proposed disposition and will decide to call a conference immediately, take the votes of the other Justices by phone or email, or discuss the matter at the next regularly scheduled writ conference. In all cases, all Justices are given the opportunity to review and vote on the writ application. Only in rare instances will action on a writ application be taken when more than four but less than six Justices have voted.
- **Availability of Justices.** The Court has developed internal procedures for ensuring that Justices are available at all times to fulfill the Court's duties and responsibilities. These internal

procedures provide for, among other things, a schedule of duty on weekends and during the summer months when the Court is not in session (July and part of August). Each Justice selects a ten-day period in the summer to handle emergency filings (although all members of the Court still participate in all Court actions) and other Court business that may arise. The Clerk of Court maintains the weekend schedule throughout the year, using regular rotation lists to determine which Justice(s) shall be assigned to handle emergencies on a particular weekend or holiday.

Objective 1.4

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

Intent of the Objective

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



Response to the Objective

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

GOAL TWO: TO PROMOTE THE RULE OF LAW

Objective 2.1

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

Intent of the Objective

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

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

Response to the Objective

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

Objective 2.2

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

Intent of the Objective

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



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

Response to the Objective

- **Clarity and Scope of Opinions.** The Court's efforts to meet this objective are part of its regular, ongoing activities. See the Response to Objective 1.1 for further information.

The Justices also address this objective by participating in and teaching workshops for judges attending judicial education sessions. Important Supreme Court decisions are routinely discussed at these sessions. In addition, sometimes the judges from lower court tribunals will call the Clerk of Court to solicit such clarifications. On those occasions, the Clerk of Court will bring these matters to the attention of the Court.

In addition, trial judges in criminal matters will often file opinions to explain their decisions and actions – sometimes at the request of the Supreme Court and sometimes on their own initiative. In many cases, these opinions assisted the Supreme Court in better addressing the dispositive issues, stating the holdings, and articulating more clearly the reasons for the decision.

Objective 2.3

To resolve cases in a timely manner.

Intent of the Objective

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

Response to the Objective

- **Consistently Current Docket.** Each year, the Court holds 31 to 35 weekly conferences (meeting two days each week) to discuss and cast votes on filings, often voting on more than 100 writ applications per conference. The Court also holds at least six oral argument sittings annually with approximately 10 to 25 cases argued each cycle. The Court maintains a consistently current docket in that when it grants writ applications, the applications are scheduled for oral argument on the next available docket and the opinions are almost always handed down within 12 weeks of oral argument. The Court reports the number and type of matters considered by it each year, and the disposition of these matters, in the Court's annual report.
- **Time Standards and Their Use.** In 1993, the Court adopted aspirational time standards to encourage the timely resolution of cases. The Court measures its case processing performance against these time standards and publishes the results as performance indicators in the annual judicial appropriations bill. The Court, at times, has taken steps to improve its performance relative to the high volume of criminal case applications and self-represented post-conviction applications by retaining contract attorneys to assist in these cases and by retaining court consultants to evaluate the processing of cases. The Court develops and uses strategies as necessary to bring its case processing in line with its standards.
- **Cases Under Advisement.** The Court has developed procedures for ensuring that it timely disposes of all cases argued and assigned for opinion writing. The Court circulates lists of all pending cases each cycle to all Justices as a means of identifying those cases on which action(s) may still be needed. This can reduce delays in opinion writing.



GOAL THREE: TO ENSURE THE PUBLIC TRUST

Objective 3.1

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

Intent of the Objective

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

Response to the Objective

- **Programmatic Accessibility.** All Court staff members, including those in the Law Library of Louisiana, provided reasonable accommodation to any individual with a disability.
- **Procedural Accessibility.** The library's reference department staff continued to utilize its training, experience, and resources to answer general questions about court procedures.
- **Economic Accessibility.** Throughout the period covered by this report, the Law Library of Louisiana was open to the public and the bar free of charge. Access to the library's online catalog, which continued to be available through a link on the main page of the Court's website, was also free of charge. Six computers were available in the main section of the library to provide access to subscription legal databases and the Internet for legal research; Westlaw was available on three of these computers free of charge. 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. The library periodically reviews the charges. To facilitate access for those Louisiana residents outside of the greater New Orleans area, the Law Library continued to sponsor a toll-free number, (800) 820-3038, that can be dialed from anywhere in the state. Information about the library's resources is available by calling this number. Library staff also reviewed questions sent by e-mail to reference@lasc.org. This e-mail address was accessible through a link on the Court's website.
- **Communications Accessibility.** During the period covered by this report, the Court continued to obtain and maintain state-of-the-art telecommunications equipment, software, and processes to facilitate communication between the Court and the public. The Court also made live streaming of oral argument accessible via the website.
- **Language Accessibility.** In 2012-2013, the Louisiana Supreme Court implemented the Louisiana Court Interpreter Training Program and adopted two tiers of court interpreters consisting of "registered" and "certified" court interpreters. An interpreter will be listed on the Louisiana Supreme Court's list of "registered" court interpreters in the language for which he or she tested if he or she:



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

Once an interpreter has met all of the qualification to become a “registered” court interpreter in Louisiana, he is then eligible to take an oral examination, provided by NCSC, to become a “certified” court interpreter. While registration indicates a basic level of proficiency, certification as a court interpreter indicates the highest skill level and tests the interpreter in the three primary modes of court interpreting (consecutive, simultaneous, and sight).

- **Physical Accessibility.** During the period covered by this report, the Court continued to comply with all Americans with Disabilities Act standards and requirements and responded to requests for reasonable accommodation.
- **Information Accessibility.** The Law Library of Louisiana’s print and electronic holdings and the research expertise of its law librarians continued to be available to the bench, bar, and public. Throughout the period covered by this report, the library was open Mondays, Tuesdays, Thursdays, and Fridays from 9 a.m. to 5 p.m. and Wednesdays from 9 a.m. to 6 p.m., except holidays. Library staff members answered questions from residents of Louisiana, other states, and sometimes other countries by telephone, fax, e-mail, or mail. When charges were involved, they were reasonable.

The Law Library implemented a new, streamlined procedure for responding to letters from prisoners. In response to a prisoner’s letter, the library sends the prisoner a form with the cost of photocopying

included so that prisoners can return a check for payment. In 2013 the Law Library answered 527 letters from prisoners requesting photocopies of statutes and cases.

The librarians attended local and national professional meetings, conferences, and other continuing education programs. They produced the library’s newsletter, *De Novo*, publicizing various aspects of the library’s collection and services and commenting on areas of legal history and substantive law, and posted current and past issues on the Court’s website. In addition, the librarians maintained relationships with the staff of other court libraries, academic and public law libraries, legal aid agencies, and public law centers in order to ensure that questions get referred to the law library when appropriate, and also that the law library staff members refer questions to these and other similar agencies when appropriate.

- **Website.** During the period of this report, the Court continued to make improvements to its website (www.lasc.org). The website’s user-friendly system enhanced access to the Court’s opinions, orders, rules, and other decisions. Members of the Court’s web team updated the website with new information and worked to ensure all links were functional. The website includes a language translation tool, making the entire website translatable into 31 different languages.
- **Filing Accessibility.** The Office of the Clerk of Court was open for business from 9:00 a.m. to 5:00 p.m., Monday through Friday, except on holidays. The Clerk of Court provided after-hour contact numbers on the Court’s voice mail. The court opened e-filing to all Louisiana-licensed attorneys, following a successful pilot program.
- **Court Security.** The Court maintained a staff of highly-qualified security officers, properly equipped and trained with up-to-date security technology and other resources, to efficiently control, direct, and facilitate public and employee accessibility. The Security Department controlled all points of access to the Court and issued ID/access badges to all



Court officials and staff. The Security Department also monitored activity, access to restricted areas, and building alarms by use of electronic security cameras and software.

Objective 3.2

To facilitate public access to Supreme Court decisions.

Intent of the Objective

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

Response to the Objective

- **Notice of Opinions.** The Clerk of Court provided copies of the Court's decisions to all parties and courts and issued timely news releases on the Court's opinions to all major media in the state. Additionally, the Court posted its decisions on the Court's website. Individuals can subscribe to receive a notice each time a news release is posted to the site.
- **Record Room.** The Court maintained a highly-qualified staff to ensure proper management and access to all filings, exhibits, and other materials needed by litigants, attorneys, court personnel, and the public for use in litigation or for historical purposes.
- **File Room Technology.** The Clerk of Court's Office continuously monitored, assessed, and incorporated new ways of storing, archiving, and retrieving the Court's files and records.

- **Law Library of Louisiana.** The law library received hard copies of the Court's opinions, as well as the opinions of the state's five courts of appeal, soon after they were handed down. The library's Public Services staff maintained a file of these decisions and retained the copies for a period of one year. Any library user can photocopy them for a reasonable charge, or he or she can use the library's public terminals to print copies from the Court's website or from the websites of the lower courts.
- **Website Improvements.** See the responses to Objective 3.1, above.

Objective 3.3

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

Intent of the Objective

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

Response to the Objective

The Supreme Court maintains a highly-qualified staff in the Community Relations Department of the Judicial Administrator's Office 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 24 court-generated press releases to local, state, and occasionally the national press.
- **Number of Recipients of Releases.** Approximately 4,694 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*, 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.** During the period, the Law Library of Louisiana staff members wrote, designed, and produced a library newsletter, *De Novo*, which featured articles on various topics related to the library, library services, events taking place at the library, individuals in the library and the Court, and Louisiana legal history. Library staff greeted visitors and conducted tours of the library in coordination with groups touring the Court as arranged by the Community Relations Department.

Library staff members created exhibits aimed at informing and educating court users and the public about various legal topics, including an exhibit commemorating Law Day, which is celebrated in May each year. The Law Day theme for 2013 was "Realizing the Dream: Equality for All," exploring the progress the nation has made towards equality under the law and the work that yet needs to be accomplished. The library's exhibit featured four cases examining selected aspects of equality and fairness in the United States: documents, photographs, and statistics related to the Emancipation Proclamation; voting rights and other civil rights; diversity and tolerance; and principles of gender equality and human rights. The Law Library sponsored or co-sponsored three CLEs during 2012-2013. On January 7, 2013, the Law Library sponsored a CLE presentation at the Court entitled, "John A. Rockwell and the Origins



of U.S.-Mexico Litigation,” by Peter L. Reich, J.D., Ph.D., Professor of Law and Sumner Scholar at Whittier Law School, with an introduction by Loyola Law Professor and Historical Society member Ray Rabalais. On March 1, 2013, in conjunction with the Court’s Bicentennial Celebration, which marked two centuries of the Louisiana Supreme Court’s administration of justice, the Law Library sponsored CLE accreditation in which 71 attorneys received CLE credit. Speakers included Professor Richard Campanella, Professor Raphael Cassimere, Jr., Professor John Randall Trahan, and Professor Warren Billings. On May 2 the Law Library sponsored a free CLE program presented by Historical Society Board member Phelps Gay, entitled “Lincoln’s Emancipation Proclamation: How the Commander in Chief created a New Birth of Freedom,” which reflected the Law Day 2013 theme of “Realizing the Dream: Equality for All.”

All of these exhibits and programs were free and open to the public as well as to members of the bar. The exhibits and programs helped educate the attendees on interesting and relevant legal topics and promoted the resources and services of the library.

- **Oral Arguments.** As part of the overall program of public information described above, the Supreme Court broadcasts its arguments live over the Internet via the Court website.

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

Objective 4.1

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

Intent of the Objective

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

Response to the Objective

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

The Supreme Court continued to facilitate the activities of the Louisiana Judicial College. Justices chair and co-chair the College’s Board of Governors, and through the judicial budgetary and appropriations process, the Court provides for the director and staff of the College and for a portion of its operations. In addition, the Court offers the



services of its Judicial Administrator’s Office to assist the Judicial College in various ways.

- **Judiciary Commission.** The Judiciary Commission of Louisiana is a constitutionally-created body which operates pursuant to Article V, Section 25 of the Louisiana Constitution. The Judiciary Commission evaluates and, where appropriate, 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 hearings concerning compliance by judges, justices of the peace, and judicial candidates with the financial disclosure requirements contained in Louisiana Supreme Court Rules XXXIX and XL, and makes recommendations to the Supreme Court concerning the imposition of monetary penalties in such cases.

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

- **Costs of Judiciary Commission Matters.** Supreme Court Rules provide for an assessment of certain costs on all judges disciplined by the Court on recommendation of the Judiciary Commission. Costs may also be assessed in financial disclosure cases.
- **Use of Hearing Officers in Judiciary Commission Proceedings.** In order to expedite proceedings before the Judiciary Commission, the Court amended its rules in 2007 to implement a pilot program for the use of hearing officers to conduct hearings and submit proposed findings of fact and conclusions of law to the Commission. The program was successful and the hearing officer procedures were adopted by the Court in 2009. The procedures continue as an integral part of the process.
- **Judicial Professionalism.** During the period the Supreme Court continued to encourage judicial and attorney professionalism in two ways—through its continuing legal education (CLE) requirements and Code of Professionalism.
 - Lawyers and judges are required to complete a minimum of twelve and a half hours of approved CLE each calendar year; one of these required hours must concern legal ethics and another hour must concern professionalism.

ACTIONS, COMPLAINTS, AND DISPOSITIONS OF THE JUDICIARY COMMISSION BY CALENDAR YEAR, 2010-2013

	2010	2011	2012	2013
Requests for Information	460	345	305	250
Number of Complaints Received and Docketed	586	561	537	496
Number Screened Out	408	389	378	334
Remaining Cases Reviewed	178	172	159	162
Number Requiring In-Depth Investigation	26	36	109	63
Number of Formal Charges	14	5	9	19
Number of Judges with Formal Charges	14	5	9	18
Cases Disposed Of	526	562	619	526
Cases Pending	338	348	295	269



During 2013, the average number of hours acquired through continuing legal education per judge was 36.41 hours.

- The Supreme Court's Code of Professionalism provides aspirational standards for both judges and attorneys. That portion of the Code pertaining to judges has been printed by the Court as a poster and distributed to all judges of the state. The Court displayed the poster prominently in several of its offices and encouraged all judges to do the same in their courtroom halls and offices.
- **Judicial Mentoring Program.** During the period, the Supreme Court, primarily through the Judicial Administrator's Office in association with the Louisiana District Judges Association and the Louisiana Judicial College, facilitated the continuation and expansion of the judicial mentoring program. As part of the program, each new judge was assigned a senior judge who served as a mentor. The program assists new judges in understanding and managing their caseloads, avoiding ethical conflicts, and accessing information and resources.
- **Judicial Ethics.** The Supreme Court, through its Committee on Judicial Ethics, continued to provide a resource to receive inquiries from judges and judicial candidates and to issue formal advisory opinions regarding the interpretation of the Canons of the Code of Judicial Conduct. The Judicial Administrator's Office also provided informal guidance to judges and judicial candidates regarding the Code of Judicial Conduct. The Court's Judicial Administrator and the lawyers employed in the Judicial Administrator's Office staff the committee.
- **Financial Disclosures.** The Supreme Court, through the Judicial Administrator's Office, continued to collect annual financial disclosure statements from all state court judges, as required by Supreme Court Rule XXXIX, and from non-incumbent candidates for elective judicial office, other than justice of the peace, as required by

Supreme Court Rule XL. By Order of the Supreme Court dated February 27, 2014, the Court repealed the requirement for justices of the peace to file annual personal financial disclosure statements; as such, justices of the peace were not required to file such disclosure statements for the 2013 reporting period. 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 continuously to improve its communication and cooperation with judges and judicial associations at all levels. The Court's Judicial Council consists of representatives from all major judicial associations. All five courts of appeal are involved in the Court's Human Resources Committee, and both the courts of appeal and the district courts are represented on the Judicial Budgetary Control Board. The Court's Judicial Administrator's Office provides staffing assistance and secretariat services to all major judicial associations 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 2012 election cycle, eleven contested judicial races fell within the committee's oversight jurisdiction. Thirty-eight candidates participated in the contested races. The committee received eight complaints regarding candidates in these races. During the spring 2013 election cycle, four contested judicial races fell within the committee's oversight jurisdiction. Thirteen candidates participated in these contested races. The committee received nine 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.

Response to the Objective

- **Cooperation with the Louisiana State Bar Association.** The Louisiana State Bar Association (LSBA) is a non-profit corporation, established pursuant to Articles of Incorporation first authorized by the Supreme Court in 1941. According to the Articles of Incorporation, the purpose of the LSBA is to regulate the practice of law, advance the science of jurisprudence, promote the administration of justice, uphold the honor of the courts and of the profession of law, encourage cordial interpersonal relations among its members, and generally promote the welfare of the profession in the state. The LSBA from time to time recommends to the Supreme Court changes to its Rules of Professional Conduct for attorneys.
- **Attorney Continuing Legal Education.** The Court exercises supervision over all continuing legal education through its Mandatory Continuing Legal Education (MCLE) Committee. The Supreme Court established the committee in 1988 by Supreme Court Rule XXX. The committee exercises general supervisory authority over the administration of the Court's mandatory continuing legal education requirements affecting lawyers and judges and performs such other acts and duties as are necessary and proper to improve continuing legal education programs within the state.

Lawyers and judges are required to complete a minimum of twelve and a half hours of approved CLE each calendar year; one of these required hours must concern legal ethics and another hour must concern professionalism. The average

number of hours acquired through continuing legal education per lawyer in 2013 was 15.56.

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

- **Attorney Professionalism.** The Court continues to work with the Louisiana State Bar Association to encourage and support professionalism among attorneys. As noted above, the Court, through its Continuing Legal Education Committee, requires all attorneys and judges to complete at least one hour of continuing legal education per year on professionalism. The Court has also promulgated, as an aspirational standard, its Code of Professionalism in the courts. Furthermore, as a means of instilling professionalism in attorneys at an early stage of their careers, the Justices have participated in the professionalism orientation sessions held at the state's four law schools in the fall of each year.
- **Louisiana Attorney Disciplinary Board.** The Supreme Court in 1990 created a permanent, statewide agency, the Attorney Disciplinary Board, to provide a structure and set of procedures for receiving, investigating, prosecuting, and adjudicating complaints made against lawyers with respect to the Rules of Professional Conduct. The agency consists of:
 - The Office of Disciplinary Counsel, which performs prosecutorial functions for the board.
 - Hearing committees, which are appointed by the Disciplinary Board. Each hearing committee consists of two lawyer members and one public member. The board appoints a lawyer member of each hearing committee as its chair. The hearing committees review admonitions proposed by disciplinary counsel and recommendations of disciplinary counsel to file formal charges against a lawyer. Additionally, hearing committees conduct



prehearing conferences and, when necessary, conduct hearings regarding formal charges of misconduct, petitions for reinstatement or readmission, and petitions for transfer to and from disability inactive status.

- The Disciplinary Board, which is divided into a nine-member Adjudicative Committee and a five-member Administrative Committee. The Adjudicative Committee performs appellate review functions, administers reprimands, issues admonitions, imposes probation, and rules on procedural matters. The Administrative Committee handles such duties as human resource management, financial management, systems management, and facilities management.

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

The number of complaints received and processed during the period is presented below.

- **Supervision of the Practice of Law.** During the period, the Court continued to maintain and improve its supervision of the practice of law by ensuring the quality, competency, and integrity of the bar admissions process, imposing sanctions in disciplinary matters, and requiring continuing legal education. During the period covered in this report, the Court also continued its ongoing study of the Louisiana Bar Examination, including the consideration of a proposal submitted to the Court from the Committee on Bar Admissions to overhaul the format and structure of the examination.
- **Encouragement of Pro Bono Activities.** The Court continued to encourage members of the bar to participate in pro bono activities. The Court has assisted the LSBA in establishing a program for recruiting and training pro bono attorneys to counsel prisoners in capital post-conviction applications. The Court has also assisted the LSBA in its general efforts to recruit and train pro bono attorneys.
- **Attorney Fee Review Board.** The legislature created the Attorney Fee Review Board (La. R.S. 13:5108.3 -13:5108.4) in 2001 to provide for the payment or reimbursement of legal fees and expenses incurred in the successful defense of state officials, officers, and employees, who are charged with criminal conduct arising from acts undertaken in the performance of their duties. Requests for payment or reimbursement of legal fees and expenses were evaluated on a case-by-case basis in accordance with the factors set forth in Rule 1.5 of

COMPLAINTS FILED AGAINST LAWYERS AND DISPOSITIONS OF ATTORNEY DISCIPLINARY BOARD BY CALENDAR YEAR, 2010-2013

	2010	2011	2012	2013
Number of Complaints Filed Against Lawyers	3,240	3,000	3,042	3,036
Number of Complaints Filed Against Lawyers Resolved or Disposed of in That Calendar Year	3,565	2,997	2,966	3,287



the Louisiana Rules of Professional Conduct. As directed by law, the board set a minimum hourly rate for legal fees of \$125 and a maximum hourly rate of \$400. Since its creation the board has reviewed 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.

Response to the Objective

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

- **Legislative and Executive Branch Coordination.** The Court continued to communicate, coordinate, and cooperate with the legislative and executive branches of state government on all matters relating to the judiciary.
- **Judicial Budget and Performance Accountability Program.** The Supreme Court continued to engage in strategic planning, oversee performance monitoring and reporting, and promote judicial branch performance improvements pursuant to the provisions of the Judicial Budget and Performance Accountability Act (La. R.S. 13:81 - 13:85).
 - **Strategic Plans.** The Court continued to pursue implementation of its strategic plan. In addition, through its Judicial Administrator’s Office, the Court monitors the implementation of the strategic plans of the courts of appeal, the trial courts, and the city and parish courts, and renders assistance to judges and administrators in these courts upon request.
 - **Operational Plan and Performance Indicators.** The Court continued to submit to the legislature an 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, and the performance of the Louisiana Judicial College. Audits also examined the functioning of the jury process, the performance and processes of the Mandatory Continuing Legal Education Committee, the performance of district courts with regard to key limited English proficiency



practices, the role and function of diversion programs in district courts, an assessment of district courts' readiness to continue operations in the event of a weather or other disaster, and issues relating to district courts' use of technology. Audits dealing with district courts' compliance with the uniform district court rules and the development of appellate work point values continued 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 resources policies for employees of the Supreme Court and the courts of appeal.
- **Judicial Employee Compensation.** The Court continued its efforts to secure adequate salaries, benefits, and other compensation and emoluments to employees, as appropriate, as a means of attracting and retaining highly qualified staff.
- **Employee Retirement and Group Benefits.** The Court, through its Judicial Administrator's Office and Clerk of Court's Office, continued to ensure that all courts and all judicial employees were aware of how to access the benefits of their respective retirement and group benefit programs and were in compliance with the rules and regulations of such programs.
- **Supreme Court Facilities.** In 2004 the renovation of the 400 Royal Street building was

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

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

The building is a sought-after location for meetings and other events. The Supreme Court celebrated its 200th anniversary on March 1, 2013 with a courtroom ceremony followed by a reception. It also hosted the National Association of Women Judges, American Bar Association, and Federal Bar Association events, 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 during the period 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 use these resources prudently.



Response to the Objective

- **Case Management.** The Court, through its Clerk of Court, continued to maintain and expand effective case management techniques, including the development and operation of a state-of-the-art case management information system. To that end the Court began work on an RFP for a new case management system that will integrate with the justices' and staff attorneys' offices and potentially provide for online access by the public to the docket and documents on file with the court.
- **Fiscal Management.** The Fiscal Office of the Judicial Administrator's Office and the Clerk of Court continued to manage the Court's fiscal resources efficiently. A summary of fiscal workload is provided below.
- **Office of the Internal Auditor.** The Supreme Court maintains an internal audit function as a component of internal control. This audit activity focuses on the evaluation of programs, policies, services, and activities administered by the Supreme Court to promote effective controls at a reasonable cost, resulting in improved operations.

To assist management in carrying out this responsibility, the Office of the Internal Auditor examines and evaluates the adequacy and effectiveness of the organization's system of internal controls and the quality of the organization's

performance in achieving its stated goals and objectives.

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

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

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

Following the conclusion of each audit, the Internal Auditor prepares a written report and issues it to the Audit Committee. In each audit report

INDICATORS OF FISCAL WORKLOAD BY FISCAL YEAR, 2010-2013

INDICATOR	2010-2011	2011-2012	2012-2013
Number of Vendors	3,493	4,376	4,662
Accounts Payable Dollar Amount	\$66,177,847	\$77,069,008	\$111,614,261
Number of Checks Processed for Accounts Payable	7,788	7,016	7,266
Automated Clearing House (ACH) Payments	136	797	1020
Payroll Dollar Amount	\$63,623,621	\$63,355,882	\$63,662,128
Number of Checks Processed for Payroll	11,532	11,766	11,736



the Internal Auditor includes a response from management, which includes any corrective action that management indicates it will take regarding audit findings and recommendations.

Objective 5.3

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

Intent of the Objective

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

The Court, therefore, through the Chief Justice, the Judicial Administrator, the Clerk of Court, and other personnel, has the constitutional authority to support and improve trial and appellate court performance. Furthermore, under the provisions of the Judicial Budget and Performance Accountability Act, the Court has a responsibility to ensure not only that strategic plans are developed but also that they are implemented to improve judicial performance.

Response to the Objective

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

continued to provide assistance to the Louisiana District Judges Association, the Louisiana City Judges Association, and the Louisiana Court Administrators Association in their efforts to comply with the provisions of the Judicial Budget and Performance Accountability Act.

- **Judicial Council.** The Supreme Court, through its Judicial Administrator's Office, continued to staff and support the Judicial Council. The Judicial Administrator's Office continued to staff and support the work of the Trial Court New Judgeship Committee, the Standing Committee to Evaluate Requests for Court Costs and Fees, and the various subcommittees that from time to time may be established under these committees.
- **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, the Court of Appeals Reporting System, the District Court Reporting System, and the Traffic Violation Data Collection System. In addition to electronic reporting systems, form-based manual processes are also used to collect additional information from the courts such as the civil case reporting process, juvenile and family court reporting, as well as parish and city court reporting. Detailed information about all these systems can be found in the Supreme Court Data Gathering Systems section of this report.



- **Standardization of Data Collection.** CMIS continued to use standardized case filing data collection protocols informed by state and national standards for appellate, criminal, civil, and traffic cases and collected this data through the Court of Appeal Reporting System, the District Court Reporting System, the Juvenile and Family Court Reporting System, the Civil Case Reporting System, and the Parish and City Court Reporting System. This filing information is published in the Supreme Court’s Annual Report. Detailed information about all these systems can be found in the Supreme Court Data Gathering Systems section of this report.
- **Acts 403/404.** During the 2013 Regular Session, the Louisiana Legislature passed Acts 403 and 404, which require District Court Clerks to report to the Supreme Court of Louisiana civil commitments and criminal dispositions that result in firearm restrictions for an individual. These qualifying records would be reported by the Supreme Court to the federal National Instant Criminal Background Check System (NICS) beginning on January 1, 2014. Following passage of the legislation, a Working Group consisting of District Court Judges, Clerks of Court, a representative of the Louisiana Clerks of Court Association, and Supreme Court staff was formed to make recommendations to the Supreme Court of Louisiana concerning implementation of the new laws.
- **Uniform Commitment Document.** After several months of work with the Department of Corrections, the District Court Judges, Supreme Court staff, and the Sentencing Commission’s Uniform Commitment Order Subcommittee, a revision to the state’s Uniform Commitment Document was recommended to and adopted by the Louisiana Supreme Court in June 2013. The form was revised to capture more complete and detailed information regarding sentencing conditions, and enhanced existing fields to help clarify date related information.
- **Case Management System Grants.** During the period, CMIS dispersed \$48,494.00 in federal and CMIS grants to clerks of court in Caldwell, Catahoula, Natchitoches, and St. John parishes for the acquisition and installation of criminal case management systems to report criminal filing and disposition data as well as emergency funding to support limited hardware replacement, without which the jurisdiction would be unable to transmit necessary 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.
- **District and City Court Assistance.** The Supreme Court, through the Court Case Management Information Systems Office (CMIS), worked with Clerks of Court throughout the state to provide training assistance, on-site visits, grant opportunities, and outreach to the Clerks of Court and their staff to enhance the completeness, accuracy, and timeliness of data collected for criminal and traffic dispositions and the newly implemented civil case reporting process. Additionally, the Louisiana Clerks of Court Association invited CMIS staff to provide training and information about these processes at their annual meeting and to provide information about the impact of the recently passed Louisiana Acts 403/404 on reporting beginning on January 1, 2014.
- **District Court Rules.** In October 2001, the Judicial Council of the Supreme Court created a committee to review local court rules, in an attempt to achieve uniformity and predictability in the practice of law before the district courts. In 2002, the Court adopted the Louisiana District Court Rules, including appendices and numbering systems for Louisiana family courts and juvenile courts. The Court also established a Court Rules Committee and charged it with receiving related



comments and with making recommendations for proposed additional rules or amendments to these rules. In 2002, the Judicial Council created the Family and Juvenile Rules Committee to develop rules for juvenile and domestic courts. This committee completed its juvenile rules work in 2007 and disbanded shortly thereafter. A newer committee – the Judicial Council Committee on Family Court Rules – was created in February 2009 to address the family court rules. This committee’s efforts are ongoing.

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

The SCDCO acts as the fiscal agent for federal Temporary Assistance to Needy Families (TANF) and state general funds, and provides fiscal and programmatic oversight to ensure local program compliance with all applicable state and federal laws and regulations. The SCDCO has promoted the institutionalization of drug courts within Louisiana

by providing consultation, technical assistance, and training to improve services and enhance professionalism. The SCDCO continues to oversee five DWI courts in conjunction with the Louisiana Highway Safety Commission. The SCDCO provides both fiscal and programmatic monitoring of these DWI court programs. For information on the Drug Court Case Management System, please see the Supreme Court Data Gathering Systems section of this report. Information on the performance of drug court programs throughout the state is provided below.

- **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.

LOUISIANA SUPREME COURT DRUG COURT PROGRAM STATISTICS, BY FISCAL YEAR, 2010-2013

STATISTICS	2010-2011	2011-2012	2012-2013 ¹
Cumulative Number of Courts ^{1,2}	48	52	55
Number of Judicial Districts Served	25	26	27
Total Clients Served/Month ²	2598	2,779	2625
Drug-Free Babies Born ²	22	37	54
Total Graduates ^{1,2}	885	878	820
Sources/Notes:			
1 Includes 4 DWI courts.			
2 Supreme Court Drug Court Office (SCDCO) Calendar Year Survey/ DCCM			



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

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

The Supreme Court converted the task force into a standing committee of the Supreme Court by order dated December 12, 2012. The Courthouse Security Committee may provide guidance and assistance to local courthouse security committees, may gather data and study issues pertaining to court security, and may make recommendations as appropriate.

- **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 3,109 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 6,000 referrals, with truancy and ungovernability as the most predominant complaints by parents and school administrators. FINS staff continue 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. The Program Improvement Plan was completed successfully in August 2013.

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. A product of the Cold Case Review process was the implementation of a specialized Pre-Permanency Hearing Conference by Judge Ernestine S. Gray in Orleans Parish Juvenile Court. These hearings take place 60 days prior to the regularly scheduled Permanency Hearings and focus intensively on issues that may be impeding permanency or a permanent connection for a youth transitioning from foster care. Another product of the Cold Case Review process was the development of a training curriculum entitled, “The Mosaic Dimension: Fostering Climates of Success to Positively Impact Disproportionality & Disparity for All Children through Seven Extraordinary Practices.”

The CIP Judicial Fellow worked closely with both new and seasoned legal stakeholders to help ensure timely and effective decision-making. The CIP Judicial Fellow is also involved in work to ensure compliance by Louisiana courts with the federal Indian Child Welfare Act (ICWA). 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.

The CIP CARE Advisory Committee established a Continuous Quality Improvement Committee. The primary focus of this committee’s work will be around timeliness

of court proceedings to ensure compliance with state and federal mandates regarding timeliness for Child in Need of Care cases. CIP, in collaboration with the Louisiana Department of Children and Family Services, Louisiana CASA Association, Louisiana Children’s Justice Act, Louisiana Foster and Adoptive Parents Association, and others produced the 11th annual “Together We Can” Conference, a combined three-day event that offered specialized training and education on issues related to families and children who are in or at risk of entering the foster care system. Attendance at the conference topped 600 attendees.

- **Other Programs Involving Children and Families.** In association with the Louisiana Council of Juvenile and Family Court Judges, the Louisiana District 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 city and parish court, district court, and appellate 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 years 2010 - 2013, the following number of orders was processed:

- 2010 - 2,206 orders
- 2011 - 2,166 orders
- 2012 - 2,141 orders
- 2013 - 1,955 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 assist the Court in preparing and promulgating orders amending court rules and appointing judges, attorneys, and citizens to various court and court-related committees and boards.

Objective 5.4

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

Intent of the Objective

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

Response to the Objective

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



policies, procedures, or pay changes for the Human Resources Committee.

- Developed or revised policies governing the appellate and the Supreme Court personnel system.
- Conducted compensation studies of various positions and pay plans recommending and implementing changes accordingly.
- Participated in various compensation surveys as requested in order to stay abreast of current compensation strategies in relation to court positions.
- Developed an Equal Employment Opportunity Plan for the Court as required for compliance with various grant applications submitted by other departments such as Information Technology and Louisiana Protective Order Registry.

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

Objective 6.1

To promote and maintain judicial independence.

Intent of the Objective

For the judiciary to be fair and impartial, it should develop and maintain its distinctive and independent status as a separate, 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 to promote and protect judicial independence in its communications with the other branches of state government and in its releases to the media.

Objective 6.2

To cooperate with the other branches of state government.

Intent of the Objective

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

Response to the Objective

- **Intergovernmental Liaison.** The Court has appointed a Justice to be the primary liaison between the Court and its various external governmental partners. Justices are assisted by a deputy judicial administrator, with 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.



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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 “Response to the Objective” and “Major Strategies Initiated or Completed” sections of this report was compiled from responses of each court of appeal to a survey of chief judges, which was prepared by the Supreme Court Judicial Administrator’s office and distributed to the courts of appeal.

COURTS OF APPEAL GOALS AND OBJECTIVES

GOAL 1: TO PROTECT THE RULE OF LAW

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

GOAL 2: TO PROMOTE THE RULE OF LAW

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

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



GOAL 3: TO ENSURE THE PUBLIC TRUST

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

GOAL 4: TO USE PUBLIC RESOURCES EFFICIENTLY

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

GOAL 5: PROTECTING JUDICIAL INDEPENDENCE

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

GOAL 6: OPERATIONAL PLANNING

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



GOAL 1: TO PROTECT THE RULE OF LAW

Objective 1.1

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

Intent of the Objective

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

Response to the Objective

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

- **First Circuit Court of Appeal.** The Court maintained an internal rule that provides for increasing the number of panel members when a majority of the assigned panel do not agree on a result (i.e., three-judge panel goes to a five-judge panel; five-judge panel goes to a seven-judge panel; and seven-judge panel goes to an *en banc* panel).
- **Second Circuit Court of Appeal.** By participating in post-argument conferences and reading written memoranda, the Second Circuit continued to achieve multi-judge review of decisions made by lower courts.
- **Third Circuit Court of Appeal.** The Third Circuit, in its random allotment of assigning appeal panels, worked to ensure that each judge sat with each of the other judges at least once, and no more than twice, with any judge during the year. The

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

Objective 1.2

To develop, clarify, and unify the law.

Intent of the Objective

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

Response to the Objective

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

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



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

Objective 1.3

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

Intent of the Objective

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

Response to the Objective

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

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

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

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



GOAL 2: TO PROMOTE THE RULE OF LAW

Objective 2.1

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

Intent of the Objective

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

Response to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit reported that it held writ conferences every two weeks.
- **Second Circuit Court of Appeal.** The Second Circuit continued to employ qualified legal support staff, provide electronic legal research tools, and apply internal procedures of pre/post conferences, written memoranda, and draft opinion circulation to ensure decisions are based on relevant legal factors for each case. Additionally, Second Circuit judges actively participated in the

Uniform Rules Committee, reviewing rules on an annual basis to ensure awareness of any changes to existing rules or implementation of new rules. The judges also immediately received rules, legislative updates, Louisiana Supreme Court rulings, and administrative orders, and acted upon this information as needed.

- **Third Circuit Court of Appeal.** During the period, Third Circuit judges and staff attended relevant seminars on recent developments in law and procedures. Also, the court continued to post the *Handbook of Louisiana Court of Appeal, Third Circuit Procedure* on the court website. The manual is intended to aid attorneys in their appellate work. The Third Circuit also continued to update and post internal court rules to keep the public and attorneys apprised of any internal rule changes. The website also contained all current and upcoming dockets as well as published Third Circuit opinions.

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

The court also revised its manual for the production of appellate court records and distributed the revised manual to all district court, city court, and worker's compensation clerks. The court planned a future seminar 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. Clear judicial reasoning facilitates the resolution of unsettled issues, the reconciliation of conflicting determinations by lower tribunals, and the interpretation of new laws.

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

The length of an opinion does not necessarily determine its clarity. Clarity in an opinion is manifested when the court has conveyed its decision in an understandable fashion and when its directions to the lower tribunal are plain when the court remands a case for further proceedings. By applying the criteria set out in Uniform Rule 2-16, the judges of the Courts of Appeal select the form of decision - a full opinion, a concise memorandum opinion, or a summary disposition - that best satisfies the need for clarity in a particular case.

Response to the Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit continued to promote clarity and conformity of all opinions through a formal

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

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

Objective 2.3

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

Intent of the Objective

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

Response to the Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit disseminated opinions immediately to those registered for its online notification service, providing immediate access to opinions.

Objective 2.4

To resolve cases expeditiously.

Intent of the Objective

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



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

Response to the Objective

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

- **Second Circuit Court of Appeal.** The Second Circuit reported that it reduced the number of extensions to file briefs, resulting in more expeditious docketing. The court expedited all juvenile and custody matters to the first available docket after a reduced 30-day briefing period. The court continued an internal formal procedure for reporting on the status of cases pending over 60 days without disposition.
- **Third Circuit Court of Appeal.** The Third Circuit reported that it was current in hearing and rendering decisions on appeal and writ applications, with little or no backlog. The chief judge continued to receive timely and accurate monthly reports on the status of any holdover cases, including appeals and writ applications, and monitored these cases closely through communication with the individual judges. The court continued to utilize its “judges’ bulletin board,” a computerized case-and-opinion-tracking program which reflects if a case is held over and which acts as a constant reminder to each judge as to the status of each case.

The court also engaged two full-time paralegals on its criminal staff and one part-time paralegal on its civil staff. The paralegals worked as liaisons to district courts and court reporters to ensure the timely and proper filing of records, to track the supplementation of records when required, and to track expedited criminal applications and civil writ applications. The court continued developing

its own case management system to provide for e-notification and e-filing.

GOAL 3: TO ENSURE THE PUBLIC TRUST

Objective 3.1

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

Intent of the Objective

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

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

Response to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit reported that the Clerk of Court’s Office assisted self-represented litigants by answering procedural questions without giving legal advice.



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

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

The court also adopted two emergency procedures. The first procedure, a shelter-in-place plan that includes locked shelter-in-place internal locations, is now in the design phase. The second procedure, the new emergency radio system for court security personnel, judges, and key staff, provides internal and external communication statewide with all law enforcement and emergency preparedness officials.

- **Second Circuit Court of Appeal.** The Second Circuit reported that its self-represented litigant manual was available on the court website and in printed form, available at the front counter, and mailed upon request. The court enhanced the resources available through its website, including filing checklists and information regarding new court rules, changes in procedures, and fees. The court also continued to improve its email listserv, to immediately notify subscribers of opinions rendered and of emergency closings, and to publish 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 consistently reviewed its internal procedures and policies to promote accessibility to all. In addition, the court continued to employ staff fluent in Spanish.

- **Third Circuit Court of Appeal.** The Third Circuit posted on its website the *Handbook of Louisiana Court of Appeal, Third Circuit Procedure*; the *Pro Se Manual*, a manual for self-represented litigants; and published and unpublished

opinions. The court also posted appellate brief and supervisory writ checklists to aid litigants in following appellate procedure. Upon request, the court also provided copies of the *Pro Se Manual* by mail and provided the appellate record to the litigant via email or compact disc.

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

Objective 3.2

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

Intent of the Objective

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

Response to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit reported that it maintained a merchant account to enable the public to order copies of court documents on the First Circuit website and pay by credit card. Also, effective January 1, 2013, the court began posting writ application decisions on its website.
- **Second Circuit Court of Appeal.** The Second Circuit continued to provide timely



decisions to the public and bar by providing court opinions electronically to three publishing companies and immediately transmitting news releases to subscribers of the court news alert service.

Objective 3.3

To inform the public of court operations and activities.

Intent of the Objective

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

Response to the Objective

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

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

Objective 3.4

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

Intent of the Objective

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

Response to the Objective

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 the Objective

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



Response to the Objective

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

Objective 4.2

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

Intent of the Objective

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

Response to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit maintained "EClerk," 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 the Clerk of Court's office issuances via email.
- **Second Circuit Court of Appeal.** The Second Circuit reported that its new programmer is actively involved in observing the functions, needs, and requirements of the Clerk of Court's office. The programmer is writing a case management system that will interface with the existing system and move the court successfully to e-filing and e-notification.

- **Third Circuit Court of Appeal.** The Third Circuit utilized a document management system. All incoming records including transcripts, briefs, pleadings, correspondence, opinions, applications to the Supreme Court, dockets, worksheets, etc. were scanned into this system. Once the records were scanned, the documents were reviewable from a work or remote computer by anyone in the court authorized to use the system. Users were able to perform sophisticated searches within the system, including documents and transcripts. Eventually, the court will scan all past criminal memoranda, certain civil memoranda, and opinions of this circuit and other circuits into the system for convenient access.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit implemented an e-notification system and announced that e-filing is scheduled to begin in January 2014.

Objective 4.3

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

Intent of the Objective

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



Response to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit Clerk of Court continued to participate actively in the Louisiana Clerks of Court Association and the Louisiana Court Administrators Association, groups that facilitate communication between administrators and resolution of administrative issues. First Circuit judges presented continuing legal education lectures to attorneys, court clerks, and local bar associations to provide guidance in court operations.
- **Second Circuit Court of Appeal.** The Second Circuit Judges' Association hosted an annual 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 provided the district clerks and workers' compensation clerks with a manual on how to prepare appellate records. Also, the Third Circuit Judges' Association sponsored an annual meeting and seminar to address recent developments within the circuit.

Objective 4.4

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

Intent of the Objective

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

in a court's human resource policies and practices, will help establish the highest standards of personal integrity and competence among its employees.

Response to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit reported that the Administrative Services Coordinator 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, the judge took an active role in the appellate court's application of uniform and fair employment practices.

In addition, the court continued to participate in the state's Office of Risk Management's safety program to reduce all levels of risk to employees as well as liability to the state. The court completed an annual audit that resulted in cost savings on insurance premiums and 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 co-equal 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.

Response to the Objective

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

- **First Circuit Court of Appeal.** The First Circuit provided information to the legislative branch during organized meetings and testimony at committee meetings of the legislature and other committees established to study the judicial branch.

GOAL 6: OPERATIONAL PLANNING

Objective 6.1

To conduct operational planning by the Operational Planning Team.

Intent of the Objective

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

Response to the Objective

The Courts of Appeal were not surveyed regarding this objective in 2012-2013.

Major Strategies Initiated or Completed in FY 2012-2013.

- **First Circuit Court of Appeal.** The Louisiana First Circuit Court of Appeal instituted a voluntary email notification program in 2009. For the past four years, the program has been enormously successful. Over 2,200 attorneys and parties without counsel have registered for the program; less than 1% cancelled. In January 2013 the First Circuit took the final step to implement emailing as an official transmission method for notices of judgment and dispositions of the Court, working with the other appellate courts to change the law to allow transmission of notices by email or fax as well as regular mail. The advantage of e-notification for registrants is that they receive their transmissions from the court much more quickly than those who opt for U.S. mail. Furthermore, the opinion or disposition of the court is attached to the email, so the recipient can immediately review it without having to take the extra steps to access the Court's website. From the Court's perspective, the e-notification program has significantly reduced



costs for postage, printing, and copying and has helped the Court deal with recent budget cuts.

- **Second Circuit Court of Appeal.** The Second Circuit developed and implemented a writ-imaging project to move toward a “paper on demand” system of caseload management, utilizing current resources and available technology to provide documents needed by court judges and staff in an electronic format. The imaged filings became part of the court management system and may be printed if desired.
- **Third Circuit Court of Appeal.** For the past year the Third Circuit began to transition the court’s security personnel from contract workers to full-time employees under the supervision of the court. The conversion of these three full-time deputies from sub-contractor status to full-time employee status will have a positive financial impact on the court. Moreover, it will result in

greater operational efficiency and management effectiveness. The deputies will be subject to one set of rules, with uniform and consistent direction. The change will also implement operational guidelines for the use of equipment; align personnel training with the specific needs of the Third Circuit; and centralize disciplinary policies specific to the Third Circuit.

- **Fourth Circuit Court of Appeal.** The Fourth Circuit reported that it installed an additional storage area network and is in the process of drafting an in-house e-filing program. The court also improved the writ intake form used in the Clerk’s office. The court also made great strides in disposing of outstanding stagnant cases.
- **Fifth Circuit Court of Appeal.** The Fifth Circuit began to create and implement an e-notification system.



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ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 TO DEVELOP, CLARIFY, AND UNIFY THE LAW-Exhibit 2

Objective 1.2	Did not address this objective in FY 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Obtained or maintained sufficient legal resources to facilitate the clarification, harmonization, and development of the law	Developed or maintained specific strategies for encouraging and promoting effective collegiality among judges	Created or maintained a docket management system for electronically searching prior decisions	Used pre-and-post argument conferences	Conducted discussions between trial court judges and appellate court judges regarding issues of law	Developed or updated a standardized form of opinions	Other
APPELLATE COURT									
1		✓	✓		✓				✓
2		✓	✓	✓		✓	✓		✓
3		✓	✓	✓	✓	✓	✓	✓	✓
4		✓	✓	✓	✓	✓	✓		
5		✓	✓	✓	✓	✓	✓	✓	
TOTALS	0	5	5	4	4	4	4	2	3



**ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Established a committee of the clerk's office and/or central staff to address the routing, communication, and disposition of issues associated with emergency or expedited writ applications	Created or continued a special screening process at the time of lodging to identify petitions/applications warranting expeditious processing	Created or maintained summary docketing procedures	Created or maintained a special panel of judges to hear expedited cases	Created or maintained a system of duty judges	Developed or maintained a request form for ensuring that applications requesting expeditious treatment meet all rule requirements	Other
APPELLATE COURT									
1		✓		✓	✓		✓		✓
2		✓		✓			✓		✓
3		✓		✓	✓	✓	✓	✓	✓
4		✓	✓	✓	✓	✓		✓	
5		✓	✓	✓		✓	✓	✓	
TOTALS	0	5	2	5	3	3	4	3	3



ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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	3	2	4	3

ACTIONS TAKEN IN FY 2012-2013 TO PROMPTLY IMPLEMENT CHANGES IN LAW AND PROCEDURE-Exhibit 5

Objective 2.1	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 <i>en banc</i> 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	2	4	3



ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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	1	2

ACTIONS TAKEN IN FY 2012-2013 TO PUBLISH THOSE OPINIONS THAT DEVELOP, CLARIFY, OR UNIFY THE LAW-Exhibit 7

Objective 2.3	Did not address this objective in FY 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or maintained standards for publication	Met with district judges to address their concerns regarding the publication of opinions	Posted unpublished opinions to the court's website	Distributed unpublished opinions to subscribers	Other
APPELLATE COURT							
1		✓	✓			✓	
2		✓	✓		✓	✓	✓
3		✓	✓	✓	✓	✓	
4		✓			✓	✓	
5		✓	✓		✓		
TOTALS	0	5	4	1	4	4	1



ACTIONS TAKEN IN FY 2012-2013 TO RESOLVE CASES EXPEDITIOUSLY-Exhibit 8

Objective 2.4	Did not address this objective in FY 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Improved docketing and scheduling	Installed or maintained an automated case management information system	Planned the development of an automated case management system	Employed case managers to expedite court processes	Improved the manual system of case processing	Took steps to reduce cases under advisement	Initiated or maintained summary dockets	Initiated or promoted a mediation program(s)	Added more panels per cycle	Improved process of opinion writing and review	Adopted and/or enforced policies regarding time extensions and abandoned appeals	Other
APPELLATE COURT														
1		✓	✓	✓	✓		✓						✓	
2		✓			✓								✓	✓
3		✓	✓	✓	✓	✓		✓				✓	✓	✓
4		✓	✓						✓			✓	✓	
5		✓	✓	✓			✓	✓			✓	✓	✓	
TOTALS	0	5	4	3	3	1	2	2	1	0	1	3	5	2

ACTIONS TAKEN IN FY 2012-2013 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ASSISTING PRO SE/SELF-REPRESENTED LITIGANTS-Exhibit 9

Objective 3.1	Did not address this issue in FY 2012-2013	Continued to address this objective through the actions indicated, and implemented the following new actions in FY 2012-2013 to address this objective as indicated	Worked with the clerk of court and/or local bar to provide information to the public regarding appellate procedures	Referred 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 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: ASSISTING PATRONS WITH LIMITED ENGLISH PROFICIENCY (LEP)-Exhibit 11

Objective 3.1	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Provided foreign language interpreter services when necessary	Encouraged and/or required interpreters to abide by a code of professional responsibility such as the Louisiana Code of Professional Responsibility for Language Interpreters as found in Section 1, Part G, Section 14 of the General Administrative Rules for Louisiana Courts	Adopted, maintained, or routinely administered an oath for language interpreters, such as the one provided in Appendix 5.IC of the Louisiana District Court Rules	Installed or maintained signage regarding services to LEP persons	Other
APPELLATE COURT								
1	✓							
2		✓	✓					✓
3		✓	✓			✓		✓
4	✓							
5		✓	✓	✓	✓	✓		
TOTALS	2	3	3	1	1	2	0	2



ACTIONS TAKEN IN FY 2012-2013 TO ENSURE THAT THE COURTS OF APPEAL ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE: COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT (ADA)-Exhibit 12

Objective 3.1	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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	5	0	1	4	2

ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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	5	5	5	5	5	5	5	5	2



**ACTIONS TAKEN IN FY 2012-2013 TO ENSURE THAT THE COURTS OF APPEAL
ARE PROCEDURALLY, ECONOMICALLY, AND PHYSICALLY ACCESSIBLE:
IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER
RECOVERY PLAN (COOP/DRP)-Exhibit 14**

Objective 3.1	Did not address in FY 2012-2013	Continued to address this objective through the action indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
APPELLATE COURT														
1		✓		✓	✓	✓		✓	✓		✓	✓		✓
2		✓	✓	✓	✓	✓				✓	✓	✓	✓	
3		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
TOTALS	0	5	4	5	5	5	3	4	4	4	5	4	4	1

**ACTIONS TAKEN IN FY 2012-2013 TO FACILITATE
PUBLIC ACCESS TO DECISIONS-Exhibit 15**

Objective 3.2	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Promptly issued media releases on opinions and decisions	Published opinions, rules, etc. on the court's website	Kept photocopies and other publication costs at reasonable levels	Maintained sufficient staff, especially in the file room, to facilitate public access to opinions	Installed or maintained effective technological means for storing, archiving, and retrieving the court's files and records	Developed or maintained guidelines for handling sealed records and exhibits	Other
APPELLATE COURT									
1		✓		✓	✓	✓	✓	✓	✓
2		✓	✓	✓	✓	✓	✓	✓	✓
3		✓	✓	✓	✓	✓	✓	✓	
4		✓		✓	✓	✓	✓	✓	
5		✓		✓	✓	✓	✓	✓	
TOTALS	0	5	2	5	5	5	5	5	2



**ACTIONS TAKEN IN FY 2012-2013 TO INFORM THE PUBLIC OF THE OPERATION
AND ACTIVITIES OF THE COURT-Exhibit 16**

Objective 3.3	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Conducted oral arguments in various locations throughout the district	Created or maintained a website containing information about the court	Used social media	Published informational court brochures or publications	Produced informational court videos	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
APPELLATE COURT															
1		✓	✓	✓		✓			✓		✓	✓			✓
2		✓		✓		✓			✓		✓				✓
3		✓	✓	✓		✓			✓		✓	✓			✓
4		✓		✓		✓		✓	✓	✓	✓	✓			
5		✓	✓	✓							✓	✓			
TOTALS	0	5	3	5	0	4	0	1	4	1	5	4	0	0	3

**ACTIONS TAKEN IN FY 2012-2013 TO ENSURE THE HIGHEST PROFESSIONAL
CONDUCT OF THE BENCH AND THE BAR-Exhibit 17**

Objective 3.4	Did not address this in FY 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Sponsored or led CLE for involving attorneys and district judges	Participated in programs of the Judicial College, Circuit Association, Louisiana State Bar Association, and/or the Inns of Court	Displayed copies of the Supreme Court's poster on Professionalism in the Courts	Conducted surveys or focus groups to ascertain public opinions regarding the court's responsiveness and professionalism	Installed or maintained a judicial mentoring program for appellate judges	Other
APPELLATE COURT								
1		✓	✓	✓				
2		✓	✓	✓				
3		✓	✓	✓				
4		✓	✓	✓	✓	✓	✓	
5		✓	✓	✓	✓			
TOTALS	0	5	5	5	2	1	1	0



**ACTIONS TAKEN IN FY 2012-2013 TO MANAGE CASELOADS EFFECTIVELY:
INSTALLING OR IMPLEMENTING COURT TECHNOLOGIES-Exhibit 18**

Objective 4.2	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Created or updated a court website	Used social media	Acquired or updated legal research materials	Bought additional personal computers	Bought mobile devices such as smart phones or tablets	Installed/updated/used video-conferencing/arraignment system	Installed/updated/used electronic monitoring	Installed/updated/used e-mail/internet	Upgraded word processing software	Installed/updated/used new audio-visual equipment	Installed/updated/used/digital audio/video equipment	Installed/updated/used legal research software	Planned or installed an "e-filing" system	Other
APPELLATE COURT																
1		✓	✓		✓	✓	✓			✓	✓	✓	✓	✓	✓	✓
2		✓	✓		✓		✓			✓	✓		✓	✓		✓
3		✓	✓		✓	✓	✓		✓	✓	✓		✓	✓		
4		✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	
5		✓	✓		✓	✓	✓			✓	✓			✓	✓	✓
TOTAL	0	5	5	0	5	4	5	0	2	5	5	2	4	5	3	3

**ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 TO USE FAIR EMPLOYMENT PRACTICES AND IMPROVE EMPLOYEE TRAINING AND DEVELOPMENT-Exhibit 20

Objective 4.4	Did not address this objective in FY 2012-2013	Continued to address this objective through the actions indicated, or implemented the following new policies/procedures in FY 2012-2013 to address this objective as indicated	Adopted and/or updated personnel policies	Provided technology training to court employees	Provided in-house and/or outside training and/or education	Implemented or maintained employee training on civility and professionalism	Other
APPELLATE COURT							
1		✓	✓	✓	✓	✓	✓
2		✓	✓	✓	✓	✓	✓
3		✓	✓	✓	✓	✓	✓
4		✓	✓	✓	✓	✓	
5		✓	✓	✓	✓	✓	
TOTALS	0	5	5	5	5	5	3

ACTIONS TAKEN IN FY 2012-2013 TO VIGILANTLY GUARD JUDICIAL INDEPENDENCE WHILE RESPECTING OTHER CO-EQUAL BRANCHES OF GOVERNMENT-Exhibit 21

Objective 5.1	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated below:	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	3	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 “Response to the Objective” and “Major Strategies Initiated or Completed” sections of this part of the report was compiled from response of each district court to a survey of chief judges, which was prepared by the Supreme Court Judicial Administrator’s office and distributed to the district courts.

DISTRICT COURT GOALS AND OBJECTIVES

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

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

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

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

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



2.3 To promptly implement changes in law and procedure.

2.4 To enhance jury service.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GOAL 5: STRATEGIC PLAN IMPLEMENTATION

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



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

Objective 1.1

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

Intent of the Objective

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

Response to the Objective

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

- **4th JDC.** The 4th JDC implemented an electronic docket display system comprised of flat screens above the public elevators. The screens display the civil and criminal court schedules for the day, with the courtroom location and litigants' names for each proceeding. The court held a press conference to make the public aware of the new display system and hosted other court administrators to preview the display system for possible implementation in other courts.
- **9th JDC.** The 9th JDC Self-Help Desk volunteers continued to provide self-represented litigants and other court users with legal information, legal forms for certain domestic matters, and information regarding available legal resources.

- **11th JDC.** The 11th JDC supplied a copy of the 2012 court calendar to the Clerk of Court's Office, which posted the calendar on the Clerk's website.
- **12th JDC.** The 12th JDC reported that it continued to develop a court website.
- **14th JDC.** The 14th JDC set up TV monitors in the first- and second-floor lobbies of the court to inform the public of the judge and courtroom location for each case being heard that day.
- **16th JDC.** The 16th JDC reported that while juvenile hearings were closed to the public in accordance with the Louisiana Children's Code, all other proceedings were open to the public. Family members of individuals involved in criminal proceedings were encouraged to attend court, were referred to the public defender's office for further information, and notified when court dates were set. These individuals were allowed to speak in court when appropriate. Also, a district attorney victim/witness coordinator in each parish was responsible for victim notification of all hearings and for facilitating delivery of impact statements to the court in a timely fashion prior to sentencing or disposition.

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

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

- **24th JDC.** The 24th JDC reported that it maintained a kiosk, centrally located in the lobby



of the courthouse, which displays the cases set for the particular day. The display includes the specific division, case name, and number. The system provides for searching by litigant name.

- **Jefferson Parish Juvenile Court.** Although confidentiality laws precluded the court from holding public proceedings for most cases, the court opened certain proceedings to the public and made accommodations for the press and victims' family members. The court provided the budget to the public by holding a public budget hearing and placing copies of the budget with the receptionist. The court conducted tours for class field trips upon request.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that its minute clerk application system allowed the public to access docket information regarding any accepted case in the system via the Internet. This system, which is housed in the Orleans Parish Sheriff's ASA 400 computer system, allowed real-time access to information relative to all charges pending against state arrestees in Orleans Criminal Court, including pre-filed bills of information or indictment, the bond amounts set for each charge, and the status of the inmate in terms of incarceration.

As documented in published reports on the court, open access to Orleans Parish Criminal District Court involved Courtwatch NOLA, the Metropolitan Crime Commission, local media outlets, and other community watch groups that monitored the court on a frequent basis.

Objective 1.2

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

Intent of Objective

This objective addresses three distinct but related aspects of court performance—the security of persons and property within the courthouse and its facilities,

access to the courthouse and its facilities, and the reasonable accommodation of the general public in court facilities. 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.

Response to the Objective

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

- **4th JDC.** The 4th JDC reported that it tested panic buttons in all courtrooms quarterly and installed door readers on the judges' chambers access doors. The door readers enhanced court security by restricting chambers access to authorized court staff. The court also worked with the Ouachita Parish Police Jury to limit the access and frequency of trustees performing maintenance in the courthouse and installed a security system in an off-site storage room housing court reporter tapes.

The court also reviewed the continuity of operations/disaster recovery plan contact information. The court added all changes to contact information to the text message alert system and tested the system for completeness and accuracy on a quarterly basis. All involved agencies received a copy of the updated contact list.

The court also continued to subscribe to a compliance poster service to ensure the most current communications regarding Americans with Disabilities Act and other labor law changes are visible to employees. All job candidates were required to acknowledge and sign an essential functions listing specific to the position for which they applied.



- **5th JDC.** The 5th JDC obtained a grant through Homeland Security to purchase security cameras, bulletproof doors for the judge and DA's offices, and a metal detector for the courtroom in Richland Parish.
- **9th JDC.** The 9th JDC reported that it addressed Americans with Disabilities Act issues with the Rapides Parish Police Jury, resulting in improved accommodations in courtrooms, conference rooms, and other areas that may be accessed by individuals with a disability.

The court continued to address security concerns through the efforts of the courthouse security task force, comprised of all stakeholders in the courthouse. With the cooperation of the Rapides Parish Sheriff's Office, the court also tested panic buttons in courtrooms, judges' chambers, and other offices.

The court also reported that it distributed an updated continuity of operations/disaster recovery plan to each agency that would be affected by any change in the location of court proceedings. The courthouse security task force continued to identify and coordinate the responsibilities of each courthouse agency in the event of an emergency.

- **10th JDC.** The 10th JDC reported that while the court is not the custodian of the courthouse, it continued to work with the parish government and sheriff to ensure safe access to the courts. The court security committee, consisting of representatives of all agencies in the courthouse and the bar association, continued to meet to study and take actions to improve security measures.
- **11th JDC.** The 11th JDC serviced the sound system in the courtroom to ensure clear sound quality. To assist the hearing-impaired, the court ordered an infrared hearing/audio system and provided interpreters.
- **15th JDC.** The 15th JDC prepared accommodations for sight- or hearing-impaired

potential jurors who wished to serve. The court also established a court security committee in Vermilion Parish. The committee developed and began implementing a system to screen persons for weapons and other contraband when they enter the courthouse.

The court also researched establishing a Twitter account to immediately inform court personnel and the public in the event of an evacuation or other incident. The research indicated a lack of interest on the part of those who might use the system and the account was not activated.

- **16th JDC.** The 16th JDC judges worked with local officials on a regular, ongoing basis to ensure that the court's physical facilities complied with the Americans with Disabilities Act (ADA). The court maintained a policy providing for ADA accessibility and compliance, including the placement of the ADA accommodation language on its juror subpoenas and the appointment of the Court Administrator to serve as the ADA Coordinator for the court. The court continued to develop policy and procedures to ensure ADA compliance, while individual judges made accommodations for individuals with disabilities when requested.

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

The court monitored courtroom sound systems on a regular, ongoing basis and made improvements as needed. The court upgraded audio equipment and installed video equipment in all three parishes and installed an assisted listening device system in St. Martin Parish.

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

The maintenance and development of security/emergency procedures was a regular, ongoing activity of the court during the period. The judges met periodically with the clerks of court, sheriffs, the District Attorney, parish government representatives, and representatives from other courthouse agencies to identify and address current and future security needs. The court appointed one judge in each parish to head a parish courthouse security committee and to meet with other courthouse officials to address security needs. The court contributed funding for court security officers in Iberia and St. Mary parishes and hired additional security officers for family court and non-support proceedings in those parishes on an as-needed basis. Finally, the court conducted penetration testing to monitor and maintain the court's computer network.

The St. Martin Parish courthouse was equipped with state-of-the-art security devices, including a walk-through metal detector and x-ray machine located at the one public entrance and exit. The entrance and exit are Americans with Disabilities Act (ADA) -accessible and were monitored by security officers during business hours. Courthouse employees entered the facility at one rear entry with an access card assigned by the St. Martin Parish Government in accordance with adopted security procedures. The court continued to secure the judges' chambers, office suites, and parking area. The judges and family court hearing officer coordinated safety procedures including providing additional security in hold areas, moving people effectively from holding areas to the courtroom, limiting third parties in hearings, and placing prisoners in separate areas with law enforcement, to ensure the safety of all parties during protective order hearings.

The Iberia courthouse staff continued to work cooperatively with Iberia Parish courthouse agencies

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

The second floor of the Iberia Parish courthouse, where the judges' chambers and courtrooms are located, continued to be secured by electronic walk-through devices and x-ray machines and monitored by security officers during business hours. The court maintained video cameras outside of the Iberia Parish judges' chambers and used television monitors to screen persons seeking entrance.

The sixth floor of the St. Mary Parish courthouse, where the judges' chambers and courtrooms are located, continued to be secured by electronic walk-through devices monitored by security officers during normal business hours. The court installed a pull-down screen to limit public view of court personnel and judges' offices and continued to work cooperatively with the parish government to develop a plan to install security cameras on the sixth floor of the courthouse.

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

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 continued to update the COOP/DRP, which includes judges' and court employees' individual evacuation plans and emergency contact information. The court also continued to include an "Emergency Information" page on its website.



This page provides up-to-date information regarding the court to employees and the general public during emergency situations.

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

- **17th JDC.** The 17th JDC reported that it added a link on its website to the Louisiana district court accommodation request form. The court also purchased and installed a surveillance camera/DVR system.
- **18th JDC.** The 18th JDC reported that it initiated a new computer network with a backup system. The court is working with the parish to establish a joint off-site backup location.
- **19th JDC.** The 19th JDC modified the court doors so individuals in wheelchairs may open them more easily. The court also convened the regular yearly meeting of “fire wardens,” courthouse staff who share emergency information with co-workers in their assigned areas of the courthouse. At the meeting the “fire wardens” reviewed evacuation plans and responsibilities.
- **21st JDC.** The 21st JDC held security committee meetings with courthouse personnel in all three parishes.
- **22nd JDC.** The 22nd JDC reported that the court addressed much of the court’s security/safety measures through the collaborative efforts of court personnel, sheriff’s offices, and parish facility managers.
- **23rd JDC.** The 23rd JDC purchased headphones/equipment for use by hearing-impaired individuals. The court also held security meetings, worked on new safety policies and procedures, and updated safety equipment.

- **24th JDC.** The 24th JDC reported that the juror handbook was produced in Braille. Also, the court continued to use real-time translation equipment during court proceedings for interpreters with listening devices for parties, litigants, and court observers. The court also maintained hearing equipment for use by individuals who are hearing-impaired.

The court facilitated communication between all court personnel with an online communications system. The 24th JDC Drug Court acquired a separate subscription to the system to advise participants of operations and requirements.

- **26th JDC.** The 26th Judicial District Court regularly included matters pertaining to the Americans with Disabilities Act (ADA), including the court’s ADA policy, ADA compliance, and complaint procedures, in the orientation training for new employees. Also, the Court Administrator met with the Director of Public/Homeland Security for Bossier Parish to plan a risk analysis including a Threat and Hazard Identification and Risk Assessment that meets FEMA standards. The risk assessment will supplement the current disaster recovery plan. Department heads decided to meet quarterly to coordinate a single continuity of operations plan, designed to accommodate all departments of the courthouse in the event of an emergency or disaster.
- **29th JDC.** The 29th JDC continued bi-weekly court security team meetings with members from each courthouse office or department. The group worked to develop and implement court security system and plan.
- **34th JDC.** The 34th JDC reported that the court resumed operations at the courthouse in 2013 upon completion of a three-year courthouse renovation/remodeling project. The court addressed ADA concerns during the remodel. The Sheriff’s Office inspected the remodeled facility and recommended security enhancements.



- **36th JDC.** The 36th JDC reported that in December 2012, after addressing the issue with the Police Jury, it moved forward with a tax proposition to renovate the historic courthouse to address accessibility problems for individuals with a disability. The voters approved the tax, and the court expects construction to begin in late 2014.
- **38th JDC.** The 38th JDC reported that it planned renovations for the courthouse in the near future. The renovation will make the courthouse more accessible to individuals with disabilities and improve courthouse security.
- **39th JDC.** The 39th JDC reported that it paid a portion of the costs of its security system.
- **40th JDC.** The 40th JDC reported that it worked with the parish and the sheriff to plan a 2014 courthouse renovation that includes upgrades in accessibility and security. The court also worked with the sheriff to improve current courthouse security, including greater co-ordination of bailiffs and security officers.
- **Caddo Parish Juvenile Court.** Caddo Parish Juvenile Court reported that the Caddo Parish Commission has contracted to remodel all courtrooms to comply with ADA standards. Construction will begin in the early spring of 2014.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court continued to use a notice that includes an accommodation statement for individuals with disabilities and contact information for requesting accommodations. The court also convened a courthouse security committee, as per Supreme Court directive. The Chief Judge chairs the committee.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that it maintained emergency evacuation devices on the first and second floors to evacuate individuals from stairways. The court received a grant from the State Justice Institute in the amount of \$75,000

to “strengthen Security/Security Assessment and Training.” The court used the grant funds to engage security experts from the National Center for State Courts to conduct a comprehensive security assessment and to provide safety training to judges and court 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.

Response to the Objective

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

- **4th JDC.** The 4th JDC court administrator’s office staff attended training on proper qualifications of an interpreter. The court then placed ads in the local newspapers to make the public aware of certified interpreter training held statewide and contacted all local university language programs to make them aware of the trainings.
- **9th JDC.** The 9th JDC secured limited funding to assist interpreters in attending the Louisiana Supreme Court Training Program. Interpreters were encouraged to attend to gain more knowledge of the judicial system. The judges and some staff received training regarding the responsibilities of the interpreter and information as to their responsibilities in and out of court proceedings.



- **10th JDC.** The 10th JDC continued to maintain a list of professional interpreters for non-English speaking patrons and paid or provided for the payment of foreign language interpreters.
- **16th JDC.** The 16th JDC reported that it provided language interpreters on an as-needed basis. The court maintained a list of language interpreters to provide language interpretation services in the following languages: Spanish, Laotian, Vietnamese, Mandarin (Chinese dialect), and Cantonese (Chinese dialect). The court located additional language interpreters and revised the list of available interpreters on an ongoing basis.
- **17th JDC.** The 17th JDC added a link on the court website to the Louisiana district court interpreter request form.
- **22nd JDC.** The 22nd JDC court administrator attended training on the importance of the Supreme Court’s registration of language interpreters. The court strongly encouraged interpreters utilized by the 22nd JDC to attend the training and testing program offered by the Supreme Court.
- **23rd JDC.** The 23rd JDC reported that it encouraged translators to attend training and become certified by the Louisiana Supreme Court.
- **24th JDC.** The 24th JDC, through the Community Justice Agency, annually requests bids for services to those with limited English proficiency.
- **26th JDC.** The 26th JDC required all individuals that currently provide interpreter services, as well as those that have expressed interest in providing interpreter services for the court, to register and attend one of the regional Louisiana Court Interpreter Training Programs offered by the Louisiana Supreme Court.
- **29th JDC.** The 29th JDC continued to employ a tri-lingual court employee.

- **34th JDC.** The 34th JDC reported that it encouraged its interpreter to attend the Louisiana Supreme Court training program, which the interpreter did attend.

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 2012-2013. 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.

Response to the Objective

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

- **4th JDC.** The 4th JDC continued to maintain on its website a list of downloadable forms and petitions in PDF format.
- **7th JDC.** The 7th JDC responded to requests for forms and other information for non-represented litigants by directing patrons to websites of other judicial districts in the state that have forms that may be beneficial.
- **9th JDC.** The 9th Judicial District Court continued to provide a Self Help Desk (SHD) to the public. The SHD focuses on domestic matters, providing legal information and forms to self-represented litigants. SHD visitors who request information on legal matters other than that available at the SHD are referred to other appropriate resources.
- **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 indigent individuals needing civil legal assistance and to provide support for self-represented litigants in domestic abuse cases.
- **14th JDC.** The 14th JDC reported that it worked with the local bar association and bar foundation

to create a self-represented litigant self-help resource center.

- **15th JDC.** The 15th JDC referred self-represented litigants to the Lafayette Bar Association, which provides various forms and instruction for a nominal fee.
- **16th JDC.** The 16th JDC maintained its system through which defendants in child support cases may request petitions for custody/visitation. The court provided petitions, pauper forms, and detailed instructions for completing the forms to defendants during court hearings. After completing the forms, litigants were entitled to a hearing officer conference to try to develop a joint custody implementation plan or visitation plan. If necessary, a court hearing may be held.

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

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

- **17th JDC.** The 17th JDC reported that it added links on its website to a pauper status application form, to Louisiana LawHelp, to Southeast Louisiana Legal Services, and to the Louisiana Civil Justice Center. The court also began developing a 17th JDC Self-Help website through the Louisiana State Bar Association Access to Justice Program.
- **22nd JDC.** The 22nd JDC reported that one of its judges met with Louisiana State Bar Association representatives to discuss implementing a program



to assist self-represented litigants in family court. The 22nd JDC Court administrator continued participation on the statewide task force to improve access to justice for self-represented litigants.

- **24th JDC.** The 24th JDC continued to collect a fee for legal assistance programs that provide *pro bono* representation. The funds are distributed annually to agencies that handle cases in the 24th JDC. The court also worked with the Louisiana State Bar Association, the local bar association, and local firms to develop and staff a help desk for self-represented litigants.
- **27th JDC.** The 27th JDC reported that it implemented a civil case fund from court costs to fund counsel for certain domestic cases.
- **29th JDC.** The 29th JDC continued to work with the Clerk of Court's office to assist self-represented litigants. The domestic violence prevention division of the Sheriff's Office continued to assist alleged victims with protective orders.
- **33rd JDC.** The 33rd JDC reported that it engaged the Louisiana State Bar Association Access to Justice Committee to build a website providing self-represented litigants with access to forms for their basic legal needs.
- **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 using automated case management information systems. At the district court level, however, performance against time standards cannot be easily measured due to generally low levels of automation in the courts.

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

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



Response to the Objective

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

- **4th JDC.** The 4th JDC reported that all criminal judges were issued an individual user license to JustWare, the court's caseflow management system. Through JustWare, data entered into the District Attorney's office case management system may also be viewed in the courtroom, expediting communication and enabling the judge to decide cases more quickly. The court also updated the probation judgment forms used in the courtroom to increase case processing efficiency.
- **9th JDC.** The 9th Judicial District Court continued its implementation of the civil and criminal caseflow management programs. The court held pre-trials in both civil and criminal sections to enhance case processing, lessening the time from filing to disposition. The court obtained reports from the Rapides Parish Clerk of Court to assist in the preparation of complex matters that may require more judicial attention than simple or basic cases.
- **10th JDC.** The 10th JDC reported that it continued to monitor its civil and criminal dockets to reduce delays. The court also conducted extra jury terms for criminal cases.
- **14th JDC.** The 14th JDC continued to use case management conferences and pretrial conferences to resolve cases prior to trial, thereby reducing delays in primarily criminal matters.
- **16th JDC.** The 16th JDC continued to improve the docketing schedule and manual system of case processing and continued to conduct review hearings to better manage criminal cases.

The court also maintained an allotment system for juvenile cases. There are two juvenile sections in each parish, one for Child in Need of Care (CINC) cases and one for Delinquency/Families in Need of

Services cases. One judge in each parish is assigned all juvenile court dockets, an initiative that has resulted in greater continuity of adjudication, better judicial oversight, and improved proficiency. The court also continued to employ a Juvenile Docket Coordinator, who serves as a case manager for CINC cases throughout the district.

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

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

The court authorized and encouraged Court Appointed Special Advocates volunteers to attend 72-hour hearings in CINC cases to help facilitate the timely appointment of curators. The judges maintained a policy to serve protective orders in open court and have that service reflected in the court minutes. Judges continued to work



cooperatively with sheriffs in all three parishes to develop a plan to provide for payment of fines by credit card and to develop a plan to implement electronic warrant procedures.

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

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

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

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

- **17th JDC.** The 17th JDC received a technology assistance grant through the National Center for State Courts to help develop a data exchange information system between the Sheriff, District Attorney, and Clerk of Court. The court also received grant funding from the Supreme Court Judicial Administrator's Office to obtain and utilize "SmartBench" software, which assists the court in case processing and efficiency.
- **18th JDC.** The 18th JDC reported that it decided to employ a judicial administrator starting in 2014.
- **22nd JDC.** The 22nd JDC utilized CourTools, performance measurement tools created by the National Center for State Courts, to evaluate the time to disposition of felony cases (CourTool Measure 3), the age of active pending felony cases (CourTool Measure 4), and clearance rates in felony cases (CourTool Measure 2). The court also began addressing trial date certainty in family court (CourTool Measure 5). One division of Family Court began using court-appointed mediators to resolve matters prior to appearances before hearing officers and the judge.
- **24th JDC.** The 24th JDC reported that it worked with Criminal Justice Partners to improve criminal caseload through a Bureau of Justice Assistance/National Center for State Courts Technical Assistance Project grant.
- **26th JDC.** The 26th JDC continued to plan the rollout of its case management system, which will have the built-in ability to measure court performance using CourTools, performance measurement tools created by the National Center for State Courts. The court will use CourTools to evaluate clearance rates (CourTools Measure 2), time to disposition (CourTools Measure 3), age of active pending caseload (CourTools Measure 4), and trial date certainty (CourTools Measure 5). The case management system will also include time standards adopted by the American Bar Association and the Conference of State Court Administrators.



- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court continued facilitation team meetings to address issues in Child In Need of Care cases on a regular basis.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court judges reviewed docket status reports to improve timely case management. Also, the court information technology director worked closely with the Louisiana Supreme Court to develop the Louisiana Court Connection (LCC) case management system for district courts. Orleans Parish Criminal District Court is designated as the pilot site for the district court-level LCC.

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 2012-2013. 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 implement necessary changes to law and procedure promptly and correctly.

Response to the Objective

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

- **4th JDC.** The 4th JDC hearing officers attended annual training on Louisiana Protective Order Registry and presented to the judges *en banc* information regarding substantial changes in protective order judgments. The court also hosted the annual legislative dinner to discuss upcoming legislation affecting the court.
- **9th JDC.** The 9th JDC reported that it continued a standing practice during *en banc* judges' meetings, to address changes in law or court rules. The court disseminated updates or changes in law or court rules to the judges and members of their staffs.
- **10th JDC.** The 10th JDC reported that both judges attended seminars on recent developments in the law, evidence, and procedure. Both judges reviewed legislation passed during that year and implemented changes and updated procedures as required.
- **16th JDC.** The 16th JDC reported that the court addressed changes in the law and legal procedure on an ongoing basis at regular and special *en banc* meetings. Special guests were invited to 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 meetings of the local bar association and, where permitted, Judicial College seminars as well, to keep updated. Also, family court hearing officers reviewed legislative actions and notified judges of changes in the law.



- **21st JDC.** The 21st JDC Chief Judge sent updates regarding new laws passed during the legislative session to the Louisiana District Judges Association, judicial administrators, and other 21st JDC judges.
- **22nd JDC.** The 22nd JDC reported that several judges are serving on court rules committees, on the Sentencing Commission, and with legislative liaisons to both bring potential changes in the law to the appropriate authorities and to report back to other judges on changes that have been adopted.
- **23rd JDC.** The 23rd JDC reported that during judges' meetings the judges discussed changes to policies and procedures and established general guidelines.
- **26th JDC.** The 26th JDC reported that its judges regularly attend judicial conferences and local continuing legal education programs where recent developments were presented and discussed.
- **27th JDC.** The 27th JDC reported that it is updating the 27th JDC court rules.
- **34th JDC.** The 34th JDC reported that one of its judges attended and presented a "recent changes" CLE for other judges and the local bar association.
- **35th JDC.** The 35th JDC reported that its judges attended seminars sponsored by the Judicial College.
- **40th JDC.** The 40th JDC judges held *en banc* meetings to discuss changes to law and procedure.
- **East Baton Rouge Juvenile Court.** The East Baton Rouge Juvenile Court Judicial Administrator monitored legislation through the Louisiana Court Administrators Association and communicated promptly all changes in law and procedure to the appropriate and relevant persons.

- **Orleans Parish Criminal District Court.** Criminal District Court reported that the court's legislative liaison provided the 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. Many citizens, however, do their best to avoid this obligation either because they do not understand its importance or because they find jury service confusing, intimidating, or inconvenient. The judicial system has an obligation to educate jurors and to make jury service as convenient and efficient as possible. The intent of this objective is to encourage the use of these techniques and methodologies in a systematic and strategic manner.

Response to the Objective

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

- **4th JDC.** The 4th JDC judges continued to address each juror panel to express appreciation for the jurors' time and service. The court also asked for comments on the jury process via a juror questionnaire.
- **9th JDC.** The 9th JDC reported that a student intern conducted post-jury surveys. The court also increased signage and instructions regarding the use of cell phones and social media and created a handout for jurors with information on parking, restaurants, and a map of the area surrounding the courthouse.
- **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 court communicated information derived from the surveys 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 are chosen, and continued to monitor and improve procedures for selecting and impaneling jurors. The court mailed jury questionnaires with the juror subpoenas for jury duty, and used the jury questionnaire procedure to eliminate unqualified persons and constantly monitor the process for improvement. The court included Americans with Disabilities Act accommodation language and an accommodation request form in the questionnaire. The court also mailed instruction sheets with juror summonses, to provide general information to jurors regarding service and posted general jury information 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.

- **17th JDC.** The 17th JDC revised and edited its jury subpoena forms to reduce costs and confusion.
- **19th JDC.** The 19th JDC reported that it updated the "jury wheel" and the jury software program. It also extended the student exemption to include part-time college students and established an e-mail address for jurors to submit comments and concerns to the court after their jury service is completed.

- **22nd JDC.** The 22nd JDC contracted with Southeastern Louisiana University to produce a video for jurors on their first day of jury service. All 22nd JDC general jurisdiction judges are featured in the video, which has been positively received by jurors.
- **24th JDC.** Based on a recommendation from the Bureau of Justice Assistance/National Center for State Courts Technical Assistance Project, the 24th JDC implemented a plea cut-off policy in a pilot division. A plea cut-off policy enables the court to know which cases are actually going to trial and thus determine more accurately the number of jurors needed.
- **26th JDC.** Judges of the 26th Judicial District Court routinely met with jurors post-trial to determine if their jury experience was meaningful and to encourage them to express ideas to improve jury service.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that it posted jury rules and procedures on the court's website. The court partnered with Orleans Civil District Court to upgrade and purchase a new jury management system.

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

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

Intent of the Objective

This objective is based largely on the concept of due process, including the provision of proper notice and a



fair opportunity to be informed and heard at all stages of the judicial process. The objective requires fair judicial processes through each court's adherence to constitutional and statutory law, case precedents, court rules, and other authoritative guidelines, including policies and administrative regulations. Adherence to law and established procedures contributes to the court's ability to achieve predictability, reliability, and integrity. It also greatly helps to ensure that justice "is perceived to have been done" by those who directly experience the quality of the court's adjudicatory process and procedures.

Response to the Objective

District courts were not surveyed regarding this objective in 2012-2013. 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. However, courts can provide a significant measure of fairness and equality by using methods of compiling source lists and drawing the venire calculated to provide jurors representative of the total adult population of the jurisdiction. Ideally, all individuals qualified to serve on a jury should have equal opportunities to participate and all parties and the public should be confident that jurors are drawn from a representative pool.

Response to the Objective

District courts were not surveyed regarding this objective in 2012-2013. 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, and the outcome of a case should not depend on which judge within a court presides over a matter.

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

Response to the Objective

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

- **9th JDC.** The 9th JDC produced useful reports and regularly monitored cases under advisement in all sections of the court.
- **10th JDC.** The 10th JDC updated the bail bond and fine schedules during the period. The court also continued to improve and standardize Boykin language to treat persons appearing before the court as similarly as possible.
- **16th JDC.** The 16th JDC reported that integrity, fairness and equality continued to be applied in all matters before the court. The court also maintained its pre-set standardized bail bond schedule.



- **17th JDC.** The 17th JDC implemented use of the Uniform Commitment Orders authorized by the Louisiana Supreme Court.
- **Jefferson Parish Juvenile Court.** Jefferson Parish Juvenile Court worked with the Annie Casey Foundation on juvenile detention alternatives, disproportionate minority contact, and deep end processing issues.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that the Court Watch Program periodically gave the court feedback regarding treatment of court users.

Objective 3.4

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

Intent of the Objective

An order or decision that sets forth consequences or articulates rights but fails to tie the actual consequences resulting from the decision to the antecedent issues breaks the connection required for reliable review and enforcement. A decision that is not clearly communicated poses problems both for the parties and for the judges who may be called upon to interpret or apply the decision. This objective implies that the disposition for each charge or count in a criminal complaint, for example, should be easy to discern and that the terms of punishment and sentence should be clearly associated with each count upon which a conviction is returned. 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 more clear and enforceable than an order that establishes an obligation but sets no time frame for completion. Decisions in civil cases, especially those unraveling

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

Response to the Objective

District courts were not surveyed regarding this objective in 2012-2013. 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 2012-2013. 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.

Response to the Objective

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

- **1st JDC.** The parish Clerk of Court, an independently elected official, continued to perform the functions of this objective.
 - **4th JDC.** The 4th JDC Judicial Administrator's Office performed a monthly audit of records. All records being held by court staff are reported to the Clerk's office.
 - **9th JDC.** The 9th JDC worked with the Clerk's Office to maintain a tracking procedure of all filings, whether they are filed with the clerk or "walked through" to the judge's office. This procedure helps ensure that stipulated judgments are submitted to the court for signature within the time required by law.
 - **16th JDC.** The 16th JDC reported that it was a regular, ongoing activity of the court to ensure that court records are accurate and preserved properly. To do this, the court sent recordings of court proceedings through the network of digital courtroom equipment to the court's servers to provide backup and long-term storage of recordings. The court also maintained a "black box" recorder
- in each courtroom, with restricted accessibility, to serve as a redundant backup recording system.
- The court provided for climate-controlled long-term storage of cassette and CD-ROM recordings of court proceedings. The court also maintained a policy regarding lawyers checking out court files and a policy allowing minute clerks access to audio recordings of court proceedings to assist in the preparation of accurate court minutes.
- St. Martin Parish Family Court became completely paperless; after the original documents for that court were filed with the Clerk of Court, they were scanned and saved on the court's server. Hearing officer conference documents in all three parishes were scanned, resulting in the family court offices using minimal paper or becoming completely paperless.
- **19th JDC.** The 19th JDC worked with the Clerk of Court to have all criminal documents scanned as they were received. Civil documents are already being scanned.
 - **22nd JDC.** The 22nd JDC reported that the court and the clerks communicate regularly about records and case management issues.
 - **25th JDC.** The 25th JDC reported that the Clerk of Court handles the maintenance and preservation of records.
 - **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court recorded hearings, archived them to an offsite server, and backed up hearing data daily.
 - **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that the elected Orleans Criminal Clerk continued to be responsible for tracking filed cases. A standardized minute entry program has been in operation for many years. This system generated the docket master for the court record.



**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.

Response to the Objective

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

- **4th JDC.** The 4th JDC reported that it continued to have quarterly Criminal Case Policy Board meetings, involving all agencies, to discuss issues and develop policies to make criminal case management more efficient. Interagency subcommittees of this board met more frequently to develop solutions to present to the quarterly board meeting.
- **9th JDC.** The 9th JDC had annual meetings with members of the legislature and reached out to other

branches of government, including officials from the police jury, the city, and other local government bodies.

- **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 Corrections. The judges also regularly participated in the local Council of Government meetings and hosted meetings with legislators to promote better judicial/legislative branch relations.

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

Family court hearing officers were also involved in community outreach activities, such as local and state bar associations and related law education programs, domestic violence shelter programs, law enforcement education programs, and community partnerships and education.

- **22nd JDC.** The 22nd JDC reported that it assigned various judges to act as liaisons with other local government agencies. They also conducted meetings with other justice-related agencies to educate them about specialty courts and met with parish officials to develop budgets and to address funding issues. The Court Administrator continued to serve on the multi-agency St. Tammany Parish Behavioral Health Task Force.

The family court conducted a Court Improvement Week. During this time, the family court provided continuing legal education for family court practitioners and sought suggestions on improving the functioning of family court. A family court mentoring program matched new practitioners with seasoned ones.



- **26th JDC.** The judges and Court Administrator of the 26th JDC continued to meet annually with members of the Bossier Parish Police Jury and Webster Parish Police Jury and with local legislators. The judges and administrator also attended quarterly meetings of elected officials and heads of local businesses in Bossier Parish. The Bossier City mayor led these meetings.
- **29th JDC.** A judge from the 29th JDC chaired the courthouse security committee, consisting of representatives of all branches of government located in the courthouse.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court sponsored system-wide training on the new Louisiana Behavioral Health Partnership and Coordinated System of Care.

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 2012-2013. 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.

Response to the Objective

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

- **4th JDC.** The 4th JDC reported that it conducted technology training, including a joint meeting with the Clerk of Court's staff after the Clerk's office implemented a new online records system. Also, employees were trained on the new docket display system, which dovetailed into a training on Microsoft Outlook.
- **9th JDC.** The 9th JDC staff received training appropriate to their job descriptions and functions as employees of the court.
- **10th JDC.** The 10th JDC reported that it continued to recognize that fair employment practices are a priority and strove to maintain such practices on an ongoing basis. The judges' administrative assistants attended training provided by the Louisiana Protective Order Registry and the court reporters attended training and certification classes.
- **16th JDC.** The 16th JDC provided in-house training to judges, law clerks, and court



reporters regarding use of new courtroom audio equipment in the Iberia and St. Martin Parish courtrooms. The court also paid for continuing employee education and training, provided in-house information technology training, and sent employees to conferences on a regular, ongoing basis.

- **18th JDC.** The 18th JDC prepared to advertise for a judicial administrator to begin employment in 2014.
- **29th JDC.** The 29th JDC required all employees to participate in online ethics training.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court reported that it conducted Professional Development Day.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that the Human Resource Director met with employees on a regular basis to review and explain court policies.

Objective 4.4

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

Intent of the Objective

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

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

Response to the Objective

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

- **4th JDC.** The 4th JDC held a public hearing to discuss the proposed budget for the new fiscal year, despite not being legally required to do so for all funds. Several judges spoke in area schools during Law Day and participated in area high school career awareness programs to educate students about the legal system.
- **9th JDC.** The 9th JDC continued its Intern Program with Louisiana State University at Alexandria. Participants in the program learned the purposes and responsibilities of the court, observed court hearings, and were exposed to the court administration and programs. Also, the 9th JDC judges participated in class field trips to the court and the law library and visited local schools to discuss law-related topics with students and faculty.
- **10th JDC.** The 10th JDC continued to maintain a website that provides the public with information on the judges, the court's general schedule, information for individuals with disabilities, jury service information, the local rules of court, answers to frequently asked questions about the court, and contact information.
- **16th JDC.** The 16th JDC reported that the court regularly provided public education and public outreach services. The judges visited classrooms, gave talks at various forums, participated in Judicial Ride-Along programs, sponsored tours of the courts, and participated in school shadow programs. As they do annually, the judges also met with local legislators.

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



Judges in the Classroom and Chamber-to-Chamber programs.

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

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

- **17th JDC.** The 17th JDC continued to participate in Annual Student Government Day, during which area high school students participate in and experience various governmental entities including the court.
- **18th JDC.** The 18th JDC participated in the Jobs for America's Graduates program for high school students, conducting the program graduation in the courtroom.
- **22nd JDC.** The 22nd JDC used several interns during the summer to introduce law students to the functioning of courts. Also, the court contracted for and produced a video about 22nd JDC problem-solving courts. The judges are using this video to educate members of civic organizations about problem-solving courts.

In addition, the court was instrumental in the creation of the Northshore Court Foundation. The foundation, a 501(c)(3) non-profit, has been organized to support the operations of the 22nd JDC problem-solving courts. As a preliminary to any fundraising efforts the foundation may undertake, foundation board members are educating members of community and civic groups about problem-solving courts.

- **24th JDC.** The 24th JDC continued to host the regional high school mock trial competition, as well as mock trial competitions for area law schools.

Objective 4.5

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

Intent of the Objective

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

One significant trend is the emergence of technology in both the public and private arenas. Courts should employ technology to improve court processes and decrease operating costs while maintaining data security and constitutional protections, especially those guarantees of privacy, due process, and a fair trial.

Response to the Objective

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

- **4th JDC.** The 4th JDC installed advanced audio-video equipment in one additional courtroom, continuing the court's commitment to maintaining the highest-quality court record while remaining fiscally responsible.

The court also practiced fiscal responsibility by purchasing and implementing a virtual server system, a long-term solution to technology needs that will provide for future expansion.

By freeing up the existing server, the virtual server allowed the court to advance its plan to use the existing server to completely replicate court operations offsite at the Morehouse courthouse.



The virtual server will also allow the court to taper monthly off-site data backup service currently provided through a third party vendor.

The court also created a network map to facilitate interagency technology projects and deliver wireless connectivity throughout the courthouse, providing interagency users with a reliable Internet connection in the courtrooms. The network map also improved the court network security through domain encryption and authentication. The court plans to enable wireless printing by all agencies in the courtroom as the first step toward a paper-on-demand courtroom.

- **9th JDC.** The 9th JDC continued to use video conferencing technology to conduct arraignments on incarcerated defendants in all applicable Department of Corrections facilities and local jails. The court also continued to use electronic warrants and regularly updated technology as needed in the courthouse and courtroom.
- **14th JDC.** The 14th JDC implemented e-warrants, allowing law enforcement to send warrants electronically to judges to review the information and take appropriate actions, all electronically, in a much more timely and efficient manner.
- **15th JDC.** The Lafayette Parish Clerk of Court moved to online viewing of civil files, part of an effort to address physical space problems which became more critical with the ongoing renovation of the courthouse. Only the most-current three years of civil cases are available on-site; others are archived offsite. The Clerk flagged new civil filings to note the existence of related previous filings available online.

Also, the judges began using digital signature software to facilitate signing warrants. Participating judges can review and sign warrants from any location with Internet access.

- **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 when needed.

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

The court maintained a fiber WAN/LAN system in all three parishes, which includes judges and staff, visiting judges, offices, courtrooms, the Court Administrator and staff, and the family court hearing officers and staff. The system provides Internet and email access to all judges and employees and provides enhanced efficiency and the ability to manage future applications.

The court continued to subscribe to Westlaw for legal research online. The court 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.

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

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

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

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

hearing impairments and planned an audio equipment upgrade in St. Martin Parish.

- **17th JDC.** The 17th JDC used Skype to handle post-arrest magistrate proceedings with prisoners, which substantially reduced safety concerns at no cost to the court. The court continued to use Vsigner digital warrant technology for arrest warrants, search warrants, and post arrest affidavits, resulting in substantial reductions in lost time, safety concerns, and fuel costs.

The court continued plans to implement aiSmartBench dashboard technology, which will allow the court to access the Clerk's records without interfering with the Clerk's network or personnel. This technology will substantially reduce lost time by employees of both the Clerk and the court and will preserve the integrity of the records by eliminating the need to transfer them between the Clerk's office and the courthouses.

The court also implemented cloud-based email retention and redesigned the court website to improve public access to court information.

- **23rd JDC.** The 23rd JDC reported that it installed electronic door locks which can be monitored.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court reported that it continued implementing video conferencing in conjunction with the Orleans Criminal District Court Re-Entry Program and the Department of Corrections.

Objective 4.6

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

Intent of the Objective

The intent of the objective is to promote the use of evidence-based, effective, and measurable developments



in science and law in juvenile justice case processing, administration, and planning, with the goal of arriving at the best outcomes for all juveniles who come in contact with the justice system.

Response to the Objective

District Courts were not surveyed regarding this objective in 2012-2013.

GOAL 5: STRATEGIC PLAN IMPLEMENTATION

Objective 5.1

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

Intent of the Objective

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

Response to the Objective

District Courts were not surveyed regarding this objective in 2012-2013.

Major Strategies Initiated or Completed in FY 2012-2013.

- **1st JDC.** The 1st Judicial District Court reported that it installed and implemented a new jury management system. The system provides more efficient communication with potential jurors and improves communication with the court. Also, the court made Internet access and emails more secure by installing new virus protection systems.
- **2nd JDC.** The 2nd JDC reported that, under the leadership of the Bienville Parish Police Jury, a new Bienville Parish courthouse was built. The

courtroom in the new courthouse is fully equipped with the latest computer technology.

- **4th JDC.** The 4th JDC reported that it made great strides towards a paper-on-demand setup in the courtroom. The court worked diligently with the Clerk of Court to develop a technology strategic plan, which included advising the Clerk's staff on which computers to purchase, setting up wireless printing capabilities on a secured network, and meeting with other agencies to assess the change in technology needs this shift will create. The court is currently testing this process in one courtroom and plans to expand over the next year.

The purchase of a virtual server system allowed the court to retire several pieces of outdated and inefficient equipment. It also allowed the court to commit IT staff and resources to other strategic goals and to improve its disaster preparedness and continuity of operations plan (COOP). Complete data replication offsite, combined with the existing COOP, significantly advanced court emergency preparedness.

- **5th JDC.** The 5th JDC reported that it obtained a grant through Homeland Security to improve security. The court was able to obtain security cameras, bulletproof doors, and a metal detector for the Richland Parish courtroom. Also, the court changed its court calendar from a two-week rotation to a three-week rotation in each parish in the district, allowing each judge to handle and resolve more cases in each parish during each rotation.
- **6th JDC.** The 6th JDC reported it had security audits prepared in all three parishes of the district and worked with security committees in all parishes to make significant improvements to the courthouse and surrounding area in each parish.
- **7th JDC.** The 7th JDC reported that it made an extensive review of scheduling policies as they relate to number of court dates devoted to criminal matters as compared to the number of court dates



devoted to civil matters. The court intends to increase the number of criminal dates.

- **8th JDC.** The 8th JDC reported that it updated the court security policy and the courtroom security system.
- **9th JDC.** The 9th JDC was involved in the beginning phases of a Veterans Court and hopes to implement this court in the very near future. The court also continued to assist self-represented litigants by making available a Self-Help Desk (SHD) to provide legal information and forms to self-represented litigants. The court welcomed the support of the Alexandria Young Lawyers' Council in providing volunteers for the SHD, as those entering the legal profession recognized the need to assist self-represented litigants. Also, with the assistance of the Louisiana State Bar Association, the 9th JDC maintained an active self-help website to assist self-represented litigants throughout the state.

Due to the age of the courthouse, the court recognized the need to remodel or update courtrooms. The court sought and received approval from the police jury to budget these updates, which are now in progress.

- **10th JDC.** The 10th JDC reported that it employed a hearing officer to enhance the collection of child support in Title IVD cases.
- **11th JDC.** The 11th JDC reported that the court prepared and presented a Power Point presentation to the 11th graders (juniors) of Sabine Parish. This presentation, which informed the juniors of the legal consequences of violating different laws, was well received by both students and school administrators.
- **12th JDC.** The 12th JDC reported that it is most proud of the progress of the courthouse security committee.

- **14th JDC.** The 14th JDC reported that its new warrant-signing software, E-warrants, promises to substantially reduce law enforcement time and judicial time needed to process warrants.
- **15th JDC.** The 15th JDC implemented a drug court in the Family Court section of the 15th JDC. Referrals to this program come from divorce cases, with the focus on protecting the children in family situations where one or both parents are involved in drug use. The court sends parents accused or suspected of drug use to a court-contracted provider for testing and assessment. The provider reports findings to the court and recommends no action, counseling, or continued monitoring. Sanctions may include the court ordering supervised visitation until the parent's drug problem is resolved. The provider also helps participants locate affordable counseling (fees charged are based on sliding scale).
- **16th JDC.** The 16th JDC reported that during the past two years the court has participated in Louisiana's Child Welfare Program Improvement Plan by implementing the Transformation Zone. The Transformation Zone (TZ) is defined by Louisiana's Child Welfare Program Improvement Plan as "a model for engaging leadership, management, supervisors, staff, courts, and other stakeholders in transforming practice with families within a judicial district, focusing on safety and permanency outcomes and three core practice areas, namely family engagement and the quality of assessment and decision-making. The Transformation Zone will be the site for integration of evidence informed policies and practices, assessment of what works and what does not, and devising of methods to achieve success."

The 16th Judicial District Court began implementing the TZ model by identifying and involving individual and organizational partners and stakeholders in Iberia, St. Martin, and St. Mary Parishes. A Transformation Zone Advisory Team was formed and a Child Welfare Implementation Specialist was hired to coordinate efforts and work with court leadership and state, regional, and community partners to improve outcomes



for children and families involved with the child welfare system. During the two-year pilot program period, the court implemented initiatives to educate families about the child welfare system and to provide families with support teams, which may include extended family as well as non-relative members, child welfare partners, service providers, and special advocates. Family “teaming” included elements to prepare families for the legal process, to assist them in selecting team members, to encourage the involvement of team members, to give the family a voice through the process, and to use the family’s own functional strengths as the foundation for an individualized family plan.

The court has completed the TZ two-year pilot program; however, the court will continue to further develop initiatives, to develop model “Best Practices” in child protection matters, and to improve outcomes for all children and families including those affected by disproportionate minority representation in child welfare.

- **17th JDC.** The 17th JDC reported that after two years of working to implement effective and efficient data exchange between the various case management systems of the Sheriff, DA, and Clerk, without having to become part of any one of them, the court found a solution in the judicial dashboard program aiSmartBench. The court pursued and received grant funding from the Supreme Court Judicial Administrator’s Office to implement aiSmartBench and will be the first court in Louisiana to do so. aiSmartBench sits on top of the case management system utilized by the Clerk of Court, giving the court read-only access to case information while giving the court full case-processing capacity to aid in court decision-making. Implementation of this technology, which is specifically designed to be used by judges, should be completed in August 2014.
- **19th JDC.** The 19th JDC reported that the court launched the long-awaited court website during the period. Also, in January 2013 the court instituted an automated, electronic time keeping system called Infinitime. Infinitime was a huge step forward for

the court in terms of accurate time keeping and accountability of employees. Prior to Infinitime, the 130 court employees kept track of their time and attendance by filling out paper time sheets.

- **21st JDC.** The 21st JDC completed an employee personnel manual, the first for this court. The court also approved the district’s first Family Court, comprised of two divisions. Beginning in January of 2014, the 21st JDC will have a juvenile division and two family divisions.
- **22nd JDC.** The 22nd JDC applied for at least six federal grants to fund behavioral health court and reentry court. To date, the court has been awarded one grant for re-entry court. Drafting grant applications required the collaboration and input of many agencies and local government officials. The grant application process raised the awareness of these agencies and officials about the operations of problem-solving courts and increased their commitment and support of these court programs.
- **23rd JDC.** The 23rd JDC reported that the district, as a whole, focused on security. The court installed panic alarms in both Convent and Napoleonville and refurbished metal detectors in all four courthouses. The court also installed an electronic access system in the Gonzales Courthouse, changed all manual locks, and tinted windows.
- **24th JDC.** The 24th JDC reported that it implemented a DWI treatment court during the period.
- **26th JDC.** The 26th JDC continued to plan for and implement a new case management system. With the anticipated roll-out of the system, the 26th Judicial District Court hopes to manage criminal and civil cases in a more timely and efficient manner. The system will ultimately assist all departments in accurately depicting the status of cases and reporting status information to the Louisiana Supreme Court and other entities



from which the court may seek funding or grant approval.

- **27th JDC.** The 27th JDC reported that the renovation of the criminal court annex building, incorporating new and updated technology, is nearing completion.
- **28th JDC.** The 28th JDC reported that it implemented video conferencing and digital evidence presentation applications.
- **29th JDC.** The 29th JDC held bi-weekly court security team meetings to ensure that court security plans were proceeding according to the timeline. The court deployed emergency courthouse evacuation drills to reinforce evacuation procedures with all employees and replaced the windows in the courthouse with hurricane-strength safety glass. Also, a computer server was purchased and installed to automatically back-up court data on a daily basis.
- **30th JDC.** The 30th JDC reported that it adopted a criminal discovery system that shortens and automates the process. The system eliminates judicial review of most filings and conserves filing space and Clerk of Court staff time.
- **31st JDC.** The 31st JDC reported that it reduced the number of cases taken under advisement.
- **32nd JDC.** The 32nd JDC reported that its judges initiated legislation to amend Louisiana Code of Criminal Procedure article 404, eliminating the five-member jury commission in the district and authorizing the Clerk of Court alone to perform the functions of the jury commission. This measure reduced the cost of jury trials.
- **33rd JDC.** The 33rd JDC began building a website to assist self-represented litigants in accessing forms addressing basic legal needs.
- **34th JDC.** The 34th JDC reported it moved from temporary facilities back into the renovated courthouse.
- **35th JDC.** The 35th JDC reported that it obtained bids to update the courtroom with video conferencing and evidence admission technology.
- **36th JDC.** The 36th JDC reported that the efforts of a citizen advisory committee and the judges, including audio- video presentations to numerous civic groups and community boards regarding the poor condition of the 100-year-old courthouse, resulted in the passage of a tax to fund the renovation of and additions to the courthouse. The renovation and additions are currently underway.
- **38th JDC.** The 38th JDC reported that it is in the process of setting up a computer terminal in the courthouse to provide self-represented litigants with access to standard forms.
- **39th JDC.** The 39th JDC reported that it worked with other court stakeholders to enhance security.
- **42nd JDC.** The 42nd JDC reported that it implemented courtroom security measures restricting those entering the courthouse on court days to one general entrance and one entrance accessible by individuals with disabilities. All people entering the courtroom must enter through an electronic scanner manned by sheriff's deputies.
- **Caddo Parish Juvenile Court.** Caddo Parish Juvenile Court implemented random selection of delinquency and Child in Need of Care cases among the three judges.
- **East Baton Rouge Family Court.** East Baton Rouge Family Court continued installing aiSmartBench in its four courtrooms. aiSmartBench will enable judges to have instant access to the most current event involving a particular case.
- **East Baton Rouge Juvenile Court.** East Baton Rouge Juvenile Court reported that, in accordance with Louisiana Supreme Court directives, it formed the East Baton Rouge Parish



(EBRP) Juvenile Courthouse Security Committee. The committee, chaired by Judge Pamela Taylor Johnson, is comprised of the juvenile court judges; court administration; East Baton Rouge Parish Sheriff's Office; chiefs of security for 19th JDC and East Baton Rouge Parish juvenile courts; court security officers; City of Baton Rouge's Director of Juvenile Services; Juvenile Detention Facility Manager; City's Department of Public Works Manager; and representatives of the District Attorney and Public Defender's offices.

The committee convened for the first time in August 2012 and has continued to meet on a regular basis to date. The committee set goals; reviewed and updated current security policies; secured an x-ray scanning machine via the Federal Property Assistance Program through a donation from the Middle District of Louisiana United States Marshal Service; updated and implemented an emergency evacuation plan; identified and removed security obstacles inside and outside of the courthouse facility; developed a security policy banning electronic devices (cellular phones) from being brought into the building; purchased mini-storage lockers to temporarily store the devices; and implemented badge identification for all parties housed in the facility.

The committee recognized the urgent need for a badge-access control system and additional surveillance cameras inside and outside of the courthouse to fully secure the facility. The committee submitted a proposal in the sum of \$145,500 to the Mayor-President to fund the badge-access system and the camera surveillance system.

- **Jefferson Parish Juvenile Court.** Jefferson Parish Juvenile Court transitioned the court and Clerk of Court to the Integrated Juvenile Justice Information System case management system.

- **Orleans Parish Civil District Court.** Orleans Parish Civil District Court is in the process of going digital and making great progress in doing so.
- **Orleans Parish Criminal District Court.** Orleans Parish Criminal District Court partnered with Orleans Civil District Court to upgrade and purchase a new jury management system from Courthouse Technologies. One hundred fifty jurors appeared daily and four panels of jurors were maintained monthly. Each panel appeared two days per week for one-half of the month. The result was increased efficiency and juror satisfaction. Because of the long hours and minimal wages paid to jurors for their service, jurors were unhappy and frustrated with the prior system. With this new system, an individual now serves for half of the month rather than the entire month.
- **Orleans Parish Juvenile Court.** Orleans Parish Juvenile Court reported that to reduce instances of unnecessary or unwarranted detention of juveniles, the court evaluated a risk assessment instrument and reviewed current alternatives to detention for effectiveness. As a result, the court piloted two new evidence-based alternatives to detention, Self-Report and Curfew Monitor. The programs, which have proven effective in communities with populations similar to New Orleans, have been shown to instill personal responsibility and decrease instances of juveniles failing to appear in court. Curfew Monitor has also been shown to increase public safety. In the face of reduced funding and resources, these programs are an attempt to maximize the use of funds for the largest possible population. Self-Report and Curfew Monitor are designed for low-to-medium-risk youth and are a part of the court's continuum of services aimed at productive alternatives to detention. The court will review the programs after six months to assess their effectiveness.



ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Posted the court's schedule on the doors or walls of the courtrooms	Developed or maintained a website which has information on court schedules and accessibility	Used social media	Published and distributed court calendars	Provided an information desk in the courthouse	Other
DISTRICT COURT								
26		✓	✓	✓		✓		
27		✓				✓		
28		✓						
29		✓	✓				✓	
30		✓	✓			✓		
31		✓		✓				
32		✓	✓			✓		
33		✓	✓	✓		✓		
34		✓	✓	✓			✓	
35		✓	✓	✓		✓		
36		✓	✓			✓		
37		✓				✓		
38		✓	✓			✓		
39	✓							
40		✓	✓	✓		✓	✓	
42		✓				✓		
Caddo Juvenile		✓		✓			✓	
East Baton Rouge Family		✓	✓	✓		✓	✓	
East Baton Rouge Juvenile		✓					✓	
Jefferson Juvenile		✓		✓			✓	✓
Orleans Civil		✓	✓	✓				
Orleans Criminal		✓	✓	✓		✓		✓
Orleans Juvenile		✓		✓				
TOTALS	2	46	28	28	0	33	14	9



ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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	24	27	16	24	13	30	16	19



**ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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	42	26	2	12	24	6	31	23	8	15	29	19	18



**ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the action indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
DISTRICT COURT														
1		✓			✓		✓		✓					
2		✓	✓	✓	✓		✓	✓						
3		✓	✓	✓	✓		✓							
4		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
5		✓	✓											
6		✓	✓	✓	✓	✓	✓	✓	✓		✓			
7		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
8	✓													
9		✓	✓	✓	✓	✓	✓							✓
10		✓		✓	✓	✓	✓				✓			
11		✓	✓	✓	✓		✓		✓					
12	✓													
13	✓													
14		✓	✓	✓		✓	✓	✓	✓	✓	✓			
15		✓	✓	✓	✓	✓					✓			✓
16		✓	✓	✓	✓	✓		✓						✓
17		✓	✓	✓	✓		✓							
18		✓												✓
19		✓	✓	✓	✓		✓	✓		✓				
20		✓		✓										
21		✓					✓							
22		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
23		✓	✓	✓	✓		✓	✓	✓					
24		✓	✓	✓	✓	✓	✓	✓	✓		✓			✓
25		✓	✓	✓	✓	✓	✓	✓	✓		✓			



**ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the action indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
DISTRICT COURT														
26		✓	✓	✓	✓	✓	✓		✓	✓	✓			✓
27		✓									✓			
28		✓	✓	✓	✓			✓						
29		✓	✓	✓	✓		✓		✓					
30		✓	✓	✓										
31		✓		✓	✓									
32		✓	✓	✓	✓	✓								
33		✓	✓	✓	✓	✓	✓	✓	✓	✓				
34		✓	✓	✓	✓	✓	✓		✓		✓			
35		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
36		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
37		✓	✓											
38		✓	✓	✓	✓		✓	✓	✓					
39	✓													
40		✓	✓				✓							
42		✓		✓							✓			
Caddo Juvenile		✓	✓	✓		✓	✓	✓	✓		✓			
East Baton Rouge Family		✓	✓	✓	✓	✓	✓	✓	✓	✓				
East Baton Rouge Juvenile		✓	✓	✓	✓	✓		✓	✓		✓			
Jefferson Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Civil		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Orleans Criminal		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Orleans Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
TOTALS	4	44	36	37	33	24	31	22	25	13	21	3	4	7



**ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Provided foreign language interpreter services when necessary	Encouraged and/or required interpreters to abide by a code of professional responsibility such as the Louisiana Code of Professional Responsibility for Language Interpreters as found in Section 1, Part C, Section 14 of the General Administrative Rules for Louisiana Courts	Adopted, maintained, or routinely administered an oath for language interpreters, such as the one provided in Appendix 5.1C of the Louisiana District Court Rules	Installed or maintained signage regarding services to LEP persons	Other
DISTRICT COURT								
1		✓	✓	✓	✓	✓		
2		✓	✓	✓				
3		✓	✓	✓	✓	✓		
4		✓	✓	✓	✓			✓
5		✓	✓	✓		✓		
6		✓	✓	✓	✓			
7		✓	✓	✓	✓	✓		
8		✓		✓				
9		✓	✓	✓	✓	✓		✓
10		✓		✓	✓	✓		✓
11		✓	✓	✓	✓	✓		
12		✓	✓					
13		✓		✓				
14		✓	✓	✓	✓	✓		
15		✓	✓	✓	✓	✓		
16		✓	✓	✓	✓			✓
17		✓	✓	✓	✓	✓		✓
18		✓	✓	✓				
19		✓	✓	✓	✓			
20		✓		✓		✓		
21		✓	✓	✓	✓	✓		
22		✓	✓	✓	✓	✓	✓	✓
23		✓	✓	✓	✓	✓		✓
24		✓	✓	✓		✓		✓
25		✓	✓	✓	✓	✓		



**ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Provided foreign language interpreter services when necessary	Encouraged and/or required interpreters to abide by a code of professional responsibility such as the Louisiana Code of Professional Responsibility for Language Interpreters as found in Section 1, Part G, Section 14 of the General Administrative Rules for Louisiana Courts	Adopted, maintained, or routinely administered an oath for language interpreters, such as the one provided in Appendix 5.1C of the Louisiana District Court Rules	Installed or maintained signage regarding services to LEP persons	Other
DISTRICT COURT								
26		✓	✓	✓	✓	✓		✓
27		✓		✓				
28		✓		✓				
29		✓	✓	✓		✓		✓
30		✓	✓	✓	✓	✓		
31		✓	✓	✓				
32		✓		✓		✓		
33		✓	✓	✓	✓	✓		
34		✓	✓	✓		✓		✓
35		✓	✓	✓	✓	✓		
36		✓	✓	✓	✓	✓		
37		✓		✓				
38		✓	✓	✓		✓		
39	✓							
40		✓	✓	✓		✓		
42		✓		✓				
Caddo Juvenile		✓	✓	✓	✓	✓	✓	
East Baton Rouge Family		✓		✓	✓			
East Baton Rouge Juvenile		✓	✓	✓	✓	✓		
Jefferson Juvenile		✓	✓	✓	✓	✓		
Orleans Civil		✓	✓	✓	✓			
Orleans Criminal		✓	✓	✓	✓	✓		
Orleans Juvenile		✓	✓	✓				
TOTALS	1	47	37	46	28	30	2	11



**ACTIONS TAKEN IN FY 2012-2013 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/SELF-REPRESENTED LITIGANTS~Exhibit 6**

Objective 1.5	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 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/SELF-REPRESENTED LITIGANTS~Exhibit 6**

Objective 1.5	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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	34	37	41	19	14



**ACTIONS TAKEN IN FY 2012-2013 TO ENCOURAGE TIMELY CASE MANAGEMENT
AND PROCESSING~Exhibit 7**

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

Objective 2.1	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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	3	45	18	11	9	15	11	30	31	5	19	38	31	13	12



**ACTIONS TAKEN IN FY 2012-2013 TO PROMPTLY IMPLEMENT CHANGES IN LAW
AND PROCEDURE--Exhibit 8**

Objective 2.3	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 <i>en banc</i> 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 2012-2013 TO PROMPTLY IMPLEMENT CHANGES IN LAW
AND PROCEDURE--Exhibit 8**

Objective 2.3	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 <i>en banc</i> 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	5	43	15	11	35	14



ACTIONS TAKEN IN FY 2012-2013 TO ENHANCE JURY SERVICE-Exhibit 9

Objective 2.4	Not applicable to this court	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 TO ENHANCE JURY SERVICE-Exhibit 9

Objective 2.4	Not applicable to this court	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or maintained jury management policies	Developed or maintained a telephone call-in system for potential jurors	Utilized a "plea cut-off" policy in criminal cases	Utilized post-jury survey instruments to develop ways to enhance jury service	Other
DISTRICT COURT								
26			✓		✓	✓		✓
27		✓						
28			✓	✓	✓	✓		
29			✓		✓			
30			✓		✓	✓		
31			✓		✓	✓	✓	
32			✓		✓			
33			✓	✓	✓	✓		
34			✓	✓				
35			✓			✓	✓	
36			✓	✓	✓		✓	
37			✓		✓	✓		
38			✓		✓			
39			✓		✓			
40			✓		✓		✓	
42			✓	✓	✓		✓	
Caddo Juvenile	✓							
East Baton Rouge Family	✓							
East Baton Rouge Juvenile	✓							
Jefferson Juvenile	✓							
Orleans Civil			✓	✓	✓			
Orleans Criminal			✓	✓			✓	✓
Orleans Juvenile	✓							
TOTALS	5	1	42	21	37	17	17	9



**ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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	37	37	23	3	1	6



ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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	3	45	17	4	35	16	13	9	8	31	9



ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Continued to communicate, coordinate and cooperate with the other branches of government	Used outreach programs to promote judicial independence and protection of the rule of law	Other
DISTRICT COURT					
26		✓	✓		✓
27	✓				
28		✓	✓	✓	
29		✓	✓		✓
30		✓	✓		
31		✓	✓	✓	
32		✓	✓		
33		✓	✓		
34		✓	✓		
35		✓	✓		
36		✓	✓	✓	
37	✓				
38		✓	✓		
39		✓	✓		
40		✓	✓		
42		✓	✓		
Caddo Juvenile		✓	✓		
East Baton Rouge Family		✓	✓		
East Baton Rouge Juvenile		✓	✓		✓
Jefferson Juvenile		✓	✓	✓	
Orleans Civil		✓	✓		
Orleans Criminal		✓	✓	✓	
Orleans Juvenile		✓	✓		
TOTALS	2	46	46	15	7



ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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	32	27	34	21	8



**ACTIONS TAKEN IN FY 2012-2013 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION, AND PROGRAMS-Exhibit 14**

Objective 4.4	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Created or maintained a website containing information about the court	Used social media	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
DISTRICT COURT												
1		✓			✓	✓		✓	✓		✓	
2		✓				✓		✓	✓			
3		✓				✓		✓	✓	✓	✓	
4		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
5		✓	✓			✓	✓		✓	✓		
6		✓				✓		✓				
7		✓				✓		✓	✓		✓	
8	✓											
9		✓	✓			✓		✓	✓	✓	✓	✓
10		✓	✓		✓	✓	✓	✓	✓			✓
11		✓				✓			✓			
12		✓				✓	✓	✓	✓	✓	✓	
13	✓											
14		✓	✓			✓	✓	✓	✓	✓		
15		✓	✓					✓	✓			
16		✓	✓		✓	✓		✓	✓	✓	✓	✓
17		✓	✓		✓			✓				✓
18		✓						✓				✓
19		✓	✓									
20		✓						✓	✓			
21		✓	✓					✓		✓	✓	
22		✓	✓			✓		✓	✓	✓	✓	✓
23		✓	✓				✓	✓	✓		✓	
24		✓	✓			✓	✓	✓	✓			✓
25		✓	✓			✓				✓		



**ACTIONS TAKEN IN FY 2012-2013 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION, AND PROGRAMS~Exhibit 14**

Objective 4.4	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Created or maintained a website containing information about the court	Used social media	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
DISTRICT COURT												
26		✓	✓			✓	✓	✓	✓	✓	✓	
27		✓								✓		
28		✓				✓		✓	✓			
29		✓	✓			✓		✓	✓	✓	✓	
30		✓								✓	✓	
31		✓	✓						✓			
32		✓							✓	✓	✓	
33		✓	✓			✓		✓	✓			
34		✓	✓			✓			✓	✓		
35		✓	✓					✓	✓			
36		✓			✓	✓		✓	✓		✓	
37		✓						✓		✓		
38		✓				✓		✓	✓			
39	✓											
40		✓	✓			✓		✓				
42		✓						✓				
Caddo Juvenile		✓	✓	✓	✓	✓	✓	✓	✓	✓		
East Baton Rouge Family		✓	✓			✓		✓				
East Baton Rouge Juvenile		✓			✓	✓	✓	✓	✓		✓	
Jefferson Juvenile		✓	✓		✓	✓		✓	✓	✓	✓	
Orleans Civil		✓	✓					✓	✓		✓	
Orleans Criminal		✓	✓		✓	✓		✓	✓	✓		
Orleans Juvenile		✓	✓		✓	✓	✓	✓	✓			
TOTALS	3	45	27	1	11	30	11	36	33	20	18	8



**ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Created or 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/arrangement 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		✓	✓		✓	✓	✓		✓	✓				✓	

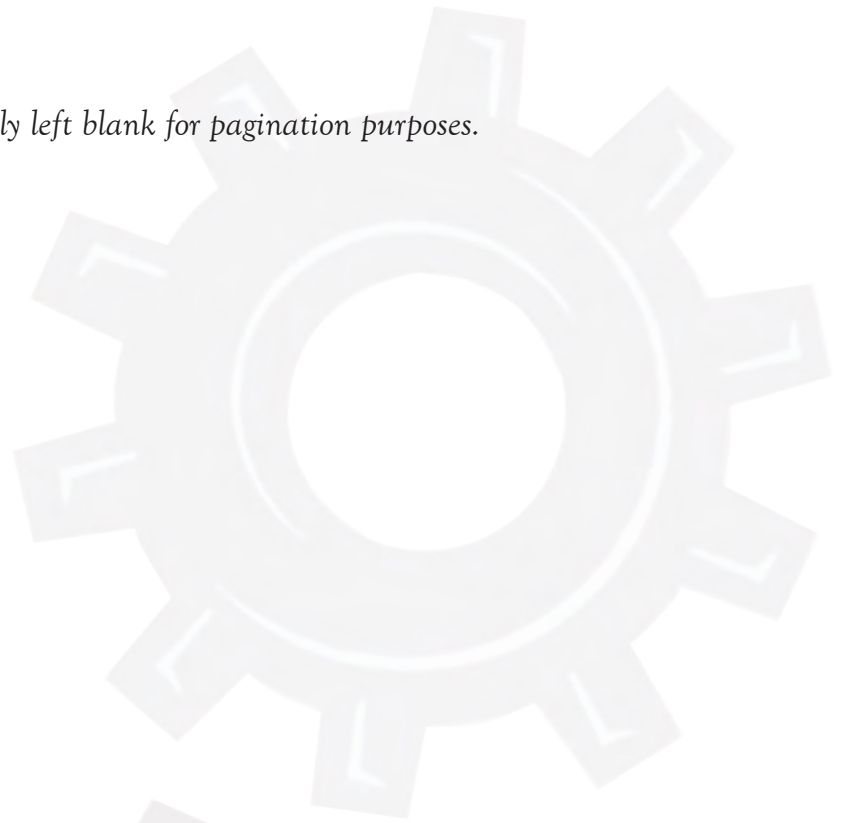


**ACTIONS TAKEN IN FY 2012-2013 TO RECOGNIZE NEW CONDITIONS OR EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:
IMPLEMENTING TECHNOLOGIES-Exhibit 15**

Objective 4.5	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Created or 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	25	2	36	39	31	34	14	31	26	27	22	28	8



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PERFORMANCE REPORTS:

**PERFORMANCE OF THE
CITY & PARISH COURTS**

PERFORMANCE OF THE CITY AND PARISH COURTS

INTRODUCTION

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

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

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

CITY COURT GOALS AND OBJECTIVES

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

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

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

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

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

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

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

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

GOAL 5: TO INSTILL PUBLIC TRUST AND CONFIDENCE 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.

Response 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 it placed four kiosks with docket information strategically 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.
- **Bogalusa City Court.** Bogalusa City Court reported that the judge mentioned the openness and accessibility of the court at all public speaking engagement and to the press.
- **Bunkie City Court.** Bunkie City Court reported that the Clerk of Court's office is just outside the courtroom, and the clerk is available to anyone who requests information.
- **Crowley City Court.** Crowley City Court reported that the court's yearly schedule was distributed to Crowley City Hall, the Crowley

City Police Department, the Crowley Marshal's office, the Acadia Parish Sheriff's office, the District Attorney's office, the Indigent Defender's office and the local newspaper, and posted on the Crowley City Police website.

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court posted signs on the exterior of the courthouse in various formats, including Braille, identifying each office in the courthouse and providing information prior to court closings and re-openings. In addition, court closing and re-opening dates, current fine information, building directions, and hours of operation were easily accessible via recorded telephone messages. When emergency circumstances dictated court closure, the court faxed and emailed local news stations and updated the information as needed.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court reported that it maintained a recorded telephone message containing the court's days and hours of operation. The court also monitored and updated the court website with current information.
- **Jennings City Court.** Jennings City Court reported that the court incorporated public openness and accessibility in the planning and design of a new judicial center.
- **Leesville City Court.** Leesville City Court reported that it continued working toward a court website.
- **New Iberia City Court.** New Iberia City Court reported that the judge participated in the Judges in the Courtroom Program and gave talks at civil club programs.
- **Orleans 2nd Parish Court.** Orleans Parish 2nd Parish Court reported that it participated in various forums, community affairs, and informational sessions to provide information about the court and its jurisdiction.



- **Shreveport City Court.** Shreveport City Court offered a “Know Your Legal Rights Seminar” at various community sites throughout the year to inform the public of the law, their legal rights, and the procedure for filing a small claims suit.
- **Springhill City Court.** Springhill City Court reported that each week it distributed a copy of the court proceedings to the local newspaper for publication.
- **Sulphur City Court.** Sulphur City Court reported that the judge made a presentation to the city council regarding a new building. The local cable channel televised the council meeting so the public could watch the presentation.
- **Vidalia City Court.** Vidalia City Court reported that the judge continued to discuss the openness and accessibility of the court with civic groups and at other meetings and encouraged the court staff to do likewise.

Objective 1.2

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

Intent of the Objective

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

Response to the Objective

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

- **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.

Also, representatives from all agencies housed in the courthouse building, including the Administrative Judge, formed a safety committee. A deputy constable who recently received certification by the FBI in courthouse security chaired the committee. The committee reviewed all components of safety and security and will present a series of recommendations to the judges and Clerk of Court/Judicial Administrator.

- **Crowley City Court.** Crowley City Court reported that access to the court building and the second-floor courtroom were available for individuals with disabilities via ramp and elevator.

- **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 and provided sign language interpreters upon request.

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.



The court administrator also coordinated enhanced security measures with the court's security company employees, the court's bailiff, and key court employees, who implemented these measures in anticipation of the appearance of known difficult defendants. 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, installing and maintaining a generator to provide the court with full functionality during power outages short of a building flood.

The court also maintained a cloud-based data backup system for criminal and traffic case information and advised the public about court opening and closing information via emails and faxes to newspaper and local news programs. The court taught employees with limited cell phone abilities how to text message to enhance communication between clerks and supervisors in the event of an emergency.

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

The court maintained a comprehensive security system that includes security cameras mounted throughout the building and security personnel to monitor the cameras and patrol public areas. The members of the security staff, including bailiffs, were trained in security procedures and emergency response. Each court visitor 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 successfully implemented the Continuity of Operations Plan during Hurricane Isaac.

- **Jennings City Court.** Jennings City Court reported that it complied with all Americans with Disabilities Act requirements and incorporated appropriate safety and security measures in the design of the new Judicial Center.
- **Kaplan City Court.** Kaplan City Court reported that the City of Kaplan began upgrading the Kaplan City Court. The upgrade will bring the court into compliance with the accessibility requirements of the Americans with Disabilities Act and will improve the safety and security of both court personnel and members of the public. The court hopes to move into the updated building in early 2014.
- **Lafayette City Court.** Lafayette City Court reported that it maintained a tape backup, offsite server, and generator in case of power outage.
- **Lake Charles City Court.** Lake Charles City Court reported that the court had a practice run for relocating when it moved to a brand new facility on October 7, 2013. The court shut down at the previous location on Friday, October 5th at 4:30 pm, completely moved and relocated utilities and services over the weekend, and opened for business in the new location on Monday, October 7th at 8:00 am.
- **Leesville City Court.** Leesville City Court reported that it is prepared to follow the district court disaster plan.
- **New Iberia City Court.** New Iberia City Court reported that it rearranged the rear of its courtroom to allow easier access for wheelchairs.
- **New Orleans First City Court.** New Orleans First City Court reported that the Civil District Court Judicial Administrator continued to



be responsible for 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 bring the building into compliance with the Americans with Disabilities Act access requirements. The renovations are slated to begin in 2014.

The Orleans Parish Sheriff's Office continued to provide security for the court building. All persons entering the building were subject to search and walked through a stand-up scanner in addition to putting all their belongings through a new x-ray scanner provided through the Office of Homeland Security grant program. The court does not allow commissioned law enforcement officers to bring firearms into the building, but provided lockers to store the weapons securely at the security checkpoint. A New Orleans Police Department officer in each courtroom also enhanced security. The court plans to upgrade the security system when the building is renovated.

The court developed an emergency plan that provided for continuity of court operations in case of an emergency and/or disaster and sent a representative to all continuity of operations/disaster recovery planning meetings held with Orleans Parish criminal justice agencies, including the courts and the New Orleans Police Department. The court maintained a portable server and personal computer network that will allow for court operations to mobilize and follow the sheriff's office; detained defendants will thus be afforded their constitutional and statutory rights to a hearing. In addition, the court purchased an emergency cellular phone with Internet capability and an area code from northern Texas so that the court can maintain communications in the event of an emergency in the New Orleans area.

- **New Orleans Second City Court.** New Orleans Second City Court reported that it sought to secure funding to provide additional security for the courthouse.
- **New Orleans Traffic Court.** New Orleans Traffic Court reported that it began drafting a continuity of operations/disaster recovery plan during the period.
- **Rayne City Court.** Rayne City Court installed security cameras, with monitors and panic buttons, inside and outside the court building.
- **Ruston City Court.** Ruston City Court reported that it moved into a completely new office and courtroom fully compliant with the Americans with Disabilities Act. Improved security features in the new facility include swipe key access and complete segregation between inmates appearing for court and the public.
- **Springhill City Court.** Springhill City Court reported that the court building is accessible by individuals with a disability.
- **Sulphur City Court.** Sulphur City Court reported that the judge attended handgun training, received a concealed weapon permit, and purchased a handgun. The judge keeps the gun in the courtroom; the bailiff keeps the key to the gun drawer and unlocks the drawer during court. Also, to prepare for an emergency involving the court facility, the court scanned most court documents and moved the rest to a secure remote storage facility.
- **Vidalia City Court.** Vidalia City Court judge discussed with staff their responsibilities toward individuals with disabilities, continued to make sure staff was aware of non-discrimination policies regarding individuals with a disability, and monitored the court facilities to maintain physical accommodations.



- **Winnfield City Court.** Winnfield City Court reported that it plans to use the list of interpreters developed by the Supreme 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.

Response 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 participated in classes to learn English.

- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court maintained a contract with a company that provided language

interpreter services as needed and kept available a telecommunications device for the deaf and other assistive listening devices. The court also stationed a court employee fluent in both English and Spanish at the information counter located in the building's main lobby.

- **Lafayette City Court.** Lafayette City Court provided Boykin forms in English and in Spanish. The court provided training for interpreters and expanded its list of interpreters to include those proficient in interpreting French, Spanish, Vietnamese, Arabic, Swahili and any other languages spoken by defendants.
- **New Iberia City Court.** New Iberia City Court reported that it increased the number of available interpreters and lowered the charges for interpreter services.
- **New Orleans Municipal Court.** New Orleans Municipal Court used outside licensed interpreter agencies, requested through the Clerk of Court's Office, to provide language services as needed.
- **Opelousas City Court.** Opelousas City Court reported that it sent members of the court staff to court interpreter training.
- **Rayne City Court.** Rayne City Court reported that the judge recently attended a Judicial College seminar which included information on interpreters and their use in court proceedings.
- **Vidalia City Court.** Vidalia City Court reported that its judge volunteered to be a member of the Supreme Court committee tasked to develop a statewide interpreter system.
- **Winnfield City Court.** Winnfield City Court reported that it planned to use the new Supreme Court interpreter list and training opportunities. The court also translated certain forms into Spanish to enhance communication and facilitate notice to arrestees.



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 2012-2013. 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.

Response 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 expanded its library of forms for common civil and criminal proceedings onsite or in interactive and PDF formats on the website. The court conducted public surveys, in accordance the National Center for State Courts' CourTools program, to identify public perception regarding access to the court and court operations. The court will use the survey responses to improve court customer service.
- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court staff provided directions to the public during busy times and provided information to the public on court procedures. The Clerk of Court continued to allow court staff access to court data systems for the purpose of records search, date compliance, and other matters in both civil and criminal cases. The Clerk also provided some forms for self-represented litigants. The court also provided additional court forms, affidavits, and other documents to the general public via e-mail.
- **Jefferson Parish Second Parish Court.** The judges of Jefferson Parish Second Parish Court assisted self-represented litigants when necessary and worked to expand the availability of forms for self-represented litigants.
- **Jennings City Court.** Jennings City Court reported that its judge served on Supreme Court committee to develop forms for pro se/self-represented litigants.
- **Lafayette City Court.** Lafayette City Court reported that it participated in a survey from the Self-Represented Litigants Committee of the



Louisiana District Judges Association. The survey was part of a pilot counting program to determine the number of times judges were faced with self-represented litigants.

- **New Orleans Municipal Court.** The public defender continued to assign an attorney to each section of New Orleans Municipal Court. These attorneys were available to assist self-represented litigants as needed. Also, the court hosted and maintained a satellite office for public defender attorneys in which defendants could be screened for eligibility for defender services. Also, forms for defendants to use to process expungements were available at the Clerk of Court's office.
- **New Orleans Second City Court.** New Orleans Second City Court participated in a city court judges' panel to develop a set of forms for self-represented litigants to use in city courts throughout Louisiana.
- **New Orleans Traffic Court.** New Orleans Traffic Court reported that it began a review of the costs paid by litigants (convenience fee) to use internet and/or web payment options.
- **Shreveport City Court.** Shreveport City Court reported that it developed a guide to practice which explained law and procedures.
- **Sulphur City Court.** Sulphur City Court posted general information on its website including the procedure to file a small claims suit or regular civil suit, the procedure for paying or getting information about a traffic ticket, frequently asked questions, and forms to use by self-represented litigants.

**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 aspirational time standards in 1993 for itself, the courts of appeal, and for the general civil, summary civil, and domestic relations cases at the district court level.

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

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

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



Response to the Objective

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

- **Baton Rouge City Court.** Baton Rouge City Court reported that the 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 court will use information gained by using the CourTools measures 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 Louisiana Court Connection case management system project.

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that it continued to implement a new paperless technology portion of its 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 now handles traffic tickets completely electronically, with no physical record. Defendants appearing for a traffic trial input information into an electronic check-in station located in the lobby of courthouse. The information is sent directly to the assistant district attorney on duty for pre-trial.

The court also completed a project to provide signature pads for all transactions at the clerk's counter; signature pads will soon be used in courtrooms to sign items such as restitution orders and community service agreements. The court also continued to use docket-setting software to schedule trial dates quickly and efficiently and continued the successful Internet-based payment system. The court also added the capability to track affidavits of

appearance for off-duty officers to ensure that the affidavits are correctly processed and the officers paid for off-duty court appearances.

- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court reported that the judges strive to commence court proceedings in a timely manner.
- **Kaplan City Court.** Kaplan City Court reported that the judge recommended and secured the agreement of local law enforcement to subscribe to and utilize an electronic/online method of submitting applications for arrest and search warrants, bail orders, and 48-hour probable cause determinations for warrantless arrests. Since its implementation, the Kaplan Police Department has been able to decrease the delay, expense, and other inefficiencies associated with obtaining direct access to a judge for consideration of warrant applications. The low subscription cost, limited training required, lack of special equipment, hardware, or software required, and lack of user maintenance, as well as the improved efficiency in the use of limited resources, has proved a good investment of those resources.
- **Leesville City Court.** Leesville City Court reported that it maintains its caseload with no backlog or delays.
- **New Orleans Municipal Court.** New Orleans Municipal Court reported that in conjunction with the New Orleans Police and Justice Foundation (NOPJF), it implemented the electronic subpoena system OPISIS. OPISIS electronically transfers all non-police-officer subpoenas to the Sheriff's Office for delivery and officer subpoenas to The New Orleans Police Department.

The court also expanded the ONBASE scanning system, which stores a digital copy of all open and finished Municipal Court cases. The court maintained an additional server to securely back-up the data in both the case management and ONBASE systems. In addition, the court updated



the case management system as needed and kept a current record retention policy on file with the Secretary of State's office.

- **New Orleans Second City Court.** New Orleans Second City Court reported that, for the first time in its history, it participated in the city court records digitizing project. The court also updated the phone system, linked the phone system to the East Bank, provided more forms and other information to the public on the court website, and improved the case tracking system.
- **Sulphur City Court.** Sulphur City Court reported that it upgraded computers and upgraded and modified case management software.
- **Vidalia City Court.** While the court is usually current in all proceedings, the court monitored pending cases to make sure that they remained current.
- **West Monroe City Court.** West Monroe City Court reported that the court spoke with the parties (attorneys) involved in a case to establish how long it might take to try the case.

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 2012-2013. 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 implement necessary changes to law and procedure promptly and accurately.

Response to the Objective

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

- **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.
- **Jennings City Court.** Jennings City Court reported that the judge attended judicial conferences, which included updates on changes in law and procedures.
- **Minden City Court.** Minden City Court reported that the judge monitored the legislature and communicated to court staff any changes in law or procedure. Court staff members also attended continuing education seminars and paid special attention to any new rules or legislation affecting the court.
- **New Orleans Second City Court.** New Orleans Second City Court reported that the judge participated in *en banc* meetings of Civil District Court during which the judges discussed changes to law and procedure.



- **Rayne City Court.** Rayne City Court reported that the judge and clerk met on a regular basis to discuss changes in the law and that court staff attended conferences to learn changes in the law and procedure.
- **Sulphur City Court.** Sulphur City Court reported that the judge kept current on laws and procedure by attending seminars and communicating with the District Attorney and other judges.
- **Vidalia City Court.** Vidalia City Court reported that the judge attended as many seminars and conferences as possible to stay abreast of the 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 encourage city courts that exercise juvenile jurisdiction to make strategic decisions that support the best outcomes for children and families.

Intent of the Objective

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

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

Response to the Objective

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

- **Jennings City Court.** Jennings City Court reported that the judge served as co-chair of the Office of Juvenile Justice (OJJ) Liaison Committee and attended quarterly meetings with the OJJ department head and other state agency department heads.
- **Sulphur City Court.** Sulphur City Court reported that the judge met with volunteers to plan Life Choices and Purpose Driven Life classes for youth.

Objective 3.2

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

Intent of the Objective

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



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

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2012-2013. Information regarding these courts’ activities pursuant to this objective can be found in prior years’ Justice at Work reports.

Objective 3.2

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

Intent of the Objective

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

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

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

Response to the Objective

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

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish Court reported that the court prepared DWI trial dockets with attention

to the personal driving record of the defendants. This attention meant that that the court could tailor DWI sentences, within legal guidelines, to the circumstances of the defendants as individuals. The judges also handle each civil case individually, performing their own research.

- **Lafayette City Court.** Lafayette City Court continued to access Westlaw by devices including mobile devices and computers in all courtrooms. Even though this court handled more than 40,000 cases last year, all decisions by the court were based on legally relevant factors, taking into account the specific facts of each case.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to develop alternative sentencing programs.
- **Vidalia City Court.** Vidalia City Court reported that since the court is a small, single judge city court, the judge can give every case - civil, criminal, or juvenile - his personal attention.

Objective 3.3

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

Intent of the Objective

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

This objective implies that the disposition for each charge or count in a criminal complaint, for example, should be easy to discern, and that the terms of punishment and sentence should be clearly associated with each count upon which a conviction is returned.



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 clearly connect each issue and its consequences.

Response to the Objective

City and parish courts were not surveyed regarding this objective in 2012-2013. 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 2012-2013. 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.

Response to the Objective

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

- **Hammond City Court.** Hammond City Court reported that it employed a deputy clerk of court in the position of Records Management.
- **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 implemented a case-by-case check of defendants' records for open matters upon receipt of newly-billed charges, to enable the judge to deal with the open matters during the defendant's appearance at court.

The paperless court case management system includes signature pads used to capture not only the defendant's signature for acceptance of court documents but also district attorney/defendant



plea 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 motions filed in criminal cases.
- **Jennings City Court.** Jennings City Court reported that it incorporated appropriate storage, handling, and preservation of court records in the design of the new judicial center. The court made plans to purchase a new digital audio recording system for court proceedings.
- **New Orleans Municipal Court.** New Orleans Municipal Court reported that it implemented and maintained a scanning policy. All cases that pass through Municipal Court are scanned onto the ONBASE system from which the court/clerk can produce a duplicate original if required. The court also kept a record retention policy on file with the Secretary of State.
- **New Orleans Traffic Court.** New Orleans Traffic Court reported that the court drafted a record retention schedule.
- **Rayne City Court.** Rayne City Court reported that it began implementing the court's records retention plan.
- **Springhill City Court.** Springhill City Court reported that it continued to maintain previously implemented measures.
- **Sulphur City Court.** Sulphur City Court reported that it upgraded the courtroom audio equipment to make recordings clearer.
- **Thibodaux City Court.** Thibodaux City Court reported that it acquired a second off-site storage unit to preserve court records.

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

Objective 4.1

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

Intent of the Objective

The judiciary must assert and maintain its independence as a separate branch of government. Within the organizational structure of the judicial branch of government, 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.

Response 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 reported that it maintained a cooperative endeavor agreement with Jefferson Parish. The cooperative endeavor agreement ensured that fair payroll and best accounting practices were provided to the court by allowing the parish to handle employee payroll, accounting, and collection of court fines. The agreement enabled the court to cooperate fully with



the Jefferson Parish government while maintaining its constitutional independence. The uniformity created by the agreement was beneficial to both entities.

The court also held periodic parish court judges' meetings during which judges and administrators worked to unify the policies of First Parish Court and Second Parish Court.

- **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.
- **Jennings City Court.** Jennings City Court reported that it worked cooperatively with local government to plan and design the new Judicial Center.
- **Kaplan City Court.** Kaplan City Court reported that it continued communication, cooperation, and coordination with other branches of government in such a manner as to ensure rather than compromise judicial independence.
- **Lafayette City Court.** Lafayette City Court reported that it continued building a website that will allow other branches of government to obtain information relevant to their activities. For example, law enforcement may view active warrants online and work cooperatively with the court to remove warrants from active status when the object of the warrant is booked into the parish jail.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to advise both legislative and executive branches of government regarding their obligations under the Constitutions of the United States and Louisiana and the statutes of Louisiana relative to court funding.
- **Sulphur City Court.** Sulphur City Court reported that court officials met with local

representatives and senator to discuss issues of concern and potential changes in the law.

- **Vidalia City Court.** Vidalia City Court reported that it continued to communicate with the Mayor's Office and the Police Department and to assist as needed.

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 2012-2013. 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.

Response 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 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 Word and follow-up using Microsoft Excel.

The court added an additional level of accountability to provide for mandatory ethics training of court employees. Department supervisors are now responsible for ensuring that each employee successfully completes the training program mandated for governmental employees and must keep the court administrators informed of the status of each employee, and the progress of each department as a whole, toward complete compliance.

The court has also implemented a policy to require each employee that successfully completes the probation period to sign a statement that he or she has reviewed and understands the Employee Policy and Procedures Manual.

- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court reported that the judges and other court personnel regularly attended training sessions and seminars on various topics relevant to the court.
- **New Orleans Traffic Court.** New Orleans Traffic Court reported that it used City of New Orleans personnel policies as guidelines.

- **Sulphur City Court.** Sulphur City Court reported that the staff received training on ethics and sexual harassment from outside experts provided by the city.
- **Vidalia City Court.** Vidalia City Court reported that the judge of this small, single-judge court interacted daily with staff to give advice or direction regarding the day-to-day operations of the court.

Objective 4.4

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

Intent of the Objective

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

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

Response to the Objective

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

- **Baton Rouge City Court.** Baton Rouge City Court reported that it contracted with a local media vendor to create a professional short documentary on the history, mission, resources, and accessibility of the court. The court will make the documentary the focus of the court's website and display it on monitors throughout the courthouse. The documentary will include interviews with retired and current city court judges.
- **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 reported that its judges provided DWI awareness programs to civic associations, parent organizations, and local high school students. The judges schedule the programs so that the students receive the information just prior to their proms.
- **Jennings City Court.** Jennings City Court reported that it participated in numerous public forums concerning the planning and design of new Judicial Center.
- **Lafayette City Court.** Lafayette City Court reported that its new web site will allow public access to the court schedule and public records.
- **Lake Charles City Court.** Lake Charles City Court reported that it used available advertising media to advise the public of court change of address and other seasonal issues.
- **New Iberia City Court.** New Iberia City Court reported that it implemented a truancy court program at a local high school.
- **New Orleans Municipal Court.** New Orleans Municipal Court reported that it created a webpage on the City of New Orleans website.
- **New Orleans Second City Court.** New Orleans Second City Court reported that, as one of the oldest operating courts in America, it continued to host hundreds of visitors to the courthouse. The court includes renovations and improvements that enhance the visitor experience.

- **Shreveport City Court.** Shreveport City Court reported that it developed a guide to practice and numerous forms.
- **Vidalia City Court.** Vidalia City Court reported that the judge continued to talk about the court's function and the need for the fair administration of justice when and wherever the opportunity arose.

Objective 4.5

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

Intent of the Objective

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

Response to the Objective

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

- **Jefferson Parish First Parish Court.** Jefferson Parish First Parish expanded 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. The court also purchased updated radios for communication between court security, court bailiffs, and key court personnel.
- **Jefferson Parish Second Parish Court.** Jefferson Parish Second Parish Court continued to develop a paperless system. During the period the court purchased electronic signature pads and larger monitors.



- **Kaplan City Court.** Kaplan City Court reported that it subscribed to VSigner, an electronic/online service for transmission of warrant applications and warrants between law enforcement officers and judges. The service is a cooperative effort between the judge and local chief of police to improve efficiency. It will ensure law enforcement direct access to the judge for consideration of warrant applications and of probable cause determinations for warrantless arrests without the limitations imposed by the time of day, day of the week, or the judge's location.
- **Lafayette City Court.** Lafayette City Court reported that its new website will facilitate interaction with the public, attorneys, and other branches of government.
- **New Orleans Municipal Court.** New Orleans Municipal Court continued to maintain the back-up server and upgraded the existing server to accommodate the large volume of data stored daily through the ONBASE scanning system, a system which preserves a digital copy of all open and finished Municipal Court cases.

**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 2012-2013.

- **Ascension Parish Court.** Ascension Parish Court was able to effectively deal with a huge docket in a very organized fashion. The court is also proud of good relationships with other government agencies, such as the Sheriff's Office and municipal police departments, which further the administration of justice for all who come through the court.
- **Baker City Court.** Baker City Court installed a thumb print time clock to enhance employee time-keeping accuracy.
- **Bastrop City Court.** Bastrop City Court updated the courtroom to comply with the requirements of the Americans with Disabilities Act. The update included video equipment for use during trials.



- **Baton Rouge City Court.** Baton Rouge City Court reported that the Sobriety Court, sponsored through grant funding through the La. Highway Safety Commission and managed by the La. Supreme Court, continued to be successful. Over 60 participants have graduated and 65 offenders are presently enrolled. To date, no graduates have been re-arrested for this offense.

Also, by the end of 2013 a public tag agency of the State Office of Motor Vehicles will be physically located in the courthouse. This partnership arrangement will be the first such agency located in a courthouse within the state. City Court employees will be trained to perform the duties, which will include renewal of licenses and reinstatement of suspended driving privileges. This service will be available to offenders with suspended licenses as well as the general public.

- **Bogalusa City Court.** Bogalusa City Court is running more efficiently due to the efforts of the new Clerk of Court.
- **Bossier City Court.** Bossier City Court continued to be proud of its service to the public.
- **Breaux Bridge City Court.** Breaux Bridge City Court reported that the Breaux Bridge Juvenile Drug Court program was converted to a parish-wide program and is now being administered by the 16th JDC. This conversion increases the access to substance abuse services to juveniles in St. Martin Parish.
- **Bunkie City Court.** Bunkie City Court reported that it continued to hold Truancy Court. The School Board refers all truancy matters to the FINS Officer. If the FINS officer is unable to resolve the matter it is referred to the District Attorney and brought to Truancy Court.
- **Crowley City Court.** Crowley City Court updated its court recording system to one that attaches each criminal case recording to the digital

case record. The court can easily retrieve a specific recording when needed.

- **Denham Springs City Court.** Through the efforts of Denham Springs City Court, two new court employees became certified as Digital Court Reporters.
- **Eunice City Court.** Eunice City Court continued to ensure that cases were complete and brought to trial, on average, within ninety days in all court matters.
- **Franklin City Court.** Franklin City Court continued to work to provide court users with excellent customer service while maintaining a safe facility.
- **Hammond City Court.** Hammond City Court continued the Court Appointed Mentor Program with trained mentors for Drug Court and FINS program participants.
- **Jeanerette City Court.** Jeanerette City Court reported that it complied with public accounting requirements relative to adoption of court budgets.
- **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 continued the major undertaking of transforming the current court software into a paperless system that all Jefferson Parish court entities will use. During the period the paperless system was extended to include both First Parish Court criminal divisions as well as the traffic division. All court entities now use the criminal system.



The new system greatly sped up the court process for the defendant and allowed for the recordation of the District Attorney's pretrial information and the judge's sentence in his or her own handwriting. It also increased the efficiency of case processing by allowing each entity to review the entire record of a case and collect information from other departments, speeding up the decision-making process and getting the defendant in and out of court more quickly.

- **Jefferson Parish Second Parish Court.** Second Parish Court began the planning and implementation of a paperless system in 2011. The process began with the installation of electronic signature pads at the Clerk's Office counters. In 2012-2013 Second Parish court expanded the paperless system into one of the courtrooms. Electronic signature pads and larger monitors able to display multiple images simultaneously were installed in the courtroom and in the adjoining conference room. The Assistant District Attorney, judge, and clerk's staff may electronically access a defendant's record and enter notes, minute entries, and the defendant's signature. Second Parish Court continues to pursue the long-term goal of expanding the paperless system into all of the courtrooms and conference rooms.

Also, in the aftermath of Hurricane Katrina courts across the state developed disaster recovery plans to be prepared in the event of another disaster. Second Parish Court put its disaster plan to the test when Hurricane Isaac struck the area on August 29, 2012. The damage sustained rendered the court building was damaged during the storm and uninhabitable for nine days after the storm passed. The time and effort the court 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 continued the planning and design stages for new court facility that will be completed in January of 2014.
- **Kaplan City Court.** Kaplan City Court reported that it subscribed to VSigner, an electronic/online service for transmission of warrant applications and warrants between law enforcement officers and judges. The service is a cooperative effort between the judge and local chief of police to improve efficiency. It will ensure law enforcement direct access to the judge for consideration of warrant applications and of probable cause determinations for warrantless arrests without the limitations imposed by the time of day, day of the week, or the judge's location.
- **Lafayette City Court.** Lafayette City Court reported that its major strategy was the initiation of a new website. When fully operational it will coordinate with the court's case management software and securely enable interaction with attorneys, the public, and other branches of government as appropriate. The website will also facilitate online payment of fines.
- **Lake Charles City Court.** Lake Charles City Court reported that it recently moved into a brand-new, 22,000 sq. ft. state-of-the-art facility. The new building greatly enhances the security of court employees and provides the public with more convenient and effective access to the legal system.
- **Marksville City Court.** Marksville City Court reported that it upgraded its computer system to provide integrated reporting to local law enforcement agencies regarding case dispositions and warrants issued by the court.
- **Monroe City Court.** Monroe City Court made significant strides to increase court accessibility for those 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 is working to become a certified interpreter.

- **Morgan City Court.** Morgan City Court reported that it facilitated the use of electronic media to better enhance trial proceedings and developed a website for the court.
- **Natchitoches City Court.** Natchitoches City Court updated to a fiber optic internet connection, which facilitated offsite data storage via nightly backups to prevent data loss in an emergency.
- **New Orleans Second City Court.** New Orleans Second City Court reported that it provided more trial and rule dates to make the court more accessible and diminish wait time for litigants. The court also made available, in the clerk's office, numerous legal forms for pro se/self-represented litigants and renovated the conference room to provide space for mediations and meetings between attorneys and litigants.

The court also began digitizing court records and updated the phone system. In addition, to provide information about the court and encourage the public to take advantage of the court's resources, the court hosted an internship program funded by the judge's personal funds and hosted numerous community open houses.

- **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 continues to handle thousands of state and city misdemeanor cases in an effective and efficient manner.
- **New Orleans Traffic Court.** New Orleans Traffic Court received a grant in the amount of \$303,708 from the Louisiana Highway Safety Committee to install a new case management system.

- **Oakdale City Court.** Oakdale City Court reported that it used video-conferencing for 72-hour hearings for criminal defendants, which proved to be beneficial to everyone involved in the process.
- **Opelousas City Court.** Opelousas City Court reported that it developed a continuity of operations plan, performed building upgrades to accommodate court and staff functions, and secured legislation to fund juvenile services and delinquency prevention programs.
- **Pineville City Court.** Pineville City Court reported that the new scanning system, purchased last year, allowed the court to track files more successfully. The court also expedited case processing by updating the civil and criminal division computer hardware.
- **Plaquemine City Court.** To facilitate adjudication of juvenile cases in a timely manner, Plaquemine City Court worked to ensure that all necessary personnel in juvenile cases, including school, state probation, city probation, public defender, prosecutor, and staff, stayed up-to-date on each case.
- **Port Allen City Court.** Port Allen City Court reported that it maintained completely current dockets in both the criminal and civil departments. The court continued to scan all traffic and criminal cases to compact discs and updated all computer equipment and programs.
- **Rayne City Court.** Rayne City Court remodeled and upgraded the courthouse with new furniture, fixtures, and equipment. Further, the court now has a complete security system with cameras, monitors, and panic buttons. The court's records retention program is in place and includes records as far back as 1946.
- **Ruston City Court.** Ruston City Court transitioned into a new courtroom and office complex that utilizes modern technology for the benefit of everyone the court serves.



- **Slidell City Court.** Slidell City Court finally began Phase II of the renovations to the courthouse necessary from damage caused by Hurricane Katrina in 2005. Specifically, the juvenile courtroom has been re-designed to allow for more seating, better flow of operations, and improved security. Additionally, the project includes covering the concrete slab in three areas of the courthouse that was left bare when the original flooring was ripped out due to water damage in 2005. The court expects to complete this project by early 2014.
- **Springhill City Court.** Springhill City Court reported that it maintained the education and certification for clerks to act as court reporters.
- **Sulphur City Court.** Sulphur City Court met with city and parish officials to increase funding for employees and to begin the process to fund and build a new courthouse.
- **Thibodaux City Court.** Thibodaux City Court continued to participate in the Supreme Court's new Louisiana Court Connection software pilot program.
- **Winnfield City Court.** Winnfield City Court had court forms translated into Spanish.
- **Winnsboro City Court.** Winnsboro City Court continued an ongoing initiative to provide a low cost, user-friendly court for its constituents.
- **Zachary City Court.** The City Court of Zachary, in cooperation with the City of Zachary, initiated plans to build a new facility for the court and other city offices. The new facility will provide additional space for court users, will be protected by enhanced court security, and will include other features to serve the public better.



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ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Posted the court's schedule on the doors or walls of the courtrooms	Developed or maintained a website which has information on court schedules and accessibility	Used social media	Published and distributed court calendars	Provided an information desk in the courthouse	Other
CITY/PARISH COURT								
Abbeville		✓				✓		
Alexandria	✓							
Ascension		✓		✓				
Baker		✓				✓		
Bastrop		✓		✓			✓	
Baton Rouge		✓	✓	✓		✓	✓	✓
Bogalusa		✓						✓
Bossier City	✓							
Breaux Bridge	✓							
Bunkie		✓						✓
Crowley		✓	✓	✓	✓	✓		✓
Denham Springs		✓		✓		✓		
Eunice		✓	✓	✓			✓	
Franklin		✓	✓			✓		
Hammond		✓	✓			✓	✓	
Houma		✓	✓	✓				
Jeanerette		✓			✓	✓		
Jefferson - 1st Parish		✓	✓	✓		✓	✓	✓
Jefferson - 2nd Parish		✓	✓	✓		✓	✓	✓
Jennings		✓	✓	✓		✓		✓
Kaplan		✓	✓					
Lafayette		✓	✓	✓		✓		
Lake Charles		✓	✓	✓	✓			
Leesville		✓						✓
Marksville	✓							
Minden		✓	✓			✓		
Monroe		✓				✓	✓	
Morgan City		✓	✓	✓				



ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Posted the court's schedule on the doors or walls of the courtrooms	Developed or maintained a website which has information on court schedules and accessibility	Used social media	Published and distributed court calendars	Provided an information desk in the courthouse	Other
CITY/PARISH COURT								
Natchitoches	✓							
New Iberia		✓	✓			✓		✓
N.O. - 1st City		✓	✓	✓		✓		
N.O. - Municipal		✓		✓			✓	✓
N.O. - 2nd City		✓	✓	✓			✓	
N.O. - Traffic		✓	✓	✓				
Oakdale		✓	✓					
Opelousas		✓		✓		✓		
Pineville		✓	✓			✓	✓	
Plaquemine		✓					✓	
Port Allen		✓		✓				
Rayne		✓	✓	✓		✓		
Ruston	✓							
Shreveport		✓		✓				✓
Slidell		✓	✓	✓		✓	✓	
Springhill		✓						✓
Sulphur		✓		✓				✓
Thibodaux	✓							
Vidalia		✓						✓
West Monroe		✓	✓					
Winnfield		✓	✓			✓	✓	
Winnsboro		✓	✓				✓	
Zachary		✓	✓	✓				
TOTALS	7	44	26	24	3	21	14	14

*No data is available for Ville Platte City Court.



ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or maintained ADA non-discrimination policies or court rules	Posted public notices/communications of the availability of reasonable accommodations	Established/maintained a complaint procedure	Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.)	Developed or maintained written essential functions for court jobs	Established or maintained a list of available real-time court reporters and sign language interpreters	Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
CITY/PARISH COURT										
Abbeville		✓				✓		✓	✓	
Alexandria		✓				✓				
Ascension		✓	✓		✓	✓		✓		
Baker		✓	✓						✓	
Bastrop		✓	✓					✓		
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa		✓		✓						
Bossier City		✓	✓							
Breaux Bridge	✓									
Bunkie		✓	✓							
Crowley		✓	✓	✓						✓
Denham Springs		✓			✓			✓		
Eunice		✓		✓			✓	✓		
Franklin		✓		✓		✓				
Hammond		✓	✓	✓				✓	✓	
Houma		✓						✓		
Jeanerette		✓			✓					
Jefferson - 1st Parish		✓	✓	✓	✓		✓		✓	✓
Jefferson - 2nd Parish		✓	✓	✓	✓	✓	✓	✓	✓	✓
Jennings		✓				✓	✓			✓
Kaplan		✓								✓
Lafayette		✓	✓	✓			✓	✓		
Lake Charles		✓	✓		✓	✓	✓	✓	✓	
Leesville		✓						✓		
Marksville	✓									
Minden		✓		✓		✓			✓	
Monroe		✓	✓	✓	✓	✓		✓		
Morgan City		✓		✓						



ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or maintained ADA non-discrimination policies or court rules	Posted public notices/communications of the availability of reasonable accommodations	Established/maintained a complaint procedure	Posted or maintained signage (raised lettering, Braille, accessible restrooms, etc.)	Developed or maintained written essential functions for court jobs	Established or maintained a list of available real-time court reporters and sign language interpreters	Developed or maintained an emergency evacuation procedure to accommodate disabled patrons/employees	Other
CITY/PARISH COURT										
Natchitoches	✓									
New Iberia		✓								✓
N.O. - 1st City		✓	✓	✓		✓			✓	✓
N.O. - 2nd City		✓	✓	✓						
N.O. - Municipal		✓	✓	✓		✓		✓	✓	✓
N.O. - Traffic		✓					✓			
Oakdale		✓					✓			
Opelousas		✓	✓		✓	✓				
Pineville		✓						✓		
Plaquemine	✓									
Port Allen		✓		✓		✓		✓		
Rayne		✓					✓	✓	✓	
Ruston		✓								✓
Shreveport		✓	✓		✓					
Slidell		✓	✓	✓	✓		✓	✓		
Springhill		✓								✓
Sulphur		✓	✓	✓		✓				
Thibodaux		✓		✓				✓		
Vidalia		✓								✓
West Monroe		✓						✓		
Winnfield		✓			✓			✓		✓
Winnsboro		✓		✓						
Zachary		✓				✓		✓		
TOTALS	4	47	20	20	12	16	11	22	11	12

*No data is available for Ville Platte City Court.



**ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as 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		✓	✓	✓			✓		✓				✓		✓	
Baker		✓	✓										✓	✓	✓	
Bastrop		✓	✓						✓	✓					✓	
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Bogalusa		✓	✓				✓						✓			
Bossier City		✓					✓		✓				✓			
Breaux Bridge		✓	✓													
Bunkie		✓													✓	
Crowley		✓	✓		✓	✓		✓	✓				✓	✓	✓	
Denham Springs		✓					✓		✓						✓	
Eunice		✓	✓	✓	✓	✓					✓		✓		✓	
Franklin		✓	✓				✓		✓				✓			
Hammond		✓	✓				✓	✓	✓	✓			✓	✓	✓	
Houma		✓	✓						✓				✓			
Jeanerette		✓	✓							✓				✓	✓	
Jefferson - 1st Parish		✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Jefferson - 2nd Parish		✓	✓			✓	✓		✓	✓	✓		✓	✓	✓	✓
Jennings		✓	✓						✓	✓	✓		✓		✓	✓
Kaplan		✓	✓										✓		✓	✓
Lafayette		✓	✓				✓	✓	✓	✓		✓	✓		✓	
Lake Charles		✓	✓	✓	✓	✓				✓			✓	✓	✓	
Leesville		✓	✓			✓										
Marksville	✓															
Minden		✓	✓				✓		✓				✓	✓	✓	
Monroe		✓					✓		✓					✓	✓	
Morgan City		✓	✓							✓					✓	



**ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as 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		✓	✓			✓			✓	✓	✓	✓	✓	✓	✓	
N.O. - 2nd City		✓		✓		✓								✓		✓
N.O. - Municipal		✓	✓										✓		✓	✓
N.O. - Traffic		✓											✓			
Oakdale	✓															
Opelousas		✓	✓			✓	✓		✓			✓	✓		✓	
Pineville		✓							✓		✓		✓			
Plaquemine		✓	✓													
Port Allen		✓	✓						✓				✓		✓	
Rayne		✓	✓	✓					✓	✓			✓	✓	✓	✓
Ruston		✓	✓										✓			✓
Shreveport		✓	✓													
Slidell		✓	✓			✓	✓		✓	✓		✓	✓	✓	✓	
Springhill		✓	✓													
Sulphur		✓	✓											✓		✓
Thibodaux		✓	✓													
Vidalia		✓	✓						✓				✓		✓	
West Monroe		✓											✓			
Winnfield		✓	✓			✓									✓	
Winnsboro		✓													✓	
Zachary		✓	✓						✓		✓		✓	✓	✓	
TOTALS	4	47	38	6	1	12	17	4	22	15	8	6	30	16	28	11

*No data is available for Ville Platte City Court.



ACTIONS TAKEN IN FY 2012-2013 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN (COOP/DRP)--Exhibit 4

Objective 1.2	Did not address in FY 2012-2013	Continued to address this objective through the action indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
CITY/PARISH COURT														
Abbeville	✓													
Alexandria	✓													
Ascension		✓		✓							✓			
Baker		✓		✓	✓	✓			✓					
Bastrop		✓					✓		✓					
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Bogalusa		✓		✓										
Bossier City		✓			✓									
Breaux Bridge	✓													
Bunkie	✓													
Crowley		✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	
Denham Springs		✓		✓										
Eunice	✓													
Franklin		✓			✓									
Hammond		✓	✓	✓	✓	✓	✓			✓	✓		✓	
Houma		✓	✓											
Jeanerette		✓		✓	✓	✓			✓					
Jefferson - 1st Parish		✓	✓		✓	✓	✓	✓	✓	✓				✓
Jefferson - 2nd Parish		✓	✓	✓		✓	✓	✓	✓	✓	✓			✓
Jennings		✓	✓	✓	✓	✓	✓	✓	✓					
Kaplan		✓							✓					
Lafayette		✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓
Lake Charles		✓	✓	✓	✓						✓			✓
Leesville		✓									✓			✓
Marksville	✓													
Minden		✓		✓	✓		✓							
Monroe		✓	✓	✓	✓									
Morgan City		✓		✓		✓	✓		✓	✓	✓	✓		



ACTIONS TAKEN IN FY 2012-2013 TO ENCOURAGE RESPONSIBLE PARTIES TO MAKE COURT FACILITIES SAFE, ACCESSIBLE, AND CONVENIENT: IMPLEMENTING A CONTINUITY OF OPERATIONS/DISASTER RECOVERY PLAN (COOP/DRP)-Exhibit 4

Objective 1.2	Did not address in FY 2012-2013	Continued to address this objective through the action indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or updated a COOP/DRP	Included current contact information for judges and other court personnel in the COOP/DRP	Included current contact information for other agencies or people with whom the court interfaces, such as law enforcement	Included alternate means of communication in the COOP/DRP in the event that regular means of communication are unavailable	Identified and secured an alternate facility in the event court operations are shut down	Included procedures in the COOP/DRP to support the full range of court operations in the event of a prolonged displacement from the courthouse	Addressed records safety, management, and/or access in the event court operations are shut down or displaced	Provided all those involved in implementing the COOP/DRP, inside and outside the court, with a copy of the plan and all updates or changes	Coordinated the COOP/DRP with all appropriate government officials and justice system partners	Tested the COOP/DRP on a regular basis	Provided training for the COOP/DRP	Other
CITY/PARISH COURT														
Natchitoches		✓	✓											
New Iberia	✓													
N.O. - 1st City		✓	✓	✓	✓	✓	✓	✓	✓		✓			
N.O. - 2nd City		✓	✓	✓		✓		✓	✓		✓			
N.O. - Municipal		✓	✓	✓	✓	✓	✓				✓	✓		✓
N.O. - Traffic		✓	✓	✓										✓
Oakdale		✓		✓	✓									
Opelousas		✓	✓							✓			✓	
Pineville		✓			✓				✓					
Plaquemine	✓													
Port Allen		✓							✓					
Rayne		✓		✓	✓				✓					
Ruston	✓													
Shreveport		✓	✓	✓										
Slidell		✓	✓	✓		✓		✓	✓		✓	✓		
Springhill	✓													
Sulphur		✓	✓	✓		✓			✓					✓
Thibodaux	✓													
Vidalia		✓	✓				✓		✓					
West Monroe	✓													
Winnfield		✓		✓	✓	✓	✓							
Winnsboro		✓												
Zachary		✓			✓				✓					
TOTALS	12	39	20	25	20	15	12	9	20	5	13	5	5	8

*No data is available for Ville Platte City Court.



**ACTIONS TAKEN IN FY 2012-2013 TO GIVE ALL WHO APPEAR BEFORE THE COURT
REASONABLE OPPORTUNITIES TO PARTICIPATE EFFECTIVELY WITHOUT
UNDUE HARDSHIP OR INCONVENIENCE: ASSISTING PATRONS WITH LIMITED
ENGLISH PROFICIENCY (LEP)-Exhibit 5**

Objective 1.3	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Provided foreign language interpreter services when necessary	Encouraged and/or required interpreters to abide by a code of professional responsibility such as the Louisiana Code of Professional Responsibility for Language Interpreters as found in Section 1, Part G, Section 14 of the General Administrative Rules for Louisiana Courts	Adopted, maintained, or routinely administered an oath for language interpreters, such as the one provided in Appendix 5.1C of the Louisiana District Court Rules	Installed or maintained signage regarding services to LEP persons	Other
CITY/PARISH COURT								
Abbeville		✓	✓	✓				
Alexandria		✓		✓				
Ascension		✓	✓	✓		✓		
Baker		✓	✓	✓				
Bastrop		✓	✓	✓				
Baton Rouge		✓	✓	✓	✓	✓	✓	
Bogalusa		✓	✓					
Bossier City		✓	✓	✓		✓		
Breaux Bridge		✓	✓	✓				
Bunkie		✓	✓					
Crowley		✓	✓	✓	✓	✓		
Denham Springs		✓	✓	✓				
Eunice		✓	✓	✓	✓			
Franklin		✓	✓	✓			✓	
Hammond		✓	✓	✓	✓	✓		
Houma		✓	✓	✓	✓			
Jeanerette		✓		✓				
Jefferson - 1st Parish		✓	✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish		✓	✓	✓	✓	✓	✓	✓
Jennings		✓	✓	✓	✓	✓		
Kaplan		✓		✓	✓	✓		
Lafayette		✓	✓	✓	✓	✓		✓
Lake Charles		✓	✓		✓			
Leesville		✓	✓					
Marksville	✓							
Minden		✓	✓	✓				
Monroe		✓	✓	✓	✓			
Morgan City		✓		✓	✓	✓		



**ACTIONS TAKEN IN FY 2012-2013 TO GIVE ALL WHO APPEAR BEFORE THE COURT
REASONABLE OPPORTUNITIES TO PARTICIPATE EFFECTIVELY WITHOUT
UNDUE HARDSHIP OR INCONVENIENCE: ASSISTING PATRONS WITH LIMITED
ENGLISH PROFICIENCY (LEP)-Exhibit 5**

Objective 1.3	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or maintained a list of professional interpreters for non-English-speaking patrons	Provided foreign language interpreter services when necessary	Encouraged and/or required interpreters to abide by a code of professional responsibility such as the Louisiana Code of Professional Responsibility for Language Interpreters as found in Section 1, Part G, Section 14 of the General Administrative Rules for Louisiana Courts	Adopted, maintained, or routinely administered an oath for language interpreters, such as the one provided in Appendix 5.1C of the Louisiana District Court Rules	Installed or maintained signage regarding services to LEP persons	Other
CITY/PARISH COURT								
Natchitoches	✓							
New Iberia		✓		✓		✓		✓
N.O. - 1st City		✓	✓	✓		✓	✓	
N.O. - 2nd City		✓	✓					
N.O. - Municipal		✓	✓	✓				✓
N.O. - Traffic		✓		✓				
Oakdale		✓		✓				
Opelousas		✓		✓	✓			✓
Pineville		✓	✓			✓		
Plaquemine		✓		✓				
Port Allen		✓	✓	✓		✓		
Rayne		✓	✓	✓	✓			✓
Ruston		✓	✓					
Shreveport		✓	✓	✓	✓			
Slidell		✓	✓	✓	✓	✓	✓	
Springhill		✓	✓					
Sulphur		✓	✓	✓		✓	✓	
Thibodaux		✓		✓	✓	✓		
Vidalia		✓		✓				✓
West Monroe		✓	✓	✓				
Winnfield		✓	✓	✓				✓
Winnsboro		✓		✓				
Zachary		✓	✓	✓		✓		
TOTALS	2	49	37	41	18	19	7	9

*No data is available for Ville Platte City Court.



**ACTIONS TAKEN IN FY 2012-2013 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/SELF-REPRESENTED LITIGANTS~Exhibit 6**

OBJECTIVE 1.5	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as 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		✓			✓		
Baker		✓	✓	✓	✓	✓	
Bastrop		✓	✓	✓	✓	✓	
Baton Rouge		✓	✓	✓	✓	✓	✓
Bogalusa		✓		✓			
Bossier City		✓		✓	✓	✓	
Breaux Bridge		✓	✓		✓	✓	
Bunkie		✓			✓	✓	
Crowley		✓	✓	✓	✓	✓	
Denham Springs		✓		✓		✓	
Eunice		✓	✓	✓	✓	✓	
Franklin		✓	✓		✓		
Hammond		✓	✓	✓	✓		
Houma		✓			✓	✓	
Jeanerette		✓	✓	✓	✓	✓	
Jefferson - 1st Parish		✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish		✓	✓		✓	✓	✓
Jennings		✓	✓	✓	✓	✓	✓
Kaplan		✓	✓	✓	✓	✓	
Lafayette		✓	✓		✓	✓	✓
Lake Charles		✓	✓	✓	✓	✓	
Leesville		✓			✓		
Marksville		✓	✓			✓	
Minden		✓	✓	✓	✓	✓	
Monroe		✓	✓	✓	✓	✓	
Morgan City		✓	✓	✓		✓	

**ACTIONS TAKEN IN FY 2012-2013 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/SELF REPRESENTED LITIGANTS~Exhibit 6**

OBJECTIVE 1.5	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as 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		✓	✓	✓		✓	
N.O. - 2nd City		✓	✓	✓		✓	✓
N.O. - Municipal		✓	✓	✓	✓	✓	✓
N.O. - Traffic		✓					✓
Oakdale		✓	✓		✓	✓	
Opelousas		✓	✓		✓	✓	
Pineville		✓	✓	✓	✓		
Plaquemine		✓			✓		
Port Allen		✓	✓	✓	✓	✓	
Rayne		✓	✓	✓	✓	✓	
Ruston		✓				✓	
Shreveport		✓	✓	✓	✓	✓	✓
Slidell		✓	✓	✓	✓	✓	
Springhill		✓				✓	
Sulphur		✓	✓	✓	✓	✓	✓
Thibodaux		✓			✓	✓	
Vidalia		✓	✓	✓	✓		
West Monroe		✓		✓	✓	✓	
Winnfield		✓	✓	✓	✓	✓	
Winnsboro		✓			✓	✓	
Zachary		✓		✓	✓	✓	
TOTALS	0	51	34	31	40	41	10

*No data is available for Ville Platte City Court.



**ACTIONS TAKEN IN FY 2012 -2013 TO ENCOURAGE TIMELY
CASE MANAGEMENT AND PROCESSING: REDUCING DELAYS AND IMPROVING
CASE MANAGEMENT-Exhibit 7**

OBJECTIVE 2.1	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Installed or maintained an automated case allotment system	Installed or maintained an automated case management system	Planned the development of an automated case management system	Improved the manual system of case processing	Used docket status reports	Improved communication with police, sheriff's and marshal's offices	Improved docketing and scheduling	Employed case managers to expedite court processes	Took steps to reduce cases under advisement	Implemented or maintained the use of pre-trial conferences	Encouraged alternative dispute resolutions	Implemented or maintained time standards for case processing	Took action, such as implementing new or modified software or case tracking procedures or adding additional staff, to improve the timeliness and quality of child abuse and neglect adjudications	Other
CITY/PARISH COURT																
Abbeville		✓				✓						✓				
Alexandria		✓										✓				
Ascension		✓									✓	✓				
Baker		✓		✓		✓		✓	✓		✓	✓		✓		
Bastrop		✓				✓	✓	✓			✓	✓	✓			
Baton Rouge		✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Bogalusa		✓		✓		✓		✓	✓			✓				
Bossier City	✓															
Breaux Bridge		✓														
Bunkie		✓										✓	✓			
Crowley		✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	
Denham Springs		✓							✓							
Eunice		✓					✓				✓	✓				
Franklin		✓						✓	✓							
Hammond		✓			✓	✓		✓	✓	✓		✓		✓		
Houma	✓															
Jeanerette		✓		✓								✓				
Jefferson - 1st Parish		✓	✓	✓		✓	✓	✓	✓			✓				✓
Jefferson - 2nd Parish		✓	✓	✓		✓	✓	✓	✓		✓	✓				✓
Jennings		✓				✓		✓	✓		✓	✓	✓			
Kaplan		✓				✓		✓			✓	✓	✓	✓	✓	✓
Lafayette		✓	✓	✓			✓	✓	✓			✓	✓			
Lake Charles		✓		✓	✓	✓	✓	✓	✓		✓	✓	✓			
Leesville		✓														✓
Marksville		✓				✓	✓	✓	✓			✓				
Minden		✓				✓		✓	✓							
Monroe		✓	✓	✓				✓								
Morgan City		✓				✓		✓	✓							



**ACTIONS TAKEN IN FY 2012 -2013 TO ENCOURAGE TIMELY
CASE MANAGEMENT AND PROCESSING: REDUCING DELAYS AND IMPROVING
CASE MANAGEMENT-Exhibit 7**

OBJECTIVE 2.1	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Installed or maintained an automated case allotment system	Installed or maintained an automated case management system	Planned the development of an automated case management system	Improved the manual system of case processing	Used docket status reports	Improved communication with police, sheriff's and marshal's offices	Improved docketing and scheduling	Employed case managers to expedite court processes	Took steps to reduce cases under advisement	Implemented or maintained the use of pre-trial conferences	Encouraged alternative dispute resolutions	Implemented or maintained time standards for case processing	Took action, such as implementing new or modified software or case tracking procedures or adding additional staff, to improve the timeliness and quality of child abuse and neglect adjudications	Other
Natchitoches	✓															
New Iberia	✓															
N.O. - 1st City		✓	✓	✓	✓	✓		✓	✓		✓	✓	✓		✓	
N.O. - 2nd City		✓				✓		✓	✓		✓	✓	✓		✓	✓
N.O. - Municipal		✓	✓	✓			✓	✓	✓		✓	✓				✓
N.O. - Traffic		✓	✓		✓											
Oakdale		✓						✓	✓		✓	✓				
Opelousas		✓	✓	✓		✓		✓	✓				✓			
Pineville		✓		✓		✓	✓				✓					
Plaquemine	✓															
Port Allen		✓	✓	✓												
Rayne		✓		✓		✓		✓	✓		✓	✓				
Ruston	✓															
Shreveport		✓	✓	✓		✓			✓							
Slidell		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Springhill		✓												✓		
Sulphur		✓		✓												✓
Thibodaux	✓															
Vidalia		✓		✓		✓						✓	✓			✓
West Monroe		✓							✓			✓		✓		✓
Winnfield		✓				✓						✓				
Winnsboro		✓		✓												
Zachary		✓		✓		✓		✓				✓				
TOTALS	7	44	11	21	6	24	13	25	24	3	16	29	13	8	6	10

*No data is available for Ville Platte City Court.



**ACTIONS TAKEN IN FY 2012-2013 TO PROMPTLY IMPLEMENT
CHANGES IN LAW AND PROCEDURE--Exhibit 8**

OBJECTIVE 2.3	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Designated a person/committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted <i>en banc</i> 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 2012-2013 TO PROMPTLY IMPLEMENT
CHANGES IN LAW AND PROCEDURE--Exhibit 8**

OBJECTIVE 2.3	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Designated a person/committee to monitor rules and legislation and to communicate promptly all changes in law and procedure to appropriate and relevant persons	Instituted <i>en banc</i> 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		✓			✓	✓
West Monroe		✓			✓	
Winnfield		✓			✓	
Winnsboro		✓			✓	
Zachary		✓	✓		✓	
TOTALS	9	42	23	9	32	7

*No data is available for Ville Platte City Court.



**ACTIONS TAKEN IN FY 2012-2013 TO MAKE STRATEGIC DECISIONS TO SUPPORT
THE BEST OUTCOMES FOR CHILDREN AND FAMILIES-Exhibit 9**

OBJECTIVE 3.2	Not applicable - my court does not exercise juvenile jurisdiction	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Participated in specialized training and education for the type of juvenile jurisdiction exercised	Made use of available juvenile resources, such as bench books, juvenile law experts, informational websites, and online or in-person training seminars	Complied with counsel appointment rules	Oversaw the management of juvenile cases, including docketing, hearing dates, and the form and substance of court orders	Added or maintained sufficient support staff to expeditiously dispose of juvenile cases	Used new or modified software or juvenile court case tracking procedures	Included at-risk children on specialized dockets in continuity of operations/ emergency plans	Other
CITY/PARISH COURT											
Abbeville			✓	✓	✓	✓	✓	✓			
Alexandria	✓										
Ascension			✓	✓	✓	✓					
Baker	✓										
Bastrop	✓										
Baton Rouge	✓										
Bogalusa			✓	✓		✓	✓				
Bossier City			✓		✓		✓	✓			
Breaux Bridge		✓									
Bunkie			✓			✓	✓				
Crowley			✓	✓	✓	✓	✓	✓	✓	✓	
Denham Springs			✓			✓	✓				
Eunice			✓	✓	✓	✓	✓	✓			
Franklin			✓				✓			✓	
Hammond			✓	✓	✓		✓	✓	✓		
Houma			✓		✓	✓	✓	✓			
Jeanerette			✓		✓	✓	✓	✓			
Jefferson - 1st Parish	✓										
Jefferson - 2nd Parish	✓										
Jennings			✓	✓			✓				✓
Kaplan			✓	✓	✓	✓	✓	✓			
Lafayette			✓	✓	✓	✓	✓	✓	✓		
Lake Charles			✓				✓				
Leesville		✓									
Marksville			✓		✓		✓				
Minden			✓	✓	✓	✓	✓	✓			
Monroe			✓	✓	✓						
Morgan City			✓	✓	✓	✓	✓	✓			



**ACTIONS TAKEN IN FY 2012-2013 TO MAKE STRATEGIC DECISIONS TO SUPPORT
THE BEST OUTCOMES FOR CHILDREN AND FAMILIES-Exhibit 9**

OBJECTIVE 3.2	Not applicable - my court does not exercise juvenile jurisdiction	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Participated in specialized training and education for the type of juvenile jurisdiction exercised	Made use of available juvenile resources, such as bench books, juvenile law experts, informational websites, and online or in-person training seminars	Complied with counsel appointment rules	Oversaw the management of juvenile cases, including docketing, hearing dates, and the form and substance of court orders	Added or maintained sufficient support staff to expeditiously dispose of juvenile cases	Used new or modified software or juvenile court case tracking procedures	Included at-risk children on specialized dockets in continuity of operations/ emergency plans	Other
CITY/PARISH COURT											
Natchitoches			✓								
New Iberia			✓		✓			✓			
N.O. - 1st City	✓										
N.O. - 2nd City	✓										
N.O. - Municipal	✓										
N.O. - Traffic	✓										
Oakdale			✓			✓	✓				
Opelousas			✓	✓	✓	✓		✓			
Pineville	✓										
Plaquemine			✓				✓				
Port Allen			✓	✓	✓	✓					
Rayne			✓	✓	✓	✓	✓				
Ruston	✓										
Shreveport	✓										
Slidell			✓	✓	✓	✓	✓	✓	✓		
Springhill			✓	✓	✓	✓	✓	✓			
Sulphur			✓	✓							✓
Thibodaux			✓			✓	✓	✓	✓		
Vidalia			✓	✓	✓	✓	✓				
West Monroe			✓	✓							
Winnfield			✓	✓	✓						
Winnsboro		✓									
Zachary	✓										
TOTALS	14	3	34	21	22	21	22	17	6	2	2

*No data is available for Ville Platte City Court.



**ACTIONS TAKEN IN FY 2012-2013 TO ENSURE THAT CASES RECEIVED
INDIVIDUAL ATTENTION AND THAT DECISIONS CONTINUED TO BE
MADE WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON
LEGALLY RELEVANT FACTORS-Exhibit 10**

Objective 3.2	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or used a standardized bail bond schedule	Developed or used standardized Boykin language	Developed or used some form of sentencing or dispositional guidelines	Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Used attorney focus groups to solicit feedback on the court's equality and fairness in the treatment of court users	Other
CITY/PARISH COURT								
Abbeville		✓	✓	✓	✓			
Alexandria		✓	✓	✓	✓			
Ascension		✓	✓	✓	✓			
Baker		✓	✓	✓	✓			
Bastrop		✓	✓	✓	✓			
Baton Rouge		✓	✓	✓				
Bogalusa		✓	✓	✓				
Bossier City		✓	✓	✓	✓			
Breaux Bridge		✓		✓				
Bunkie		✓		✓				
Crowley		✓	✓	✓	✓			
Denham Springs		✓		✓				
Eunice		✓	✓	✓				
Franklin		✓	✓	✓	✓			
Hammond		✓	✓	✓	✓			
Houma		✓	✓	✓				
Jeanerette		✓	✓	✓	✓			
Jefferson - 1st Parish		✓	✓	✓	✓			✓
Jefferson - 2nd Parish		✓	✓	✓	✓			
Jennings		✓	✓	✓	✓			
Kaplan		✓		✓	✓	✓		
Lafayette		✓	✓	✓	✓	✓		✓
Lake Charles		✓	✓	✓	✓			
Leesville	✓							
Marksville		✓	✓	✓				
Minden		✓		✓	✓		✓	
Monroe		✓		✓		✓		
Morgan City		✓		✓	✓			



**ACTIONS TAKEN IN FY 2012-2013 TO ENSURE THAT CASES RECEIVED
INDIVIDUAL ATTENTION AND THAT DECISIONS CONTINUED TO BE
MADE WITHOUT UNDUE DISPARITY AMONG LIKE CASES AND UPON
LEGALLY RELEVANT FACTORS-Exhibit 10**

Objective 3.2	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated below, or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or used a standardized bail bond schedule	Developed or used standardized Boykin language	Developed or used some form of sentencing or dispositional guidelines	Developed or used some method of monitoring and reporting on cases to analyze and communicate disparities in sentencing or civil awards	Used attorney focus groups to solicit feedback on the court's equality and fairness in the treatment of court users	Other
CITY/PARISH COURT								
Natchitoches		✓						
New Iberia		✓	✓	✓				
N.O. - 1st City	✓							
N.O. - 2nd City	✓							
N.O. - Municipal		✓	✓	✓	✓			✓
N.O. - Traffic		✓		✓				
Oakdale		✓	✓	✓				
Opelousas		✓	✓	✓				
Pineville		✓		✓	✓			
Plaquemine		✓		✓				
Port Allen		✓	✓	✓	✓			
Rayne		✓	✓	✓	✓		✓	
Ruston		✓	✓	✓	✓			
Shreveport		✓	✓	✓				
Slidell		✓	✓	✓	✓	✓		
Springhill		✓	✓	✓				
Sulphur		✓	✓	✓	✓			
Thibodaux		✓		✓				
Vidalia		✓	✓	✓	✓			✓
West Monroe		✓	✓	✓	✓			
Winnfield		✓	✓	✓	✓			
Winnsboro		✓	✓	✓	✓			
Zachary		✓	✓	✓	✓			
TOTALS	3	48	36	47	30	4	2	4

*No data is available for Ville Platte City Court.



**ACTIONS TAKEN IN FY 2012-2013 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND
PROPERLY PRESERVED-Exhibit 11**

OBJECTIVE 3.5	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or maintained policies or rules relating to the issue	Developed or maintained a system of bar-coding to track the location of manual files and documents	Met with the clerk on a continual basis to improve procedures and address problems	Standardized and automated minute entries	Used real-time court reporting	Developed or implemented a records retention plan	Performed periodic audits of files	Used scanning on filing documents	Other
CITY/PARISH COURT											
Abbeville		✓	✓								
Alexandria		✓			✓						
Ascension Parish		✓	✓		✓	✓					
Baker		✓	✓		✓				✓		
Bastrop		✓	✓		✓	✓	✓	✓		✓	
Baton Rouge		✓	✓		✓	✓	✓	✓	✓	✓	
Bogalusa		✓	✓			✓		✓			
Bossier City		✓				✓				✓	
Breaux Bridge		✓			✓		✓				
Bunkie	✓										
Crowley		✓	✓		✓	✓		✓		✓	
Denham Springs		✓			✓			✓			
Eunice		✓	✓		✓	✓	✓	✓			
Franklin		✓			✓	✓					
Hammond		✓			✓	✓		✓			✓
Houma		✓								✓	
Jeanerette		✓			✓						
Jefferson - 1st Parish		✓	✓		✓	✓		✓	✓	✓	✓
Jefferson - 2nd Parish		✓	✓		✓	✓					✓
Jennings		✓			✓			✓			✓
Kaplan		✓	✓		✓						
Lafayette		✓	✓		✓	✓		✓	✓		
Lake Charles		✓	✓		✓	✓		✓			
Leesville		✓	✓								
Marksville		✓			✓				✓		
Minden		✓	✓						✓		
Monroe		✓	✓		✓				✓		
Morgan City		✓			✓	✓		✓		✓	



**ACTIONS TAKEN IN FY 2012-2013 TO ENSURE THAT ALL COURT RECORDS OF
RELEVANT COURT DECISIONS AND ACTIONS ARE ACCURATE AND
PROPERLY PRESERVED-Exhibit 11**

OBJECTIVE 3.5	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Developed or maintained policies or rules relating to the issue	Developed or maintained a system of bar-coding to track the location of manual files and documents	Met with the clerk on a continual basis to improve procedures and address problems	Standardized and automated minute entries	Used real-time court reporting	Developed or implemented a records retention plan	Performed periodic audits of files	Used scanning on filing documents	Other
CITY/PARISH COURT											
Natchitoches	✓										
New Iberia		✓	✓		✓		✓			✓	
N.O. - 1st City		✓	✓		✓	✓	✓	✓		✓	
N.O. - 2nd City		✓	✓		✓					✓	
N.O. - Municipal		✓	✓	✓	✓	✓	✓	✓		✓	✓
N.O. - Traffic		✓									✓
Oakdale		✓		✓		✓					
Opelousas		✓	✓	✓	✓	✓	✓	✓	✓		
Pineville		✓				✓	✓			✓	
Plaquemine		✓					✓				
Port Allen		✓		✓	✓	✓		✓		✓	
Rayne		✓			✓	✓	✓	✓	✓		✓
Ruston		✓	✓		✓			✓			
Shreveport		✓		✓	✓					✓	
Slidell		✓	✓		✓	✓	✓	✓	✓		
Springhill		✓									✓
Sulphur		✓			✓					✓	✓
Thibodaux		✓				✓	✓				✓
Vidalia		✓	✓		✓			✓	✓		
West Monroe		✓	✓							✓	
Winnfield		✓	✓		✓			✓	✓		
Winnsboro		✓				✓					
Zachary		✓			✓	✓		✓			
TOTALS	2	49	26	5	35	25	13	22	12	16	10

*No data is available for Ville Platte City Court.



**ACTIONS TAKEN IN FY 2012-2013 TO MAINTAIN JUDICIAL INDEPENDENCE WHILE
OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER
BRANCHES OF GOVERNMENT-Exhibit 12**

OBJECTIVE 4.1	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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 2012-2013 TO MAINTAIN JUDICIAL INDEPENDENCE WHILE
OBSERVING THE PRINCIPLE OF COOPERATION WITH OTHER
BRANCHES OF GOVERNMENT--Exhibit 12**

OBJECTIVE 4.1	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	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		✓	✓		✓
West Monroe		✓	✓		
Winnfield		✓	✓		
Winnsboro		✓	✓		
Zachary		✓	✓		
TOTALS	3	48	46	10	8

*No data is available for Ville Platte City Court.



ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Implemented or updated court personnel policies	Provided technology training to court employees	Provided in-house and/or outside employee training and/or education	Implemented or maintained training on civility and professionalism for judges and/or court personnel	Other
CITY/PARISH COURT							
Abbeville		✓			✓		
Alexandria		✓		✓	✓	✓	
Ascension Parish		✓	✓	✓		✓	
Baker		✓	✓	✓	✓	✓	
Bastrop		✓	✓	✓	✓		
Baton Rouge		✓	✓	✓	✓	✓	
Bogalusa		✓	✓	✓	✓	✓	
Bossier City		✓		✓	✓	✓	
Breaux Bridge		✓		✓	✓		
Bunkie	✓						
Crowley		✓	✓	✓	✓	✓	
Denham Springs		✓	✓		✓		
Eunice		✓		✓	✓	✓	
Franklin		✓			✓		
Hammond		✓	✓	✓	✓	✓	
Houma		✓	✓	✓	✓		
Jeanerette		✓			✓		
Jefferson - 1st Parish		✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish		✓	✓	✓	✓	✓	✓
Jennings		✓	✓	✓			
Kaplan		✓			✓	✓	
Lafayette		✓	✓	✓	✓	✓	
Lake Charles		✓	✓	✓	✓	✓	
Leesville		✓			✓		
Marksville		✓		✓	✓		
Minden		✓	✓		✓	✓	
Monroe		✓		✓	✓		
Morgan City		✓			✓	✓	



ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Implemented or updated court personnel policies	Provided technology training to court employees	Provided in-house and/or outside employee training and/or education	Implemented or maintained training on civility and professionalism for judges and/or court personnel	Other
CITY/PARISH COURT							
Natchitoches		✓					
New Iberia		✓			✓	✓	
N.O. - 1st City		✓	✓	✓	✓	✓	
N.O. - 2nd City		✓			✓	✓	
N.O. - Municipal		✓	✓		✓		
N.O. - Traffic		✓					✓
Oakdale		✓				✓	
Opelousas		✓	✓	✓	✓	✓	
Pineville		✓		✓		✓	
Plaquemine	✓						
Port Allen		✓		✓	✓		
Rayne		✓		✓	✓	✓	
Ruston		✓		✓	✓		
Shreveport		✓	✓		✓		
Slidell		✓	✓	✓	✓	✓	
Springhill		✓			✓		
Sulphur		✓				✓	✓
Thibodaux		✓			✓		
Vidalia		✓			✓		✓
West Monroe		✓			✓	✓	
Winnfield		✓		✓	✓	✓	
Winnsboro		✓			✓		
Zachary		✓		✓	✓	✓	
TOTALS	2	49	20	28	42	28	5

*No data is available for Ville Platte City Court.



**ACTIONS TAKEN IN FY 2012-2013 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION AND PROGRAMS-Exhibit 14**

OBJECTIVE 4.4	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Created/ maintained a website containing information about the court	Used social media	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
CITY/PARISH COURT												
Abbeville		✓								✓	✓	
Alexandria		✓			✓				✓			
Ascension Parish		✓	✓			✓		✓	✓			
Baker		✓				✓		✓				
Bastrop		✓	✓	✓		✓	✓	✓	✓			
Baton Rouge		✓	✓	✓	✓	✓		✓	✓			✓
Bogalusa		✓	✓		✓							
Bossier City		✓	✓				✓	✓	✓			
Breaux Bridge		✓								✓		
Bunkie		✓				✓	✓					
Crowley		✓				✓		✓	✓		✓	
Denham Springs		✓	✓									
Eunice		✓	✓			✓					✓	
Franklin	✓											
Hammond		✓	✓	✓	✓	✓		✓	✓	✓	✓	
Houma		✓	✓									
Jeanerette		✓	✓	✓		✓		✓			✓	
Jefferson - 1st Parish		✓	✓			✓		✓				✓
Jefferson - 2nd Parish		✓	✓			✓		✓	✓			✓
Jennings		✓	✓			✓		✓				✓
Kaplan		✓				✓		✓	✓			
Lafayette		✓	✓		✓	✓		✓				✓
Lake Charles		✓	✓	✓	✓							✓
Leesville		✓						✓				
Marksville	✓											
Minden		✓					✓	✓	✓		✓	
Monroe		✓					✓	✓	✓			
Morgan City		✓	✓			✓		✓	✓			



**ACTIONS TAKEN IN FY 2012-2013 TO INFORM THE COMMUNITY OF THE COURT'S
STRUCTURE, FUNCTION AND PROGRAMS-Exhibit 14**

OBJECTIVE 4.4	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Created/ maintained a website containing information about the court	Used social media	Appeared on radio or TV shows	Visited classrooms	Sponsored a teen court program	Gave talks at various forums	Sponsored tours of the court	Participated in Judicial Ride-Along programs	Participated in shadow programs	Other
CITY/PARISH COURT												
Natchitoches	✓											
New Iberia		✓				✓		✓				✓
N.O. - 1st City		✓	✓			✓		✓				
N.O. - 2nd City		✓	✓	✓		✓	✓	✓	✓		✓	✓
N.O. - Municipal		✓	✓									✓
N.O. - Traffic		✓	✓									
Oakdale		✓				✓						
Opelousas		✓	✓			✓		✓	✓		✓	
Pineville		✓							✓		✓	
Plaquemine	✓											
Port Allen		✓	✓			✓		✓	✓			
Rayne		✓	✓			✓		✓	✓		✓	
Ruston		✓							✓			
Shreveport		✓	✓					✓				✓
Slidell		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Springhill		✓						✓				
Sulphur		✓	✓			✓		✓				
Thibodaux		✓									✓	
Vidalia		✓						✓	✓			✓
West Monroe		✓	✓						✓			
Winnfield		✓						✓				
Winnsboro		✓						✓				
Zachary		✓	✓					✓				
TOTALS	4	47	28	7	7	24	7	31	21	4	12	11

*No data is available for Ville Platte City Court.



**ACTIONS TAKEN IN FY 2012-2013 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 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Created or 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 email/internet	Upgraded word processing software	Installed or updated audio-visual equipment	Installed or updated digital audio/video	Installed or updated legal research software	Installed or updated an automated security system	Other
CITY/PARISH COURT																	
Abbeville		✓			✓	✓	✓								✓		
Alexandria	✓																
Ascension		✓	✓		✓	✓	✓								✓		
Baker		✓			✓	✓	✓	✓			✓		✓	✓	✓		
Bastrop		✓	✓		✓	✓	✓		✓				✓	✓			
Baton Rouge		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Bogalusa		✓	✓		✓	✓	✓					✓		✓			
Bossier City		✓					✓								✓		
Breaux Bridge		✓			✓	✓											
Bunkie	✓																
Crowley		✓	✓				✓				✓	✓	✓	✓		✓	
Denham Springs		✓	✓			✓					✓						
Eunice		✓															
Franklin		✓			✓												
Hammond		✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓		
Houma		✓	✓			✓											
Jeanerette		✓		✓		✓											
Jefferson - 1st Parish		✓	✓		✓	✓					✓	✓	✓	✓	✓	✓	✓
Jefferson - 2nd Parish		✓	✓		✓	✓	✓				✓	✓		✓	✓		✓
Jennings		✓	✓		✓						✓				✓	✓	
Kaplan		✓				✓	✓										✓
Lafayette		✓			✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓
Lake Charles		✓	✓		✓	✓	✓	✓			✓	✓	✓	✓		✓	
Leesville		✓			✓							✓			✓		
Marksville		✓				✓								✓			
Minden		✓			✓		✓					✓					
Monroe		✓			✓	✓	✓				✓	✓			✓		
Morgan City		✓	✓								✓						



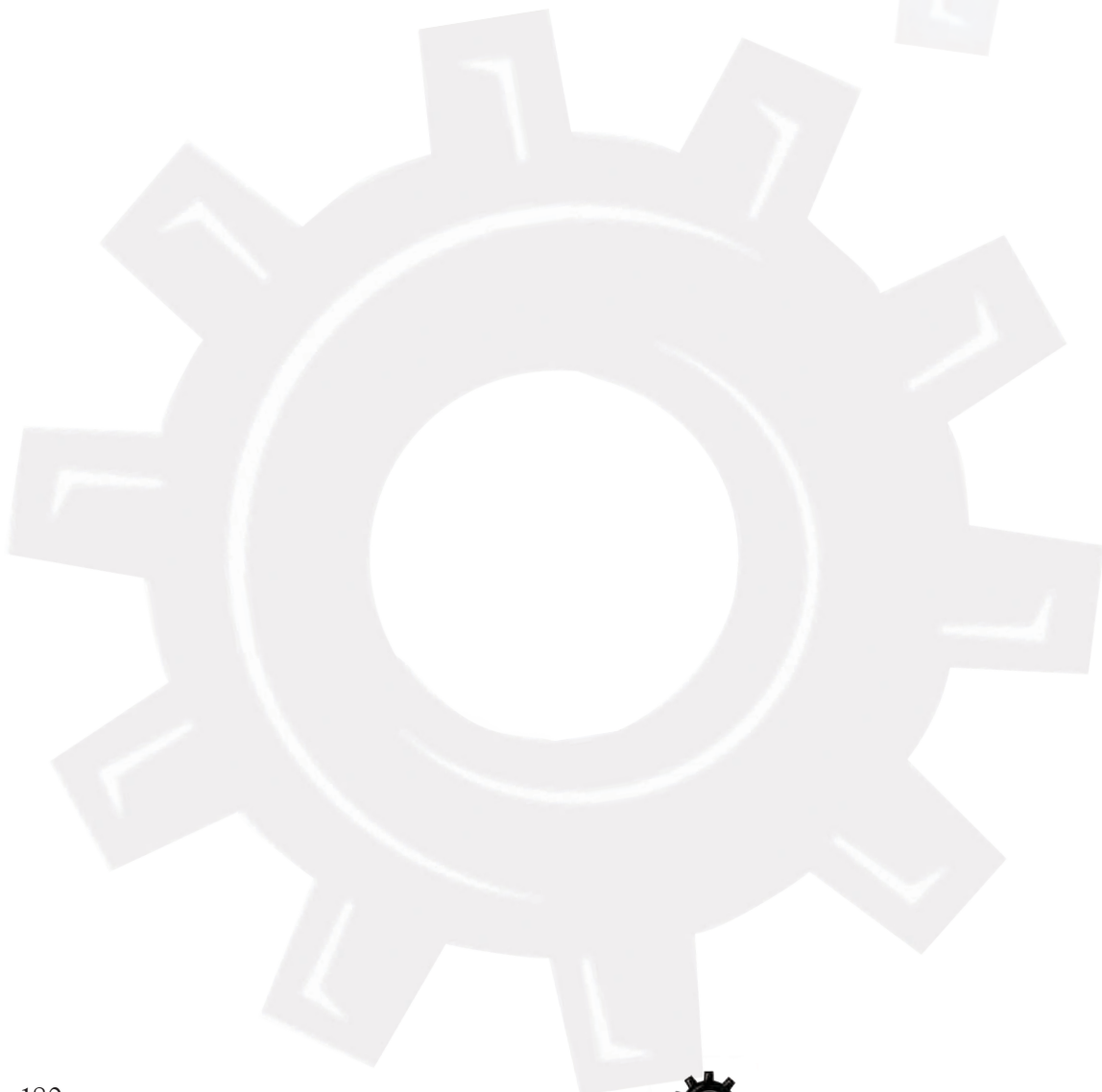
**ACTIONS TAKEN IN FY 2012-2013 TO RECOGNIZE NEW CONDITIONS OR EMERGING EVENTS AND TO ADJUST COURT OPERATIONS ACCORDINGLY:
IMPLEMENTING TECHNOLOGIES-Exhibit 15**

OBJECTIVE 4.5	Did not address in FY 2012-2013	Continued to address this objective through the actions indicated or implemented the following new actions in FY 2012-2013 to address this objective as indicated	Created or 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 email/internet	Upgraded word processing software	Installed or updated audio-visual equipment	Installed or updated digital audio/video	Installed or updated legal research software	Installed or updated an automated security system	Other
CITY/PARISH COURT																	
Natchitoches	✓																
New Iberia	✓																✓
N.O. - 1st City		✓	✓		✓				✓		✓	✓	✓		✓		
N.O. - 2nd City		✓	✓								✓	✓					✓
N.O. - Municipal		✓	✓								✓	✓				✓	✓
N.O. - Traffic		✓	✓				✓										
Oakdale		✓			✓			✓			✓						
Opelousas		✓	✓		✓	✓	✓				✓	✓	✓		✓		
Pineville		✓			✓	✓					✓	✓			✓	✓	
Plaquemine	✓																
Port Allen		✓	✓			✓					✓						
Rayne		✓	✓		✓	✓	✓		✓		✓	✓			✓	✓	✓
Ruston		✓				✓				✓			✓	✓		✓	
Shreveport		✓	✓		✓	✓	✓						✓				✓
Slidell		✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
Springhill	✓																
Sulphur		✓						✓					✓	✓			
Thibodaux		✓			✓												
Vidalia		✓			✓						✓	✓					✓
West Monroe		✓	✓				✓										
Winnfield	✓																
Winnsboro		✓			✓										✓		
Zachary		✓	✓		✓			✓						✓	✓		
TOTALS	7	44	24	3	28	23	21	8	5	4	22	19	14	15	19	11	10

*No data is available for Ville Platte City Court.



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PERFORMANCE REPORTS:

**SUPREME COURT DATA
GATHERING SYSTEMS**

SUPREME COURT DATA GATHERING SYSTEMS

The Supreme Court supports 13 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 and E-Filing
- The Criminal Disposition Data Collection System
- The Criminal Justice Information System
- The Drug Court Case Management System
- The Integrated Juvenile Justice Information System
- The Louisiana Court Connection
- The Louisiana Protective Order Registry
- The Traffic Violation Data Collection System
- The Court of Appeal Reporting System
- The District Court Reporting System
- The Juvenile and Family Court Reporting System
- The Parish and City Court Reporting System
- The Civil Case Reporting System

Each of these systems is briefly described below.

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. The Clerk's Office scans each document associated with a filing in the Clerk's Office and connects it to that specific filing in the Court's case management system.

On August 1, 2012 the Louisiana Supreme Court began allowing attorneys admitted to practice in Louisiana and in good standing with the Louisiana State Bar Association to e-file documents with the Court. E-filing provides enhanced access to the Clerk's office for attorneys, as registered users may file writ applications, appendices, exhibits, oppositions, replies, supplements, motions, briefs, and rehearing documents through the Louisiana Court Connection project. The Clerk of Court requested enhancements to the new e-filing system to increase its efficiency and efficacy; these enhancements were provided in March 2013.

In addition, the Court has deployed video conferencing technology to save Court travel time and expense.

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, CMIS staff members review it to ensure its accuracy and transferability according to pre-defined standards and definitions. CMIS staff members work with clerks of court and software providers across the state to quickly resolve any problems that may be discovered during data audits, which are conducted regularly throughout the year. Regular visits to the district courts allow CMIS staff to resolve hardware, software, data quality, data input, and transmission issues.

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

Criminal disposition information is also transmitted to the FBI for entry in the National Instant Criminal Background Check System (NICS) database. The NICS database is used to determine eligibility when a citizen has requested to purchase a firearm. In 2013 a total of 22,804 qualifying felony criminal disposition records 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 SDCDO developed the system with significant input from users. The DCCM allows local drug court programs to track clients through the drug court process by providing a single database in which



demographic, program status, treatment, and discharge data can be maintained, quickly accessed, and easily shared.

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

THE INTEGRATED JUVENILE JUSTICE INFORMATION SYSTEM

The Integrated Juvenile Justice Information System (IJJIS) has been developed 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. During the period of this report, the IJJIS was partially or fully operational in the following jurisdictions: Orleans Parish Juvenile Court, Jefferson Parish Juvenile Court, 16th Judicial District Court, 14th Judicial District Court, and Caddo Parish Juvenile Court.

THE LOUISIANA COURT CONNECTION

The 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 also include a charge code and sentencing module that will provide a common method to trade 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.

The LCC team adopted an Agile Software Development Framework. Agile is an iterative approach that has been shown to be beneficial in large, complex software development projects. In addition, a consulting partner with considerable experience in technology projects in the justice arena was retained to assist with identifying and evaluating alternatives for completing the project.

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, for collecting the order data, and for entering it into the registry. The registry was launched in 1999.

Records contained in the registry are available to state and local law enforcement agencies; district attorney offices; the Department of Social Services, Office of 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.

During 2013 LPOR staff responded to 178 requests for order verification from examiners with the FBI’s NICS program, which is designed to prevent the sale of firearms and explosives to those who under federal law are prohibited from buying them.

During the period, LPOR staff also responded to 810 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 2013 members of LPOR’s training team provided six presentations and workshops at the request of other agencies and organizations. This training reached 214 individuals.

LPOR also provided eight LPOR Legal Seminars that reached 256 individuals and two LPOR Judicial Training Project programs that reached 39 individuals.

In all, LPOR staff reached 509 people with critical information about effective prevention and intervention strategies used to respond to domestic abuse and dating violence.

In 2013, LPOR staff received and entered 21,337 orders from Louisiana courts. Of these, 15,516 (73%) were civil orders and 5,821 (27%) were criminal orders. A breakdown—by type—of the orders entered into LPOR since 2010 is provided in the tables below:

Table One: Civil Orders

Civil Orders:	2010	2011	2012	2013
Temporary Restraining Orders	11,909	12,436	12,034	12,122
Protective Orders	3,613	3,320	3,155	3,324
Preliminary Injunctions	30	21	23	31
Permanent Injunctions	41	41	46	39
Total Civil Orders	15,593	15,818	15,258	15,516



Table Two: Criminal Orders

<u>Criminal Orders:</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Bail Restrictions	4,313	4,779	3,701	3,704
Peace Bonds	61	113	189	270
Combined Bail/Peace Bonds	332	200	626	669
Sentencing Orders	0	0	0	0
Probation Conditions	0	0	0	0
Combined Sentencing/Probation	543	445	1,100	1,178
Total Criminal Orders	5,249	5,537	5,616	5,821

Table Three: Combined Orders

<u>Combined Orders:</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Civil and Criminal Order Totals	20,842	21,355	20,874	21,337

THE TRAFFIC VIOLATION DATA COLLECTION SYSTEM

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

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

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

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

In 2013 the Traffic Violation Data Collection System received 840,948 traffic records containing filing, disposition, and sentencing information from 54 district courts, 13 city courts, and 5 mayor's courts. Of those records, 255,823 were posted to the OMV driver history database. Additional clerks of court 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 COURTS OF APPEAL REPORTING SYSTEM

The Courts of Appeal Reporting System (CARS) is an electronic database, administered by CMIS, that stores case-related information from all five of the appellate courts. The information transmitted to CMIS by each of the appellate courts relates to every stage of an appeal, from the lodging of the case to its final disposition. The information is used to analyze performance relative to time standards of the Louisiana Circuit Courts of Appeal, to analyze the workload at each appellate court, and to provide information to support the courts' efforts to improve those aspects of the administration of justice identified in the Courts of Appeal strategic plan. Additionally, caseload statistics are reported to the National Center for State Courts, as a part of its Court Statistics Project, and aggregated for presentation in the 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 secure 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 six parishes send in manual forms and CMIS staff enters the information into the database for them. Filing data from the courts is aggregated and reported to the National Center for State Courts, as a part of its Court Statistics Project, and for presentation in the Supreme Court's annual report.

THE JUVENILE AND FAMILY COURT REPORTING SYSTEM

The Juvenile and Family Court Reporting System is a manual system, administered by CMIS, that consists of information reported to the Supreme Court from the four specialized juvenile courts and the one designated family court. Information is received relating to juvenile delinquency cases, juvenile traffic cases, adoption cases, child support cases, termination of parental rights cases, and Child in Need of Care cases. In addition, the one family court in the state submits data on family court filings by type of case.

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

THE PARISH AND CITY COURT REPORTING SYSTEM

The Parish and City Court Reporting System is a manual system, administered by CMIS, in which case information reported to the Supreme Court from each city and parish court is maintained. The system receives information related to the number of civil, criminal, traffic, and juvenile cases filed and terminated in each calendar year. CMIS staff members enter the data, derived from the manual forms submitted by each court, into a database. Filing data from the courts is aggregated and presented in the 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 courts and their justice system partners.

The court system in Louisiana is decentralized, involving more than 756 elected judges and justices of the peace spread over five layers of courts – the Supreme Court, courts of appeal, district courts, parish and city courts, and justice of the peace courts. It also involves 42 elected district attorneys, 67 elected clerks of court, 64 elected sheriffs, 64 elected coroners, 387 elected constables serving the justices of the peace, 47 elected city court marshals or constables, and approximately 250 mayors or their designees managing mayors’ courts – all of whom exercise individual, independent authority.

The varied financial arrangements in place to support judicial branch operations also impact data gathering and information systems development. Local governments are generally required to carry the burden of funding the courts, the district attorneys, and the coroners. Citizens are also required to pay fees, fines, court costs, and assessments to help pay for the costs of judicial branch functions. These arrangements create a situation of “rich”

and “poor” jurisdictions and offices, and they can force entities that should work together to compete with one another for limited resources.

The decentralized court structure and lack of uniform financing for justice entities significantly affects the Supreme Court’s ability to gather data, to achieve coordination and collaboration within the system, and to use data as a means of improving the administration of justice.

A related barrier exists relative to the use of data currently available – that of the lack of data standardization, both within courts and among courts and their justice system partners. Standardization of data collection and reporting is essential to producing meaningful indicators on the performance of the judicial branch. However, each court operates autonomously. While this independence gives each court an important degree of flexibility, it can also present challenges to the development of uniform standards, which in turn limits the uses for which available data can be used.

Outside agencies present another standardization challenge to the courts in collecting meaningful data. Very few standards exist relating to what information needs to be shared with courts and other justice entities during the course of each case. This lack of standard data collection procedures may often result in missing or inaccurate case data.

Despite these barriers and a deficit in financial, staffing, and technological resources throughout the state, courts and their justice system partners continue to work together to achieve progress in data gathering and information systems development. The 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 the Supreme Court created for criminal case data collection. The Supreme Court has also developed a traffic case data standard that is used by most district and some city courts. A standard for reporting caseloads for all categories has been in use by all levels of court for many years and a new justice of the peace data collection protocol was initiated in 2011. Supreme Court staff members continue to train court and clerk of court personnel on the standards. The Supreme Court believes that its capacity to promote, support, and make use of information related to judicial performance will continue to improve.





THE SUPREME COURT OF LOUISIANA

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