

THE SUPREME COURT OF LOUISIANA

# Justice At Work



The State Of  
Judicial Performance  
In Louisiana

1999

# 1999

## The State Of Judicial Performance In Louisiana

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# The State Of Judicial Performance In Louisiana

I am pleased to submit this first annual report on "The State of Judicial Performance in Louisiana" which has been prepared pursuant to the provisions of the Judicial Budget and Performance Accountability Act of 1999 (R.S. 13:84). Under the Act, the Judicial Administrator of the Supreme Court is responsible for developing a performance accountability program and for reporting on court performance to the Supreme Court and the people of Louisiana on an annual basis. In this 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.

Because the strategic plans required by the Act were completed and adopted on schedule in December of 1999, I will not be able to present information in this first report on the progress that each level of court has made to implement the strategies identified in each strategic plan for improving court performance. That type of reporting will begin next year, after our courts have had a full year to begin implementing their respective strategic plans.

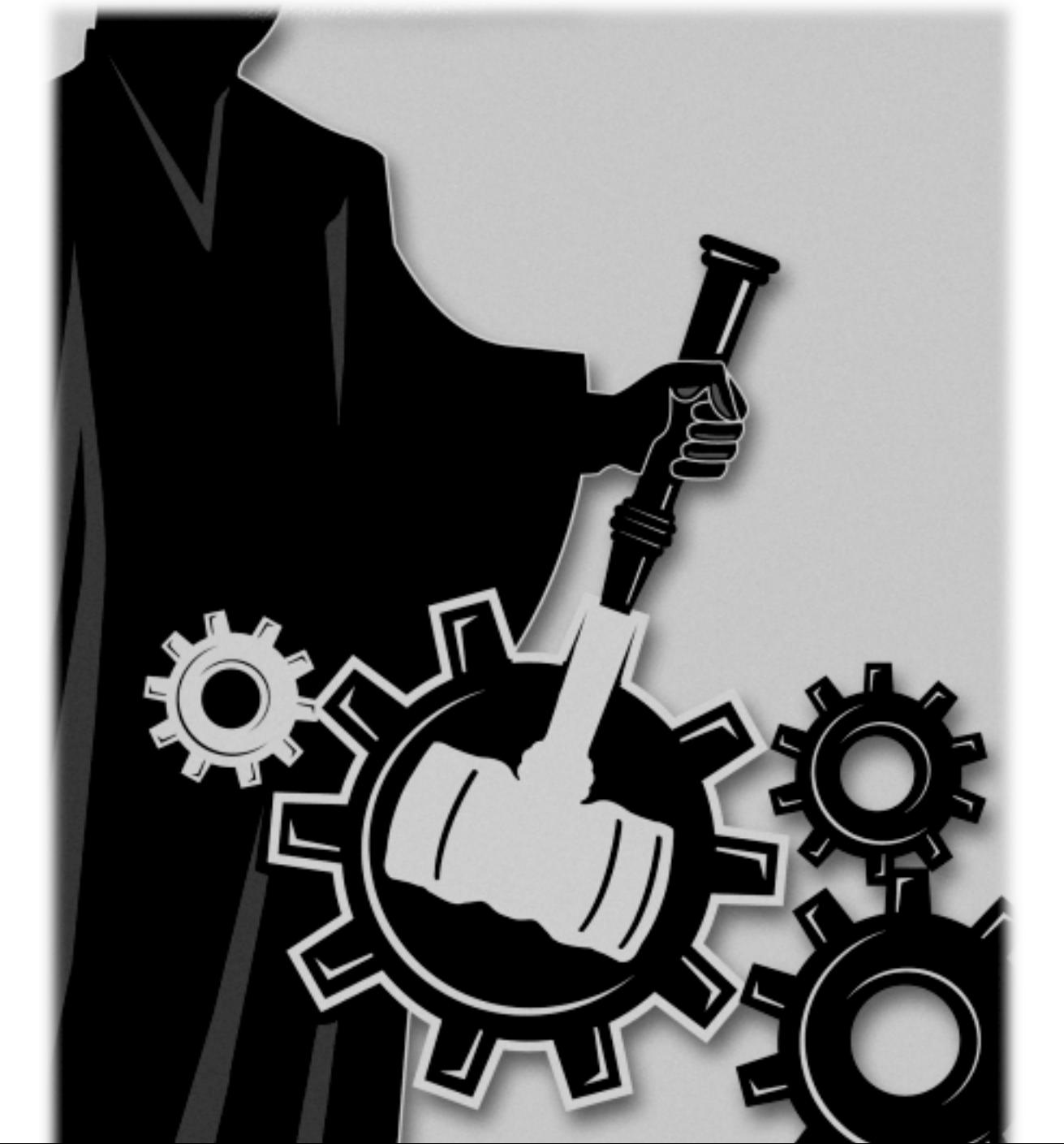
In this Report, therefore, I will outline the types of activities undertaken by the various courts to improve their performance prior to the adoption of the strategic plans. This information on performance has been derived from multiple sources. In the case of the Supreme Court, my office has tracked our efforts to improve performance every year and have reported most of these activities in the Court's Annual Report. In the case of the courts of appeal and the district courts, we have derived most of the information from a survey of judges which my office conducted in the summer of 1999 as part of our response to the Judicial Budget and Performance Accountability Act. 39 of the 54 appellate judges surveyed (72.2%) and 154 of the 214 district court judges (71.9%) responded to the survey in whole or in part. However, only 19 of the 39 appellate judges and 71 of the 154 district court judges responded to the questions relating to performance improvement. Because of this limited response to the performance improvement section of the survey, my office has also derived information on performance improvements for this Report from our Community Relations Department which has sponsored programs involving the courts of appeal and the district courts and which has reported on their performance improvements in the Supreme Court's newsletter – *Court Column*.

The information derived from these admittedly limited sources still presents, in my opinion, an impressive amount and range of activities conducted by courts in 1999 to improve their performance. Even, without the benefit of having every court's activities listed, the picture that emerges is one of an active court system at every level dedicated to performance improvement.

Respectfully submitted,



Hugh M. Collins, Ph.D.  
Judicial Administrator



PERFORMANCE REPORTS:

# PERFORMANCE OF THE SUPREME COURT



# PERFORMANCE REPORTS

## PERFORMANCE OF THE SUPREME COURT

During 1999, the Supreme Court of Louisiana, through its various divisions, undertook several initiatives to improve itself and the judiciary as a whole.

## THE JUSTICES OF THE SUPREME COURT

- Amended its rules on bar admissions to require character and background investigations by the National Conference of Bar Examiners as a prerequisite for taking the bar examination.
- Created a Committee to Prevent Lawyer Misconduct to provide continuing communication and dialogue among the law schools of Louisiana, the Louisiana Attorney Disciplinary Board, the Louisiana State Bar Association, and the Supreme Court on ways to prevent lawyer misconduct.
- Promulgated a rule for the expedition of all child protection cases before the Supreme Court.
- Promulgated a rule for reassigning juvenile cases in order to implement a one family-one judge policy or a specialized section for dealing with child abuse cases within the court.
- Amended its rules concerning the record in capital cases to require additional information.
- Amended its rules to provide for the transfer of attorneys to disability inactive status under certain conditions.
- Established a Committee on Permanent Disbarment to study and make recommendations to the Court concerning the issue of permanent disbarment.

- Amended its rules to provide additional requirements for admission to the Bar.

## THE LOUISIANA JUDICIAL COLLEGE

- Provided training to the judiciary in sessions attracting an aggregate attendance of almost 1000, which featured some 75 speakers addressing a wide array of issues affecting juvenile, criminal, civil and appellate law, court technology, new judges' orientation, and numerous other topics.
- Continued to publish its Criminal Law Newsletter, and authorized the creation of a juvenile law newsletter.
- Created a Judicial Web Site now online at [www.law.lsue.edu/jc](http://www.law.lsue.edu/jc).

## COMMITTEE ON BAR ADMISSIONS

Used 400 volunteer attorneys, in addition to the twelve members on the Committee, to examine the exams held during the week of February 22 and the week of July 26.

- Admitted 186 new attorneys on April 23, 1999 and 409 new attorneys on October 15, 1999.

## LOUISIANA ATTORNEY DISCIPLINARY BOARD

- Received more than 3,000 complaints against attorneys in 1999.
- Reduced the average caseload per disciplinary attorney from between 350-450 files to between 175-200 files, a caseload near to the national standard of 150 cases per disciplinary attorney.
- Reduced the average time of investigation from between 18 to 24 months per case to a new

low in which 80% of the files under investigation in 1999 were less than 6 months old and 92.5% were less than one year old – a substantial reduction in time delays.

- Increased the number of annual prosecutions from 33 in 1995 to 130 in 1999, an increase of nearly four times the annual disciplinary prosecutions.

## **THE LOUISIANA JUDICIARY COMMISSION**

- Received and docketed 427 complaints against judges and justices of the peace in 1999.
- Filed fourteen formal charges against eight judges in 1999.
- Disposed of 412 cases in 1999.

## **THE CLERK OF COURT OF THE SUPREME COURT**

- Installed a state-of-the-art, computer-enhanced security system.
- Transitioned from an old Wang minicomputer system to a PC-based case management information system for tracking and managing Supreme Court cases.
- Continued to upgrade the Court's web site with assistance from the Law Library.

## **THE LAW LIBRARY OF LOUISIANA**

- Increased the number of continuing titles by 2,271 volumes and added 535 new titles to the collection.
- Processed 16,809 microfiches, mostly government documents, and extended its run of the *Times Picayune* backward through 1951.
- Processed about 1,400 requests for faxes of slip opinions and other print documents.

- Installed new operations software called GLAS for use in cataloging, acquisitions, serials control, binding, and circulation.
- Created automatic check-in records for all periodicals and worked on completing the process for all continuing publications in 2000.
- Maintained, with the Clerk of Court, the Supreme Court's web site, which is available at [www.lasc.org](http://www.lasc.org).
- Presented exhibits of information relating to Black History Month, Professionalism and Ethics, Legal Research and Writing, Banned Books, and Baseball, Law and Life.

## **JUDICIAL ADMINISTRATOR OF THE SUPREME COURT**

### **Case Management Information System (CMIS)**

- Continued development of a court-based management information system, whereby criminal dispositions are electronically transmitted from district courts to CMIS and collected in a centralized data base for forwarding to the state police and the National Crime Information Center and for inclusion in the Computerized Criminal History data base.
- Continued development and maintenance of the Louisiana Protective Order Registry (LPOR), a statewide computerized repository for court orders issued to prevent family violence.
- Acquired and developed High Intensity Drug Trafficking Area (HIDTA) and other software to be used as a management information system for drug courts, whereby treatment centers will electronically transmit data to the CMIS repository for fulfilling reporting requirements for the federal and state governments.
- Continued development of a Wide Area Network (WAN) to link the majority of district and appellate courts to CMIS data bases.

- Continued development of the Law Enforcement Message Switch (LEMS), a software connection between CMIS and the Louisiana Department of Public Safety to allow transmission of protective orders to the National Crime Information Center, and to allow state police to access the Protective Order Registry, and to allow judges to access the Computerized Criminal History and Motor Vehicle Files of the State Department of Public Safety and Corrections.

## **Human Resources**

- Provided training and guidance to judges and managerial staff on a variety of human resource issues not only for the purpose of protecting our courts from legal and financial liability, but also for creating a safe working environment for our employees.
- Developed and distributed a reference handbook to guide district and appellate courts in complying with the statutory requirements of the Americans with Disabilities Act.
- Provided Sexual Harassment Awareness and Prevention training to employees and managers alike on an ongoing basis. The training, which is updated annually to incorporate new case law, has been presented at the Supreme Court, all five courts of appeal, and at several district courts at the request of their chief judges. Eleven sessions were conducted statewide in 1999.
- Continued to develop and implement policies which not only meet changing federal and state legal/statutory requirements, but also provide additional benefits to our employees.
- Continued to assist courts with staffing and recruiting issues upon request. The staff conducts job studies and position analyses in response to requests from various

supervisory managers at the Supreme Court and Courts of Appeal.

- Continued to serve as consultants to judges and other court administrators. The staff regularly responds to requests for assistance from both the Courts of Appeal and District Courts. This assistance ranged from answering a question or providing advice concerning a human resource matter to assisting with recruitment efforts by writing proposed advertisements or designing a selection process complete with recruitment options, interview guidelines, questionnaires, job specifications, and ADA essential functions.
- Ensured the continued integrity and competitiveness of the uniform judicial pay plan by continually surveying courts nationwide for salary information for jobs similar to those in our system and reviewing other state and local salary data.

## **Community Relations**

- Completed the Consumer Research and Service Development Project, a project that gathered information from a telephone survey of the public, focus groups, and an advisory committee for the development of recommendations to improve court performance.
- Continued sponsorship of the Judicial Ride-Along Program, a program that encourages legislators to observe the judicial process and to discuss matters of mutual concern.
- Created and sponsored the Courting Louisiana Students and Schools (CLASS) program, a project that provides live television broadcasts of oral argument sessions to schools throughout the state and encourages students through an Internet lesson plan to write their own opinions and then compare them with the Court's official decisions on the cases.

- Continued sponsorship of the Chamber-to-Chamber program, a judicial outreach project that pairs district and city court judges with delegations from their local chambers of commerce for a half-day court visit.
- Continued publication of the newsletter, Court Column, highlighting the work of the Louisiana judiciary in the areas of community outreach, judicial reform, and innovations in court management and case processing.
- Sponsored the third annual Supreme Court Conference on User-Friendly Courts, a conference for judges, clerks of court, and court administrators.
- Produced and distributed to every judge a Legislative Alert Booklet tailored to each judge's district providing information on the legislators representing the judicial district as well as information on the legislative process.
- Continued to promote and facilitate a statewide Judges' Speakers Bureau, a program that encourage judges to make presentations to community groups on how the judicial system operates.
- Developing and airing of 15-second PSA's on commercial and public television that encouraged the viewing public to call a 1-800 response line to obtain more information or to volunteer assistance.
- Getting the Louisiana State Bar Association to dedicate the entire April issue of the Louisiana Bar Journal to matters relating to child abuse and neglect.
- Sponsoring training opportunities for attorneys and judges.
- Sponsored the first annual Justice for Children Conference, a conference for training attorneys, case workers, foster parents, Court Appointed Special Advocate (CASA) volunteers, and others on ways to improve the child welfare system and the adjudication of child abuse cases.
- Worked with the Office of Community Services, the Law Institute, and the Louisiana Legislature to develop and secure passage of legislation required by the federal Adoption and Safe Families Act.
- Continued the Sub-grant program of the Louisiana Court Improvement Program, whereby sub-grants are provided to courts for the improvement of their adjudication of child abuse and neglect cases.
- Continued the development of the Integrated Juvenile Justice Information System (IJJIS), which will be first piloted in the Orleans Parish Juvenile Court and then made available to every court within the state.
- Disseminated the Juvenile Court Monitoring Database (JCMD), the child abuse and neglect case management component of the IJJIS, to several courts.
- Continued sponsorship of the Judge Advocate Network, a system of volunteer

## Juvenile Justice

- Sponsored the Campaign for Children, a public awareness project intended to make leaders and the general public aware of the problem of foster care drift and to encourage greater support for foster care children by:
  - Conducting an eleven-area program of dialogue on the topic throughout the state.
  - Developing and airing a half-hour documentary on public and cable television that encouraged the viewing public to call a 1-800 response line to obtain more information or to volunteer assistance.

judges responsible for coordinating, communicating, and resolving issues and problems affecting juvenile justice in their respective areas.

- Accepted management and supervisory responsibility for the Families In Need of Services (FINS) program; developed standards for the program; developed and implemented a case management information system for the program; and created a new application and financing process.
- Continued to work with the Governor's Children's Cabinet to develop a continuum

of services for children and to continuously improve the quality of programs and services for children and their families.

- Continued to manage and implement the New Orleans Collaborative for Timely Adoptions (NOCTA), a grant designed to assist the Orleans Parish Juvenile Court in reducing delays in child abuse and neglect cases and in instituting major systems reforms, including the development of the Integrated Juvenile Justice Information System (IJJIS), improved customer service, employee retraining, and restructuring of court processes.





PERFORMANCE REPORTS:

PERFORMANCE OF THE  
COURTS OF APPEAL





# PERFORMANCE REPORTS

## PERFORMANCE OF THE COURTS OF APPEAL

In 1999, the courts of appeal undertook several performance improvements. Most of these improvements involved efforts to enhance computer technology, to reduce delay, to provide public education and outreach services, and to provide training to employees and judges.

## COURT TECHNOLOGY

According to the Supreme Court Survey of Appellate Court Judges, the following courts enhanced their computer hardware and software in 1999:

### The 1st Circuit Court of Appeal

- Modernized and updated its computer system.

### The 2nd Circuit Court of Appeal

- Developed a court web site at [www.lacoa2.org](http://www.lacoa2.org) for publishing opinions and docketing information as well as for providing educational and historical information about the court.
- Enhanced the court's network infrastructure by implementing an enhanced Level V UTP and fiber optic riser wiring system.
- Enhanced and upgraded the clerk's office case management system to provide more detailed statistical reporting and integration with the Court of Appeal Reporting System (CARS) program of the Louisiana Supreme Court.
- Upgraded all software and hardware.
- Completed Phase I of enhancing and implementing a new security system as part of a statewide program to address security issues in state owned facilities.

### The 3rd Circuit Court of Appeal

- Implemented a new computer system in the clerk of court's office.
- Improved the intra-court computer system.

### The 4th Circuit Court of Appeal

- Implemented a new computer system in the clerk of court's office.
- Introduced computers with internal systems to court.

### The 5th Circuit Court of Appeal

- Implemented new Windows-based case management system.
- Modernized and updated computer system.

## DELAY REDUCTION

Several courts, in response to the 1999 Supreme Court Survey, reported efforts to reduce delays through better case management. Included among these efforts were:

### The 1st Circuit Court of Appeal

- Used summary dockets to expedite the movement of cases.

### The 2nd Circuit Court of Appeal

- Adopted internal delay reduction rules for stricter case management.
- Implemented internal case tracking procedures to report on cases held over 60 days.

### The 3rd Circuit Court of Appeal

- Hired a paralegal to process *pro se* filings.

- Revised its case management system to improve delay reduction.
- Initiated a program to track cases held over 60 days.

#### **The 4th Circuit Court of Appeal**

- Diverted staff to handle more criminal cases.
- Expedited appeals without oral argument for small, one-issue cases.

#### **The 5th Circuit Court of Appeal**

- Reduced time delay in handling dockets.

### **JUVENILE JUSTICE**

In response to the 1999 Supreme Court Survey, two of the circuit courts reported changes in rules to expedite certain juvenile cases:

#### **The 2nd Circuit Court of Appeal**

- Adopted a rule to expedite all child custody-type cases.

#### **The 3rd Circuit Court of Appeal**

- Adopted a rule to expedite cases involving child custody, adoption, and other juvenile matters by providing preferential docketing treatment.

From other sources we know that the Uniform Appellate Rules Committee has committed itself to the development and adoption of a uniform appellate rule requiring the expedition of all child protection cases by all circuit courts.

### **PUBLIC EDUCATION AND OUTREACH**

Several of the circuit courts responding to the 1999 Supreme Court Survey reported efforts to improve public education and outreach. Among these efforts were:

#### **The 1st Circuit Court of Appeal**

- Had panels of judges travel throughout the circuit to better inform the public on how appellate courts function.
- Conducted regular student tours.
- Participated in Red Mass functions.

#### **The 2nd Circuit Court of Appeal**

- Spoke to legal groups and schools about the legal system.
- Coordinated a day-long program where students ceremonially assumed positions of parish and city officials.
- Conducted regular student orientations regarding court operations.
- Participated in Red Mass functions.
- “Rode the Circuit” twice a year holding oral argument sessions in West Monroe.
- Participated in Career Days at local schools.

#### **The 3rd Circuit Court of Appeal**

- Had panels of judges travel throughout the circuit to better inform the public and school children as to how appellate courts function; included handouts and a question-and-answer period about the judicial process and court systems. Assigned a specific judge to oversee and administer this outreach program.
- Participated in local bar association seminars.
- Invited local schools and teachers to attend court proceedings, sending appropriate and pertinent information prior to arrival.

#### **The 5th Circuit Court of Appeal**

- Prepared and presented several continuing legal education programs on the appellate process.

## TRAINING AND EDUCATION

### The 2nd Circuit Court of Appeal

- Provided continuing legal education programs through the Second Circuit Court of Appeal Judge's Association.
- Actively participated in Inns of Court functions providing education and improving relations of the bench and bar.

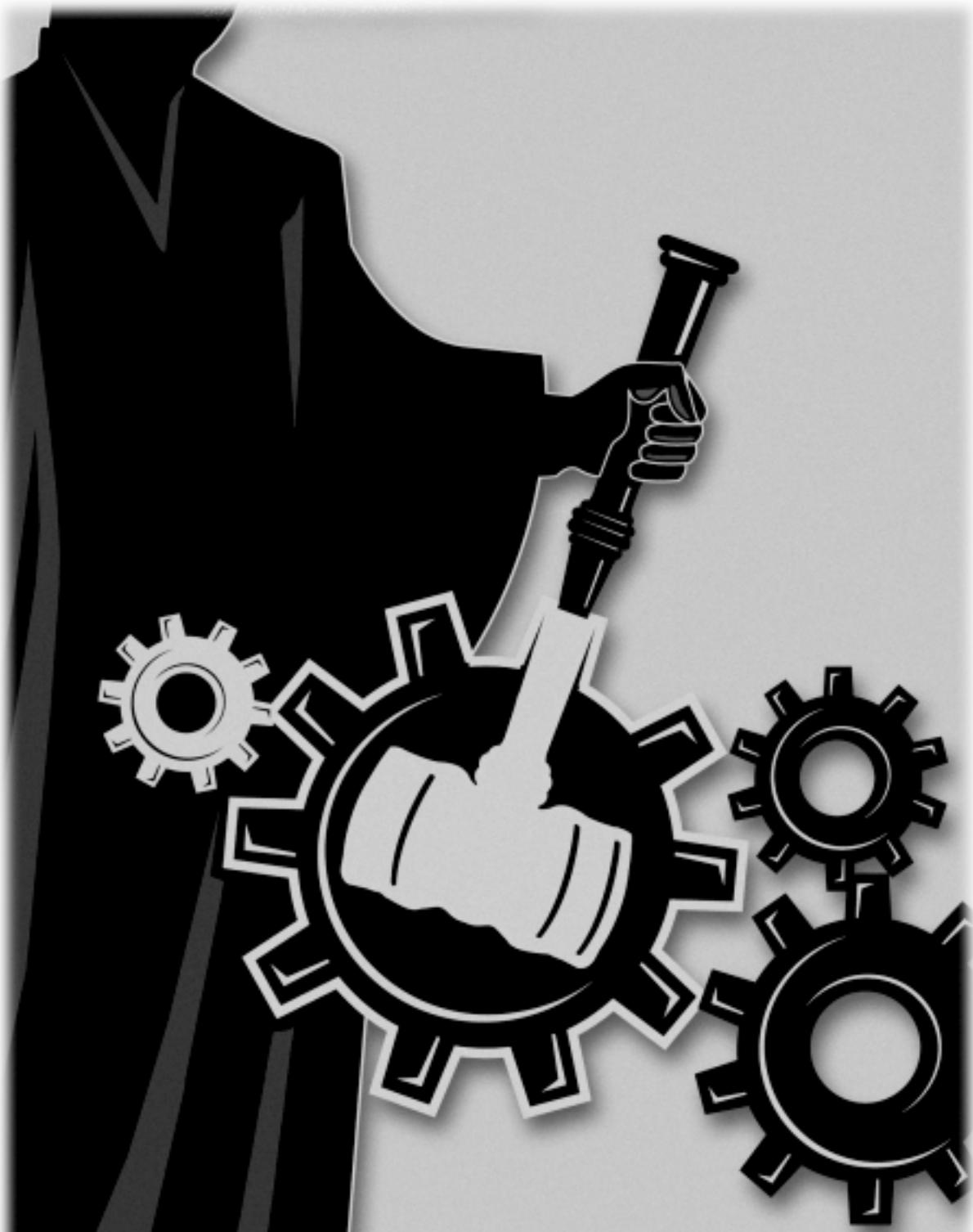
### The 3rd Circuit Court of Appeal

- Provided continuing legal education and

undertook activities for the improvement of the legal system and the administration of justice through the Judges' Association of the Third Circuit of Louisiana.

- Hosted the Judge Albert Tate, Jr., Inn of Court, the local American Inns of Court's chapter, for its monthly meetings and CLE programs.
- Judge Billie Woodard conducted the "Youth and the Law" program, providing tours and legal instruction of city, district, and appellate courts, as well as the district attorney's office and juvenile detention center, to elementary through high school students and teachers.





PERFORMANCE REPORTS:

# PERFORMANCE OF THE TRIAL COURTS





# PERFORMANCE REPORTS

## PERFORMANCE OF TRIAL COURTS

During 1999, the trial courts took several initiatives to improve their performance. Some courts developed, maintained, or enhanced drug courts and other forms of alternative sanctions and alternative dispute resolution. Some focused on reducing delays, improving jury management, or making significant changes or enhancements to court technology. Some revised rules and procedures for improving criminal, civil and, especially, juvenile adjudication. Many created or participated in innovative outreach programs. Others maintained or increased the levels of training for judges and employees.

## DRUG COURTS

According to the Supreme Court's survey of district judges, ten drug courts were created or continued in 1999. These courts were:

**The 5th JDC (Franklin, Richland and West Carroll Parishes)**

**The 14th JDC (Calcasieu Parish)**

**The 15th JDC (Acadia, Lafayette, and Vermilion Parishes)**

**The 17th JDC (Lafourche Parish)**

**The 22nd JDC (St. Tammany and Washington Parishes)**

**The 30th JDC (Vernon Parish)**

**The 9th JDC (Rapides Parish, Juvenile Division)**

**The Caddo Parish Juvenile Court**

**The East Baton Rouge Parish Juvenile Court**

**The Jefferson Parish Juvenile Court**

We know from other sources that, as of the Spring of 1999, nineteen drug treatment courts in seventeen judicial districts had been created in Louisiana pursuant to the passage of Act 1376, R.S. 13:5301, the legislation enabling the creation of alcohol and drug treatment divisions in Louisiana's district courts. Therefore, in addition to the list above, drug courts were also created either before or during 1999 in the:

**The 4th JDC (Morehouse and Ouachita Parishes)**

**The 9th JDC (Rapides Parish, Adult Division)**

**The 16th JDC (Iberia, St. Martin and St. Mary Parishes)**

**The 19th JDC (East Baton Rouge Parish)**

**The 21st JDC (Livingston, St. Helena, and Tangipahoa Parishes)**

**The 24th JDC (Jefferson Parish)**

**The Orleans Parish Criminal District Court**

We also know from other sources that in 1999 the Orleans Parish Juvenile Court was also planning for the creation of a therapeutic drug court.

## ALTERNATIVE DISPUTE RESOLUTION

According to the 1999 Supreme Court Survey, several courts either continued or enhanced alternative dispute resolution in their respective jurisdictions during the year. Among these courts were:

**The 1st JDC (Caddo Parish)**

**The 6th JDC (East Carroll, Madison, and Tensas Parishes)**

**The 7th JDC (Catahoula and Concordia Parishes)**

**The 9th JDC (Rapides Parish)**

**The 14th JDC (Calcasieu, Family and Juvenile Court Section)  
(Drug Court)**

**The 15th JDC (Acadia, Lafayette, and Vermilion Parishes)  
(Drug Court)**

**The 17th JDC (Lafourche Parish)  
(Drug Court)**

**The 18th JDC (Iberville, Pointe Coupee, and West Baton Rouge Parishes)**

**The 19th JDC (East Baton Rouge Parish)**

**The 22nd JDC (St. Tammany and Washington Parishes)  
(Drug Court)**

**The 24th JDC (Jefferson Parish)**

**The 27th JDC (St. Landry Parish)**

**The 30th JDC (Vernon Parish)  
(Drug Court)**

**The 34th JDC (St. Bernard Parish)**

**The 36th JDC (Beauregard Parish)**

**The 37th JDC (Caldwell Parish)**

**The Orleans Parish Civil District Court**

**The Jefferson Parish Juvenile Court**

We also know from other sources that mediation was piloted in the Orleans Parish Juvenile Court for cases involving juvenile delinquency.

## **DELAY REDUCTION**

During 1999, several courts, according to the Supreme Court Survey, initiated or enhanced significant delay reduction programs:

**The 1st JDC (Caddo Parish)**

- Instituted a docket management system and expedited informal hearings in civil cases.

**The 5th JDC (Franklin, Richland, and West Carroll Parishes)**

- Implemented a rule requiring each continuance to be continued to the next court docket.
- Streamlined its procedures to accommodate the requirements of the Louisiana Protective Order Registry (LPOR) and to extend further protection to the victims of domestic violence.
- Implemented and maintained a misdemeanor probation office.

**The 6th JDC (East Carroll, Madison, and Tensas Parishes)**

- Instituted trial management conferences as a means of reducing delay.

**The 9th JDC (Rapides Parish)**

- Established a team of judges to back up one another when setting trial dates.
- Assigned personnel and judges to expedite domestic violence cases.

**The 15th JDC (Acadia, Lafayette, and Vermilion Parishes)**

- Implemented a rule requiring all continuances to be scheduled to the next available docket.
- Established an expedited docketing program and a "stand-by" docketing system in civil judge trials in one section of court.
- Created a Family Court section for handling all domestic cases.

### **The 16th JDC (Iberia, St. Martin and St. Mary Parishes)**

- Instituted pre-trial status conferences with all parties in domestic violence cases.
- Established direct contact between the judge's office and domestic abuse counselors and substance abuse counselors in order to ensure compliance by those ordered to participate in such programs.
- Established periodic review meetings of DWI cases through in-court status conferences with defendants and periodic meetings between the judges and probation officers to review the probation compliance of the defendants.
- Instituted a procedure for allotting all criminal cases to a specific judge.
- Created a process for tracking criminal cases through an automated case tracking system.
- Established direct contact between judge's office and providers of substance abuse evaluations and DWI counselors.

### **The 17th JDC (Lafourche Parish)**

- Added extra days to its criminal dockets in order to expedite cases.
- Instituted a "Docket-At-A-Glance" System for pre-trial orders.
- Developed and used *pro se* forms for facilitating domestic cases.

### **The 18th JDC (Iberville, Pointe Coupee, and West Baton Rouge Parishes)**

- Required completion of discovery before setting civil trial dates.
- Established a Liaison Committee for coordinating mass tort cases.
- Scheduled multiple cases for trial on the same day.

### **The 21st JDC (Livingston, St. Helena, and Tangipahoa Parishes)**

- Used hearing officers to hear protective orders.

### **The 22nd JDC (St. Tammany and Washington Parishes)**

- Added extra days to its criminal dockets.
- Increased the number of pre-trial conferences on the criminal docket.
- Created an opportunity for lawyers and litigants to check on the status of civil cases by telephone.

### **The 23rd JDC (Ascension, Assumption, and St. James Parishes)**

- Added extra juvenile days and judges in Ascension Parish.
- Instituted a procedure to allow all divisions to handle criminal cases.
- Established a criminal allotment system through which criminal cases are allotted by the clerk of court when a person is arrested.
- Instituted a procedure to assign all drug cases to a specific division for trial and/or alternative sentencing procedures.
- Added an additional courtroom in Assumption Parish to allow more than one judge to have court in the parish at the same time.
- Implemented a juvenile truancy procedure.

### **The 24th JDC (Jefferson Parish)**

- Developed an automated case management information system and time standards for better managing and expediting criminal, civil, and domestic cases.
- Implemented a rule requiring all continuances to be scheduled on the next available docket.

### **The 28th JDC (LaSalle Parish)**

- Developed a system for issuing criminal case management orders at the arraignment stage of the criminal proceeding.

### **The 30th JDC (Vernon Parish)**

- Developed a way to handle pre-trial conferences and discovery disputes by telephone.

### **The 37th JDC (Caldwell Parish)**

- Instituted time standards for more effective case management.

### **The Orleans Parish Criminal District Court**

- Developed an automated data base for managing and tracking the status of its open cases.

### **Caddo Parish Juvenile Court**

- Created a dependency court section within the court, allowing one judge to hear all child abuse and neglect cases.
- Developed and used innovative case management techniques, including use of case managers, time-certain scheduling, pre-trial conferences, management of continuances, quality improvement teams, and other techniques in child abuse and neglect cases.
- Acquired and used the Juvenile Court Automated Tracking System (JCATS), an automated system for tracking and managing abuse and neglect cases.

### **East Baton Rouge Parish Juvenile Court**

- Hired an In Need of Care (INC) clerk to expedite processes affecting child abuse and neglect cases.

### **Orleans Parish Juvenile Court**

- Hired six case managers to expedite all cases in the court.

- Created a dependency division in the court with two judges handling all child abuse and neglect cases.
- Implemented a one-family/one-judge rule.
- Began development of the Integrated Juvenile Justice Information System (IJJIS); completed and used the abuse and neglect tracking system component to help expedite cases.
- Created an executive management team to facilitate the development of the IJJIS and to coordinate and facilitate all grant-funded programs of the court.
- Started strategic planning and a customer/quality improvement process.
- Created a pilot Permanency Infant Program in collaboration with the Louisiana State University Medical School, the Office of Community Services, and the Supreme Court of Louisiana to provide intensive, up-front evaluation and treatment services to infants 0-47 months who have been removed from their homes due to abuse or neglect and to their families.

## **COURT TECHNOLOGY**

During 1999, the courts responding to the Supreme Court Survey reported several technological innovations. Nine courts implemented major computer upgrades. These were:

### **The 7th JDC (Catahoula and Concordia Parishes)**

### **The 23rd JDC (Ascension, Assumption and St. James Parishes)**

### **The 24th JDC (Jefferson Parish)**

### **The 26th JDC (Bossier and Webster Parishes)**

### **The 27th JDC (St. Landry Parish)**

### **The 30th JDC (Vernon Parish)**

### **The Orleans Parish Civil District Court**

### **The Caddo Parish Juvenile Court**

### **The Orleans Parish Juvenile Court**

Two courts reported annual general upgrades to their respective systems. These were:

### **The Jefferson Parish Juvenile Court**

### **The East Baton Rouge Parish Juvenile Court**

Several courts reported specific hardware and software upgrades to their respective systems:

### **The 4th JDC (Morehouse and Ouachita Parishes)**

- Ongoing individual computer upgrades.
- Development of a web site with a published civil docket.
- Expansion of a Local Area Network (LAN) system to include court reporters.
- Upgrades of civil case management program.
- Instituted web-based legal research.

### **The 6th JDC (East Carroll, Madison, and Tensas Parishes)**

- Modernized and updated its computer system with advanced networking capabilities.

### **The 9th JDC (Rapides Parish)**

- Implemented a LAN system throughout the court.

### **The 14th JDC (Calcasieu, Family and Juvenile Court Section)**

- Integrated juvenile and domestic cases through the computer.

### **The 15th JDC (Acadia, Lafayette, and Vermilion Parishes)**

- Established computer linkages allowing some sections of court to receive information on criminal cases from the Clerk of Court in Lafayette.

### **The 17th JDC (Lafourche Parish)**

- Installed Clerk of Court computer terminals in all courtrooms for their minute clerks.

### **The 23rd JDC (Ascension, Assumption and St. James Parishes)**

- Began computer tracking of criminal defendants from the time of arrest in Ascension Parish.
- Began coordination of records with the Clerk of Court.

### **The 24th JDC (Jefferson Parish)**

- Implemented a computer case tracking system.
- Worked with the Clerk of Court to upgrade technology.

### **The 34th JDC (St. Bernard Parish)**

- Installed e-mail throughout the court system.
- Used computers for computer-assisted legal research.

### **The 37th JDC (Caldwell Parish)**

- Used computers to monitor bench warrant status.

### **The Orleans Parish Criminal District Court**

- Installed a LAN system for the court.

### **Orleans Parish Juvenile Court**

- Began installing a LAN system throughout the court.

- Re-wired and re-cabled court facilities for computer upgrade.
- Hired a LAN manager.
- Continued development of an Integrated Juvenile Justice Information System (IJJIS).
- Developed and used the JCMD, a component of the IJJIS for tracking and managing child abuse and neglect cases.

Several courts reported using video technology for a variety of court purposes. Among the courts using video technology were:

#### **The 1st JDC (Caddo Parish)**

- Installed video technology for video arraignments.

#### **The 2nd JDC (Bienville, Claiborne, and Jackson Parishes)**

- Used video arraignment in juvenile cases.
- Used video arraignment in felony cases.

#### **The 4th JDC (Morehouse and Ouachita Parishes)**

- Video conferencing equipment was updated and extended to the renovated jail facility eight miles away.
- Video conferencing equipment was added to a second courtroom.
- Two 36" TV with VCR were added to courtrooms for video presentations and general use.
- Instituted video arraignments.

#### **The 9th JDC (Rapides Parish)**

- Used video arraignment in juvenile cases.

#### **The 14th JDC (Calcasieu Parish)**

- Installed video conferencing technology in two courtrooms.
- Conducted right-to-counsel hearings by video.

#### **The 17th JDC (Lafourche Parish)**

- Used fixed video systems for recording depositions.
- Used video cameras to photograph criminal probationers.
- Placed video cameras in all hallways and courtrooms to monitor security.

#### **The 23rd JDC (Ascension, Assumption and St. James Parishes)**

- Installed video conferencing among the courthouse in Gonzales, Donaldsonville and jail.
- Installed new computer recording equipment in courtrooms in Assumption Parish and St. James Parish.

#### **The 28th JDC (LaSalle Parish)**

- Camcorded all plea colloquies to supplement verbatim court reporting.

#### **The 34th JDC (St. Bernard Parish)**

- Used video technology to conduct magistrate hearings.

Several courts reported using new technologies to improve court reporting. Among the courts employing new technologies for this purpose were:

#### **The 17th JDC (Lafourche Parish)**

- Installed real-time court reporting technology for steno-mask reporting.
- Updated the already present real-time technology for steno-type reporting.

### **The 19th JDC (East Baton Rouge Parish)**

- Took steps toward real-time court reporting technology.

### **The 34th JDC (St. Bernard Parish)**

- Installed real-time court reporting technology.
- Installed steno-mask technology.

### **The Orleans Parish Civil District Court**

- Installed real-time court reporting technology.

A few courts reported acquiring and using computer technologies for preserving and retrieving court records. Among these courts were:

### **The 27th JDC (St. Landry Parish)**

- Trained employees in the use of computer voice recognition software.

### **The Orleans Parish Civil District Court**

- Installed a document scanning program.
- Established a program of recording court records on CD-ROM with automated search and retrieval capabilities.
- Created a court website and made remote access to certain records accessible.

Some courts reported planning efforts directed towards the expanded use of computer hardware and software:

### **The 19th JDC (East Baton Rouge Parish)**

- Formed a committee to plan the upgrading and interfacing of computers within and among the court, the Clerk of Court, the District Attorney, the parish government, and the local bar.

### **The Orleans Criminal District Court**

- Worked on the development of a criminal justice management information system.

## **JURY MANAGEMENT**

According to the 1999 Supreme Court Survey, several courts made improvements in jury management:

### **The 1st JDC (Caddo Parish)**

- Implemented a centralized jury management program.
- Reduced jury trial expense.
- Increased the number of jury terms.

### **The 2nd JDC (Bienville, Claiborne, and Jackson Parishes)**

- Installed an answering machine system with a message providing jurors with information about jury duty the day before their service began.
- Developed a procedure of sending "thank-you" letters to all grand and petit jurors.

### **The 4th JDC (Morehouse and Ouachita Parishes)**

- Authorized the parish Clerk of Court to manage the jury process.
- Clerk of Court hired a jury manager.

### **The 15th JDC ( Acadia, Lafayette, and Vermilion Parishes)**

- Improved jury pool representativeness by using more than voter registration rolls as a source of names.

### **The 16th JDC (Iberia, St. Martin and St. Mary Parishes)**

- Established a new procedure for selecting and impaneling jurors.
- Initiated jury pools for civil and criminal cases and jury panels for petit and civil juries.
- Held meetings with the jury commissioners to

grant them additional authority over jury management consistent with the law and the rules of the Supreme Court.

- Instituted the practice of mailing jury questionnaires with the subpoenas for jury duty.

#### **The 17th JDC (Lafourche Parish)**

- Acquired a facility to house the jury venire.
- Developed and used a more complete jury questionnaire.
- Instituted a one-day, one-trial system.
- Acquired and used a standard video for orienting jurors to the jury process.

#### **The 19th JDC (East Baton Rouge Parish)**

- Reported unspecified improvement to its management of juries.

#### **The 22nd JDC (St. Tammany and Washington Parishes)**

- Hired a jury coordinator and additional personnel to manage the jury pool and to keep jurors advised of the process.
- Reported other unspecified improvement to its jury management.

#### **The 24th JDC (Jefferson Parish)**

- Developed and used a new juror questionnaire that was sent to prospective jurors in all death penalty cases.
- Restricted the number of venire jurors each judge may call.

#### **The 28th JDC (LaSalle Parish)**

- Instituted a practice of requiring the civil litigants to pay for jury commission meetings at which the venires are selected and to pay for the cost of publication of such lists in the newspaper.

#### **The 30th JDC (Vernon Parish)**

- Improved jury pool representativeness by using sources of names in addition to the voter registration rolls.
- Initiated a procedure whereby all pre-trial juror excuses are handled by telephone.

#### **The 37th JDC (Caldwell Parish)**

- With agreements from the district attorney and defense attorneys has expedited jury selection as a means of achieving one-day criminal jury trials.

#### **The Orleans Parish Civil District Court**

- Implemented a computerized jury management system linked with the Orleans Parish Criminal Court jury system.

### **PUBLIC OUTREACH AND EDUCATION**

In the 1999 Supreme Court Survey, several courts reported that they had initiated or continued a variety of public outreach and education programs:

#### **The 2nd JDC (Bienville, Claiborne, and Jackson Parishes)**

- Encouraged students to participate in a special judicial program.

#### **The 4th JDC (Morehouse and Ouachita Parishes)**

- Developed and placed ads and spots on local television and in local newspapers.
- Prepared and distributed court newsletters to the public.
- Participated in the Chamber-to-Chamber program.
- Participated in Judicial "Ride-Along" programs.

- Encouraged tours of courtrooms.

**The 5th JDC (Franklin, Richland, and West Carroll)**

- Distributed a court calendar to the public.
- Participated in the Supreme Court's Chamber-to-Chamber program.

**The 6th JDC (East Carroll, Madison, and Tensas Parishes)**

- Participated in regional Mock Trial Competition as judge and instructor.
- Spoke to school classes and civic groups about the judicial system.
- Conducted class tours of courthouse, including courtroom; hosted school classes during court sessions.

**The 7th JDC (Catahoula and Concordia Parishes)**

- Encouraged school tours of courtrooms.
- Participated in a "ride-along" program with a state trooper to better understand one another's roles and to share perspectives.

**The 9th JDC (Rapides Parish)**

- Created a Partnership program with a local high school.

**The 11th JDC (DeSoto and Sabine Parishes)**

- Participated in the Supreme Court's Chamber-to-Chamber Program.

**The 12th JDC (Avoyelles Parish)**

- Encouraged high school civic classes to attend criminal court sessions.
- Encouraged civic organizations to attend court proceedings.

- Participated in the Supreme Court's Chamber-to-Chamber Program.

**The 15th JDC (Acadia, Lafayette, and Vermilion Parishes)**

- Sponsored monthly lunches with young and inexperienced attorneys.
- Created a Bench/Bar Liaison Committee.
- Sponsored mock trials.

**The 16th JDC (Iberia, St. Martin, and St. Mary Parishes)**

- Encouraged civic organizations to attend court proceedings.
- Participated in the Supreme Court's Chamber-to-Chamber program.
- Established greater inter-governmental coordination.
- Participated in the local Council of Governments programs.
- Established the Inn on the Teche, an American Inn of Court.
- Instituted DWI victim impact panel.

**The 17th JDC (Lafourche Parish)**

- Established regional bar programs on professionalism and ethics.
- Participated in the Supreme Court's Chamber-to-Chamber Program.

**The 18th JDC (Iberville, Pointe Coupee, and West Baton Rouge Parishes)**

- Participated in the Supreme Court's Chamber-to-Chamber Program.

**The 19th JDC (East Baton Rouge Parish)**

- Spoke to civic groups and schools about court.

- Participated in Supreme Court's Judicial-Ride-Along Program.

#### **The 22nd JDC (St. Tammany and Washington Parishes)**

- Spoke to civic groups and schools about the court.
- Developed a speakers program to advise the public about the drug court.

#### **The 23rd JDC (Ascension, Assumption, and St. James Parishes)**

- Encouraged groups to tour the court.
- Sponsored mock trials and encouraged school classes to visit court sessions.
- Participated in law-related programs at high schools.
- Participated in the Supreme Court's Chamber-to-Chamber Program.
- All judges participated in school talks.
- Assisted with the Business Law classes at East Ascension and St. Amant High Schools.
- Judged the High School Mock Trial Competition Finals for the Baton Rouge Bar Association.
- Became members of Baton Rouge Inns of Court.
- Taught at many legal education programs.
- Taught at law schools.

#### **The 24th JDC (Jefferson Parish)**

- Lectured at law schools.
- Encouraged high school civic classes to attend criminal court proceedings.
- Encouraged school tours of courtrooms.

- Spoke to civic groups and schools about court.
- Sponsored mock trials.
- Participated in law-related programs at high schools.
- Participated in the Supreme Court's Chamber-to-Chamber Program.

#### **The 26th JDC (Bossier and Webster Parishes)**

- Spoke to civic groups and schools about court.
- Participated in the Supreme Court's Chamber-to-Chamber Program.

#### **The 27th JDC (St. Landry Parish)**

- Participated in the People's Law School, a law-related education program sponsored by the Louisiana Trial Lawyers Association.
- Participated in the Supreme Court's Chamber-to-Chamber Program.

#### **The 29th JDC (St. Charles Parish)**

- Helped establish the Center for Family and Youth Services in the parish.
- Established a Men's No Abuse Group.
- Established an Anger Management Group.
- Participated in the Helping One Student To Succeed (HOSTS) tutoring program.
- Participated in "Job Shadow" Program with local school system.
- Provided coaching for Mock Trial competition.
- Provided classroom visits to criminal court proceedings.

#### **The 30th JDC (Vernon Parish)**

- Encouraged school tours of courtrooms.

### **The 34th JDC (St. Bernard Parish)**

- Spoke to civic groups and schools about court.
- Held student mock juries on misdemeanor trial days.

### **The 36th JDC (Beauregard Parish)**

- Spoke to civic groups and schools about court.
- Supported moot court team competition.

### **The 40th JDC (St. John the Baptist Parish)**

- Participated in the People's Law School, a law-related education program sponsored by the Louisiana Trial Lawyers Association.

### **Orleans Parish Civil District Court**

- Participated in the People's Law School, a law-related education program sponsored by the Louisiana Trial Lawyers Association.
- Taught at bar association seminars.
- Taught at law school.
- Participated in Youth Career Day which allowed elementary school students to visit the and view hearings and trials in progress.

### **East Baton Rouge Parish Juvenile Court**

- Formed community partnership with Casey Family Program.
- Participated in Baton Rouge Chamber of Commerce Leadership Program.

### **Jefferson Parish Juvenile Court**

- Spoke to civic groups and schools about court.
- Orleans Parish Juvenile Court.
- Spoke to civic groups and schools about court.

## **IMPROVEMENT OF CIVIL, CRIMINAL AND DOMESTIC ADJUDICATION**

Several courts reported in the 1999 Supreme Court Survey that they had taken significant steps to improve the adjudication of various types of cases:

### **The 2nd JDC (Bienville, Claiborne, and Jackson Parishes)**

- Mandated parents to participate in a special program in all domestic abuse and divorce proceedings.

### **The 4th JDC (Morehouse and Ouachita Parishes)**

- Both Parish courthouses are undergoing extensive renovations.
- Instituted drug testing in all felony arrests.
- Established a truancy court.

### **The 9th JDC (Rapides Parish)**

- Assigned personnel and judges to expedite domestic violence cases.

### **The 15th JDC (Acadia, Lafayette, and Vermilion Parishes)**

- Revised its criminal and civil court rules to improve adjudication.
- Required mandatory drug testing of defendants in certain types of criminal cases.
- Created a family court as a separate section of the district court.

### **The 16th JDC (Iberia, St. Martin, and St. Mary Parishes)**

- Established a training program in domestic violence for the public and for law enforcement personnel.
- Instituted DWI victim impact panel.

- Established periodic review of certain domestic relations cases with the parties, especially in contested custody-visitation cases.

#### **The 19th JDC (East Baton Rouge Parish)**

- Sponsored bill to provide additional pro bono funding.

#### **The 21st JDC (Livingston, St. Helena, and Tangipahoa Parishes)**

- Used hearing officers for protective orders.

#### **The 26th JDC (Bossier and Webster Parishes)**

- Mandated divorcing parents to participate in a "Children in the Middle Program."

#### **The 32nd JDC (Terrebonne Parish)**

- Instituted instant drug testing in custody cases.

#### **The 36th JDC (Beauregard Parish)**

- Instituted a court hearing officer and a system of mediation to improve the adjudication of domestic cases.
- Ordered counseling for divorcing parents and children through a court sponsored program.

## **JUVENILE JUSTICE**

#### **The 2nd JDC (Bienville, Claiborne and Jackson Parishes)**

- Used video arraignment in juvenile proceedings.
- Implemented a home monitoring program.

#### **The 6th JDC (East Carroll, Madison, and Tensas Parishes)**

- Created a truancy court with cooperation of District Attorney's Office and Families In Need of Services (FINS) Officer.

#### **The 9th JDC (Rapides Parish)**

- Created a juvenile section of the district court.
- Created a truancy court.
- Created a special program to address shoplifting.
- Created a family counseling program.
- Created a diagnostic program.
- Created a drug education program.
- Established a juvenile drug court pilot.

#### **The 12th JDC (Avoyelles Parish)**

- Implemented a teen court.
- Implemented a juvenile community service program.
- Implemented a home monitoring program.
- Created a juvenile holdover shelter.

#### **The 14th JDC (Calcasieu Parish)**

- Used video arraignment in juvenile proceedings.
- Computerized integration of juvenile and custody cases.

#### **The 15th JDC (Acadia, Lafayette, and Vermilion Parishes)**

- Created juvenile sections in each of the parishes of the district.
- Implemented one family/one judge policy in Lafayette.
- Expanded FINS program.

#### **The 16th JDC (Iberia, St. Martin, and St. Mary)**

- Created a juvenile, family-focused, drug court.

- Established a partnership with boys and girls clubs.
- Created a system whereby one judge in each parish handles juvenile cases.

#### **The 22nd JDC (St. Tammany and Washington Parishes)**

- Created a system whereby specific judges are assigned to handle juvenile cases.
- Started plans to create a juvenile drug court.

#### **The 23rd JDC (Ascension, Assumption and St. James Parishes)**

- Implemented a one-family/one judge policy.
- Established a strong FINS program using loaned school employees.

#### **The 27th JDC (St. Landry Parish)**

- Placed more emphasis on juvenile cases.

#### **The 29th JDC (St. Charles Parish)**

- Implemented a truancy court.
- Implemented a juvenile probation officer program for misdemeanor probationers.
- Created a Creating Helpful Issues in Living Life (CHILL) program for juvenile offenders.
- Created a Safe Schools Program, a Court School Program, and alternative discipline program with the local school system.

#### **The 30th JDC (Vernon Parish)**

- Improved FINS program.

#### **Caddo Parish Juvenile Court**

- Created a Special Treatment And Rehabilitation (STAR) boot camp as a diversion program.
- Created a truancy initiative.

- Used a Continue To ReSet (CTRS) assessment in truancy proceedings.
- Created a therapeutic juvenile drug court.
- Created a teen court.
- Assisted a job training program at Rutherford House.
- Sponsored CLE training for attorneys in juvenile law.
- Created a restorative justice project called the work court.
- Created a dependency court section within the court, allowing one judge to hear all child abuse and neglect cases.
- Developed and used innovative case management techniques, including use of case managers, time-certain scheduling, pre-trial conferences, management of continuances, quality improvement teams, and other techniques in child abuse and neglect cases.

#### **East Baton Rouge Parish Juvenile Court**

- Created a juvenile drug court.
- Began planning for a truancy assessment center.
- Created a family strengthening program.
- Created Operation EIGER, a juvenile gun violence reduction program.

#### **Jefferson Parish Juvenile Court**

- Exercised statewide leadership in juvenile justice.
- Created a juvenile drug court.

### **Orleans Parish Juvenile Court**

- Designated a model court by the National Council of Juvenile and Family Court Judges for its improvements to the adjudication of child abuse and neglect cases.
- Creation of the dependency section of the juvenile court (two judges hear all child abuse and neglect cases and, as the information system develops, all cases affecting abuse and neglect (a one-family/one-judge policy).
- Development of the Integrated Juvenile Justice Information System (IJJIS).
- Created a customer service/quality improvement project.

### **EMPLOYEE TRAINING**

According to the 1999 Supreme Court Survey, a number of courts provided training to their employees for a variety of purposes. Among these courts were:

#### **The 2nd JDC (Bienville, Claiborne, and Jackson Parishes)**

- Encouraged secretaries and court reporters to attend training seminars.
- Sent court reporters to training sessions.

#### **The 4th JDC (Morehouse and Ouachita Parishes)**

- Offered personnel classes ranging from basic computing to advanced word processing, database, and spreadsheet training.

#### **The 7th JDC (Catahoula and Concordia Parishes)**

- Enabled court reporter to become certified.

#### **The 16th JDC (Iberia, St. Martin, and St. Mary Parishes)**

- Required employees to attend Continuing Legal Education (CLE) classes.

- Sent staff to a management information system (MIS) seminar.

- Sent drug court team on site visit to another drug court.

#### **The 17th JDC (Lafourche Parish)**

- Sent court reporters to SpeechCAT (Computer Aided Transcription) program training.

#### **The 19th JDC (East Baton Rouge Parish)**

- Sent employees to training courses.

#### **The 24th JDC (Jefferson Parish)**

- Sent employees to appellate procedures seminar.
- Sponsored training session on sexual harassment for employees.
- Sponsored seminar on gender bias.

#### **The 26th JDC (Bossier and Webster Parishes)**

- Created a court newsletter.

#### **The 40th JDC (St. John the Baptist Parish)**

- Sent employees to appellate procedures seminar.

#### **The Orleans Parish Civil District Court**

- Provided funding for employees to receive CLE.
- Provided software training for employees.

#### **The East Baton Rouge Parish Juvenile Court**

- Sent employees to training sessions.

#### **The Jefferson Parish Juvenile Court**

- Sent employees to training courses.

#### **The Orleans Parish Juvenile Court**

- Sent employees to computer and stress management classes.

- Involved staff in strategic planning for the Integrated Juvenile Justice Information System and customer service/quality improvement training.

## OTHER IMPROVEMENTS

### The 11th JDC (DeSoto and Sabine Parishes)

- Instituted a procedure which improves record keeping and avoids unnecessary arrests following first-time failures to appear for arraignment in

traffic court cases. Bench warrants issued for a defendant's arrest are held until the court checks each case file to confirm that the defendant did receive proper notice of the court date and that a fine is indeed outstanding in the case.

### Louisiana District Judges Association

- In addition to the information presented above, the Louisiana District Judges Association enabled Louisiana to become the first state in the nation to begin sponsoring a Judicial Renewal Program that enhances performance on the district bench.





SUPREME COURT DATA  
GATHERING SYSTEMS





## SUPREME COURT DATA GATHERING SYSTEMS

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

### **Louisiana Supreme Court Case Management Information System**

### **CMIS Criminal Disposition Data System**

### **The Louisiana Protective Order Registry (LPOR)**

### **The Drug Court Information System**

### **The Traffic Violation System**

### **The Court of Appeal Reporting System (CARS)**

### **The Trial Court Reporting System**

### **The Juvenile and Family Court Reporting System**

### **The Parish and City Court Reporting System**

### **The FINS Data Base System (Guidance)**

### **The Integrated Juvenile Justice Information System (IJJIS)**

Each of these systems is briefly described below.

### **LOUISIANA SUPREME COURT CASE MANAGEMENT INFORMATION SYSTEM**

The Louisiana Supreme Court Case Management Information System (CMIS) was developed in 1999 on a PC-Server platform using the Access data base as a front-end tool and Oracle as a back-end processing tool for storing, tracking, retrieving, and reporting Supreme Court information on Supreme Court filing, transactions, and actions, and Louisiana bar rolls. The system replaces an earlier system developed on a WANG mini-computer – a system

developed in 1982 and one of the earliest Supreme Court case management systems in the nation. The new system was designed:

- To handle the migration of data from the old WANG system to the new system;
- To have an open architecture for accommodating growth, enhancements, and new components;
- To exchange information with other courts, particularly the courts of appeal; and
- To be completely Y2K compliant.

The system can generate several standard reports including financial reports, specific case filing reports, and statistical information. The data for the performance indicators in the FY 2000-2001 judicial appropriations bill were generated by the system.

### **CMIS CRIMINAL DISPOSITION DATA SYSTEM**

The Court Management Information System (CMIS) Criminal Disposition Data System, once completed, will be a complete data base of information on district court criminal dispositions. Currently, the CMIS staff has created a data base for criminal dispositions and is receiving complete or partial electronic criminal disposition data from 47 parishes. The CMIS staff is working with the district courts listed below to get them automated and transmitting criminal disposition to CMIS as quickly as possible: Ascension; Bossier; Caddo; East Carroll; Grant; Iberville; Lafourche; Pointe Coupee; St. Helena; Tangipahoa; and West Baton Rouge.

The CMIS staff is also working with the Department of Public Safety (DPS) to develop an automated procedure for matching dispositions in the CMIS database to the Computerized Criminal History (CCH) database. Jefferson Parish will be the initial test parish once development of the procedure is completed. When

positive identifications of felons are made between the CMIS and DPS databases, dispositions will be added to the CCH "rap" sheets for use by the judiciary, law enforcement, and district attorneys as part of the official criminal records for the state.

Required for the match between the CMIS and DPS databases are the Arrest Tracking Number (ATN), State Identifier (SID), and personal identifiers (name, race, sex, date of birth). Upon completion of the criminal disposition data base, performance indicators will be able to be generated on the number, percentage and types of dispositions by race, age, sex, type of crime, and other factors affecting the convicted party, and by judge, court, number of cases, types of cases, and other factors affecting judicial work performance.

## **THE LOUISIANA PROTECTIVE ORDER REGISTRY (LPOR)**

In 1997, legislation was passed (La. R.S. 46:2136.2) that established the Louisiana Protective Order Registry (LPOR) and named the Office of the Judicial Administrator of the Louisiana Supreme Court as the entity responsible for the development and maintenance of this computerized database.

The registry is intended to serve as a statewide repository for court orders issued for the purpose of preventing harassing, threatening, or violent acts against an intimate partner, household or family member. In addition to developing the database, the Office of the Judicial Administrator was directed to create and distribute standardized order forms to be used by all courts.

The LPOR was officially launched in April, 1999, when the standardized forms were released and training was offered at various locations across the state to introduce the registry, explain how it works, and disseminate the forms. As of mid-March, 2000, there were more than 13,300 orders contained in the registry. These include: temporary restraining orders; protection orders; preliminary injunctions; permanent injunctions; court approved consent agreements; criminal stay away orders, including peace bonds, bail restrictions, sentencing orders, and probation conditions.

Law enforcement agencies, prosecutors and the courts are authorized to access information in the registry. Law enforcement officials can search the registry for active orders as part of a routine background or warrant check. If an order is in the registry, the search will yield a summary of its terms and conditions. The official conducting the search can also request a fax-back copy of the actual order. Instant access to protective order information can improve the response to domestic violence incidents and enhance safety not only for the victims and their children, but also for the responding officers.

In addition to law enforcement officials, judges, prosecutors, and probation personnel can obtain information from the registry for consideration in domestic violence and stalking cases. Last, but certainly not least, State Police officials can search the registry when conducting record checks upon application to purchase a firearm or obtain a concealed-carry permit. Anyone who is the subject of a protective order is prohibited from possessing, purchasing, or selling a firearm and ammunition during the period of the order.

The LPOR will be able to provide performance indicators on domestic violence in terms of the victims and perpetrators as well as on court workload and processing.

## **THE DRUG COURT INFORMATION SYSTEM**

The Louisiana Supreme Court, partnered with the Louisiana Office of Alcohol and Drug Abuse (OADA), was awarded an Office of Justice Programs (OJP) grant for a drug court pilot program in October 1998. CMIS is responsible for selecting and implementing a management information system in seven pilot sites (Bossier, Jefferson Adult, Jefferson Juvenile, Lafayette, Orleans, Rapides, and St. Mary Parishes) that will serve the needs of the Louisiana courts and treatment communities. Implementation in the pilot sites is proceeding on schedule, with software already placed in Bossier Parish and Jefferson Adult and Juvenile courts.

Training on the software for the courts, district attorneys, probation and parole, and treatment centers

was held on March 27 (New Orleans) and March 28 (Shreveport-LSU campus). A press conference was held at the Mayor's office in Bossier City to introduce the High Intensity Drug Trafficking Area (HIDTA) software for their drug court.

The drug court project will utilize the same Wide Area Network (WAN) infrastructure as the LPOR project, giving selective access to the judiciary, treatment providers, probation and parole, and district attorneys. Once completed, the drug court information system will be able to generate performance indicators on drug court dispositions, the availability of needed treatment services, and drug court effectiveness.

## **THE TRAFFIC VIOLATION SYSTEM**

This system, when complete, will electronically accept in CMIS all traffic filings from district, city and mayor's courts statewide. Along with the filing will be the disposition of the traffic cases. Once CMIS has collected the conviction disposition of the traffic cases, notification will be forwarded onto the state's Office of Motor Vehicle information system. This will enable judges and prosecutors statewide to get speedier returns on individuals' driving history.

This system will also relieve the clerks of court of the reporting traffic dispositions to the Office of Motor Vehicles, as CMIS will pick up that responsibility. Once the charge code file is complete, work will begin with all the trial courts to modify their information systems to be able to transfer these cases to CMIS. The traffic system is dependent upon the charge code file for conversion of fields required in the state's driving history system. No progress has been made on the project recently. CMIS resources are currently too limited to complete the data base.

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

## **THE COURT OF APPEALS REPORTING SYSTEM (CARS)**

CMIS continues to work with the appellate courts in the design of their new systems and the collection of common data elements for both the appellate courts and CMIS. An agreement has been reached with the appellate courts on the reporting of case types, dispositions, manners of disposition, common data elements and event triggers for the automation of CARS, all in alignment with reporting criteria for the National Center for State Courts (NCSC). The appellate courts may now implement these standards in their respective databases. Additionally, CMIS will be collecting the same information for reporting to NCSC. The CARS system is currently providing the performance indicators included in the FY 2000-2001 judicial appropriations bill.

## **THE TRIAL COURT REPORTING SYSTEM**

The Trial Court Reporting System is essentially a manual system through which the Supreme Court receives at the end of each calendar year from the clerks of court data on juvenile, civil, and criminal case filings, and the number of civil and criminal jury trials. In all but thirteen of the parishes, traffic filings are separated from criminal filings. In somewhat less than half of the parishes, criminal filings are able to be broken down into felonies and misdemeanors. Jury trial data is reported monthly by each judge to the Supreme Court on manual formats that request information on the number of civil and criminal jury trials. The data derived from the manual forms submitted by the clerks of court and the judges are later computerized by the Supreme Court using Excel Spreadsheet software. The performance indicators potentially available from the system in its current form would consist of the number of juvenile, civil and criminal filings and the number of civil and criminal jury trials for each judicial district, and all district courts, and the percentage of filings and jury trials of each district compared to the sum of all districts.

## **THE JUVENILE AND FAMILY COURT REPORTING SYSTEM**

The Juvenile and Family Court Reporting System is also a manual system through which the Supreme Court receives from the four juvenile courts within the state data on juvenile delinquency cases, juvenile traffic cases, adoption cases, child support cases, and other cases, and from the one family court in the state data on family court filings by type of case. The juvenile court data includes information on formal and informal case processes and dispositions and other data. The data derived from the manual forms submitted by each court is computerized on Excel spreadsheets by the court staff and maintained by year. The performance indicators available from the juvenile component of the system would consist generally of the number and percentage of cases or children involved in the system and affected by various parts of the courts' case processing. The performance indicators potentially available from the family court component of the system would consist of the number and percentage of filings by type of case.

## **THE PARISH AND CITY COURT REPORTING SYSTEM**

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

## **THE FINS DATA BASE SYSTEM (GUIDANCE)**

The FINS data base system, called Guidance, is a software system for recording, calculating, tracking, and reporting informal case information pertaining to the Families in Need of Services (FINS) process.

Guidance has been developed using a combination of Microsoft Visual Basic and other PC-oriented programming languages in addition to Active X control technologies. The software is designed to run on either a stand-alone computer or within a Novell or Windows NT network using one of many operating platforms including Windows95, Windows98, or WindowsNT. The software has numerous levels of functionality including: data capture and tracking; event scheduling; correspondence, notice, and report generation; service monitoring; case linking and coordination; and many other features. The Guidance system is based essentially on the data elements and data dictionary which are available upon request. The system is currently being debugged and enhanced. Once it is fully operational, each FINS office shall be required to submit to the Supreme Court monthly reports that will be automatically generated by the data base system. Contained in these monthly reports will be data for the development of very comprehensive performance indicators that should be available in FY 2001-2002.

## **THE INTEGRATED JUVENILE JUSTICE INFORMATION SYSTEM (IJJIS)**

The Integrated Juvenile Justice Information System (IJJIS) is being developed with Adoption Opportunities Funds from the Department of Health and Human Services for initial use by the Orleans Parish Juvenile Court but also for transfer to all interested courts in Louisiana and for adaptation by all interested courts in the nation.

The IJJIS is being designed to accomplish three levels of integration:

- (1) the integration of all functions within the juvenile court, i.e. intake and assessment, docketing, calendaring, case management, notice and document generation, appeals tracking, warrant tracking, automated minute entry, and financial record keeping;
- (2) the integration of all case types (child abuse and neglect, delinquency, families in need of services,

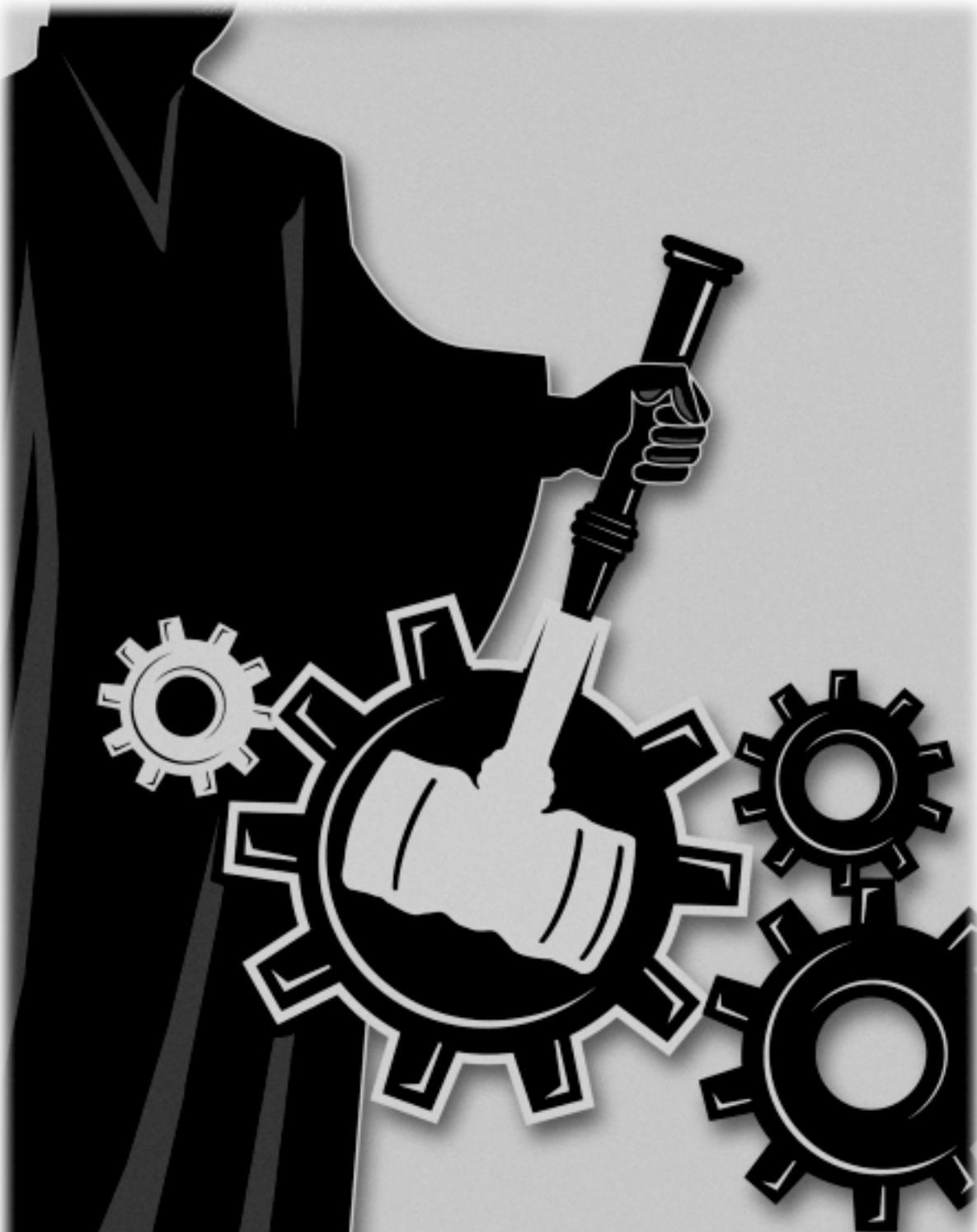
adoption, child support, etc.) by the use of common family identifiers; and

(3) the integration of information from all agencies involved in juvenile court proceedings (the protective services agency, law enforcement agencies, the district attorney, the indigent defender, the probation and parole agencies, treatment facilities, corrections agencies, the public school system, etc.)

The system will be built on a PC-server platform using a windows GUI and PC-oriented data base design. Once completed, the system will be in the public domain and can be adapted, enhanced, and changed as needed.

Upon completion and dissemination throughout the state, the system could potentially provide, depending on district and city court usage, comprehensive performance indicators on workload, the effectiveness of various type of interventions, the availability of services, and many other factors.





DATA STANDARDS





## DATA STANDARDS

The data standards upon which the completed systems have been built and the standards guiding the development of future systems are indicated in the chart below. Copies of the data standards or data elements are available from the Judicial Administrator of the Supreme Court upon request.

System	Basis of Standards
Case Management Information System (CMIS)	State
CMIS Criminal Disposition Data System	State; State Police; National Crime Information Center (NCIC)
The Louisiana Protective Order Registry (LPOR)	State; NCIC
The Drug Court Information System	Drug Court Program Office
The Traffic Violation System	State
The Court of Appeal Reporting System (CARS)	State; National Center for State Courts (NCSC)
The Trial Court Reporting System	State; NCSC
The Juvenile and Family Court Reporting System	State; NCSC
The Parish and City Court Reporting System	State; NCSC
The Families In Need of Services (FINS) Data Base System (Guidance)	State
The Integrated Juvenile Justice Information System (IJJS)	State; Louisiana Children's Code

### BARRIERS TO DATA GATHERING AND DEVELOPMENT

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

The present set of fragmented arrangements involves more than 747 elected judges and justices of the peace spread over five layers of courts – supreme court, courts of appeal, district courts, parish and city courts, and justices of the peace. It also involves

41 elected district attorneys, 69 elected clerks of court, 66 elected sheriffs, 64 coroners, approximately 390 elected constables serving justices of the peace, 50 elected city court constables, and 250 mayors or their designees managing mayors' courts – all of whom exercise individual, independent authority and are funded through different financing mechanisms.

The current set of financial arrangements is equally bewildering and problematic. As part of these arrangements, local governments are required to carry the heavy burden of funding a large part of the operations of the courts, the district attorneys, and the coroners – all of which are state constitutional

functions. Citizens are also required to pay rather high fees, fines, court costs, and assessments to also help pay for the costs of judicial branch functions. These arrangements create a condition of "rich" offices and "poor" offices, and force agencies that should work together to compete with one another for limited resources. Furthermore, the present funding arrangements prevent uniformity and consistency in judicial services, and threaten judicial impartiality by making judicial functions too dependent on local governments and user-generated income. In addition, the current financing arrangements make it impossible for citizens and the legislature to understand the total amount of financing being provided to each agency, thus making public accountability nearly impossible.

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

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

The largest barrier for a successful Integrated Criminal Justice Information System (ICJIS)

statewide is the lack of Arrest Tracking Numbers (ATN) and State Identifiers (SID) flowing from law enforcement through the district attorney's and into the clerks of court offices and then to CMIS. Without these unique identifiers tracking throughout the system, State Police cannot match CMIS dispositions to the State Police rap sheets. Very few parishes are successfully transmitting these identifiers. Also, thus far the entire effort for the collection of dispositions has been from the district court.

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

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



# THE SUPREME COURT OF LOUISIANA

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