

**FJC Bankruptcy Courtroom Use Study  
Report to the CACM Committee**

**Technical Appendix 4  
The Court Information Survey**

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# Bankruptcy Courtroom Use Study Court Information Survey

District of

## Part I: District Information

Please complete the following two pages (Questions 1-7) one time.

1. Please list all of the bankruptcy judges in this district. Please also indicate the building and city in which each judge's primary chambers is located, and indicate each judge's recall status. Please insert additional lines as necessary.

Bankruptcy Judge Name	Building and City in Which Primary Chambers is Located	Recalled Judge? <i>(Please check Yes or No)</i>	If Recalled Judge, Date Recall Ends
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Does this district currently have vacant bankruptcy judgeship positions? *(Please check one.)*

\_\_\_\_\_ Yes. If yes, please go to Question 3.

\_\_\_\_\_ No. If no, please go to Question 4.

3. How many vacant bankruptcy judgeship positions does this district currently have? *(Please provide a number in the blank.)*

In this district there are currently \_\_\_\_\_ vacant bankruptcy judgeship positions.

For each vacant bankruptcy judgeship position, please indicate when or whether it is expected to be filled (e.g., will be filled by [date], will be filled within 6 months, was created by BAPCPA but has not been filled, is being held open and is not expected to be filled in the near future, etc.):

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4. Please list ALL of the locations in this district where Bankruptcy Court proceedings are held. Include a location even if it has no resident judge, if it has no official courtrooms, if it is not used on a regular basis, or if it is not currently available due to, for example, construction or damage. Include courthouses, buildings in which space is leased, buildings in which space is borrowed, and all other applicable locations (e.g., a county building in an outlying division, a district courthouse where Bankruptcy Court proceedings are held). Please insert additional lines as necessary.

BUILDING NAME AND ADDRESS

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

5. Are all of the locations listed in the answer to Question 4 regularly used (i.e., do Bankruptcy Court proceedings regularly take place there)? *(Please check one.)*

\_\_\_\_\_ Yes.

\_\_\_\_\_ No. If no, please list the name of each location that is not regularly used and explain why it is not regularly used. Please insert additional lines as necessary.

LOCATION NAME

REASON NOT REGULARLY USED

LOCATION NAME	REASON NOT REGULARLY USED
_____	_____
_____	_____
_____	_____

6. Please provide contact information for person(s) with whom we should correspond regarding IT issues, instructions for accessing the data entry software, etc.

IT contact name(s): \_\_\_\_\_

Phone number(s): \_\_\_\_\_ Email address(es): \_\_\_\_\_

7. The questions above were completed by \_\_\_\_\_ on \_\_\_\_\_  
(name) (date)

**You have completed Part I of this survey. Please save your answers and begin Part II.**

# Bankruptcy Courtroom Use Study Court Information Survey

District of           

## Part II: Building Information

Please complete a separate copy of the following four pages (Questions 1-11) for each building in this district that is regularly used for Bankruptcy Court proceedings (i.e., all locations identified in Part I, Question 4 of this survey, excluding those listed in Part I, Question 5).

### Building Name

1. What is the official name of this building?

\_\_\_\_\_

2. Is this building typically referred to by a name other than that provided in the answer to Question 1? (For example, judges and staff might refer to the building by the city's name rather than by its official name.)  
(Please check one.)

\_\_\_\_\_ No.

\_\_\_\_\_ Yes. If yes, please provide the name: \_\_\_\_\_

### Rooms

3. Are there any bankruptcy judge chambers in this building? (Please check one.)

\_\_\_\_\_ No, there are no bankruptcy judge chambers in this building.

\_\_\_\_\_ Yes, there are one or more bankruptcy judge chambers in this building.

4. Are there any non-courtroom videoconference rooms in this building? (Please check one.)

\_\_\_\_\_ No, there are no non-courtroom videoconference rooms in this building.

\_\_\_\_\_ Yes, there are one or more non-courtroom videoconference rooms in this building.

5. In the first column in the table below, please list all rooms in this building that meet the guidelines described in “Rooms to include,” below. In the second column, indicate the room type (according to Design Guide standards). In the third column, give the name of any judge or judges to whom the room is assigned. In the fourth column, list all regular judge users of the room (e.g., Bankruptcy Judge Jones, District Judge Smith, all magistrate judges resident in this building, multiple visiting judges, no regular judge users, etc.).

**Rooms to include:**

- a) All assigned and non-assigned bankruptcy courtrooms, even if they are not regularly used; and
- b) All non-bankruptcy courtrooms that are assigned to bankruptcy judges (e.g., a magistrate judge courtroom currently assigned to a bankruptcy judge), even if they are not regularly used; and
- c) All non-bankruptcy courtrooms that, although not assigned to a bankruptcy judge, are regularly used by one or more bankruptcy judges conducting Bankruptcy Court proceedings (e.g., a courtroom borrowed from the district court on either an ongoing or as-needed basis); and
- d) Any other rooms that are regularly used for Bankruptcy Court proceedings or ceremonies (e.g., a hearing room borrowed from the district court).

**Rooms to exclude:** Do not include judges’ chambers, conference rooms, rooms solely used by trustees, or district judge, magistrate judge, or appellate judge courtrooms that are neither assigned to bankruptcy judges nor used for Bankruptcy Court proceedings.

Please provide room names in a way that will be recognizable to all courtroom staff. Enter information about one room in each row and insert as many additional rows as are necessary.

Room Name / Number	Room Type <i>(please check one)</i>	Judge(s) to Whom Room is Assigned (Or Indicate “None”)	All Regular Judge Users of Room, Including Judge to Whom Room is Assigned, if Applicable (Or Indicate “None”)
	<input type="checkbox"/> Bankruptcy Judge Courtroom <input type="checkbox"/> District Judge Courtroom <input type="checkbox"/> Magistrate Judge Courtroom <input type="checkbox"/> Other (specify): _____ _____		
	<input type="checkbox"/> Bankruptcy Judge Courtroom <input type="checkbox"/> District Judge Courtroom <input type="checkbox"/> Magistrate Judge Courtroom <input type="checkbox"/> Other (specify): _____ _____		
	<input type="checkbox"/> Bankruptcy Judge Courtroom <input type="checkbox"/> District Judge Courtroom <input type="checkbox"/> Magistrate Judge Courtroom <input type="checkbox"/> Other (specify): _____ _____		

6. Are there any courtrooms in this building that do not meet the “rooms to include” criteria presented in Question 5 and therefore are not listed in the table above?

\_\_\_\_\_ No.

\_\_\_\_\_ Yes.

7. In the answer to Question 5, are there any rooms that have no regular users?

\_\_\_\_\_ No.

\_\_\_\_\_ Yes. If yes, please specify each room's name and explain its circumstances (e.g., room is under renovation, space is reserved for future growth, etc.)

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**Data Recorders**

8. Please list in the following table ALL members of the bankruptcy court (including clerk's office staff, chambers' staff, and judges) who may be responsible for recording scheduling or actual use information into the data entry software.

**Data recorders to include:** Anyone who may be responsible for entering into the data entry software any of the types of data described below. Please make sure to include at least one person who will be responsible for recording data for each judge and courtroom (e.g., the courtroom deputy if s/he is responsible for all types of data to be collected, the courtroom deputy and the judicial assistant if each are responsible for portions of the data to be collected, etc.). Note: anyone attending training in Washington, DC, must be included on this list.

**Data to be collected:**

- 1) All time spent by any person (e.g., judge, trustee, attorney, court staff member, etc.) in a courtroom assigned to or used by a bankruptcy judge;
- 2) All time spent on Bankruptcy Court proceedings or ceremonies held in non-courtroom space (e.g., a status conference held in chambers, a ceremony held in a historic building, etc.); and
- 3) All events scheduled to take place in a courtroom used by a bankruptcy judge, and all Bankruptcy Court proceedings and ceremonies scheduled to take place in non-courtroom space.

Include each data recorder's Lotus Notes username, position, and the judge and courtroom for which the data recorder will most frequently be entering information. If a data recorder will be responsible for entering data for multiple judges and/or courtrooms, write "multiple" in the appropriate column(s). Please enter information about one data recorder in each row and insert as many additional rows as are necessary.

Lotus Notes Username	Position ( <i>check one</i> )	<u>Judge</u> for Whom Data Recorder Will Most Frequently Record Information	<u>Courtroom</u> for Which Data Recorder Will Most Frequently Record Information
	<input type="checkbox"/> Courtroom deputy <input type="checkbox"/> Judicial assistant <input type="checkbox"/> Law clerk <input type="checkbox"/> Other clerk's office staff <input type="checkbox"/> Judge <input type="checkbox"/> Other (identify): _____		
	<input type="checkbox"/> Courtroom deputy <input type="checkbox"/> Judicial assistant <input type="checkbox"/> Law clerk <input type="checkbox"/> Other clerk's office staff <input type="checkbox"/> Judge <input type="checkbox"/> Other (identify): _____		

**Other Information**

9. Within this building, are there any unusual or noteworthy scheduling practices of which we should be aware when we customize the data entry software and/or analyze the courtroom use data from this district? *(Please check one.)*

\_\_\_\_\_ No.

\_\_\_\_\_ Yes. If yes, please describe. *(Please insert additional lines as necessary.)*

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10. Is there any other information you would like us to know about this building? Please insert additional lines as necessary.

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11. The questions above were completed by \_\_\_\_\_ on \_\_\_\_\_  
(name) (date)

Please remember to complete Part II: Questions 1-11 for EACH building in this district that is regularly used for Bankruptcy Court proceedings.

Thank you very much for completing this survey. Your answers will allow us to customize the data entry software for your district. Please email your completed survey (Parts I and II) to your FJC study liaison, **LIAISON NAME** at **\_\_\_\_\_@fjc.gov** by September 23, 2009. If you have any questions, please contact **LIAISON NAME** by email or by phone at **202-502-\_\_\_\_\_**.