

**FJC Courtroom Use Study
Final Report Technical Appendices**

Technical Appendix Two

The Court Information Survey

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REBECCA EYRE
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December 21, 2006

STUDY LIAISON
ADDRESS
ADDRESS

Dear STUDY LIAISON,

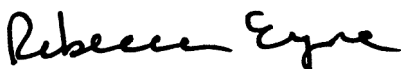
As you know, your district has been selected to participate in the Federal Judicial Center's Courtroom Use Study. The study will rely to a large extent on data recorded by court staff, so we are mindful of the need to make their task as easy as we can. With that goal in mind, we have developed a Lotus Notes-based data entry software application (the Data Input System for the Courtroom Use Study, or "DISCUS") that will be customized for each court in the study.

I am sending the two-part Court Information Survey that is included with this letter to gather the information we need to properly customize DISCUS for your district. The information you provide will be used extensively throughout DISCUS, so it is important that you provide information (e.g., courtroom names) in a way that will be easily recognizable by all courtroom staff. I realize that you may have already provided some of this information in the past via InfoWeb or in other places, but ask that you complete the survey questions now so that the information we use to customize DISCUS is as accurate and up-to-date as possible.

Note that the survey has two parts. Please complete the first part of the survey (Part I: District Information) only one time. Please complete a separate copy of the second part of the survey (Part II: Courthouse Information) for EACH COURTHOUSE in your district that is currently used by active district, senior district, or magistrate judges. Note that we are asking for information only about courthouses in which active district, senior district, or magistrate judge proceedings are held (not those in which only bankruptcy or appellate judge proceedings are held).

Please email all parts of your completed survey to me at reyre@fjc.gov by January 12, 2007. Your email's attachments should include Part I of the survey (completed one time) and Part II of the survey (completed once for each courthouse currently in use by active district, senior district, or magistrate judges). If you have any questions while completing the survey, please feel free to contact me at reyre@fjc.gov or (202) 502-4096.

Sincerely,



Rebecca Eyre

cc: CLERK

Courtroom Use Study Court Information Survey

District of _____

Part I: District Information

Please complete the following three pages (Questions 1-10) one time.

Contact Information

1. Please provide the contact information of a person in your district (yourself or someone else) with whom we can follow-up, if needed.

Contact's name: _____

Position: _____

Phone number: _____ Email address: _____

District Information

2. How many district and magistrate judges are there in your district? Please specify the number of active district judges, senior district judges (including those not taking cases), and magistrate judges.

In this district there are _____ active district judges.

In this district there are _____ senior district judges.

In this district there are _____ magistrate judges.

3. Please list ALL district courthouses (including those serving only magistrate judges) in this district. Include a courthouse even if it has no resident judges, if it is not used on a regular basis to conduct courtroom proceedings, or if it is not currently available due to construction or damage. List only courthouses with courtrooms for active district, senior district, or magistrate judges (i.e., do not list courthouses with only bankruptcy or only appellate judge courtrooms). Please insert additional lines as necessary.

COURTHOUSE NAME

1) _____

2) _____

3) _____

4) _____

5) _____

4. Are all of the courthouses listed in the answer to Question 3 currently in use (i.e., do case proceedings or ceremonies currently take place there)? *(Please check one.)*

_____ Yes.

_____ No. If no, please list the name of each courthouse that is not currently in use and explain why it is not currently in use. Please insert additional lines as necessary.

COURTHOUSE NAME

REASON NOT IN USE

5. Are case proceedings or ceremonies (e.g., hearings, case-related conferences, swearing-in ceremonies, etc.) conducted anywhere in this district besides the courthouses listed in Question 3? *(Please check one.)*

_____ No.

_____ Yes. If yes, please describe the locations and the types of events that occur there.

LOCATION NAME/DESCRIPTION

EVENTS HELD

6. Is CM (with or without the ECF component) used as the electronic docketing system in this district? *(Please check one.)*

_____ No. If no, please go to Question 9.

_____ Yes. If yes, please go to Question 7.

7. Are civil cases currently being docketed in CM? *(Please check one.)*

_____ No.

_____ Yes. If yes, when did CM go live for civil cases? *(Please provide a date.)* ____/____/____

8. Are criminal cases currently being docketed in CM? *(Please check one.)*

_____ No.

_____ Yes. If yes, when did CM go live for criminal cases? *(Please provide a date.)* ____/____/____

9. Is information about this district's currently scheduled courtroom proceedings and other events (e.g., bar events, naturalization ceremonies, etc.) publicly available (e.g., in calendars or scheduling reports online, available in hard copy at the courthouse, etc.)? *(Please check one.)*

_____ No.

_____ Yes. If yes, please describe how we can obtain this information. _____

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

IT contact's name: _____

Phone number: _____ Email address: _____

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

Courtroom Use Study Court Information Survey

District of _____

Part II: Courthouse Information

Please complete a separate copy of the following eight pages (Questions 1-20) for each courthouse in this district that is currently in use by one or more active district, senior district, or magistrate judges (i.e., all courthouses except those identified in Part I, Question 4 of this survey).

Courthouse Name

1. What is the official name of this courthouse?

2. Is this courthouse 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 courthouse by the city's name, rather than by the official courthouse name.)

_____ No.

_____ Yes. If yes, please provide the name: _____

Rooms

3. Please identify how many of each of the following types of rooms are in this courthouse. (*Please provide a number in each blank.*)

District Judge Courtrooms: _____

District Judge Chambers: _____

Magistrate Judge Courtrooms: _____

Magistrate Judge Chambers: _____

Bankruptcy Judge Courtrooms: _____

Bankruptcy Judge Chambers: _____

Appellate Judge Courtrooms: _____

Appellate Judge Chambers: _____

Visiting Judge Courtrooms: _____

Visiting Judge Chambers: _____

Jury Deliberation Rooms: _____

Jury Assembly Rooms: _____

Training Rooms: _____

Public Conference Rooms (i.e., excluding judges' personal conference rooms): _____

How many of these public conference rooms are considered by your court to be (i.e., are referred to as) videoconference rooms? _____

4. How many computers are available for student and instructor use in each training room? Please fill in the three blanks for each training room and insert as many additional entries as are necessary. If there are no training rooms in this courthouse, please write "N/A" in the first blank and then go to Question 7.

Training Room #1: Training Room Name/Number: _____
There are _____ computers for student use.
There are _____ computer(s) for instructor use.

Training Room #2: Training Room Name/Number: _____
There are _____ computers for student use.
There are _____ computer(s) for instructor use.

Training Room #3: Training Room Name/Number: _____
There are _____ computers for student use.
There are _____ computer(s) for instructor use.

5. Are all training room computers connected to the courts' network (i.e., DCN)?

_____ No.

_____ Yes.

6. Is the Lotus Notes client installed on all training room computers?

_____ No.

_____ Yes. If yes, which version of Lotus Notes is installed? Version: _____

7. Please list all rooms in this courthouse that meet the guidelines below.

Rooms to include: List all courtrooms that can be used by active district, senior district, and magistrate judges, including courtrooms that are not regularly used. Please provide room names in a way that will be recognizable to all courtroom staff. In addition to these courtrooms, please include any other rooms (e.g., videoconference room, jury assembly room, etc.) that are regularly used for case proceedings or ceremonies.

Rooms to exclude: Do not include judges' chambers, conference rooms, or bankruptcy judge and appellate judge courtrooms that are not used for district court proceedings.

Case Proceedings and Ceremonies: Case proceedings are conducted by a judge with attorneys and/or parties present (e.g., trials, hearings, conferences, etc.). Ceremonies include such events as naturalizations, bar admissions, etc. Case proceedings and ceremonies can be and usually are held in a courtroom, but may occasionally be held elsewhere (such as a conference room).

Please enter information about one room in each row and insert as many additional rows as are necessary.

Room Name / Number	Type of Room (<i>check primary use</i>)	Room Assignment (<i>check one</i>)	Room Features (<i>check all that apply</i>)
	<input type="checkbox"/> District judge courtroom <input type="checkbox"/> Magistrate judge courtroom <input type="checkbox"/> Other courtroom <input type="checkbox"/> Other type of room (identify): _____ _____	<input type="checkbox"/> Assigned to one judge <input type="checkbox"/> Assigned to two or more judges <input type="checkbox"/> Not assigned, generally used by one judge <input type="checkbox"/> Not assigned, generally used by two or more judges <input type="checkbox"/> Not assigned, generally used by visiting judges <input type="checkbox"/> Not assigned, generally used by non-judge(s) <input type="checkbox"/> Not usually used for court proceedings (explain): _____ _____	<input type="checkbox"/> Meets Design Guide specifications <input type="checkbox"/> Ceremonial / Special proceedings courtroom <input type="checkbox"/> Has jury box <input type="checkbox"/> Has defendant holding cell <input type="checkbox"/> Has computer / audio / video equipment <input type="checkbox"/> Has space for multiple parties / large number of spectators <input type="checkbox"/> Has special security features <input type="checkbox"/> Handicap accessible <input type="checkbox"/> Other (explain): _____
	<input type="checkbox"/> District judge courtroom <input type="checkbox"/> Magistrate judge courtroom <input type="checkbox"/> Other courtroom <input type="checkbox"/> Other type of room (identify): _____ _____	<input type="checkbox"/> Assigned to one judge <input type="checkbox"/> Assigned to two or more judges <input type="checkbox"/> Not assigned, generally used by one judge <input type="checkbox"/> Not assigned, generally used by two or more judges <input type="checkbox"/> Not assigned, generally used by visiting judges <input type="checkbox"/> Not assigned, generally used by non-judge(s) <input type="checkbox"/> Not usually used for court proceedings (explain): _____ _____	<input type="checkbox"/> Meets Design Guide specifications <input type="checkbox"/> Ceremonial / Special proceedings courtroom <input type="checkbox"/> Has jury box <input type="checkbox"/> Has defendant holding cell <input type="checkbox"/> Has computer / audio / video equipment <input type="checkbox"/> Has space for multiple parties / large number of spectators <input type="checkbox"/> Has special security features <input type="checkbox"/> Handicap accessible <input type="checkbox"/> Other (explain): _____
	<input type="checkbox"/> District judge courtroom <input type="checkbox"/> Magistrate judge courtroom <input type="checkbox"/> Other courtroom <input type="checkbox"/> Other type of room (identify): _____ _____	<input type="checkbox"/> Assigned to one judge <input type="checkbox"/> Assigned to two or more judges <input type="checkbox"/> Not assigned, generally used by one judge <input type="checkbox"/> Not assigned, generally used by two or more judges <input type="checkbox"/> Not assigned, generally used by visiting judges <input type="checkbox"/> Not assigned, generally used by non-judge(s) <input type="checkbox"/> Not usually used for court proceedings (explain): _____ _____	<input type="checkbox"/> Meets Design Guide specifications <input type="checkbox"/> Ceremonial / Special proceedings courtroom <input type="checkbox"/> Has jury box <input type="checkbox"/> Has defendant holding cell <input type="checkbox"/> Has computer / audio / video equipment <input type="checkbox"/> Has space for multiple parties / large number of spectators <input type="checkbox"/> Has special security features <input type="checkbox"/> Handicap accessible <input type="checkbox"/> Other (explain): _____

Judges

8. Please list in the following table ALL active district, senior district, and magistrate judges who are resident in this courthouse. Please indicate the judge's AO code, position, and whether the judge has a courtroom assigned for his or her exclusive or shared use. If so, please identify the courtroom. Please enter information about one judge in each row and insert as many additional rows as are necessary.

Judge's Name	AO Code	Position (<i>check one</i>)	Has Assigned Courtroom? (<i>check one</i>)	If Judge Has Assigned Courtroom, Please Provide Courtroom's Name / Number
		<input type="checkbox"/> District judge <input type="checkbox"/> Senior judge <input type="checkbox"/> Magistrate judge	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> District judge <input type="checkbox"/> Senior judge <input type="checkbox"/> Magistrate judge	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> District judge <input type="checkbox"/> Senior judge <input type="checkbox"/> Magistrate judge	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> District judge <input type="checkbox"/> Senior judge <input type="checkbox"/> Magistrate judge	<input type="checkbox"/> Yes <input type="checkbox"/> No	

9. Do active district, senior district, or magistrate judges from outside the district (i.e., visiting judges) ever hear matters in this courthouse? *(Please check one.)*

_____ No. If no, please go to Question 11.

_____ Yes. If yes, please go to Question 10.

10. In what type of courthouse space do visiting judges work? *(Please check one.)*

_____ In a separate chambers/courtroom set aside for use by visiting judges.

_____ In a chambers/courtroom shared with an active district, senior district, or magistrate judge.

_____ In a vacant chambers/courtroom.

_____ Other. Please describe: _____

Scheduling

11. Is Lotus Notes used as this courthouse's calendaring system? *(Please check one.)*

_____ Yes.

_____ No. If no, what calendaring system is used? *(Please describe in detail. Insert additional lines as necessary.)* _____

12. Is there a local rule or standing order that addresses scheduling practices? *(Please check one.)*

_____ No.

_____ Yes. If yes, please identify the local rule and/or standing order. *(Please fill in the blank(s).)*

Local rule: _____

Standing order: _____

13. Within this courthouse, are any unusual or noteworthy scheduling practices used of which we should be aware when we customize the data entry application 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.)*

14. Please list in the following table ALL members of the 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 application (the Data Input System for the Courtroom Use Study, or “DISCUS”).

Data recorders to include: Anyone who may be responsible for entering into DISCUS any of the types of data described below. Please make sure to include at least one person who will be responsible for recording scheduling and actual use data for each judge and each courtroom.

Data to be collected:

- 1) All time spent by any person (e.g., judge, attorney, court staff member, maintenance staff member, etc.) in the courtroom of a district judge, senior judge, or magistrate judge;
- 2) All time spent on case proceedings or ceremonies that were held in non-courtroom space (e.g., a settlement conference held in chambers, a naturalization ceremony held at the civic center, a trial held in a state courthouse, etc.); and
- 3) All events scheduled to take place in the courtroom of a district judge, senior judge, or magistrate judge, and all case proceedings or 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>	Judge for Whom Data Recorder Will Most Frequently Input Information	Courtroom for Which Data Recorder Will Most Frequently Input 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): _____		

Recording Systems

15. Are audio recordings (in digital or analog format) made of any case proceedings?

_____ No. If no, please go to Question 18.

_____ Yes. If yes, please go to Question 16.

16. Please indicate the proceedings for which audio recordings are made. (*Check all that apply.*)

_____ Magistrate judge, in court

_____ Magistrate judge, in chambers

_____ Active district judge, in court

_____ Active district judge, in chambers

_____ Senior district judge, in court

_____ Senior district judge, in chambers

17. Are concurrent annotations or log notes made during audio recording?

_____ No.

_____ Yes. If yes, what annotation system is used (e.g., FTR)? _____

18. Is there a key card system, or any other system, in this courthouse that automatically records the locking and unlocking of courtroom doors?

_____ No.

_____ Yes. If yes, please describe: _____

Other Information

19. Please provide the name of each senior district judge in this courthouse and describe the judge’s caseload (e.g., percent of the draw, only class actions, only trials for other judges, etc.). Please enter information about one senior judge per line and insert additional lines as necessary.

NAME OF SENIOR JUDGE	DESCRIPTION OF CASELOAD
1)	<hr/>
2)	<hr/>
3)	<hr/>
4)	<hr/>
5)	<hr/>

20. Please list the types of non-case-related events that occur in courtrooms in this courthouse (e.g., bar events, naturalization ceremonies, educational programs, etc.). Please insert additional lines as necessary.

Please remember to complete Part II: Questions 1-20 for EACH courthouse in your district currently in use by active district, senior district, or magistrate judges.

Thank you very much for completing this survey. Your answers will allow us to customize DISCUS for your district and courthouses.

Please email your completed survey (Parts I and II) to Rebecca Eyre at reyre@fjc.gov . If you have any questions, please contact Rebecca Eyre at reyre@fjc.gov or (202) 502-4096.