

CAD/CED Coordination Meeting
Thursday, May 21, 10:00 am
Proposed Agenda

1. CAD FY 93 operational training plans - Glen Palman
2. CED update - Emily Huebner
3. CED FY 93 training plans

Clerk's Office Programs - Judy Roberts
Management Programs - Marilyn Vernon
In-Court Programs - Joy Richardson

4. Setting date of next coordination meeting - Glen Palman

L. RALPH MECHAM
DIRECTOR

JAMES E. MACKLIN, JR.
DEPUTY DIRECTOR

ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS

WASHINGTON, D.C. 20544

CHARLOTTE G. PEDDICORD
CHIEF
HUMAN RESOURCES DIVISION

January 15, 1992

MEMORANDUM TO DUANE R. LEE

SUBJECT: FY 1992 Court Operational Training Spending Plan

I am pleased to announce that Mr. Mecham has approved the FY 1992 Court Operational Training Spending Plan for the delivery of courses that AO program managers sponsor for the education of court personnel. In accordance with this plan, your division has received the funding cited below for the purpose of conducting training. Also included for your information and record keeping are the divisional set-aside monies designated for education which were identified in the educational planning documents.

<u>Amount</u>	<u>Divisional</u>	<u>Course</u>
<u>FY92</u>	<u>Set-aside Monies</u>	
<u>Education Dollars</u>		
-----	\$26,000	Electronic Court Reporting
-----	\$22,000	Training for ECRO Trainers
-----	\$21,000	AO Orientation for New Court Administrators
\$50,000	-----	Court Reporting Supervisors
\$100,000	-----	Court Reporters Training

\$219K

All fund authorization documents (excluding divisional set-aside monies), such as travel authorizations, purchase orders, etc., will contain the following accounting classification codes:

<u>Fiscal Year/</u>	<u>Budget</u>	<u>Cost</u>	<u>BOC</u>
<u>Fund</u>	<u>Organization</u>	<u>Organization</u>	
92-0920**	OXBHRDX	OXECADX	2120

CAD TRAINING SCHEDULE

FY 1992

Training for ECRO Trainers	\$22,000	September 92	St. Louis
Court Reporting Supervisors	\$50,000	July 92	Minneapolis
Court Reporters	\$100,000	June 5-6 92 July 23-24 92 September 92	Richmond Denver Philadelphia
ECRO	\$26,000	Continuous	
AO Orientation for New Court Admin.	\$21,000	June 24-26 92	Washington

FY 1993 (tentative)

AO Orientation for New Court Admin.			Washington
Interpreter Training		Jan 93	New Orleans or Miami

February 11, 1992

MEMORANDUM TO LINDA SCHULTZ-WIKUL

SUBJECT: Projected FY 1993 Educational Spending Plan

Pursuant to your request, attached is a list of proposed educational programs to be sponsored by CAD in FY 1993.

The first five are repeats of programs sponsored by CAD in FY 1992. These programs will be a continuing annual requirement.

The new proposal for Supervisory Staff Attorneys (SSA) is in response to a request from the SSA Advisory Committee for general management training which is not included in the FJC workshop for SSA's. We propose a tag on day to the FJC workshop.

In FY 1993, the FJC plans to conduct a workshop for staff interpreters. Our proposed Court Interpreter Supervisor Workshop would be a one day tag on to the FJC workshop.

Finally, we are proposing an orientation for free lance interpreters as recommended by the Federal Court Interpreters Advisory Board. The cost for this program would be limited to AO and contractor staff expenses as the free lance interpreters would travel at their own expense.

If we can answer any questions or provide additional information, please do not hesitate to call.

Duane R. Lee

cc: Noel Augustyn

EDUCATIONAL PROGRAMS SPONSORED BY CAD, FY 1993

<u>Course</u>	<u>Participants</u>	<u>Cost</u>
*AO Orientation for New Court Administrators	15	\$16,000
*Electronic Court Recorder Operator Training	100	12,000
*Training for Electronic Court Recorder Operator Trainers	20	17,400
**Court Reporter Supervisor Workshop	70	72,000
***Court Reporter Training	200	133,000
****Mgmt. Training for Senior & Supervisory Staff Attorneys	50	15,000
****Court Interpreter Supervisor Workshop	18	5,400
Free Lance Interpreter Orientation Workshop	200	9,800

280,600
9,800 MANUAL
 - 280,600 NR WORKSHOP

- * Continuing Annual Requirement.
- ** Continuing Annual Requirement. Court Reporter Supervisor Workshop would complete training for all supervisors. Annual requirement would be reduced to 35 participants (1/3 of population) beginning in FY94.
- *** Continuing Annual Requirement for 1/3 of entire population of court reporters.
- ****May tag on to FJC event for 1 additional day.

MEMORANDUM TO LINDA SCHULTZ-WIKUL

SUBJECT: Projected FY 1994 Educational Spending Plan

Pursuant to your request, attached is a list of proposed educational programs to be sponsored by CAD in FY 1994.

We have added a requirement for training videotape recording operators in the event that the Judicial Conference authorizes this method of taking the official record. If videotaping proves to be as popular as electronic court recording (ECR), we will eventually need to develop a train the trainer program as we now have for electronic court recorder operators (ECRO's).

We have also noted that our proposed training for court interpreter supervisors is a one-day tag on to an FJC event. Presently, there is some concern that the FJC will not be able to deliver this program. If not, we would hope to do so; however, the cost would be considerably greater.

If we can answer any questions or provide additional information, please do not hesitate to call.

DUANE R. LEE

cc: Noel J. Augustyn

Attachment

EDUCATIONAL PROGRAMS SPONSORED BY CAD, FY 1994

<u>Course</u>	<u>Participants</u>	<u>Cost</u>
*AO Orientation for New Court Administrators	15	\$16,640
*Electronic Court Recorder Operator Training	100	12,480
*Training for Electronic Court Recorder Operator Trainers	20	18,100
**Court Reporter Supervisor Workshop	35	40,000
**Court Reporter Training	200	138,320
***Mgmt. Training for Senior & Supervisory Staff Attorneys	50	15,600
****Court Interpreter Supervisor Workshop	18	5,620
*Free Lance Interpreter Orientation Workshop & Videotape	200	10,200
*****Training for Videotape Recording Operators	25	20,000

* Continuing Annual Requirement.

** Continuing Annual Requirement for 1/3 of entire population.

*** Continuing Annual Requirement. May tag on to FJC event for one day.

**** Continuing Annual Requirement. May tag on to FJC event for interpreters for 1 additional day. If FJC is unable to provide annual interpreter workshop, the cost would be \$14,000 for CAD to lead a workshop for only Interpreter Supervisors, \$60,000 for CAD to lead a workshop for only court and free lance interpreters (free lance pay own expenses), and \$74,000 for CAD to lead a workshop for all.

*****Continuing Annual Requirement if Judicial Conference authorizes the use of videotape as the official record.

MEMORANDUM

DATE: March 9, 1992

RE: Meetings with AO - Court Administration Division and
Rand Corporation, **Monday, March 9, 1992**

The following scheduled has been confirmed:

9:00 Clifford P. Kirsch, District Court Executive, Room 313
10:00 Richard Mark, Room 317
11:00 James M. Parkison, Clerk of Court, Room G-18 (Ground Floor)
11:30 Judge Griesa, Room 2101
2:00 Marsha Alazracki, Room 317
3:00 Judge Sweet, Room 2202

Greg Light
Bobby Guetron

* Chief Judge Briant will meet with them on Tuesday, March 10th in White Plains.

ADDENDUM TO LAWYER SURVEY TO OBTAIN LITIGANT NAMES AND ADDRESSES

Note: This is a preliminary draft for review of substantive issues. The wording and format of questions have not been refined by a survey specialist yet. If the information is to be required at time of case filing, or extracted from court records, the same five questions must be answered.

In order to learn litigant's views on their satisfaction with the federal court case timeliness, outcomes, and federal court case management procedures, it is necessary for us to send your litigant a short questionnaire. In order for us to do so, would you please give us the following information:

If you represent more than one litigant on this case, please check here and provide the same information for each of your other litigants on the back of this sheet.

1. Full name of litigant you represent on this case.

2. Is this litigant on this case:

- a Plaintiff
- b Defendant
- c Mixed

3. Is this litigant:

- a An individual
- b A government organization
- c A nongovernment organization

4. If litigant is not an individual, please give name of individual within the litigant organization who would be most familiar with this case.

5. Full address of litigant you represent on this case.

If you represent more than one litigant in this case, please provide the above information on each of them.

Your litigant's responses will be confidential, and we will not be presenting any case level information in our report. All information on this form that would permit identification of you or the litigants in this case will be regarded as strictly confidential, will be used only for the purpose of this study, and will not be released for any other purpose without your consent, except as may be required by law.

Thank you.

**CIVIL
CASE TIME REPORT**

SDNY

CASE IDENTIFICATION

DOCKET NUMBER: _____ - _____	DISTRICT CODE OR ABBREV.: <u>08</u>	OFFICE: _____
PTF: _____		v DEF: _____

JUDGE OR MAGISTRATE IDENTIFICATION

INITIALS: _____	AO ID CODE (if known): _____
-----------------	------------------------------

INSTRUCTIONS

Report EVERY OCCASION When A Judge Or Magistrate Does ANY Work On A Time Study Case

- 1 **USE THIS FORM TO RECORD AS MANY OR AS FEW EVENTS AS YOU WISH.** But please do not retain the form more than one week after the date of the first entry.
- 2 See separate instructions or telephone for help regarding consolidated cases, hearings involving multiple cases, etc.
- 3 **SUBJECT MATTER OF TASK.** Using the codes described below, indicate the **matter** on which the judge or magistrate worked (for example: discovery motion, pretrial conference). Use the "other" category (code 12) when needed, and describe the subject matter in the comment space below. **DO NOT** describe the *character* of the work; **DO** describe the *matter* to which the work related. (For instance, research and review of a magistrate's recommendation on a motion for attorney fees should be described simply as "motion for attorney fees," NOT as "research and review of magistrate's recommendation.") Use more than one subject matter code if needed, listing the most time-consuming matter first.

DATE (MO DAY / YR)	TIME			SUBJECT MATTER-----> CODE(S)	CODES FOR SUBJECT MATTER OF TASK:
	Begin (HR :MIN)	End (HR :MIN)	OR Total (HR :MIN)		
a _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	Work pertaining to: 1- Any non-contested disposition (settlement, voluntary dismissal, consent judgment, etc.) 2- Extension of time, leave to file 3- Remand to state court 4- Transfer to another division or judge 5- Default judgment 6- Discovery 7- Motion to dismiss for failure to state a claim 8- Motion to dismiss for lack of subject matter jurisdiction 9- Motion for summary judgment 10- Jury trial, including preparation 11- Bench trial, including preparation and findings 12- Other matters. Please describe below (see instruction 3. above)
b _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	
c _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	
d _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	
e _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	
f _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	
g _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	
h _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	
i _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	

COMMENTS OR FURTHER EXPLANATIONS (please refer to time entries by line letter): _____

Please return this form to Research Division; Federal Judicial Center, 1520 H Street, N.W., Washington DC 20005. Thank you for your contribution to the study.

CRIMINAL CASE TIME REPORT

CASE IDENTIFICATION

SDNY

DOCKET NUMBER: _____ - _____ DISTRICT CODE OR ABBREV.: 08 OFFICE: _____
 US v _____

JUDGE OR MAGISTRATE IDENTIFICATION

INITIALS: _____ AO ID CODE (if known): _____

INSTRUCTIONS

Report EVERY OCCASION When A Judge Or Magistrate Does ANY Work On A Time Study Case

- 1 USE THIS FORM TO RECORD AS MANY OR AS FEW EVENTS AS YOU WISH. But please do not retain the form more than one week from the date of the first entry.
- 2 IN MULTIPLE DEFENDANT CASES, show the defendant numbers to which each entry applies. If defendant numbers aren't known, use names or initials. Use comment space if needed.
- 3 See separate instructions or telephone for help regarding consolidated cases, motions involving multiple cases, etc.
- 4 **SUBJECT MATTER OF TASK.** Using the codes described below, indicate the matter on which the judge or magistrate worked (for example: discovery motion, pretrial conference). Use the "other" category (code 16) when needed, and describe the subject matter in the comment space below. DO NOT describe the character of the work; DO describe the matter to which the work related. (For instance, research on a motion for a new trial should be described simply as "motion for new trial," NOT as "research.") Use more than one subject matter code if needed, listing the most time-consuming matter first.

DATE (MO / DAY / YR)	TIME			DEFENDANT NUM(S)	SUBJECT MATTER CODE(S)	CODES FOR SUBJECT MATTER OF TASK:
	Begin (HR : MIN)	End (HR : MIN)	OR Total (HR : MIN)			
a _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	_____	Work pertaining to: 1- Arraignment, initial: bail setting, appointment of counsel, plea, and/or scheduling 2- Change plea to guilty or nolo, Rule 11 hearing 3- Pretrial Detention §3142(e) 4- Other issues re: pretrial release 5- Withdrawal of counsel, appointment of new counsel 6- Admisssion or exclusion of evidence 7- Discovery matters 8- Motion to dismiss 9- Extension of time, continuance. 10- Jury trial, including preparation 11- Bench trial, including preparation and findings 12- Sentencing under Sentencing Guidelines 13- Sentencing: Pre-guideline 14- Correction or Reduction of Sentence (Rule 35) 15- Probation revocation 16- Other. Please describe below, see instruction #4, above.
b _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	_____	
c _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	_____	
d _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	_____	
e _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	_____	
f _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	_____	
g _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	_____	
h _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	_____	
i _____ / _____ / _____	_____ : _____	_____ : _____	_____ : _____	_____	_____	

COMMENTS OR FURTHER EXPLANATIONS (please refer to time entries by line letter): _____

Please return this form to Research Division, Federal Judicial Center, 1520 H Street, N.W., Washington DC 20005.
 Thank you for your contribution to the study.

CAD/CSD COORDINATION Meeting

10 AM

TRAINING Meeting - F.J.C.

5/21/92

1/4th

- Marilyn VERMAN, MGMT. TRAINING
- Judy Roberts - Chief, CLERKS TRAINING
- Shirley Heberer, DIR.
- Jay Richardson, TRAINING SPEC., IN CT Programs
- MYLA? Nancy Platt, HRD

Glenn

DIST. CLKS. ADVISORY Comm.

- Changes Rec.

BANK CLKS Advisory Comm

Scott

New Hire meet

Glenn - PG 50 New Clerks

Orientation for New Clerks

24-26th June

Emily Welner
Ext. Planning

Judges Secretaries
Bankruptcy

1993 - continue to do WKS/10/18 already set-up
identify needs 93-95

- looking at satellites, commutes, hike-ups, etc.
- will put more emph. on local training
- re-evaluating tuition cost program

Judy

- Human Resource Mgrs. WKS/10/18 May/June + VISTA 160 people
- day cruise for Faculty
Weds. July 1

- Secretaries WKS/10/18 - Schwagerl concerned
w/ 3 locations - planning now
want to do 2 before end of yr.
CHICAGO, S.E., one other city

Bankruptcy Administration -

Combined programs, legal issues
Strategic Planning

Federal Crime & Civil Rules: Teleconference (1?) - A "Special Focus" Program
AT UNIVERSITY CENTERS, USE THEIR TECHNOLOGY

- Digital in Charge
- Dist. Ct. Clerk
- Bank. Chief Deps.
- Appellate Case Mgmt Pt. 1 (A 9 PART SERIES) DEC. 7, 8, 9
- Spec. Team devel (Judge & Clerks)

BURT
MANDELBOIM
9th
Circuit

Try to get same funding as last year

- Small Cts (had large Metro Cts. before)

BOB MANDELBOIM in CSRA Staff

MARILYN

Summer Institute

Aug. RANCHO MIRAGE -

First Line Training SUPU 9th Circuit

3 models of program

1, B+C

- 12 months in position

- 3-4 supervisors

ICMS MGRS. WORKSHOP

MGMT. DEVELOPMENT TASK FORCE

NEW FISCAL YR.

LEADERSHIP DEVELOP. PROGRAM

- MANAGING THE TECHNICAL EMPLOYED | in detail.
- Negotiation Skills

Summer Institute - 28 applications, MAX cap. is 32

July Workshop -



Jay Richardson

- In-ct. Programs

- Presentation Skills

curriculum plegs avail: #493

- chrom deputies

- ethics pkg, Prob. + P/T Services

- pkg for children Prob. + Pre-Trial

- Commercial Pkg. increasing personal effectiveness (Support Staff)

- Local Training Program

- Partial Funding + Tech. assist. for locally initiated programs

- MEDIA LIBRARY - video taught tapes

Myra - HRO

- Budget Stuff
- Training Cost. B/F Sped. Resources now
- Retirement: RFP reviewed
Course develop. + 1 course on of this year

next meeting:

AUG. 7th Friday, 10 AM