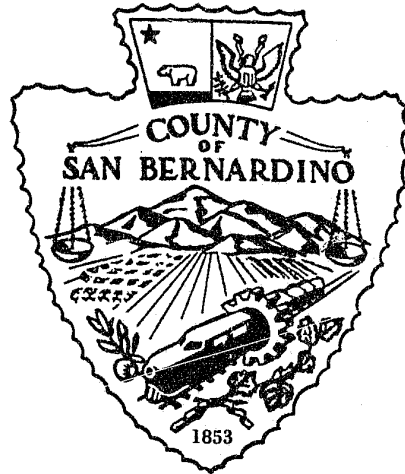


AUTOMATED COURT INFORMATION SYSTEM

(CRIMINAL MODULE)

SYSTEM DESIGN

VOLUME I



SUPERIOR COURT
OF THE
STATE OF CALIFORNIA
IN
SAN BERNARDINO

38924

CHAMBERS OF
The Superior Court
SAN BERNARDINO, CALIFORNIA 9
J. STEVE WILLIAMS
JUDGE

VERNON L. HUNT
Systems Development Team Leader

Justice Information System

Project Director

(714) 383-3404
(714) 383-3405

Courthouse, Room 326
351 North Arrowhead Avenue
San Bernardino, CA 92415

November 26, 1975

To All Users of this Document:

As ACIS Project Director, I have worked closely with the ACIS Team and am aware of the problems and obstacles they faced in designing a workable system which would achieve the rather impressive list of goals stated in our original grant application. Their progress thus far has been extremely gratifying.

I have also been highly pleased with the positive attitude and co-operation of the personnel at all levels in each of the user agencies, from the department heads on down. I am truly grateful for the advice and guidance that members of the Project Development Agency of San Bernardino County as well as representatives of Riverside and Orange Counties have given to our team. The National Center for State Courts, through its Western Regional Director Larry L. Sipes, and particularly Joseph C. Jordan, Jr. and Clifford S. Lightfoot, has been an exceptionally helpful source of assistance.

The final design of the Automated Court Information System (Criminal Module), embodied in the document in hand, appears to do all of the things which we had hoped it would and more. We look forward to its implementation.

From this point on, the successful development from design document to working system will require the patience and continued positive attitude and cooperation of all user agencies, as well as the continued assistance of the Program Development Agency, with the ACIS Team.

To the San Bernardino County agencies who will be involved in the ACIS, to members of the Bench and Bar who will be assisted by its utilization, and to all other persons and agencies interested in our system, I commend this document with sincere gratitude for the efforts of all who contributed to its creation, for the interest of all who read it, and for the future contributions of those who will make the system work.

Sincerely,



Judge J. Steve Williams
Project Director
Automated Court Information System

NCJRS

JAN 25 1977

ACQUISITIONS

JSW/kp

AUTOMATED COURT INFORMATION SYSTEM

(ACIS)

SYSTEM DESIGN

TABLE OF CONTENTS

VOLUME I

Title Page and Disclaimer. i
 Acknowledgments. ii
 Foreword v
 Executive Summary. viii

SECTION I - INTRODUCTION AND BACKGROUND. 1

 A. Project Organization 1
 B. Background 5
 (1) Problem Areas 5
 (2) Approaches Considered 10
 (3) The Decision to Automate. 10
 (4) Method of System Development. 11
 (5) Transferring Another System 12
 (6) System Design 13
 (7) Freezing the Design 13

SECTION II - SYSTEM OVERVIEW 14

 A. Superior Court Cases - Narrative 14
 B. Felony Case Flow (Chart) 20
 C. Criminal Information Flow. 21
 D. Criminal Information Flow (Chart). 22
 E. ACIS Teleprocessing Network. 23
 F. ACIS Data Base 26
 G. ACIS Data Base Chart 28

SECTION III - OBJECTIVES AND BENEFITS. 29

 A. Objectives 30
 (1) Case Following Function 30
 (2) Calendaring Function. 31
 (3) Statistical Reporting Function. 32
 (4) Referral Function 32
 (5) Subpoena Generation Function. 33
 B. Benefits - General 34
 (1) Superior and Municipal Courts 35
 (2) District Attorney 38
 (3) Public Defender 40
 (4) Probation Department. 40
 (5) County Clerk (Criminal Division). 41
 C. System Requirements. 43
 (1) Case Following Module 43
 (2) Calendaring Module. 46
 (3) Statistical Reporting Module. 50
 (4) Subpoena Generation Module. 52

TABLE OF CONTENTS, VOLUME I - CONTINUED:

SECTION IV - PROJECT MANAGEMENT. 54
 A. Project Milestones 55
 B. Project Master Schedule. 56
 C. Program Job Listings 57
 (1) By Priority 57
 (2) By Function (Chart) 60
 (3) By Job Type Classification (Chart). 61
 D. Security and Privacy Considerations. 62
 E. Conversion 66
 F. System Acceptance Criteria 69
 G. Cost/Benefit Analysis. 70

SECTION V - PROGRAM JOB DESCRIPTIONS, CHARTS, AND
 SAMPLE OUTPUT FORMATS. 71

A. Program Job Descriptions - All Priorities. 71
 (1) Priority 'A' Program Charts and Formats 85
 (2) Priority 'B' Program Charts and Formats 129
 (3) Priority 'C' Program Charts and Formats 149

LIST OF CHARTS AND ILLUSTRATIONS

VOLUME I

Project Organizational Chart 4
 Felony Case Flow Chart 20
 Criminal Information Flow Chart. 22
 Equipment Installation - Phase I 24
 Equipment Installation - Phase II. 25
 Equipment Installation - Phase III 25A
 ACIS Data Base Chart 28
 Project Milestones (Listing) 55
 Project Master Schedule. 56
 Program Job Priority Listing 57
 Program Job Functional Schematic 60
 Program Job Type Classification Schematic. 61
 Cost/Benefit Analysis. 70

GENERAL CONTENTS OF VOLUME II:

- Register of Actions Codes and Event Descriptions
- California Department of Justice Offense Codes
- NCIC Offense Codes
- Miscellaneous Codes for ACIS
- System Flow Chart

AUTOMATED COURT INFORMATION SYSTEM
 (CRIMINAL CASE-FOLLOWING MODULE)

FINAL SYSTEM DESIGN

October 31, 1975

J. STEVE WILLIAMS
 Judge, Superior Court
 Project Director

DONALD K. CROWELL
 Superior Court Coordinator
 Project Manager

Prepared by:

VERNON L. HUNT
 Senior Project Analyst
 Project Leader

THOMAS H. HUDSON
 Project Analyst

BRUCE E. SCHEID
 Administrative Assistant

The preparation of these materials was financially aided through Federal Grant A-1610-2-75, from the Law Enforcement Assistance Administration and the Office of Criminal Justice Planning, under the Omnibus Crime Control and Safe Streets Act of 1968, as amended. The opinions, findings, and conclusions in this publication are those of the authors and are not necessarily those of the Law Enforcement Assistance Administration or the Office of Criminal Justice Planning.

OCJP and LEAA reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use these materials, and to authorize others to do so. A copy of any such material may be obtained from OCJP or LEAA upon payment of any costs for reproducing the material.

ACKNOWLEDGMENTS

The Project Director, Project Manager, and Project Team wish to acknowledge their indebtedness to the following individuals who have assisted in the design of the Automated Court Information System:

COUNTY CLERK'S OFFICE

V. Dennis Wardle County Clerk	Lyman Madsen Ass't County Clerk	Alfred Johnson Principal Superior Court Clerk
Ruth Alexander Senior Legal Procedures Clerk	*Mary Sullivan Senior Legal Procedures Clerk	Jean Hart Criminal Division

CRIMINAL JUSTICE PLANNING DIVISION

LAW AND JUSTICE AGENCY

Hugh J. Grant
County Criminal Justice Planning Manager

DISTRICT ATTORNEY'S OFFICE

James M. Cramer District Attorney	A. Rex Victor Ass't. District Attorney
*Maxine Peterson Clerical Supervisor	Jo Ann Nunez Superior Court Division

PUBLIC DEFENDER'S OFFICE

Charles E. Ward Public Defender	*Robert J. Webb Chief Deputy Public Defender
------------------------------------	---

MUNICIPAL COURT

Rudolph L. Corona Court Coordinator	*Edward W. Baczek Ass't. Court Coordinator
Vivian G. Jones Court Clerk	*Valerie J. Towle Ass't. Court Clerk

PROBATION DEPARTMENT

Stewart C. Smith
Chief Probation Officer

*Harry M. Mays
Administrative Services
Officer

PROGRAM DEVELOPMENT AGENCY

Howard Littlefield
Director, PDA

Ken Bland
Chief, Project
Development Div.

Lawrence G. Rayner
Law and Justice
Team Leader

Jay C. Edwards
Sr. Programmer-
Analyst

Rich Herbst
Data Base
Manager

Brad Jean
Supervisor
Management Information
Systems Division

SHERIFF'S DEPARTMENT

Frank Bland
Sheriff

Insp. Eugene Majors
Patrol Division
(Central)

*Capt. Phil Schuyler
Plans and Training
Division

SUPERIOR COURT

Don A. Turner
Presiding Judge

Richard C. Garner
Presiding Judge, 1974

Gary Bronson
Deputy Jury
Commissioner

Kent Pedersen
Research Assistant

*Billie A. Hansen
Chief Clerk
Court Coordinator's
Office

NON-SAN BERNARDINO COUNTY AGENCIES

John Boyd
Tri-County Council
on Criminal Justice

Truman Legg
Chairman
Superior Court Pro-
ject (OCJIS)
Orange County

John Fullinwider
Supervisor
Justice Information
System, Riverside

Joseph C. Jordan, Jr.
Senior Staff Associate
National Center for State Courts

Howard M. Smith
Clerk of the Circuit Court
Montgomery County, Maryland

Ronald R. Ball
County Court Administrator
Data Processing Division
Cuyahoga County, Ohio

ACIS TRAINING COMMITTEE

A special thanks is in order for the members of this committee for the time and talent they have invested, and will continue to invest, in planning and carrying out a program for training the users of the system. All committee members have already been listed, and are identified by an asterisk immediately preceding each of their names.

FOREWORD

As it was originally envisioned, the ACIS was to handle only Superior Court cases, including Civil, Criminal, and Juvenile matters.

Early in the pre-design phase of the project, it became clear that the Court's log-jam was caused by an excessive number of criminal cases. Priority must be given to criminal cases because of the time limits imposed on the courts. If a case does not go to trial within the prescribed number of days after arraignment, the case must be dismissed unless the defendant has waived his constitutional right to a speedy trial. It was therefore decided to proceed with the Criminal Module of the ACIS first, and to follow this, if time permits, with the Juvenile and Civil cases.

As of October 31, 1975, when the system design of the criminal portion was completed, the ACIS was still strictly a Superior Court enterprise. The District Attorney's Office was to be responsible for inputting data on felony cases as they progressed through the lower courts. Looking to the future, the project analysts could see that the Municipal Courts would benefit from a similar system, and designed the ACIS Data Base in such a way that it could handle lower court criminal cases - both felonies and misdemeanors. This was done to save the County the additional costs which would be incurred in a separate system design effort later on.

Shortly after this design document was completed and accepted by the using agencies, the Coordinator of the Municipal Courts asked the project analysts to make a quick study of the feasibility

of including the Municipal Courts on the ACIS. He did this because he recognized that the flexibility of our data base structure would permit such a step, and that the courts (and thus the County) could save money by adding them to our system from the outset. The study showed this to be true, and on December 17, 1975, the Council of Supervising Judges of the Municipal Courts un-animously agreed to support the ACIS and to include their courts' criminal cases in its data base.

The real significance of this decision can only be seen if one realizes that in FY 1974/75, Municipal Court criminal case activity was about 10.4% felony and 89.6% non-felony. This 9-to-1 ratio is roughly transferrable to the activities of the District Attorney and the Public Defender, meaning that the value of the system to those agencies should increase about nine-fold simply by adding the Municipal Courts to the criminal module. The decision, however, meant that some major changes had to be made to this design document, thus delaying its printing.

The potential of the ACIS is enormous. In the near future it should be expanded to include civil and juvenile cases, plus an automated booking sub-system for the County Jail which would interact with the ACIS data base.

The ACIS is a complex system in several ways, not the least of which is the continuous crossing of departmental lines in an interacting system of State and County agencies. The nature of the system is such that these agencies will depend on each other for the accuracy and completeness of its data content. Each agency must diligently carry out its input responsibilities, recognizing that there are other departments which need those inputs.

From the positive attitude we have seen so far on the part of every using agency, we feel confident that the ACIS will not suffer from a lack of diligence.

Vernon L. Hunt
Sr. Project Analyst

Thomas H. Hudson
Project Analyst

Bruce E. Scheid
Court Admin. Assistant

EXECUTIVE SUMMARY

FUNDING

The ACIS is being developed under a federal grant over a three year period ending December 31, 1977. Grant funds total approximately \$600,000. Matching funds under the grant come from the State (5%) and the County (5%). Upon termination of federal funding, user agencies will have to assume operational costs, but by then all or most of the front-end costs should have been absorbed.

BENEFITS

- * Creation of a single-point centralized data base of information on cases and defendants, to be used by all criminal justice agencies using the ACIS.
- * Elimination of duplicative data collection/recording efforts.
- * Immediate availability to all users of up-to-date information from ACIS data base.
- * Reduction of clerical time now being devoted to maintenance of case-following records, production of court criminal calendars and maintenance of Registers of Action.
- * Computer generation of calendars, using stage-data input as part of the case following procedures.
- * Increased notification time to all using agencies.
- * Ability to input current data via teleprocessing units immediately upon occurrence, rather than via batch processing of accumulated transactions.
- * Ability to inquire into the data base via teleprocessing units to find information pertaining to criminal cases and/or defendants,

and have the information displayed visually on a CRT screen (TV tube) and/or printed on a remote printer.

- * Computer generation of statistical products which will be of immense value to the courts and the heads of user departments as aids in analysis of production, in pin-pointing problem areas, and in planning for optimum resource management and allocation.
- * Ability to produce, either visually or on paper, schedules of judges and attorneys, and to schedule case events on dates on which no conflict in schedules will occur. Result: Fewer continuances.
- * Storage of data on witnesses for prosecution (and for defense if Public Defender is assigned), and printing of subpoenas by either side on demand. Data on either side's witnesses will be accessible only to that side, and not to any other input/output device.
- * Capability of expanding the ACIS to include cases other than felony. Data Base is structured to be able to handle juvenile and civil cases.
- * Ability to interface with other automated systems used by law enforcement and justice agencies.
- * By automating many of the routine clerical functions, permit existing clerical staff to devote more time to more important functions, and at the same time enable using agencies to cope with projected increases in caseloads with a smaller increase in staff than would otherwise be possible.
- * Savings in office space and equipment which would be required for increases in personnel.

- * Savings in paper and forms cost.
- * Elimination of inter-agency conflicts in data, and the costs involved in resolving them.

I. INTRODUCTION AND BACKGROUND

A. Project Organization.

This project operates under a federal grant administered by the Law Enforcement Assistance Administration, through the California Office of Criminal Justice Planning. Key personnel on the project team work directly under the supervision of the Project Director, Superior Court Judge J. Steve Williams. The Project Manager is the Superior Court Coordinator and Jury Commissioner, Mr. Donald K. Crowell.

Mr. Vernon L. Hunt, as the Senior Project Analyst and ACIS Team Leader is responsible for all of the technical aspects of system design, development, testing, implementation, monitoring, and evaluation. He is also responsible for the administrative and budgetary facets of the project's management.

Working closely with Mr. Hunt are Mr. Thomas H. Hudson, Project Analyst; Mr. Bruce E. Scheid, Administrative Assistant; and Mrs. Karen Parker, Project Secretary. These team members are located within the courthouse, allowing close daily liaison with the Superior and Municipal Courts, the District Attorney's Office, Office of the Public Defender, and other members of the justice community.

The actual writing and testing of computer programs will be done by a staff of programmers who will work directly with the ACIS Project Analysts. Assignments for the programmers will come directly from Mr. Hunt or Mr. Hudson.

When viewed against the scope and complexity of its task, the ACIS project staff is very small. All preliminary work on the

criminal system was done by the two project analysts, with the aid of the Administrative Assistant. This entailed preliminary studies of the judicial system, staff studies of the court and each of its using agencies, preliminary system design work, production of a System Design Proposal, workshop sessions with the using agencies, and production of the final system design. Accomplishment of these tasks within a ten-month period would not have been possible except for the positive attitude and cooperative spirit of each of the several agencies involved.

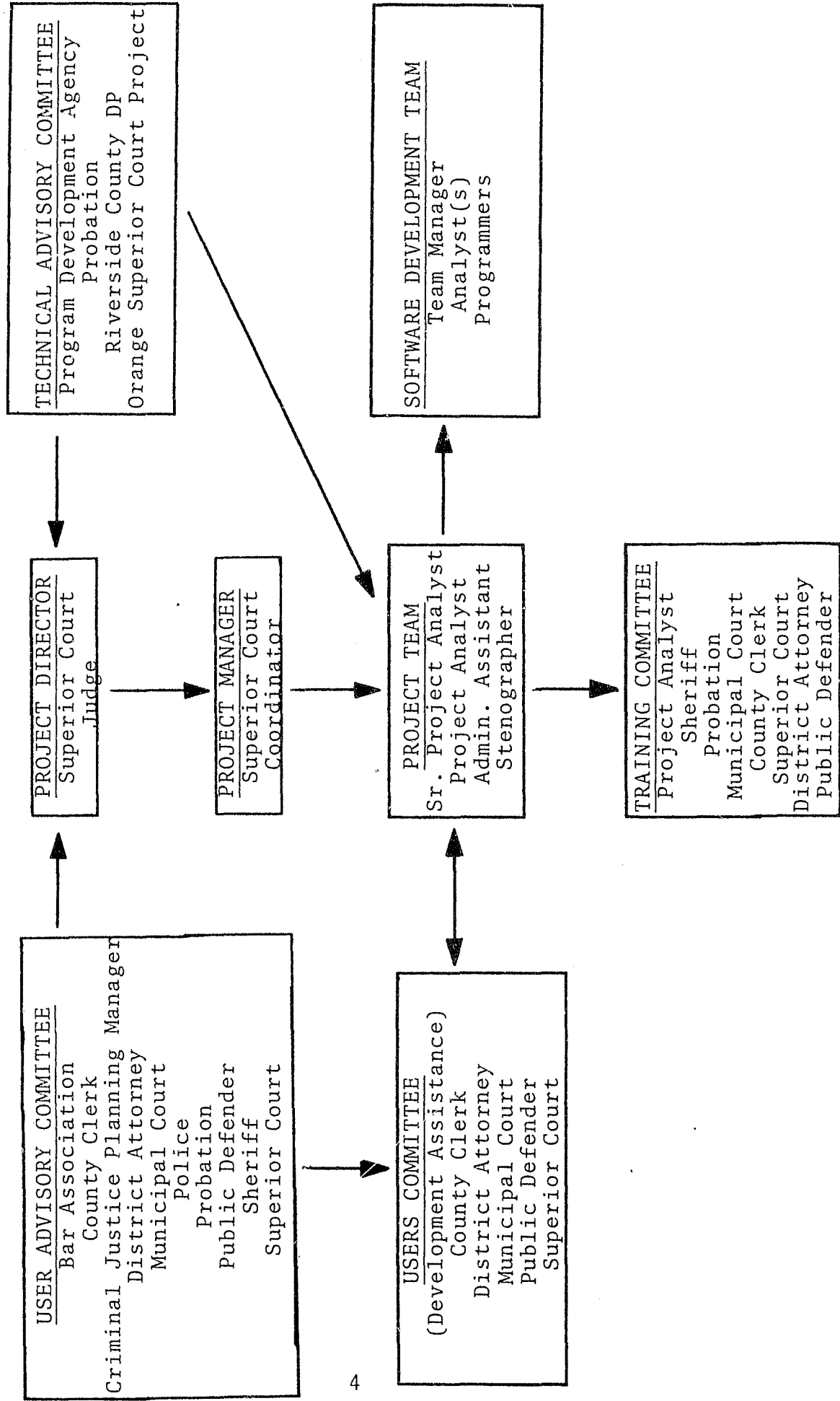
The most important of all the people involved with the project are those who will be using the system. As a group, they are referred to as "using agencies," and have been organized into a User Advisory Committee. Close liaison with all the members of that committee is vital, since it represents the body of people who will comprise the single most important part of the system.

In addition to the project team and the User Advisory Committee, a Technical Advisory Group was formed to assist in the event of technical difficulties. To date, there has been no need to call upon the services of this committee, but they will probably be called on as the project enters the pre-implementation stages.

An extremely vital aspect of any sizable automation effort is the training of the system's eventual users. Unfortunately, many such projects pay too little attention to this responsibility. The usual result is that the people who attempt to use the system, not fully understanding it, quickly develop a negative attitude toward it, and more than likely cause the system to falter, or to fail altogether. To insure that the users of the ACIS are properly trained and motivated, an ACIS Training Committee was formed. It is headed by the Project Analyst (who, fortunately,

has some teaching experience), and its members have been selected from the offices of the Superior Court, Municipal Court, the County Clerk, the District Attorney, the Public Defender, the Sheriff's Office, and the Probation Department. (One fairly innovative idea the Training Committee generated is to put as much of the training as possible on videotape cassettes, thus making the training available to anyone at any time, including newly assigned personnel who are hired long after the analysts have departed. The first such VT has already been produced, using video equipment which the Training Division of the Sheriff's Office has acquired under another LEAA grant.)

The overall organizational structure of the project is displayed in the chart on the following page.



B. Background.

(1) PROBLEM AREAS:

The problems of the Superior Court and the criminal justice agencies in San Bernardino County can be summed up as the disproportionate ratio of criminal cases to the facilities and staffing of the court and allied agencies. The proposition that this overload is not unique to this county is valid, but it does nothing whatsoever to solve the problems.

There are in fact forces acting on this county's criminal caseload which, if not unique, are certainly abnormal. One such factor is the existence of five penal institutions or correctional facilities within the county, and all crimes committed by inmates of these facilities are triable in the courts of this county.

Geographic considerations tend to intensify the problems of communication within the county, which is the largest in the nation, covering an area of 20,117 square miles (enough room to contain five of our smaller states). Such distances complicate the utilization of deputy District Attorneys and Public Defenders, not to mention juror selection and usage, prisoner transportation, and various other aspects involved in the judicious application of resources to the criminal justice effort.

More specific problems have been reported in the application for the LEAA grant submitted by the court in 1973, and in the Problem Statements for the using agencies, contained in

the ACIS System Design Proposal of August 15, 1975. A detailed statement of those problems in this document would be redundant, and therefore only a generalized summary of those which are common to the criminal justice community as a whole is provided in the following sub-paragraphs:

(a) Information Flow. Under the current methods, each agency involved with criminal justice must exert its own efforts toward the acquisition of data on each criminal case and on each defendant. Each must maintain its own schedule of coming events in order to meet their department's objectives on a given case in time for the next courtroom appearance. The problems thus created are obvious: duplication of effort; increased possibility of error; and an excessive waste of time, talent, and money for the purpose of collecting and recording identical basic data. The ACIS will provide a central "pool" of information, in which each item of data need be entered only once, and which will then be mutually available to every department using the system.

(b) Calendaring. No-one who has ever worked in a court would dispute the contention that calendaring for the court is a major undertaking. At the Superior Court level, the problems involved in calendaring are complicated by the sheer number of agencies which, in one way or another, get involved. In the criminal area alone, there are several possible sources for case input, since the Superior Court is at a level between the municipal and justice courts and the

appellate courts. Thus cases enter the Superior Court's jurisdiction from below, in the form of felony cases in which the defendants have pleaded guilty or have been held to answer. They also come in directly, in the form of Grand Jury indictments. And from the higher level courts, cases which have been appealed are frequently remanded back to the Superior Court for action on the appellate court's decisions. From the attorneys, petitions flow into the court for a wide variety of matters, including writs of habeas corpus, petitions involving the granting of or reduction of bail, petitions for vacating bail/bond forfeitures, and many similar types of action. From the Probation Department come petitions for hearings on revocations of probation, or on transferring probations into or out of the county. Certain matters involved in misdemeanor cases being processed through the lower courts have to be sent up to the Superior Court for action, including such items as appointment of medical commissions, conducting of hearings to determine the sanity of defendants or whether they are mentally deficient sex offenders or narcotic addicts, and, of course, appeals.

These are merely a few of the considerations which are involved in calendaring cases for the court. But in addition, every agency, and every branch or office of every agency which is involved in the processing of criminal cases in the county, does its own calendaring of case activity, all of which are based upon, and in support of, the court's calendar. When viewed as a system, the amount of time and money spent

on this activity alone throughout the criminal justice agencies can only be described as staggering. Someone once said that when the paperwork weighs as much as the defendant, his case is probably nearing the trial stage. To whatever degree this saying might be accurate, calendars surely account for a major portion of the weight of the paperwork.

The ACIS will provide the ability to generate computer-printed court calendars, as well as attorney case schedules, on demand. Furthermore, the system will not require any separate effort on anyone's part to compile or maintain such calendars, since they will in effect be by-products of case-setting data which has already been entered onto the system's data base. Since these entries will in each case be entered only once, and by only one clerk, and yet capable of providing calendars for each criminal justice agency, the advantages are obvious.

(c) Statistics. Proper management of any activity operating within a complex, interacting system demands the intelligent application of statistical information collected on its operations. The manual system currently being used makes the collection of such information very difficult and time-consuming, and time simply is not available because of the disparity between clerical staff and caseloads. Even if time and personnel were available to collect data, manual computations and manipulation of such data presents another limiting factor. With an automated system, statistical data can become virtually a byproduct of the data entry steps, and

such data can be manipulated, tabulated, analyzed and formatted in any manner desired - and all at electronic speed. Such statistical generations will be of immense value to the Superior Court and each of the other agencies using the ACIS, allowing them to pin-point and even predict problem areas, and to more effectively plan their operations in the manner which will employ their resources to their best advantage.

(d) Other Areas. Two separate departments maintain registers of actions or their equivalent on felony cases - the District Attorney's Office and the Office of the County Clerk, Criminal Division. The ACIS will provide computer-printed registers of action on demand, thereby eliminating this chore in both departments. Under the present, manual methods, hundreds of man-hours each week are being invested in the maintenance of these registers.

Preparation of subpoenas is a major clerical task in the Offices of the District Attorney and the Public Defender. It is intended that the ACIS will print subpoenas for both of these agencies, with a built-in security feature which will maintain complete integrity of each agency's list of witnesses. It is also proposed that subpoenas be sent to the witnesses via certified mail, thus eliminating the need to have them served by law enforcement agencies (Sheriff's deputies and deputy Marshalls) who are hard-pressed to provide such services within the time parameters desired.

The case-following features of the ACIS will enable using agencies to inquire into the data base via CRT units and have the requested information displayed on a TV screen.

(e) Case Management Aids. The ACIS will provide several reports which will be useful in case flow management. For the court, a Case Index Listing will contain information on every criminal case which is active in the Superior and Municipal Courts. It will be very valuable for making informed decisions involving courtroom utilization. Without automation, such a report has not been possible. Other tools for similar purposes, but from different aspects, will be provided in the form of Judge Case Load Summaries and printouts of attorney case load information.

(2) APPROACHES CONSIDERED.

Before considering automation, a number of other approaches were considered, including a study by the Judicial Council, a request for additional judges, the institution of mandatory criminal readiness conferences, and continuation of the manual methods of operation. It was found that the manual system could effectively be continued only if the clerical and administrative staff were increased considerably. Even then, the best that could be hoped for would be to maintain the status quo.

(3) THE DECISION TO AUTOMATE.

Several factors led to the decision to automate. In addition to all of the services which a computerized system could provide, both in terms of automatically producing some of the outputs of the present system and of providing others which have been precluded by the limitations of the manual procedures, there was the fact that

San Bernardino County already has a sophisticated computer which would be ideally suited to the kind of system being envisioned. It is an IBM 370/158, which operates under OS and is capable of handling a large number of remote teleprocessing terminals on a real-time, time sharing basis. It uses IMS (Information Management System) in recording data - a system which creates and maintains "files" of electronically recorded data in such a way that each item of data need be entered only once, yet is available for any number of different applications. In short, the computer presents the only viable tool capable of reducing the current heavy workload of personnel involved in the administration of criminal justice, plus accommodating the increases in that workload which have been mathematically projected for the future, and all this without drastically increasing personnel and equipment. The computer's storage capacity is not even being approached, and the availability of its unused capacity, coupled with the justice community's need for improved data management, made automation the most obvious and most logical option.

(4) METHOD OF SYSTEM DEVELOPMENT.

The ACIS team was not assembled until November, 1974. Its first task was to learn as much as possible about court administration, statutory requirements, methods of operation, and the general methods by which all of the criminal justice agencies interacted with each other in the processing of

criminal cases from arrest or indictment through trial and disposition. Having begun this, the team then conducted a fairly detailed staff study of the duties and responsibilities of personnel in each of the agencies. (The study of the judicial processes continued, and is still continuing.) Once each department or agency was studied, its processes were reduced to flowcharts. By studying these, the analysts were able to identify problem areas as well as points at which different departments interfaced - that is, points where one agency's activity had a significant effect on one or more other agencies in the system. In this manner, they were able to determine how best to use the computer to serve the needs of the criminal justice system as a whole, and certain agencies in particular.

(5) TRANSFERRING ANOTHER SYSTEM

The Senior Project Analyst conducted an exhaustive search through California and even in other states, to find an existing automated court system which would be adaptable or transferrable to this county. Ideally, it would be one which is run on the same kind of computer as the one used in San Bernardino, would be written in ANS COBOL, the language used in this county for programming, and would provide all or most of the services which this county's justice community requires. He seemingly found such a system in Cuyahoga County (Cleveland), Ohio, developed for the Court of Common Pleas (their equivalent of our Superior Courts), written in ANS COBOL for an IBM 370/158 OS/IMS, for use with remote teleprocessing terminals. However, after careful analysis of the Cuyahoga System it was determined

that it would require too many modifications to make it useable here. Some of the problems encountered were different Data Processing methods such as the use of NYSIIS as the shop standard in San Bernardino for the soundex function, and other differences were found in the dating function, programming and data base naming standards. If the Cuyahoga System had been changed the resultant system would have been inefficient and hard to maintain.

(6) SYSTEM DESIGN

The only alternative left open to the ACIS team was to design the system to meet the needs of the San Bernardino County Users. With this in mind the preliminary design, which was distributed in August, was modified after careful consideration by and for the users, to satisfy the requirements of as many of the using departments as possible.

(7) "FREEZING" THE DESIGN

It is standard practice in any system development to produce a final system design and then "freeze" it. As may be inferred from the terminology, this means that the design must not be changed significantly from that point on, until after the system has been installed. Bitter experience in the field of automation has taught that allowing changes between design and implementation wreaks havoc with schedules and budgets, causing drastic overruns in time and costs. Requests for changes, additions or deletions should be submitted and are encouraged; however, most of them will necessarily be tabled pending system implementation.

II. SYSTEM OVERVIEW

A. Superior Court Cases - Narrative.

In criminal law matters, the Superior Court is the trial court for those cases alleging the commission of felonies. Misdemeanor cases and traffic violations are handled in the Municipal and Justice Courts, referred to as "lower courts."

There are two avenues by which felony cases enter into the Superior Court: the normal route is through the lower courts, and the more direct route is via Grand Jury indictments. A person indicted by the Grand Jury is brought first before a Judge of the Superior Court for arraignment on the charges. This arraignment takes place during the session known as the Daily Criminal Calendar. If the defendant pleads guilty at that time, the case is referred to the Probation Department for investigation and recommendation, and scheduled for pronouncement of judgment. If a Not Guilty plea is entered, the Judge will set dates for filing of motions, for hearings on any such motions (at a session known as the Motions Calendar), for pretrial "settlement" conference (at a session known as the Pretrial Calendar), for appearance at the Master Assignment Calendar, and for trial.

Felony cases which arise from the lower courts are handled in the same manner once they come initially before the Judge at the Daily Criminal Calendar. The difference is that these cases, even though they involve felony charges, were originally arraigned before a Judge of a Municipal or

Justice Court. These arraignments are based upon allegations embodied in "Complaints" which are issued by the District Attorney, as opposed to indictments by a Grand Jury. At the lower court arraignment, certain matters are taken care of such as informing the accused of the allegations against him, appointment of counsel if the defendant has no attorney and cannot afford one, advice on his rights, etc. A Preliminary Hearing is then scheduled.

At the Preliminary Hearing (or sometimes earlier), a defendant may choose to plead guilty under PC 859a to the felony, in which case the Preliminary Hearing is cancelled and the defendant is "certified" to the Superior Court for pronouncement of judgment, a date is assigned for appearance before the Daily Criminal Calendar Judge in the Superior Court for pronouncement of judgment, and the case is in the interim to be investigated by the Probation Department so that recommendations for the granting of probation will be available to the Judge pronouncing judgment.

In those cases where the defendant does not plead guilty under PC 859a, the Preliminary Hearing is conducted on the evidence. This is not a trial; it is exactly what its name implies - a hearing. The prosecuting attorney will present enough of his case to convince the Judge that a felony was in fact committed, and that it was probably committed by the defendant whose case is at bar. If the evidence is not sufficient to so convince the Judge, he may dismiss the case. If he is reasonably convinced that a cause of action lies against the defendant, he will "hold the defendant to answer" the charges in the Superior Court. This is referred to as being Held to Answer, abbreviated hereinafter as HTA.

In these MTA cases, the lower court judge will inform the defendant as to the date, time, and department of the superior court appearance for arraignment, and it will always be for appearance at the Daily Criminal Calendar. However, once the case is bound over to the superior court, the defendant is not arraigned on the original complaint, but on an "information" which is prepared by the Office of the District Attorney. The defendant is asked to plead guilty or not guilty, and if he pleads not guilty, a date is set for arraignment of the defendant with the usual interim period for investigation by the Probation Department.

If the defendant enters his not guilty plea, then the judge will set dates for each of the appearances which were mentioned earlier. From that point on, he may change his plea to a guilty plea at any time. In which case all of the dates already calendared for hearings on the case must be cancelled. It is significant to note that for all cases in which a guilty plea is entered, and the case therefore does not reach trial stage, judgment is pronounced by the judge who conducts the Daily Criminal Calendar. Once a case goes to a trial department, however, any pronouncement of judgment resulting from a finding of guilty is made by the judge of the trial department.

Continuances can be requested by counsel for either side at any time and, if granted, may impact on one or more of the events calendared for future dates. Continuances in criminal

cases are cause for concern, not only because they complicate calendaring, but also because of statutory requirements which impose a sixty-day maximum interval between a defendant's arraignment in the superior court and the first day of his trial, unless the defendant waives his right to a speedy trial.

A very recent decision of the Supreme Court of the State of California indicates that, in their opinion, secret indictments by a grand jury tend to deny some persons equal treatment under the law. The rationale is that, while persons accused of felonies by complaints are given the advantage of a preliminary hearing in the lower court, at which they can confront their accusers, cross-examine opposing witnesses, etc., persons indicted at secret sessions of a grand jury are denied these rights and are afforded no opportunity to exercise them until the case enters the actual trial phase. This was not the issue in the case, but was a side issue raised by some of the judges in the opinion. It is not unrealistic to consider their statement as putting the California judiciary on notice that the State Supreme Court favors preliminary hearings for all persons accused of felonies, including those indicted by a grand jury. Should such a policy be mandated, the ACIS must be flexible enough to follow an indictment from Superior Court arraignment down to a lower court for preliminary hearing, and back up to the Superior Court for further processing.

The foregoing narrative describes the normal manner in which criminal cases enter the jurisdiction arena of the Superior Court. The ACIS is designed to follow cases

as they progress along those lines. In addition, it will handle other types of proceedings which take place in the Superior Court, but which do not necessarily involve felony cases. These sessions are referred to within the ACIS as "special hearings," and include such matters as the following:

(1) Hearings pertaining to granting of bail, reduction of bail, forfeiture of bail and issuance of bench warrants (for the arrest of defendants who fail to appear), vacation of bond forfeiture, and requests for a defendant's release on his own recognizance.

(2) Hearings on petitions to revoke probation, or to transfer probational jurisdiction to another county or into this county from another.

(3) Appointment of medical commissions to examine defendants for determinations as to sanity, status as a narcotic or drug addict, or whether he is a mentally disordered sex offender. Many of the hearings mentioned in this subparagraph originate in the lower courts, and involve misdemeanor cases. Thus, on completion of these matters, the cases are sent back to the lower courts for further action.

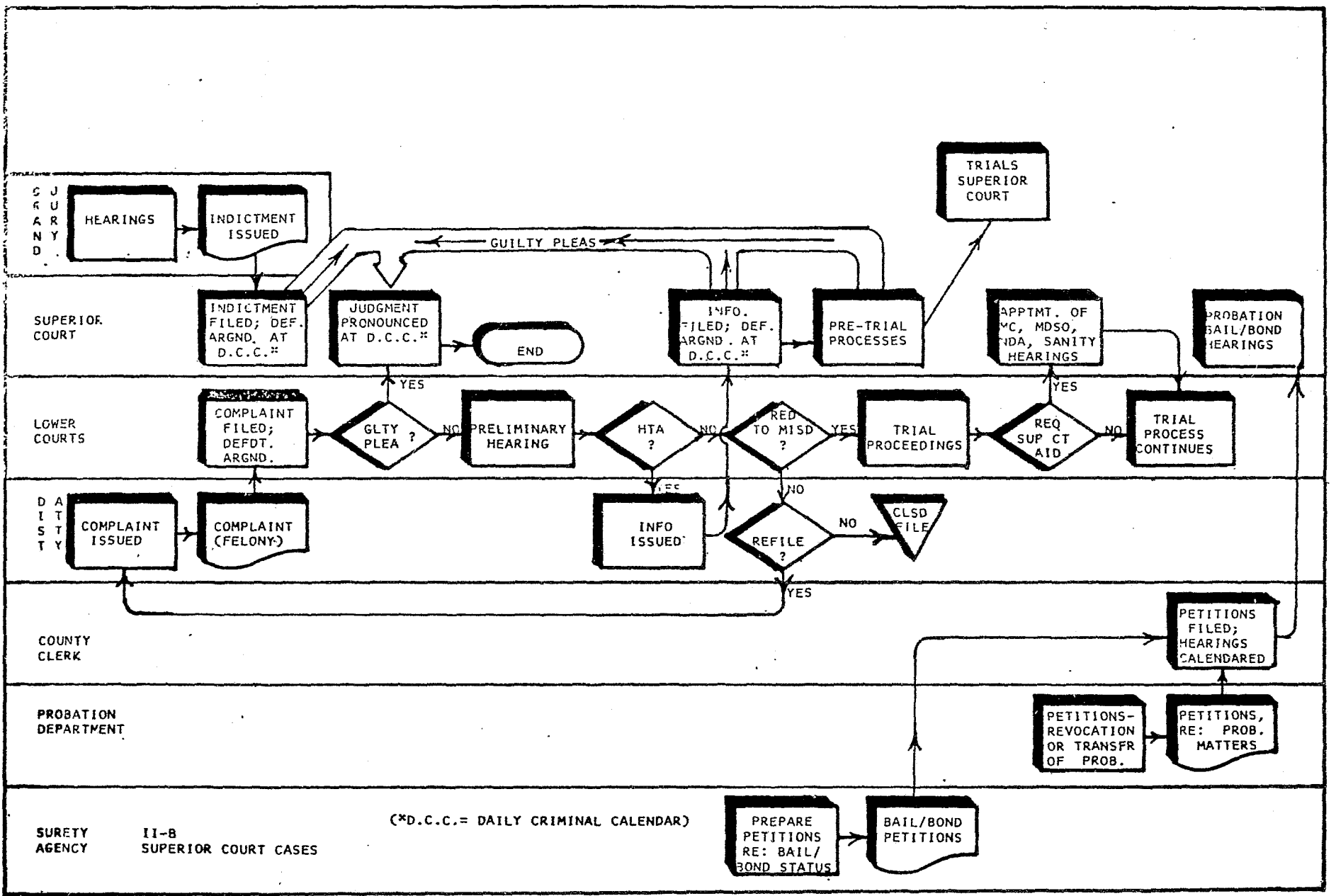
(4) Appeals to the Superior Court from lower courts. These, too, involve misdemeanor cases which must be returned to the original court upon completion of appellate actions in the Superior Court.

These are the kinds of court activity which the ACIS must, and will, be able to follow. Habeas corpus petitions could be added, since they frequently are filed in criminal cases; however, since such petitions are considered civil

remedies and are usually handled in chambers, they are not considered significant events for ACIS purposes. Nevertheless, the fact of their filing and the court's decisions thereon, will be entered into the Register of Actions portion of the data base for defendants concerned, and this information will thereafter appear on printed Registers of Action.

The Superior Court in and for the County of San Bernardino uses what is essentially a Master Calendar System. Like most such master calendar systems, it has its points of variance from a "pure" master calendar. Experience shows that a court will not necessarily keep the same calendaring scheme forever; and the ACIS is therefore designed to adapt in the event this court changes to the individual calendaring concept or some type of hybrid system.

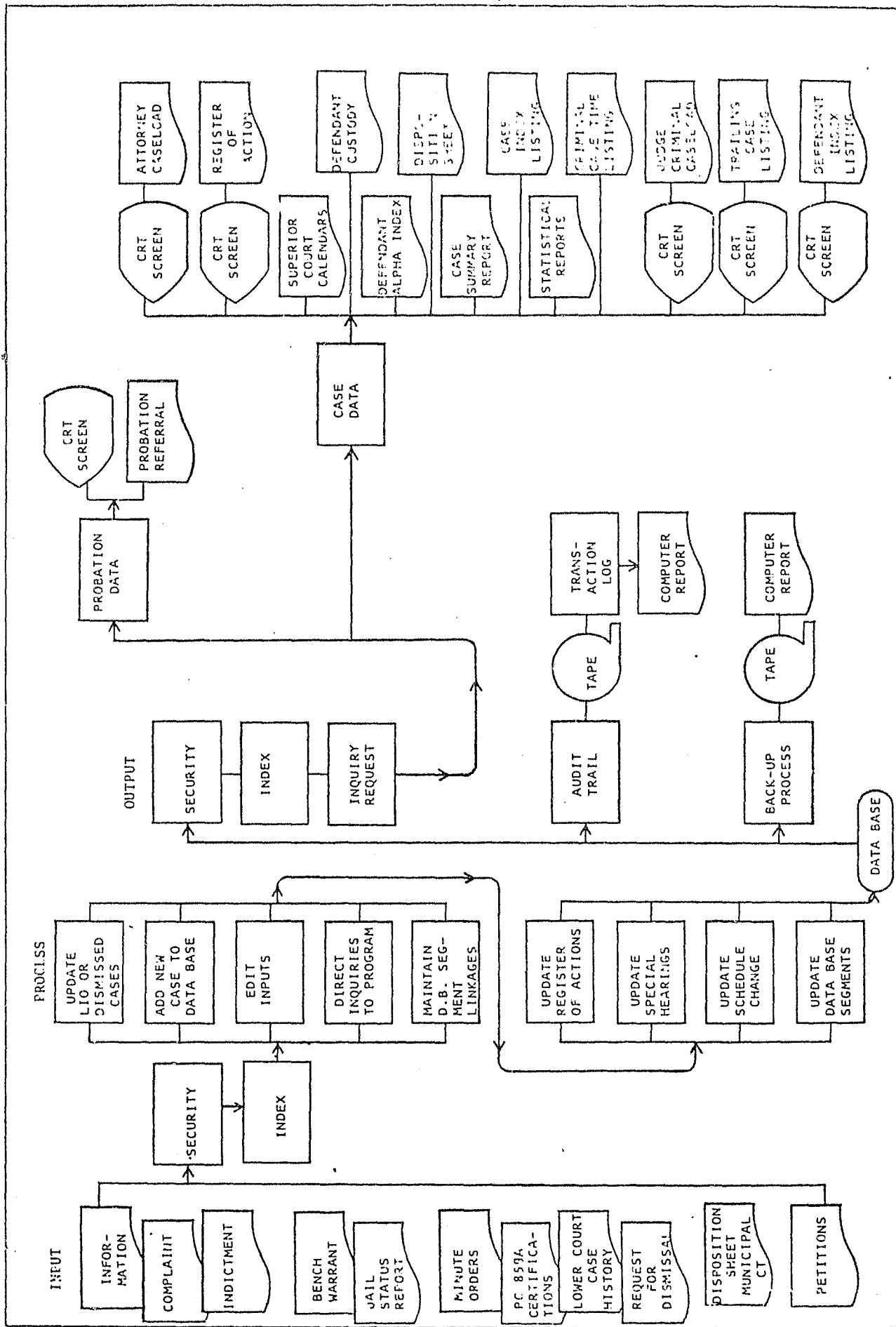
The schematic on the following page presents an overview of the types of criminal cases which are routinely handled in the Superior Court, and the sources from which they enter the system.



B. Felony Case Flow

C. Criminal Information Flow

The general flow of the ACIS system will be - as in all systems - input, process and output. The following flow diagram illustrates the general information flow of the Criminal Module of the Automated Court Information System.



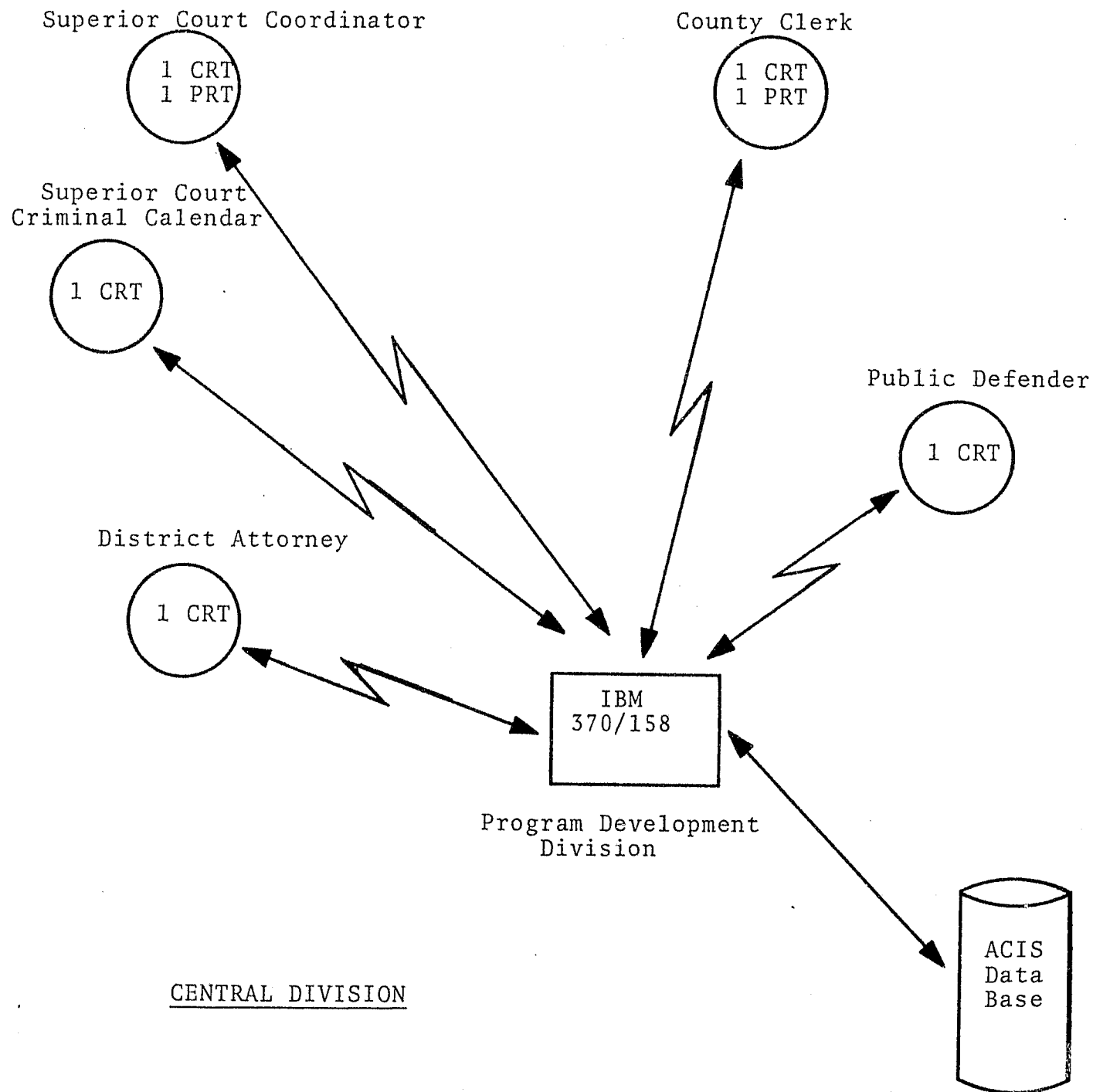
E. ACIS TELEPROCESSING NETWORK

The following three pages graphically depict the distribution of teleprocessing equipment for the Automated Court Information System.

Phase I equipment is scheduled for installation during September, 1976. Phase II hardware will be installed during December, 1976, and Phase III equipment is to be installed during February, 1977.

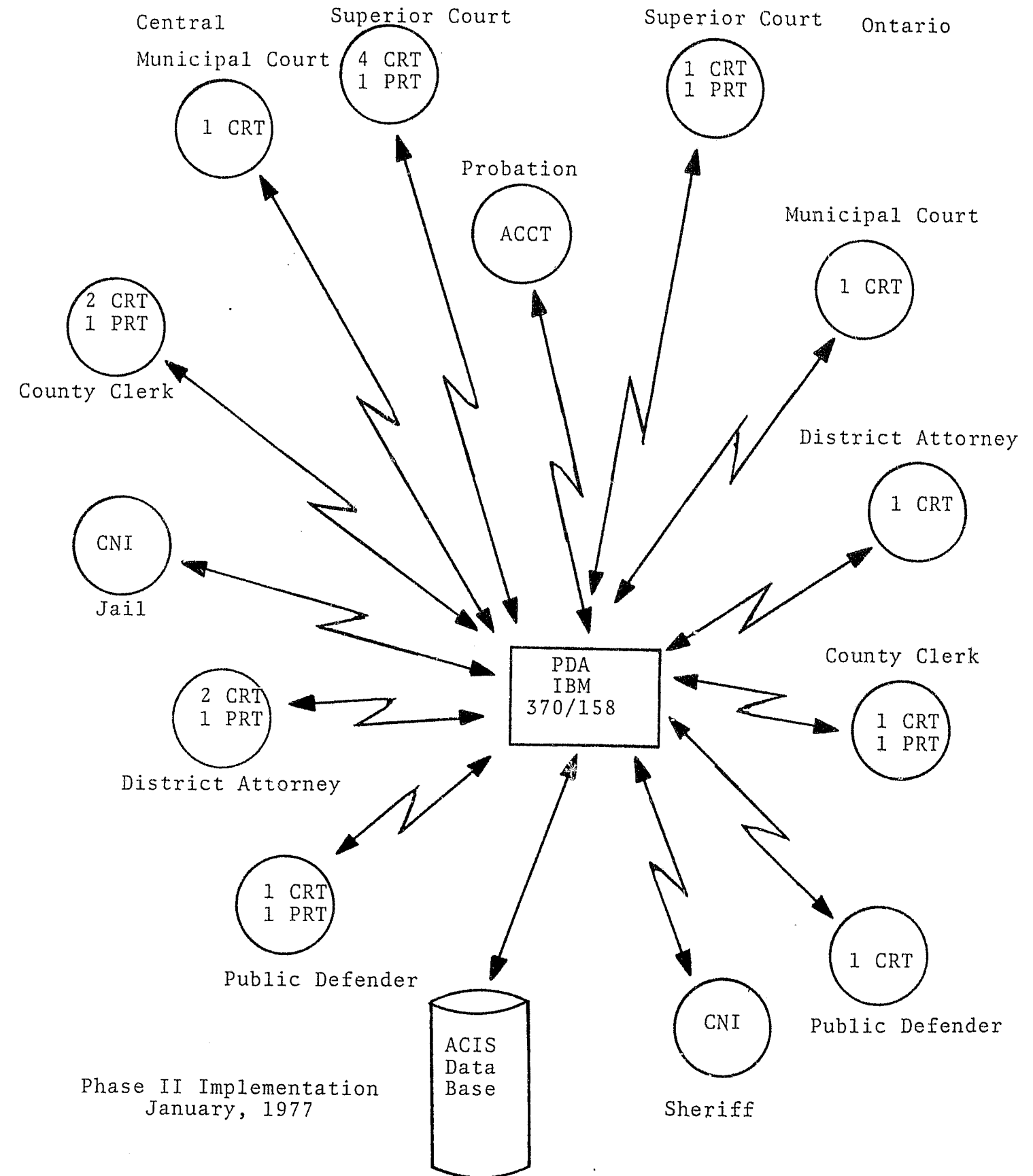
NOTE: Each of the three charts is cumulative; that is, in each case, the chart indicates the total teleprocessing equipment on the ACIS after the first, second, or third installation phase.

AUTOMATED COURT INFORMATION SYSTEM
(CRIMINAL)
EQUIPMENT INSTALLATION - PHASE I



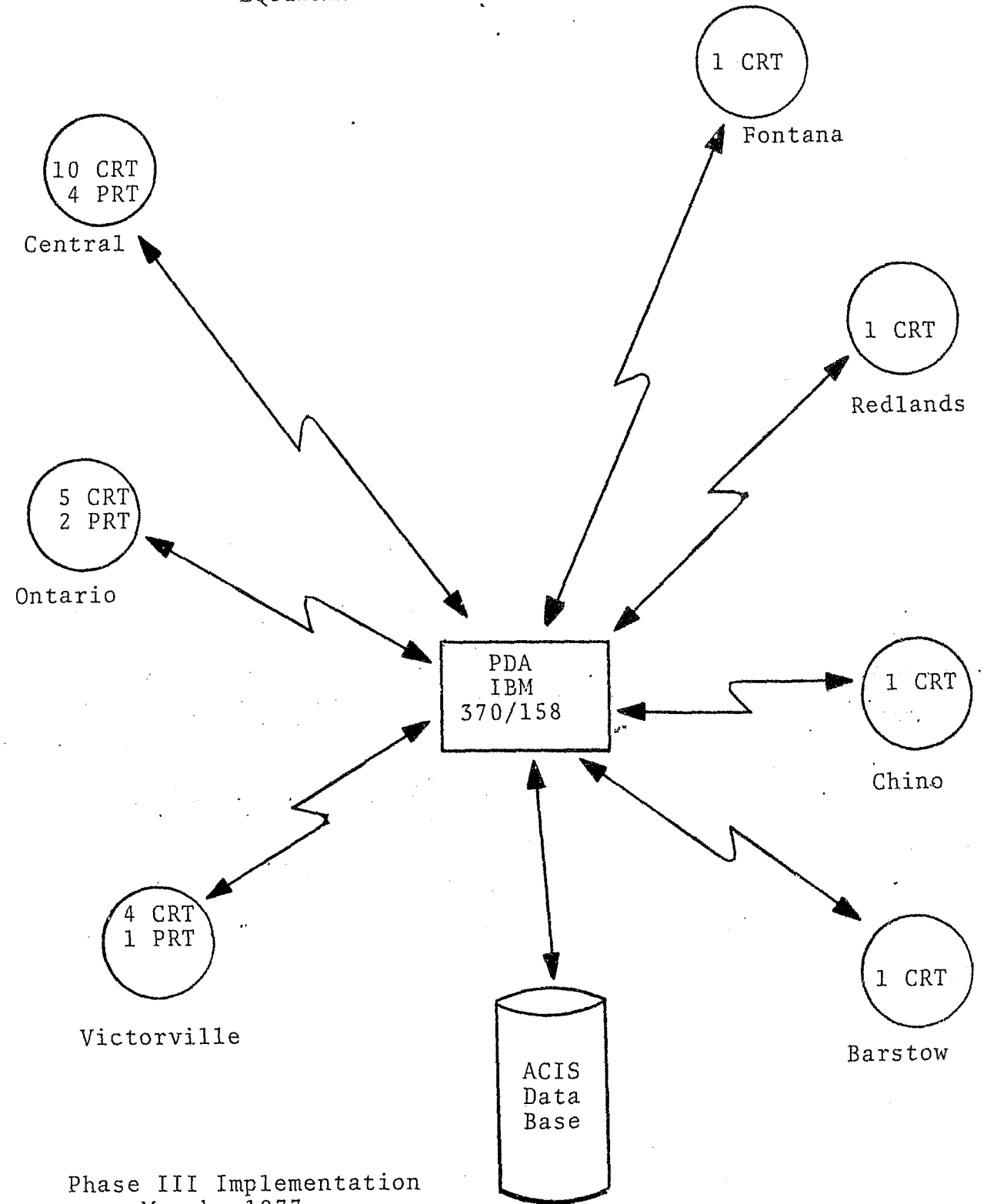
Implement Phase I - October, 1976

AUTOMATED COURT INFORMATION SYSTEM
(CRIMINAL)
EQUIPMENT INSTALLATION - PHASE II



Phase II Implementation
January, 1977

AUTOMATED COURT INFORMATION SYSTEM
(CRIMINAL)
EQUIPMENT INSTALLATION - PHASE III



Phase III Implementation
March, 1977

F. ACIS DATA BASES

The following is a discussion of the parts of the Data Bases:

CXCASD - Case data base which is made up of the following segments:

CASROOT - Root segment of case data base stores case numbers and data which needs to be accessed repeatedly.

CASAPPR - Date segment. The purpose of the date segment is to store all future actions scheduled for the case. It will also be used as a connector to the calendar data base.

CASHEAR - Text of special type of hearing calendared.

CASROA - Register of Actions segment. The Register of Action information will be stored in this segment by date and sequenced within date.

CASRCOM - Test of ROA entry.

CASINDX - Case to index data base intersect.

GXNAMD - Name Data Base.

NAMROOT - Root segment of name data base. Contains name, type of record and date of birth.

NAMCASE - Name to case segment.

NAMCHRG - Charge record - one of these for each charge.

NAMNYS - Connector between name and NYSIIS soundex data base.

NAMINDX - Connector between name and identification number data base.

NAMSCHD - Non-schedule segment. These are the days not to schedule a hearing for the Judge which is tied to this particular segment.

NAMSUBP - Subpoena, bench warrant and warrant information segment.

NAMPROB - Probation, sentence and custody status segment.

NAMPCOM - Text of terms and special conditions.

NAMADDR - Address, Personal and Firm segment. Will be used to store address, personal data, attorney firm, defendant, employer or any special comments or conditions.

CXCALD - Calendar Data Base.

CALROOT - Root segment. One of these for each future date which can be used as a hearing day (excludes Saturdays, Sundays and holidays).

CXNYSD - NYSIIS Data Base.

NYSROOT - Root segment. This segment will be associated with all of those names which have the same numeric value. This data base will be used to inquire against sound-a-like names.

CXINXD - Identification Number Data Base.

INXROOT - Root segment for I.D. data base. This data base will be used to identify a person by a number, such as C.I.I., Social Security, and drivers license, or to identify a case number by a file number.

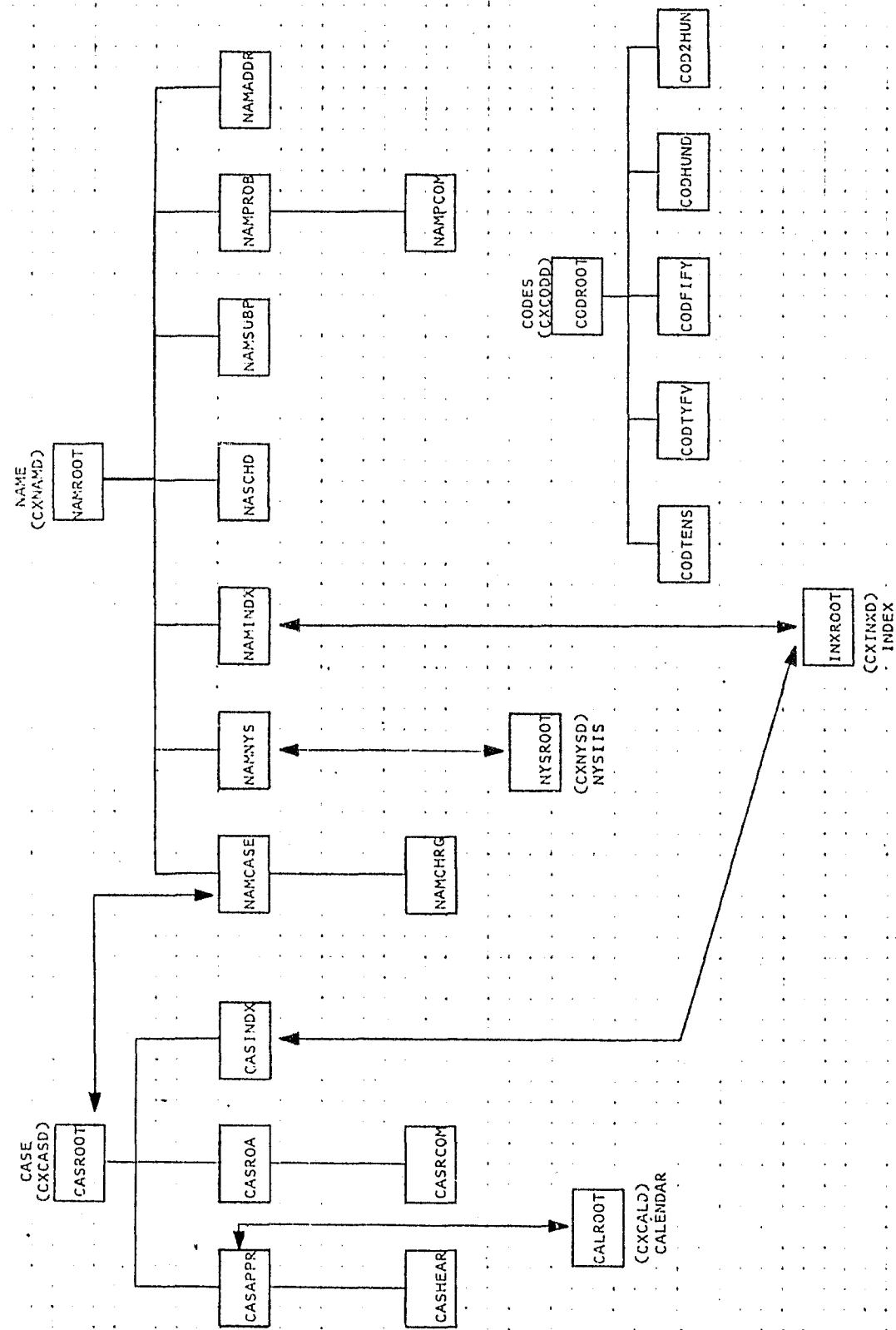
CXCODD - Code Data Base.

CODROOT - Root segment.

CODTENS, CODTYFV, CODFIFY, CODHUND, COD2HUN - depending on the number of characters it takes to identify the code in the root segment (10, 25, 50, 100, or 200).

The Data Base design chart follows.

G. AUTOMATED COURT INFORMATION SYSTEM DATA BASE



III. OBJECTIVES & BENEFITS

The Automated Court Information System (ACIS), Criminal Module, can be divided into several areas, according to function:

- * The Case Following Function.
- * The Calendaring Function.
- * The Statistical and Reporting Function.
- * The Referral Function.
- * The Subpoena Generation Function.

These functions will provide the users with the following kinds of information:

1. Data which will identify the defendant and the court and time in which a particular action is to take place.
2. Prompt notification to a user department whenever a defendant enters their department's range of activity.
3. Early and accurate availability of data covering a scheduled court appearance for any case.
4. Identification of witnesses for each side, to include their names and addresses, such information to be available only to the side naming a given witness.
5. Ability to immediately update case information as a case progresses, and to make such new information available to all users of the system as it has been added to the data base.

A. OBJECTIVES

(1) The objectives of the Case Following Function are to provide the following:

- * Prompt input and updating of case data and immediate availability of such information to all system users. All updates will be accomplished on-line so that the new information will be added to the system data base as soon as possible after occurrence of an event.
- * Rapid access to information pertaining to a case, by entering the data base through the Defendant's Name or Case Number, or both, by the use of inquiry programs, using remote video-screen terminals which will display the data or, if desired, remote printer terminals which will provide the same data in a printed, or hard-copy format.
- * Collection of significant statistical data on cases as they progress through the courts.
- * The necessary information for the calendaring function to be performed by the computer on the basis of accurate and up-to-date information.
- * The ability to identify those cases which are approaching the limits imposed by statute for processing a case from time of Criminal Court arraignment to the first day of trial.
- * Inclusion of information showing attorneys handling both sides of a criminal case, and to determine whether a date assigned to a case for a court appearance will conflict with an already scheduled appearance of either of those attorneys elsewhere.

- * Automated printing (or visual display) of Registers of Action to reflect in chronological sequence all significant events of a case and all documents entered into the Court Case Record File.

(2) The objectives of the Calendaring Function are to provide the following:

- * Municipal Court Calendars of misdemeanor cases and contested traffic cases.
- * The Daily Criminal Calendar for the Superior Court.
- * The Motions Calendar for the Superior Court.
- * The Pretrial Calendar for the Superior Court.
- * The Master Criminal Assignment Calendar for the Superior Court.
- * The Recall Assignment Calendar for the Superior Court.
- * The Daily Status and Assignment Calendar for the Superior Court.
- * A List of Trailing Cases for the Superior Court.
- * Other calendars as required by an expansion of ACIS capabilities, such as the addition of data on civil cases and/or juvenile hearings. This flexibility must be built into the ACIS from the beginning.
- * The ability to enter the data base and obtain information on the future workload for any Judge or Attorney, as an aid in scheduling cases and in allocating court resources.

- * The production of all calendars on 8½ x 11 inch paper so that they can be printed either on the remote terminal printers or on the larger printers located in the County's Computer Center.

(3) The objectives of the Statistical Reporting Function are to provide the following:

- * Computer-generated reports to outside agencies such as the Department of Justice, the Attorney General of California, the Bureau of Criminal Statistics, and the California Judicial Council.
- * Statistical generations, as requested by user agencies pertaining to criminal case management, accessing the data base according to data parameters specified by user agencies. These products are management tools and must be tailored to fit the needs of each agency in the system. The ACIS data base must be designed so that all data which could possibly be required by any such agency for statistical study will be available.

(4) The Referral Function's objectives are to provide the following:

- * Prompt notice to the Probation Department concerning all cases which have been referred to that department for investigation and submission of recommendations. Defendant data and deadline dates must be included, as well as the date of the referral by the Court.
- * Summary information showing all cases on which investigation and recommendation is pending.

- * Information pertaining to all persons whose pronouncement of judgment includes probation, such information to be available to the Probation Department as soon as possible after judgment is pronounced.
- * Information summarizing all persons currently active as clients of the Probation Department, to include dates on which probation began, length of probationary period, dates on which probation will end, and other data as requested by the Probation Department.

(5) The objectives of the Subpoena Generation Function are to provide the following services:

- * Recording of names and addresses of witnesses for the prosecution (and the defense, if defendant is represented by the Public Defender), and to link witnesses with the appropriate case and defendant.
- * Computer-generated subpoenas, to be served by Certified Mail.
- * Recording of the fact that a given witness was subpoenaed, the date of such subpoena, and the date on which such witness was ordered to appear.
- * The option to subpoena all witnesses for a given case, or to select from among them.
- * The security of one side's witness data base from access by the other side.
- * The ability to add names to, or delete names from, the list of witnesses for any case, and to correct witness data as necessary.

- * The ability to delete all traces of a witness from the data base when a case is closed.

B. BENEFITS

Some of the benefits of the ACIS apply to all system users; others accrue only to particular members of the system. Looking at the system as it benefits all using agencies, the central collection, storage, and updating of data is one obvious advantage of an automated system which is not possible by manual means. Under current methods of operation, each separate department comprising the criminal justice family must acquire and maintain many of the same data items on cases and defendants even though their specific departmental mission differs from that of other agencies of the system. This means that these data items are duplicated at least as many times as there are departments in the system. Under the ACIS, such data will be entered onto the common data base once, and will thereafter be available to all members of the criminal justice system who require it.

Another area in which all departments will mutually benefit is calendaring. It is normal to consider calendaring as a function which involves only the Courts; however, the District Attorney and the Public Defender must also maintain schedules of their deputies, based upon the court calendars. The Probation Department has a similar scheduling chore, since it must be constantly aware of dates on which Probation Officers must appear in court, or on which their reports and recommendations must be submitted to the court.

The County Clerk's Criminal Division has been functioning as the agency which prepares and maintains the Superior Court Criminal Calendars and the Registers of Action on each case. Production of both the calendars and the registers as an automatic function of the ACIS will benefit the County Clerk enormously in an obvious way.

The generation of Registers of Action will also benefit the District Attorney and the Public Defender, who must maintain data on each case and defendant, which partially duplicates the data which the County Clerk includes on the official Registers of Action.

Looking at each user agency, the following are some of the benefits which will apply:

(1) SUPERIOR COURT AND MUNICIPAL COURT

- * Information to be input to the ACIS data base is available from sources already existing. No new data fields are imposed. The data base will provide information necessary to produce both general and special calendars, as well as case management information.
- * Since all information on the ACIS data base will be input only once and be available to all system users, the identical information will be relied upon by each agency using the system. This will eliminate confusion and conflict, which often occur under the manual system due to a disagreement between the records of one department and those of another. Eliminating such data inconsistencies reduces confusion and delays and also reduces clerical time now being wasted in resolving such inconsistencies.

In addition, changes in data are available via the ACIS to all users simultaneously. Thus, the possibility of any department not being informed is minimized.

- * By using the computer's high-speed printing capability, calendars can be printed as many times as necessary to provide the desired number of copies. Currently, calendars are typed and then copied for distribution, using either a mimeograph reproduction or a Xerox copying process to obtain the many copies required. The computer can print a given calendar, on multi-copy stock, many times and still complete the job in far less time than is now invested just to type the original.
- * Use of the computer to print calendars will save paper. At the present time, spacing between cases on typewritten calendars is designed to permit the Court Clerks to make their annotations of minute orders and related information. The result is that it takes as many sheets of paper to provide a copy of the calendar to the District Attorney or some other interested agency as it does for the Court Clerk. If there are 20 cases on a given calendar, and the spacing for annotations by the Court Clerk requires that only two cases be entered on any page, a 10-page calendar results. If 30 copies are needed to satisfy distribution requirements, 300 sheets of paper must be used (not counting wastage). Under the ACIS Calendar Generation Function, two different printings will occur for each calendar - one for the Court Clerks,

and the other for all other interested agencies. The information will be identical in both cases; all that will differ is the format. The Court Clerk's copy will be limited to two cases per page, but the copies to be sent to all other agencies will contain as many cases per page as will fit, with only a double or triple spacing between cases. In this manner, the amount of paper saved annually will be enormous, and this is in addition to the saving of clerical time required by current methods. (This item applies only to Superior Court.)

- * By carefully identifying their statistical requirements, the Presiding Judges of the Superior and Municipal Courts and their Court Coordinators will be able to collect, store, tabulate, format, and analyze statistics on a scale and with a degree of reliability not now possible.
- * By using the CRT units connected to the ACIS data base, the Superior and Municipal Court Coordinator's Offices will be able to make immediate response to the many inquiries made by the public pertaining to criminal cases. Thousands of such inquiries are made each month by the public, and by attorneys, both by telephone and in person. Witnesses, participants, or just interested parties frequently ask when and where a particular case is being heard, and often they know only the name of the defendant. The ACIS inquiry sub-system of the Case Following Function will easily permit the courts'

clerical staff to quickly access the case/stage portion of the data base, saving considerable time and favorably impressing the public.

(2) DISTRICT ATTORNEY

- * The production of calendars for both lower court and Superior Court operations will eliminate most, if not all, of the several types of schedules now being kept by clerks in the D.A.'s Office.
- * Redundant data entry will be eliminated. Under the current system, results of hearings are entered on court records by personnel of the Municipal, Justice, or Superior Court staffs, and also on the D.A.'s records by members of his staff.
- * Clerical time and effort will be reduced since clerks will no longer have to locate and search the case record file in order to obtain information. All such data will be available via inquiry screens provided by the ACIS, and in printed form as well, if desired.
- * The various schedules now being maintained by clerical staff showing case activity for the various deputy district attorneys will no longer be necessary since the ACIS will maintain the schedules of all such attorneys and produce them on demand.
- * Preparation and maintenance of Record Cards, which now consumes thousands of man-hours annually, will no longer be necessary. These cards are now being

used for case following and as a historical register of actions. The case following capability will be provided by the ACIS inquiry and update screens and printed case status summaries. Registers of Action will be computer-generated on demand, and will include more information than is currently being entered onto the Record Cards.

- * Management information will be available to the District Attorney on a scale not now possible. Data maintained on the ACIS data base will be extensive and detailed enough to provide the D.A. accurate statistics on case management from any aspect he may desire. The nature, content and extent of such statistical generations are limited only by the content of the ACIS data base, which has been designed to contain all information which could conceivably be of interest to any of the involved agencies of the criminal justice community.
- * Clerical time and effort now being expended for the manual preparation of witness subpoenas by the District Attorney's Office will be reduced to almost nothing. The computer will print such subpoenas on demand, far faster than any human typist could manage. In fact, the ACIS will be able to print all subpoenas for all cases coming up for hearings in a given time frame faster than a clerk could type one or two subpoenas for a single case. In addition, a simultaneous

change of procedure is suggested, by which service of subpoenas will be via Certified Mail, using glassine-window envelopes to avoid the necessity of addressing envelopes. This will do away with the manual service of subpoenas by Sheriff or Marshal personnel, and will eliminate the delays now being experienced in such service. This system has been used successfully by other courts throughout the country, with a dramatic reduction of clerical time and effort, cost of service, and delays in service. The decision, of course, is up to the District Attorney and the Public Defender.

(3) PUBLIC DEFENDER

All of the benefits enumerated under Section B for the District Attorney will accrue to the Public Defender as well. In addition, the ACIS will facilitate the scheduling of deputy public defenders - a problem of considerable proportions at the present time.

(4) PROBATION DEPARTMENT

- * Prompt availability of information pertaining to cases in which a defendant has been referred to the Probation Department for action.
- * Ability to obtain data on all clients on the ACIS data base, using data which was input by other departments. This will result in a considerable reduction in the redundant data collection and recording efforts on the part of personnel in the Probation Department.

- * Once the system has been in use long enough, it will be possible to enter the ACIS data base and learn the name of the Judge who granted probation to a client a year ago. This information will enable the Probation Department to notify such Judge of any case wherein a violation of the terms of probation has occurred. Depending upon the policy of the Court, it may be desirable to refer such a case to that Judge for a hearing on revocation of probation.
- * Statistical information will be available from the ACIS data base which will be useful to the Probation Department. The exact content and format of such statistical generations will be those which the department specifies, limited only by the contents of the data base.

(5) COUNTY CLERK (CRIMINAL DIVISION)

- * Elimination of the man-hours now being spent maintaining criminal calendar information and the production and distribution of calendars for all criminal case activities of the Superior Court.
- * Improved case following capability through the use of the inquiry screens provided by the ACIS.
- * Elimination of the need to prepare and maintain manually a Register of Actions on each case. These will be printed by the ACIS. Registers will be produced on demand at any point in the progress of a case. It is envisioned at this time that an up-to-date

Register will be printed by the computer just prior to the Motions Calendar and just prior to the Master Criminal Assignment Calendar. A copy of each such Register of Action will be entered into the case files used by the Court, thus providing the Judges at these calendar calls a complete and concise history of each case appearing on the calendar. When a case reaches final disposition, the computer will produce two final ROA's - one printed and one on microfiche.

C. SYSTEM REQUIREMENTS

(1) CASE FOLLOWING MODULE

a. FUNCTIONAL REQUIREMENTS

Purpose: The purposes of the Case Following Module of the ACIS are as follows:

- * To enable user agencies to obtain up-to-date information on any criminal case on the ACIS data base, and to enable them to update such information directly, using CRT units for both input and visual display output.
- * To record data from which calendars will be generated.
- * To form the basis from which statistical generations will be obtained.

Case updating may be occasioned by:

- * Amended complaints, informations or indictments.
- * Intermediate dispositions.
- * Case-related Actions.
- * Cash bail, bail bond, or Own Recognizance releases.
- * Warrants issued, recalled, or held.
- * Case maintenance.
- * Final dispositions.
- * Re-opening of closed cases.
- * Delayed satisfaction of sentence (stays).

Defendant or case information may be updated only by the Municipal Court handling a case until it has entered the Superior Court jurisdiction. After that, updating may be done only by the Superior Court staff or the County Clerk (Criminal Division).

(1) Amended Complaint, Information or Indictment:

Any change to a complaint, information, or indictment must be entered in the data base. When charges are amended, the system must retain the original filing information, plus the revised or added charges.

(2) Intermediate Dispositions:

As a case progresses toward final disposition, the court may dispose of, revise or reduce some of the charges, change bail amounts, or continue the case at any point. Court staff and County Clerk personnel must be able to:

- * Record dispositions of all charges and counts;
- * Identify charges as originally filed, as well as revisions, deletions or reductions;
- * Update Last-Stage and Next-Stage fields as hearings occur;
- * Input and update attorney assignments;
- * Update bond and bail information;
- * Update plea information; and
- * Enter or change scheduled appearance dates.

Whenever the Public Defender is appointed to a case, that office will be notified by a Referral Report containing all essential case/defendant data. When a calendar entry results in a potential conflict in the appearances, the Scheduling Office will be alerted to the disparity by a CRT display.

Probation Department will receive notification of probation and drug diversion hearings via their copy of the Daily Criminal Calendar or other calendar on which such hearing is reflected. When cases are remanded to a lower Court for action, they will be treated as closed cases insofar as the Superior Court is concerned. Any entries for future appearances and dispositions will be input by the Municipal Court to which the case was remanded.

(3) Cash Bail, Bail Bond or O.R. Releases:

After being booked on a felony charge, a defendant may be released from jail on his own recognizance, or by posting cash bail or a bail bond. The Criminal Division of the County Clerk's Office receives documents which reflect defendant's custody status, and that office will input such information onto the ACIS data base.

(4) Warrant Information:

When a bench warrant is issued by order of a Judge due to the failure of a defendant to appear as ordered such information must be entered onto the defendant's data base. The Criminal Division of the County Clerk's Office will input this type of data unless the warrant is issued by the lower courts, in which case the data will be entered by said lower court.

(5) Case Maintenance:

The County Clerk's Criminal Division must be able to correct any court data on any case on the data base. This permits correcting erroneous information as well as changing scheduled appearances as continuances are granted.

(6) Final Disposition:

Upon completion of all court proceedings on a case in the Superior Court, the Criminal Division of the County Clerk's Office will enter final disposition information and will update any other data fields necessary. Cases transferred to another county on a change of venue will be treated as having reached final disposition. After final disposition input on a case has been made, the JUS 8715 report will be generated.

(7) Re-opening of Closed Cases:

A closed case may be re-opened for proceedings on a probation violation, a request for arrest warrant, or on appeal. The County Clerk (Criminal Division) will input the re-opening of the case and all data required to reflect the circumstances which required re-opening. If the case is re-opened on a person who is on probation, the probation termination date must not be altered until, and unless, it is changed by a new disposition.

(8) Stays:

Cases can be "stayed" by the court for payment of a fine or forfeited bail, proof of restitution or correction, or any other circumstance which justifies a stay in the court's opinion.

(2) CALENDARING MODULE

a. Functional Requirements

(1) Purpose.

- * Provide an accurate schedule of activities for each courtroom, including those which are conducting calendar "calls" such as the Daily Criminal Calendar, the Law and Motion Calendar, the Pretrial Calendar, the Master Criminal Assignment Calendar, and the Recall Calendar.
- * Provide all essential information pertaining to each case, to include name of defendant, defendant number, case number, charges and counts, brief description of each charge, code violation involved (Penal Code, Health and Safety Code, etc.), purpose of the hearing, identification of the attorneys for both sides, judge's name, and the date, time and department for the hearing.
- * Provide prosecution attorneys and, if applicable, the defense attorneys of the Public Defender's Office, a basis on which to schedule their activities.
- * Provide the Criminal Division of the County Clerk's Office a schedule which will assist them in getting the applicable case record folders to the right courtroom at the proper time/date.
- * Provide the County Jail sufficient information to insure that those defendants who are in custody are brought to the courthouse in time for the hearing.
- * Provide Court Clerks a medium on which to make minute order annotations where pre-printed, block-selection minute order forms are not used.

- * Provide private attorneys involved in the defense of criminal cases a schedule of their activities insofar as those cases are concerned.
- * Provide the news media information pertaining to case activity in the criminal courts.
- * Provide information necessary to direct witnesses or any other interested members of the public to the proper courtroom.
- * Provide the Jury Commissioner with information on which to base juror requirements probabilities, thus enabling him to make maximum utilization of jurors at minimum cost.
- * Provide a permanent historical record of the activities of a given court.

(2) Constraints.

(a) Those calendars which are routinely produced three or more days in advance will be run at night on the Computer Center's high-speed printers and picked up the next morning by a representative of the Superior Court for distribution. In addition, calendars may be produced on demand over remote terminal printers, and the operators of such terminals may specify a repetitive or a single printing.

(b) All calendars may be produced for a single date only. The operator requesting a calendar must specify the date and court to be covered by the calendar.

(c) Calendaring is in reality a by-product of data entry and updating steps, and is therefore bound by the following constraints:

- * The Court Clerk for the Municipal Court and the Superior Court/County Clerk must promptly enter and modify all court schedule and case information as soon as possible.
- * The District Attorney and Public Defender must enter data on assigned deputy attorneys as soon as such data becomes available.
- * The Court Clerk for the Municipal Court and the Superior Court/County Clerk is responsible for identification of those cases in which the Public Defender has been appointed to the case.
- * The Probation Department must make prompt and accurate entries of information pertaining to the status of all clients of that department.

(d) All witnesses listed on the data base will be identified as witnesses for the defense or for the prosecution, or both. The ACIS will not allow the Public Defender access to the name and address of any prosecution witness, nor will it allow the District Attorney access to the identity of any defense witness. In addition, teleprocessing terminals which are assigned to neither the District Attorney's Office nor the Public Defender's Office will be unable to access witness data for either side. If a witness is listed by both sides, that person's identity and address will be available to both the District Attorney and to the Public Defender, but not to any other terminals.

(3) Processing Methods.

Any using agency which has both a CRT unit and a remote terminal printer may request any calendar and have it produced over its printer. However, at the beginning of the ACIS implementation, not all users will have such remote printers available, and it will therefore be necessary to routinely print all calendars on the printers located in the County's Computer Operations Center on Mill Street. If for any reason a using agency requires a copy of a calendar faster than the normal distribution time from the Computer Operations Center, but has no remote terminal printer, it can request that a calendar generation be made by the nearest agency having such a printer.

(3) STATISTICAL REPORTING MODULE

a. Functional Requirements

(1) Purpose.

Statistical generations of the ACIS must be suitable to the purpose of the using agencies requesting them. They must be usable as management tools, but above all, they must be used or they will be dropped from the system. In every new automated system, there are reports which a user requests but never uses. It is the responsibility of each user agency to promptly identify such outputs and advise the Data Processing Coordinator to remove them from the system. Production of unnecessary reports is an extremely expensive waste of computer time and paper.

(2) Constraints.

Generally speaking, the only constraints which will apply to the production of statistical reports are the extent and nature of the data fields comprising the ACIS data base. In other words, if the information is on the system, it is available for statistical purposes. As far as the mathematics involved in the manipulation of statistical data is concerned, the computer will be able to handle these far better than any human can under a manual system, and therefore for all intents and purposes, no constraints exist in that area. One constraint, however, will be that of security. It is conceivable that certain categories of statistical information should be available to a given using agency but not to any other. In these cases, programming must provide a built-in safeguard to restrict such information to the authorized terminal.

(3) Fluidity of Requirements.

The statistical reporting module of the ACIS will be the most fluid of all. It will be changed from time to time as the needs of the user agencies dictate. At this writing, the user agencies are being asked to provide a detailed description of every statistical report they feel at this time necessary or worthwhile. Until such requests have been received and processed, no output samples will be available.

(4) SUBPOENA GENERATION MODULE

a. Functional Requirements

(1) Purpose.

- * To print witness subpoenas for the District Attorney and Public Defender.
- * To record each subpoena produced.
- * To re-subpoena witnesses when a case is continued longer than the period covered by a previous subpoena.

(2) Options.

- * The subpoenaing agency (D.A. or P.D.) may subpoena all witnesses for a given case or may select from among them by name.

(3) Constraints.

- * The identity of a witness must not be available to any terminal other than those assigned to the department authorized access. Thus, defense witnesses must only be available through the teleprocessing units in the Public Defender's Office, and the prosecution witnesses must be accessible only through the District Attorney's terminals.
- * For the protection of witnesses, all data on witnesses must be erased from the data base as soon as the case has reached disposition.

(4) Processing.

- * When a case is going to go through the preliminary hearing in a Municipal or Justice Court, the District Attorney and Public Defender will enter a list of witnesses (names and addresses) onto the data base for the

case. From that point on, witnesses may be added to or deleted from the case by update entries by the appropriate agency, and subpoenas may be produced at any time on demand.

- * Subpoenas should be produced on three-ply pre-printed forms. The original and one copy should be mailed (via Certified Mail) to the witness, and the original should contain an acknowledgement of receipt which the witness should sign and date. The witness should then mail the original back to the agency which issued the subpoena, using a provided self-addressed return envelope. Upon receipt of the original subpoena from the witness, the District Attorney or Public Defender should file it in the defendant's case file. The witness should keep the second copy. The third copy can be used by the issuing agency as a "tickler" copy, maintained on file only until the receipted original copy has been received from the witness.
- * To avoid unnecessary data storage costs, the District Attorney and the Public Defender should delay entry of witness lists until they are sure that a case will actually undergo proceedings at which witnesses will be required to testify. This will not always be possible of course, since a defendant is liable to change his plea to "guilty" at any time up to the actual trial.

IV - Project Management

This section contains the elements of the plan for system development, implementation, and monitoring. Included in the revised schedule of events is one step which had not been foreseen: the writing of a Request for Proposal (RFP), inviting private software firms to bid on the job of writing programs and program specifications.

Milestone dates presented in this section are necessarily tentative and subject to the results of our RFP. At this writing the RFP is in the hands of prospective bidders. The schedule proposed by the successful bidder may very well differ from that presented here.

Program jobs are identified in this section, and some discussion of Conversion and Security is presented. A Cost/Benefit Analysis is projected through calendar year 1981.

A. PROJECT MILESTONES

1. User Workshops - Completed October 15, 1975.
2. System Design - Completed October 31, 1975.
3. Manual Data Collection - Begun October 1, 1975 to September 30, 1976.
4. Technical Conferences - Begun November 1, 1975 to January 15, 1976.
5. Design Refinement - January 15, 1976 to March 15, 1976.
6. Write Request for Proposal - February 1, 1976 to March 1, 1976.
7. Write Program Specifications - April 1, 1976 to November 15, 1976.
8. Programming - April 15, 1976 to December 31, 1976.
9. Training - July 1, 1976 to February 28, 1977.
10. Conversion - August 1, 1976 to September 30, 1976.
11. Test System - September 1, 1976 to September 30, 1976.
12. Site Preparation, Phase I - September 1, 1976 to September 15, 1976.
13. Install Phase I Equipment - September 20, 1976 to September 30, 1976.
14. Parallel Operation, Phase I - October 1, 1976 to December 31, 1976.
15. Site Preparation, Phase II - December 1, 1976 to December 13, 1976.
16. Install Phase II Equipment - December 13, 1976 to December 31, 1976.
17. Parallel Operation, Phase II - January 1, 1977 to March 30, 1977.
18. Site Preparation, Phase III - February 1, 1977 to February 14, 1977.
19. Install Phase III Equipment - February 14, 1977 to February 28, 1977.
20. Parallel Operation, Phase III - March 1, 1977 to April 30, 1977.
21. System Acceptance Testing - March 1, 1977 to May 31, 1977.
22. System Monitoring/Evaluation - May 1, 1977 to July 31, 1977.

PROJECT NAME	YEAR	MONTH	WEEK ENDING	APPROVALS															
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC				
AUTOMATED COURT INFORMATION SYSTEM (CRIMINAL MODULE) JANUARY, 1976 THRU AUGUST, 1977	SUPERIOR COURT																		
	1976																		
1. USER WORKSHOPS (COMPLETED 10/15/75)																			
2. SYSTEM DESIGN (COMPLETED 10/31/75)																			
3. MANUAL DATA COLLECTION (BEGUN 10/1/75)																			
4. TECHNICAL CONFERENCES (11/1/75-1/15/76)																			
5. DESIGN REFINEMENT (1/15/76-3/15/76)																			
6. WRITE REQUEST FOR PROPOSAL (2/1/76-3/1/76)																			
7. WRITE PROGRAM SPECIFICATIONS (BEGIN 4/1/76)																			
8. PROGRAMMING																			
9. TRAINING																			
10. CONVERSION																			
11. TEST SYSTEM																			
12. SITE PREPARATION, PHASE I																			
13. INSTALL PHASE I EQUIPMENT																			
14. PARALLEL OPERATION, PHASE I																			
15. SITE PREPARATION, PHASE II																			
16. INSTALL PHASE II EQUIPMENT																			
17. PARALLEL OPERATION, PHASE II																			
18. SITE PREPARATION, PHASE III																			
19. INSTALL PHASE III EQUIPMENT																			
20. PARALLEL OPERATION, PHASE III																			
21. SYSTEM ACCEPTANCE TESTING																			
22. SYSTEM MONITORING/EVALUATION																			

PHASE I IMPLEMENTATION TARGET: OCTOBER 1, 1976

AUTOMATED COURT SYSTEM
C. PROGRAM JOB LISTING

BY PRIORITY

PRIORITY 'A'

REF. NO.	PROGRAM NAME	MODE	PROGRAM NUMBER
<u>Support</u>			
A-1	Load Case/Name Data Base	Batch	CXLDCAS
A-2	Load Name Data Base	Batch	CXLDNAM
A-3	Load Calendar Data Base	Batch	CXLDCAL
A-4	Load Codes Data Base	Batch	CXLDCDS
A-5	Index Screen	O/L	CXINDEX
<u>Updates</u>			
A-6	Case Initiate a. Case Initiate-Co-Defendant b. Add Charges c. Add AKA	O/L	CXINIT
A-7	Name Update	O/L	CXNAMU
A-8	Register of Actions Update	O/L	CXROAU
A-9	Calendar/Attorney Update	O/L	CXCALU
A-10	Case/Charge Disposition Update	O/L	CXCHGU
A-11	Index Update	O/L	CXIDXU
<u>Reports</u>			
A-12	Court Criminal Calendars a. Superior Court Calendar b. Municipal Court Calendar	O/L	CXCLDR
A-13	Daily Status and Assignment Calendar	O/L	CXDLYR
A-14	Case Index/Status List	O/L	CXIDX
A-15	Defendant Index/Status List	O/L	CXDIDR
<u>Inquiries</u>			
A-16	ACS Name/NYSIIS Inquiry	O/L	CXNAMI
A-17	Identification Number Inquiry	O/L	CXIDNI
A-18	Case Inquiry	O/L	CXCASI

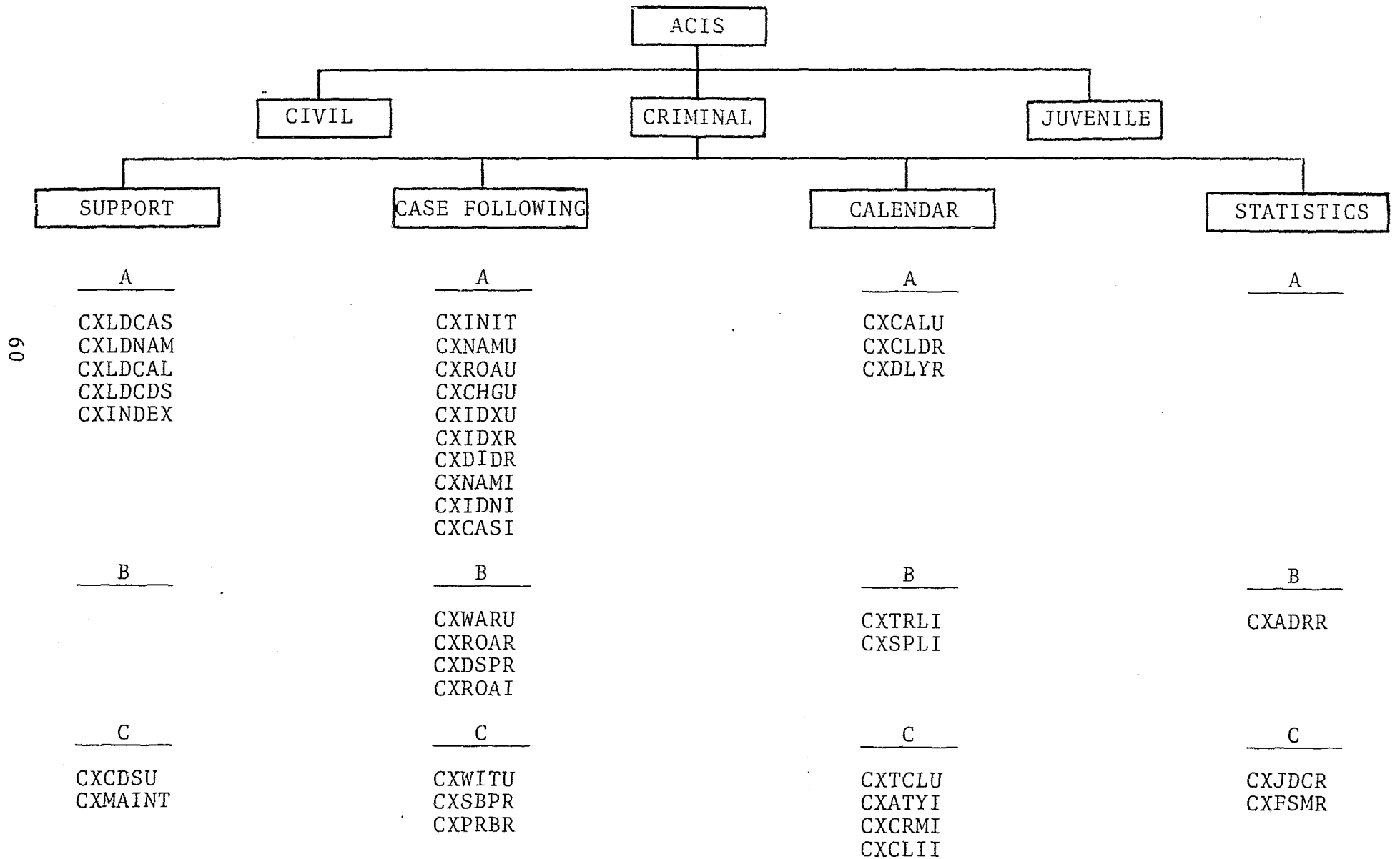
PRIORITY 'B'

<u>REF. NO</u>	<u>PROGRAM NAME</u>	<u>MODE</u>	<u>PROGRAM NUMBER</u>
<u>Updates</u>			
B-1	Warrants Update	O/L	CXWARU
<u>Reports</u>			
B-2	Register of Actions	O/L	CXROAR
B-3	Disposition Sheet	O/L	CXDSPR
B-4	Arrest/Disposition Report Tape	O/L	CXADRR
<u>Inquiries</u>			
B-5	Register of Actions Inquiry	O/L	CXROAI
B-6	Recall Calendar and Trailing Cases	O/L	CXTRLI
B-7	Supplementary Calendar	O/L	CXSPLI

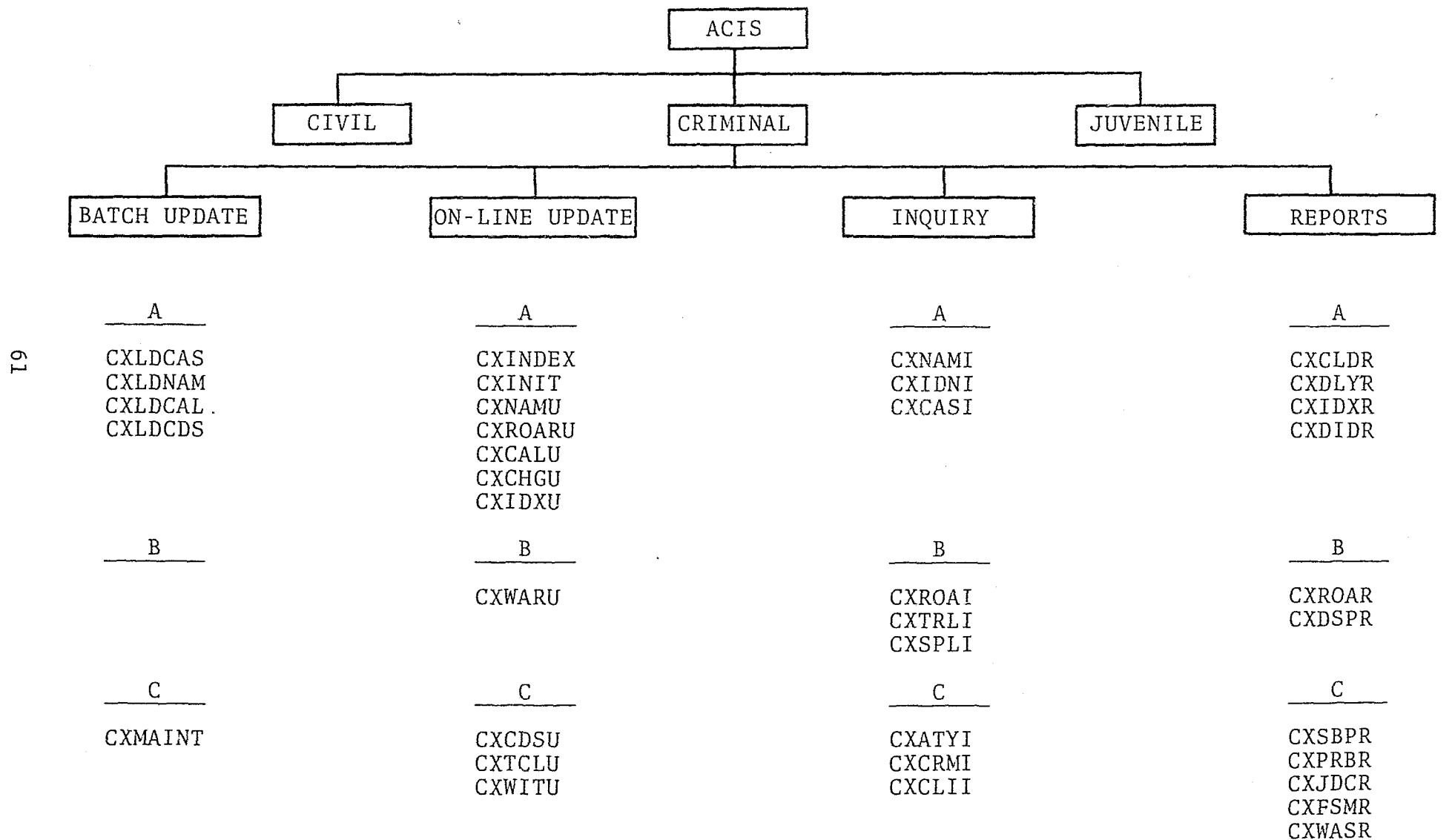
PRIORITY 'C'

<u>REF. NO.</u>	<u>PROGRAM NAME</u>	<u>MODE</u>	<u>PROGRAM NUMBER</u>
<u>Updates</u>			
C-1	Codes Update	O/L	CXCDSU
C-2	Contested Traffic Interface	O/L	CXTCLU
C-3	Witness Update	O/L	CXWITU
C-4	ACS Maintenance	Batch	CXMAINT
<u>Reports</u>			
C-5	Subpoena (Request and Printout)	O/L	CXSBPR
C-6	Probation Referral (Request and Printout)	O/L	CXPRBR
C-7	Judicial Council Monthly Reports	Batch	CXJDCR
	a. Municipal and Justice Court Summary Report		
	b. Report of Condition of Calendar (Municipal or Justice Court)		
	c. Report of Assistance (Superior Court)		
	d. Report of Assistance (Municipal Court)		
	e. Monthly Activity Report of Filings and Dispositions		
	f. Calendar Report - Superior Court		
C-8	Felony Disposition Summary	Batch	CXFSMR
C-9	Weekly Attorney Schedule	Batch	CXWASR
<u>Inquiries</u>			
C-10	Attorney Caseload Inquiry	O/L	CXATYI
C-11	Criminal Caseload Inquiry	O/L	CXCRMI
C-12	Calendar Index (Option Screen and Print)	O/L	CXCLII
	a. Calendar Index Listing - Numerical		
	b. Calendar Index Listing - Alphabetical		

AUTOMATED COURT INFORMATION SYSTEM
FUNCTIONAL SCHEMATIC



AUTOMATED COURT INFORMATION SYSTEM
JOB TYPE CLASSIFICATION SCHEMATIC



D. Security and Privacy Considerations

The information which will be available from the data base of the Automated Court Information System (ACIS) is "public" information, in that it is information to which the public has the right of access. At the present time, court calendars are posted on bulletin boards outside the courtroom doors, where they are visible to the public. They contain the identity of the defendants and the charges against them. This kind of information is even published in newspapers. It is a person's past which is considered private, not his present. However, the ACIS project team has designed this system with a great concern for the security and privacy of its information. The following is a summary of the conditions and precautions under which the ACIS system will comply with the "Code of Ethics" as set out in the "Project Search Technical Report No. 2" (July, 1970) as guidelines.

Code of Ethics Guidelines Article I. Limitations of the System Section 1. Limited Area of Government

The Automated Court Information System is limited to the area of criminal caseflow and case processing through the Municipal and the Superior Courts, to meet the needs of the government agencies involved in these processes.

Section 2. Limited Category of Users

The User Group is limited to those criminal justice agencies that are involved with the flow of criminal cases through the Municipal and Superior Courts and includes: a) Superior Court; b) District Attorney; c) Public Defender; d) Probation;

e) County Clerk; f) Municipal Court. These users have accepted their responsibilities within the area of system security.

Section 3. Limited Functions

The reach of the Automated Court Information System at the present time is strictly within the County of San Bernardino. Its function is limited to the central collection of data as an information service for the above-listed users, and performs this function in lieu of the time consuming and repetitive manual procedures previously used.

Section 4. Limited Information

The information "held" within the system data base will include only the identification data on criminal defendants and dates of court related activities necessary to follow cases through the courts. Also included will be cursory biographical information necessary for the investigatory purposes of the user agencies. The system will not include any data more than two years old on a defendant's previous arrests or dispositions. Such information will continue to be held in criminal case files, and thus its inclusion in the ACIS data base is not necessary.

Article II. Integrity of Information Section 2. Collection and Maintenance of Data

The defendant's biographical and charge information will be collected by investigators and clerks in the District Attorney's Office and will be entered directly from that source or from the Municipal Courts. The case-following and disposition data will

be entered directly by the clerical staff of the Municipal Courts or from the notes taken in the courtroom by the Superior Court Clerks. The accuracy of the information does not seem to be a problem. The defendant data will also be manually audited in the sense that those users that draw the information from the data base and use it for their various purposes will be able to spot any noticeable inconsistency as to the accuracy of the information.

On the first working day of each year the data base files will be purged of all information on the cases disposed of by the Superior or Municipal Court during the second year preceding the date of purging. The purged data will be stored on tapes in a high security vault and will be accessible only by a Superior Court Order.

Section 3. Dissemination of Data

The major security problem faced by the Automated Court Information System is protecting the data from erasure or alteration by unauthorized persons. The following security precautions will minimize or eliminate this problem:

- a. All CRT units are key-activated. Keys will be secured by user agency supervisory personnel.
- b. The county computer facility, which is manned 24 hours a day, seven days a week, is secured by lock, and has security guards. In addition, a video camera operates from 4 p.m. to 7 a.m. daily.

- c. System transaction logs will be generated daily to show all the input and inquiry messages handled the previous day, showing date, time of day, terminal used, and function requested. This will provide a supervisory audit trail and a constant monitoring mechanism.
- d. Periodically, the data base will be copied and the back-up files thus created will be stored off-site in a secure location. This will provide a back-up in the event the data base disk pack is damaged or erased, either accidentally or maliciously. In such an event, transaction logs could be used to update the back-up data base from the time of its creation to the present moment.

Article III. Use of Data Base for Research Section 2. Safeguarding Anonymity

The only use of the ACIS data base for purposes of research will be the compilation of certain statistics as management tools for the user agencies. These statistical compilations will be totally impersonal as to defendants and will reflect such information as caseload, average time per trial, numbers in each disposition category over a given time period, etc.

E. CONVERSION

Conversion from the manual to the automated system is not a simple matter. Several separate efforts must be carried out, and must be timed so that all are complete by implementation day. These efforts can be classified as: Data Collection, Data Base Loading, User Training, and Parallel Operation.

1. Data Collection

The Superior Court's data requirements will include all cases which are active as of the start-up date. The Municipal Court, on the other hand, prefers to enter no data prior to implementation, but to begin entering data on new cases filed on and after implementation date. They are aware of the fact that this lack of data on cases active on the starting date will require them to function with two systems at the same time: automated for new cases; manual on older ones. They are prepared to operate in this fashion until all cases not on the data base have reached their conclusions.

For Superior Court cases, including felony case matters still in the lower court processes as of the implementation date, the ACIS Project Team has been collecting data since October 1, 1975, and will continue to do so until all such data then current is loaded onto the data base. Key punching of this data will be performed by PDA, using as source documents forms prepared by the ACIS team. Preparation of these transmittal forms will require a coordinated effort on the part of the County Clerk's Criminal Division, the Superior Court, Municipal Court (Central), District Attorney, and Public Defender, with the ACIS team coordinating the

effort. The goal of this effort will be to capture all data pertaining to active felony cases, as well as all non-felony cases being acted upon by the Superior Court (sanity, NDA, MDSO hearings, and misdemeanor appeals).

2. Data Base Loading

The initial loading of the ACIS Data Base will be done in batch mode using IBM punched cards as input. This loading will be scheduled for completion one week prior to the planned implementation date. Events which occur on those cases thereafter, plus data on cases newly filed, will be entered during the ensuing week in an on-line mode.

3. User Training

Most automation projects hire trained data-entry technicians to operate the teleprocessing terminal equipment. The ACIS plans to train user agency personnel, in advance, to use the equipment, thereby saving a considerable cost. An ACIS Training Committee has existed for some time, and is currently planning the total training effort. The training section of PDA will assist in the CRT operator training. At this time it is planned to begin the operator training in July, 1976.

4. Parallel Operation

A ninety-day period of parallel operation is planned, during which the using agencies will continue using their present manual systems along with the ACIS. This phasing period is normal, and serves a dual purpose. It permits the clerical staff in the using departments to become proficient in the use of the automated

system while the old manual procedures are available to "back them up." In addition, unforeseen deficiencies in the automated system can be detected by a cross-checking of the manual and automated systems. It is possible that the using agencies may wish to prolong the parallel operation period or to curtail it if the new system meets with their approval within the three month period.

F. System Acceptance Criteria

The project will be accepted and considered complete, if at the end of the project schedule the following has occurred:

...Advance caseload schedules for judges and attorneys are provided.

...The user agencies are able to search a common data base via CRT units and locate information on any active case.

...The user agencies are able to have "hard copy" case histories for permanent records after disposed cases have been purged from the active case data base.

...JUS Form 8715 and other criminal justice system reports are prepared automatically by the computer.

...Statistical tabulations and analyses necessary for efficient management of the courts and other user agencies are provided by the system.

...The calendars for the Superior and Municipal Courts are accurately prepared by the computerized system.

...The District Attorney and the Public Defender are able to generate witness subpoenas via the computer without fear of having their witness lists compromised.

...The ACIS has passed the review of the Auditor/Controller.

...Users of the ACIS are able at any time to generate, via the computer, a listing of all cases then active in any of the Superior or Municipal Courts, either arranged by case number or alphabetically by defendant name.

G. COST/BENEFIT ANALYSIS

AUTOMATED COURT INFORMATION SYSTEM (ACIS)
(CRIMINAL MODULE)

LINE	CATEGORY	1975-76*	1977	1978	1979	1980	1981
	*** COSTS ***	-A-	-B-	-C-	-D-	-E-	-F-
1	File Conversion	3,500					
2	Site Preparation	6,600					
3	System Development	228,979	69,802				
4	System Support/Maint.	0	16,000	23,000	19,000	18,000	15,000
5	Data Proc. Opns.	15,000	60,000	70,000	70,000	70,000	70,000
6	TP Equipment Costs	16,434	100,008	100,008	100,008	100,008	100,008
	ANNUAL TOTALS	270,513	245,810	193,008	189,008	188,008	185,008
	CUMULATIVE TOTALS		516,323	709,331	898,339	1,086,347	1,271,355
	*** BENEFITS ***						
7	LEAA Federal Funds	243,457	221,228				
8	State Funds	13,525	12,291				
9	Operational Savings	36,433	145,734	145,734	145,734	145,734	145,734
10	Cost Avoidance	0	57,088	157,421	222,913	320,286	406,367
	ANNUAL TOTALS	293,415	436,341	303,155	368,647	466,020	552,101
11	ANNUAL BENEFIT OR (COST)	22,902	190,531	110,147	179,639	278,012	367,093
12	CUMULATIVE BENEFITS		213,433	323,580	503,219	781,231	1,148,324
13	ANNUAL BENEFITS EX- CLUDING OPERATIONAL SAVINGS	(13,531)	44,797	(35,587)	33,905	132,278	221,359
14	CUMULATIVE BENEFITS EXCLUDING OPERATIONAL SAVINGS	(13,531)	31,266	(4,321)	29,584	161,862	383,221

*July 1, 1975 - December 31, 1976

70

V - PROGRAM JOB DESCRIPTIONS, CHARTS, AND OUTPUT FORMATS

AUTOMATED COURT SYSTEM

A. PROGRAM JOB DESCRIPTIONS

PRIORITY 'A' JOBS

SUPPORT

A-1. Load Case/Name Data Bases (CXLDCCAS). This is a card-input, batch-load program which will load data into the Case, Calendar, Index, and Name data bases. All input data will be subjected to a preliminary edit (with errors reported), then sorted by File Number and Card Code, and edited further. Case Numbers will be assigned by the program from the Codes data base. Intersects to be formed are Name/Case and Attorney/Court/Case. Uses CXCCASD, CXCCALD, CXCCINXD, CXCCNAMD, and CXCCODD data bases.

A-2. Load Name Data Base (CXLDNAM). Using name-card input, this program will batch-load all attorneys' and Judges' names into the Name data base and create a soundex record for the NYSIIS data base. Uses CXCCNAMD and NYSIIS data bases.

A-3. Load Calendar Data Base (CXLDCCAL). This program will be used annually to build and load the Calendar data base. The first card in the input stack will initiate the building of the calendar. On each of the subsequent cards, up to fifteen court holidays may be entered. Program will create a root segment for each workday of the year (Mondays thru Fridays), with holidays coded as non-schedule days. All input dates will be converted to binary dates by a callable routine. Uses CXCCALD data base.

A-4. Load Codes Data Base (CXLDCCDS). A variety of different codes will be used by the ACS. Input cards for loading the codes data base will contain one code and description per card, except

that up to two additional cards may follow the first for continuation of the code description text (this option applies to each code-card). After undergoing an edit, codes will be sorted and then loaded onto the data base. Secondary-level segments will be built for descriptions, depending on the number of characters contained in each description. Description texts of ten characters or less will use CXTENS segments; those with more than ten but less than twenty-six will use CXTYFV; and so forth thru CXFIFY, CXHUND, and CX2HUN. A report will be printed of updated codes. Uses CXCODD data base.

A-5. ACS Index Screen (CXINDEX). Each time an operator initially contacts the ACS via a CRT, an "Index" screen will be displayed. Operator will then key in the call letters of the desired program (e.g., CXCALU) and whatever parameters or delineators the operators' manual requires. Upon depressing the "ENTER" key, operator will then be presented the screen called for. (Most screens will provide for a return to this screen.) Uses no data bases.

UPDATES

A-6. Case Initiate (CXINIT). This job accepts data on new criminal cases. Most data bases will receive input from this screen. Certain data items must be repeated by the operator at bottom of screen for verification before data can be entered. (Program will make compare operation of these fields and, upon an attempt by the Operator to enter un-successfully verified data, will refuse to do so and point out the disparity.) A wide variety of PF key options is provided (see screen layout). This job also assigns the next sequential case number automatically. CXINIT will

also have the capability for additional screens to accept co-defendants, additional charges and aliases, if one screen will not suffice. CXINIT uses Case (CXCASD), Name (CXNAMD), Code (CXCODD), NYSIIS (CXNYS), Identification Index (CXINXD) and Calendar (CXCALD) data bases.

A-7. Name Update (CXNAMU). This job will update the Name and Index data bases, and is used for defendants, attorneys, or Judges. The code entered in "Name Type" field indicates which of these applies. Uses CXNAMD, CXNYS and CXINXD.

A-8. Register of Actions Update (CXROAU). This job adds Register of Actions comments to the data base. Operator enters Case Number and the program displays the name of the defendant. Enter the date on which the event occurred, plus an ROA entry code. After the code is entered, the Operator will depress a specified PF key, which will cause the program to search the Codes Data Base and display the ROA comment which applies to that code. The Operator will then verify visually that the comment is the correct one - the one she had in mind - and, if it is not, she will erase that entry with a PF key, re-enter the correct code, and verify. Once the Operator has the correct code and comment displayed, she will make an entry for each blank space provided in the comment format, verify her accuracy, and enter the data. Uses CXCASD, CXCODD, and CXNAMD.

A-9. Calendar/Attorney Update (CXCALU).
This program will update attorney assignment data as well as calendar data. Operator enters case number and depresses "ENTER" key. Program then displays data indicated by 'Z's' in sample screen format. Operator may then enter update data as indicated by 'X's' on format. Note: If a case has more than one defendant,

program will number them. When entering appearance dates, operator may do so by defendant number or, if the entry pertains to all defendants listed, she may enter '000' under defendant number and the program will then update each defendant's data base segments. If a scheduled appearance is to be changed, operator will key in "DELETE" under "REASON" and then enter the new, or corrected, appearance. Uses CXCASD, CXNAMD, CXCODD and CXCALD.

A-10. Case/Charge Disposition Update (CXCHGU). This program updates a defendant's Charge data base and Case data base. Operator enters Case Number, and program responds with data indicated by 'Z's' on the screen format sample. Operator then keys in update data indicated by 'X's' in the format. If a defendant has more than one count under a given charge, the program will nevertheless show each charge and each count as a separate charge. If a charge or count has been entered erroneously at some prior time, operator may enter "DELETE" as the "DISP" (disposition) for that charge, and key in the proper charge and enter the amendment with PF5. Uses CXNAMD, CXCASD, and CXCODD.

A-11. Index Update (CXIDXU). This program will build a pointer to an existing case number from a new file number. This is necessary when a felony case enters the Superior Court from a lower court. Uses CXCASD and CXINXD data bases.

REPORTS

A-12. Court Criminal Calendars (CXCLDR). In both Superior and Municipal Courts, certain "calendar" departments require daily criminal calendars. This program will provide a screen format through which the operator will enter the specifications for the

calendar desired (identity of the Court and Department, and date). Calendar will then print on remote printer terminal. See formats for contents and organization of each calendar. Data base search will be made on next appearance date, court, and department, then sorted by purpose (or type) of hearing. Within each "purpose" category, cases will be in case number sequence. Uses CXCASD, CXCALD, CXNAMD, and CXCODD data bases.

A-13. Daily Status and Assignment Calendar (CXDLR). This report is prepared daily, to reflect the status of each courtroom. A separate report is needed for Central Superior Court, another for West District (Ontario) Superior Court, and one for each of the seven Municipal Courts. If a case is in progress in a given department, the status calendar will reflect the case data, date the case was assigned to that department, and a "phase fraction" whose denominator shows the number of days it was estimated this case would take and whose numerator shows which day (of the total estimated days) is represented by today's date. Thus, "5/12" indicates that today is the 5th day of the anticipated 12 days the case will require. Departments handling calendar calls will be shown. Courts with specialized or restricted calendars such as Family Law, will reflect such speciality. Judges' absences will be shown, also. Uses CXCALD, CXCASD, CXNAMD and CXCODD.

A-14. Case Index/Status List (CXIDXR). This report will list all active criminal cases in case number sequence giving defendants' names, charges, counts, stage information, and date on which the statutory time limit between arraignment and trial will expire. At the end of the report a total count will be shown of number of cases and number of defendants. Separate reports are needed for Municipal Court cases and for Superior Court cases.

Uses CXCASD, CXCALD, CXNAMD and CXCODD.

A-15. Defendant Index/Status List (CXDIDR). This report lists all defendants whose cases are currently pending in the Superior Court or Municipal Court. See format sample for data reported. It will be produced weekly, in alphabetical sequence by defendants' names. Uses CXCASD and CXNAMD.

INQUIRIES

A-16. ACS Name/NYSIIS Inquiry (CXNAMI). This program will permit operator to enter a name and thereby locate the case number and obtain a considerable amount of data about the case and its participants. When entering the name being used as search argument, the operator will also enter the "Type" of name (defendant, attorney, etc.), and the date of birth (or bar number if the name is that of an attorney). When PF1 key is depressed, search will be made. If a "hit" is made, a response screen will display case and other information. If no hit, program will search the NYSIIS data base and will display a "NYSIIS Response" screen, showing all sound-alike names. Operator will then choose from among these names and hit PF1 to begin the ACS Name Inquiry again.

A-17. Identification Number Inquiry (CXIDNI). In the event one of the identification numbers of a person is known but not the exact name of that person or the number of the case in which the person is a participant, this program will search the CXINXD (Index) data base and, depending on the "Type" of number used as search argument, will respond with a display of either the Case Number or the Name of the person to whom the I.D. number applies. If Case Number is displayed, PF4 will call for the Case Inquiry

program (CXCASI); if a Name is displayed, PF5 will call for the Name Inquiry program (CXNAMI); in either case the search argument will be accepted "automatically" from the CXIDNI response. Uses CXIDXD, CXINXD, CXNAMD, and CXCASD data bases.

A-18. Case Inquiry (CXCASI). This program permits an inquiry into the Case data base. Operator enters case number and file number. The program then displays names of all defendants and attorneys, type of case, its status, filing information, last action, and next action. Uses CXCASD, CXNAMD and CXCODD.

PRIORITY 'B' JOBS

UPDATES

B-1. Warrants Update (CXWARU). Operator enters Case Number and/or File Number, plus name, and presses "ENTER" key. Response will show data entered plus: Type of Warrant, Warrant Number, Date Issued, Date Served, Date Recalled, and Date Released from Custody. Operator may then update any field and enter the data with PF1. Uses CXNAMD, CXCASD and CXINXD.

REPORTS

B-2. Register of Actions (CXROAR). This job will accept entry of Case Number and corresponding Defendant Names, and upon depression of PF1, will print Register of Actions on remote printers. See report format for content. The ROA is required by statute to be maintained by the County Clerk for all felony cases in the Superior Court. Uses CXCASD, CXNAMD and CXCODD data bases.

B-3. Disposition Sheet (CXDSPR). This report concerns case activity in the Municipal Courts only. When dispositions are entered onto the data base, the Operator will enter a code, or flag, for all dispositions which should be printed on the disposition sheet for that date. This program will search for those flags plus the current date as date of disposition, and print each case where a "hit" is made on both. See report format for data included on the report. A separate report is required for each Municipal Court. Uses CXCASD, CXNAMD and CXCODD.

B-4. Arrest/Disposition Report Tape (CXADRR). Instead of

preparing a form 8715 for each defendant, the ACS will produce a tape once each week, and forward it to the Department of Justice. See tape record layout for data which must be included. Uses CXCASD, CXNAMD, CXIDXD and CXCODD.

INQUIRIES

B-5. Register of Actions Inquiry (CXROAI). This job will display all Register of Actions entries for a given case. Because of the large number of such entries in the average case, a paging feature is required, and should allow paging forward and backward. The first page will reflect Case Number, Defendant Name, Attorneys of Record for both sides, charge information, and filing dates. The second and subsequent pages will show case number and defendant's name, plus recorded events. Uses CXCASD, CXNAMD and CXCODD.

B-6. Recall Calendar and Trailing Cases (CXTRLI). When cases appear before the Master Criminal Assignment Calendar, they are assigned, if possible, to a specific department for trial. If a case is still in progress in that department, the new case will "trail" the old one. That is, it will wait until that trial ends and the courtroom is available. If the case cannot be assigned, due to unavailability of a trial department, the case is put on "Recall" calendar for a given date, meaning the participants must Reappear on the given date before the Master Calendar Judge, who will try again to find an available courtroom. Entry of this data is via the Calendar/Attorney Update program (CXCALU). Operator will key in the court number and date and depress "ENTER" key. Program will display in response all trailing cases, followed by all "Recall" cases, in Case Number sequence. Screen will show case

number, defendant, whether trial is to be by Jury or Court, its estimated length, the department the case is trailing (or, if a Recall case, the word "RECALL" will show under "TRAILS DEPT"), and the status of the trailed case expressed as a fraction whose denominator is the estimated duration of the case and whose numerator is the time used thus far for the trailed case. A print option will be provided. Uses CXCALD, CXNAMD, CXCASD and CXCODD.

B-7. Supplementary Calendar Inquiry (XSPLI). As cases are assigned to open courtrooms, and as trailing cases enter courtrooms becoming available, the daily assignment calendar changes. These changes are reflected via this job as a supplementary assignment calendar. It must also be reproducible on remote printers. Uses CXCALD, CXCASD, CXNAMD and CXCODD.

PRIORITY 'C' JOBS

UPDATES

C-1. Codes Update (CXCDSU). Several types of codes will be resident on the data base to support the ACS, such as Offense Codes, Arresting Agency Codes, States Codes, ROA Entry Codes, etc. Changes will occur to these codes from time to time. This job will permit the Codes Data Base to be updated. "Code Table" is a two-digit indicator of the code grouping involved. Entries under "Description" must be variable in length. Length of data entry under "Code" must provide for longest code used in the system. Uses CXCODD.

C-2. Contested Traffic Interface (CXTCLU). The ACS is not designed to include the many thousands of routine traffic ticket cases handled by the lower courts. However, when a person ticketed chooses to plead "not guilty" then the case must be entered on the case calendar of the appropriate Municipal Court. This program will accept input to initiate such cases and to get them onto the Municipal Court calendars. One unusual feature of this program is its interface with the Traffic Citation System which is currently in use by the Municipal Courts. Operator will enter traffic citation number and name of alleged offender and depress a PF key. Program will then pull data from the TCS and display it on the screen. Operator will then complete other data inputs and all data will be handed over to Case Initiate (CXINIT) for data entry on the ACS data bases. Uses Traffic Data Base, CXCASD and CXNAMD, CXCODD, CXNYS, CXINXD, and CXCALD.

C-3. Witness Update (CXWITU). This program will permit the District Attorney and the Public Defender to enter the names and addresses of witnesses onto the ACS data base. It will use the same input screen for new witnesses, for deleting a witness, and for changing data on a witness. For each entry, operator will specify the "Update Class," indicating thereby whether the entry is new, delete, or change. Operator must also enter a code symbol which indicates whether the witness is for the Prosecution, Defense, or Court. Uses CXNAMD and CXCASD.

C-4. ACS Maintenance Programs (CXMAINT). These will be routine maintenance programs for the data base. In-house utility programs will be used to the maximum extent possible.

REPORTS

C-5. Subpoenas (CXSBPR). Operator enters Case Number, Hearing Date, Court, Department and Time of hearing. If all witnesses for a side are to be subpoenaed, operator merely keys an "X" after "PROS" or "DEF". If only some, but not all witnesses are to be subpoenaed, operator will so indicate and then list their names and the Type of Service (Mail or Personal). PFI will cause subpoenas to be printed on remote printers. Security safeguards must be programmed to prevent access of one side's witness data by the opposing side. Uses CXNAMD and CXCASD.

C-6. Probation Referral (CXPRBR). Request for printout is made via screen. See report format for data content of report. Uses CXNAMD and CXCASD.

C-7. Judicial Council Monthly Reports (CXJDCR). This job consists of several batch programs. These reports are submitted

once each month to the Judicial Council of the State of California. A separate report is needed for each Municipal Court and for each Superior Court (Central and Ontario, plus Victorville and Barstow when they are activated). They consist of: Municipal and Justice Court Summary Report, Report of Condition of Calendar (Municipal and Justice Courts), Report of Assistance (Superior and Municipal Courts), Monthly Report of Filings and Disposition in the Superior Court, and a Calendar Report (Superior Court). Uses CXCASD, CXCALD and CXNAMD.

C-8. Felony Disposition Summary (CXFSMR). This report is a "tree" chart showing the dispositions reached during the preceding month on felony and misdemeanor complaints and felony indictments. Batch program. See report format for details. Uses CXCASD and CXNAMD.

C-9. Weekly Attorney Schedule (CXWASR). This report lists all attorneys, in alphabetical order, and reflects all cases scheduled for each attorney in San Bernardino County Superior Court and Municipal Court. It will be generated weekly. Uses CXCASD, CXNAMD, CXCALD and CXCODD.

INQUIRIES

C-10. Attorney Caseload Inquiry (CXATYI). This program effects a search of the data bases to match attorneys with scheduled appearances, and displays the attorney's caseload in chronological order. It will also display the case number, court, department, time, hearing type, and name of defendant for each case. Uses CXNAMD, CXCASD, and CXINXD.

C-11. Criminal Caseload Inquiry (CXCRMI). This program will

display and print a listing of all criminal cases scheduled for a court, department, and date specified by the operator. Response will show Case Number, Defendant, Total Number of Defendants, Time Scheduled, Purpose of Appearance, and the Department to which assigned. (Operator may request all departments of a particular court.) Uses CXCASD, CXCALD, CXNAMD and CXCODD.

C-12. Calendar Index (CXCLII). Before each day's court activities begin, clerks in various office must "pull" the case files. Since the cases are not listed in strict case number or alphabetical sequence on calendars, it is difficult for the clerks to pull the files. To make this chore easier, this program will take all cases on a given calendar (operator-specified) and arrange them in either of two sequences (also operator-specified) - alphabetical by defendant, or numerical by case number. Screens must be printable on remote printers. Uses CXCALD, CXCASD and CXNAMD.

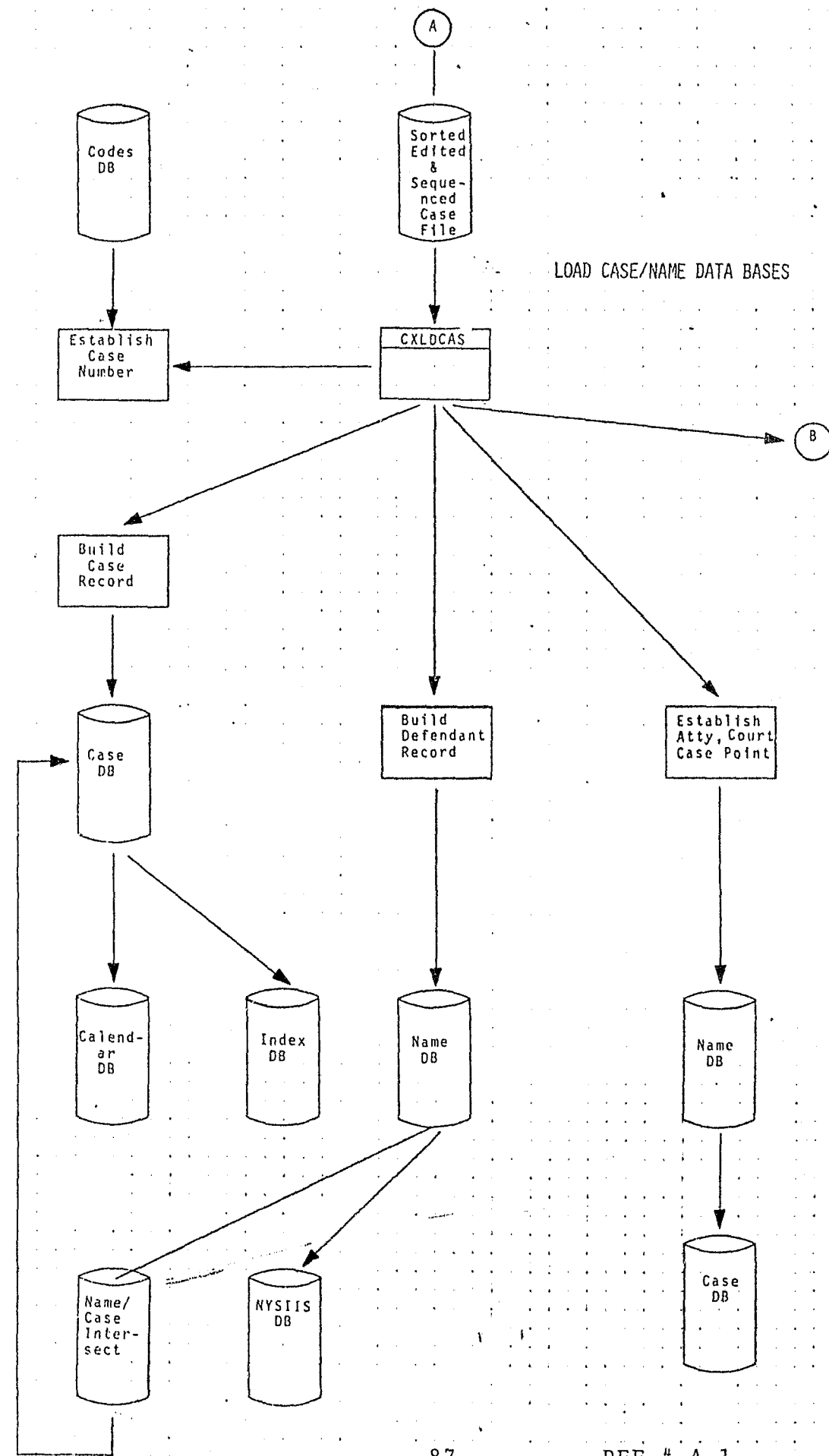
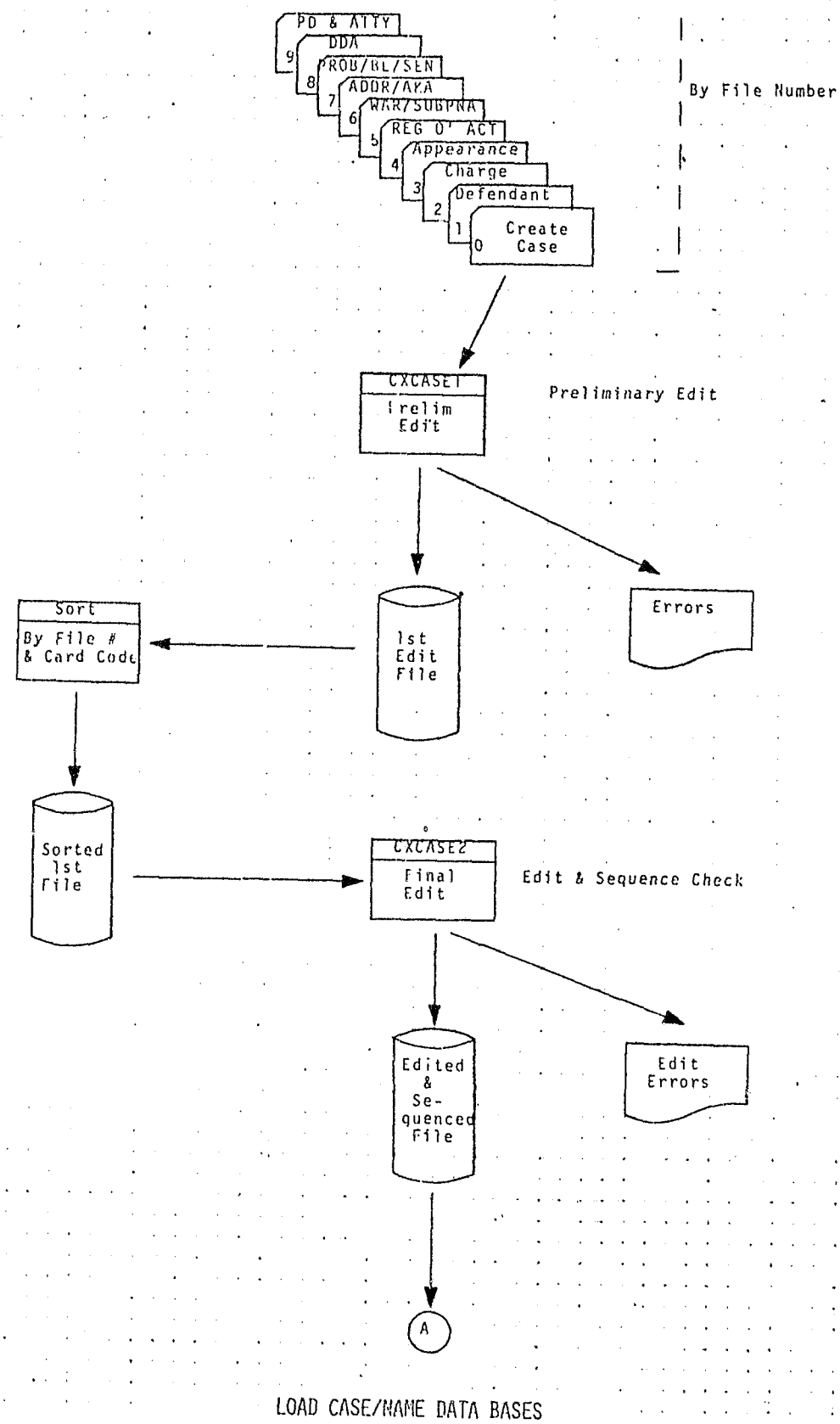
AUTOMATED COURT SYSTEM

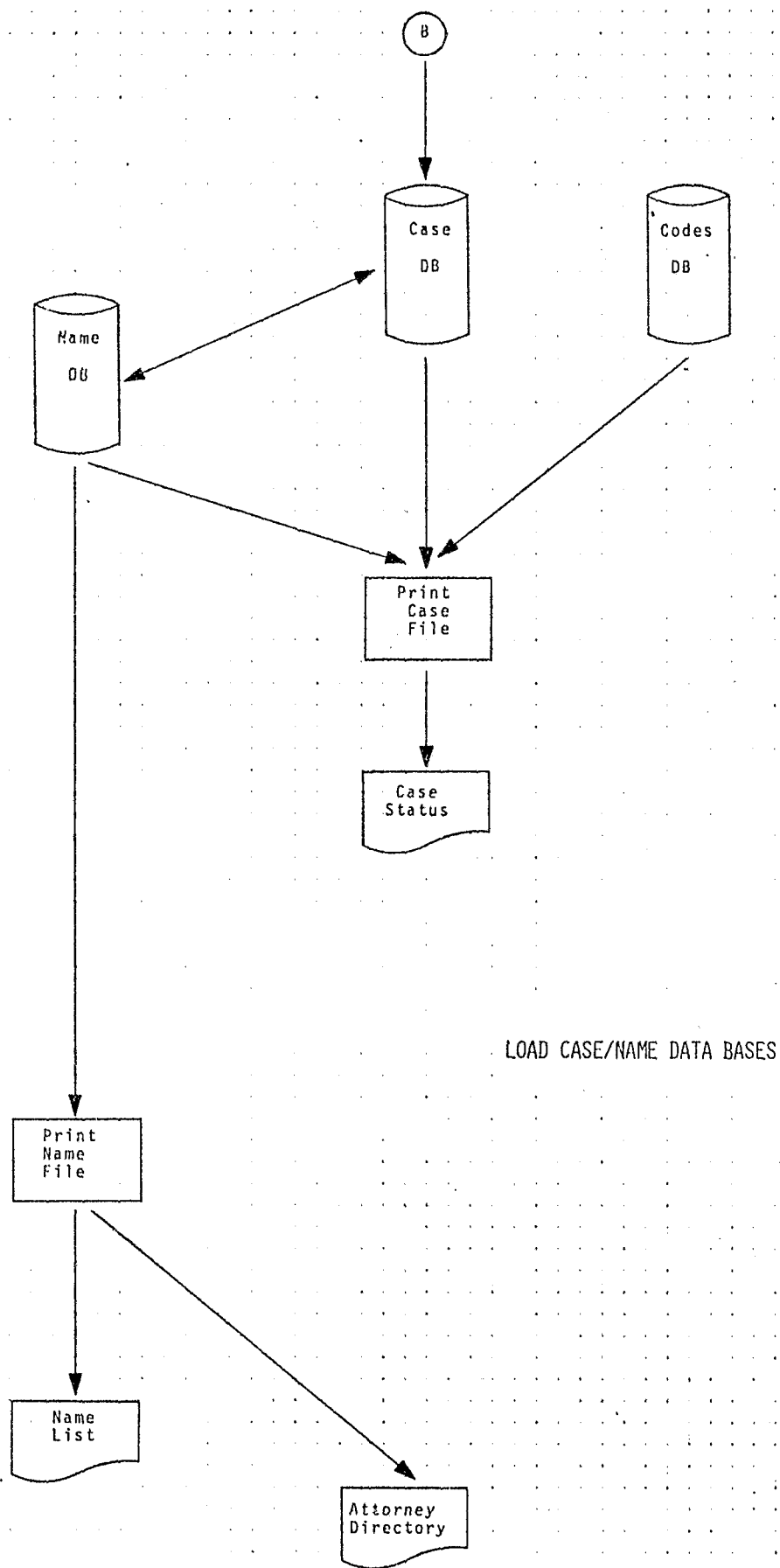
PROGRAM JOB LISTING

BY PRIORITY

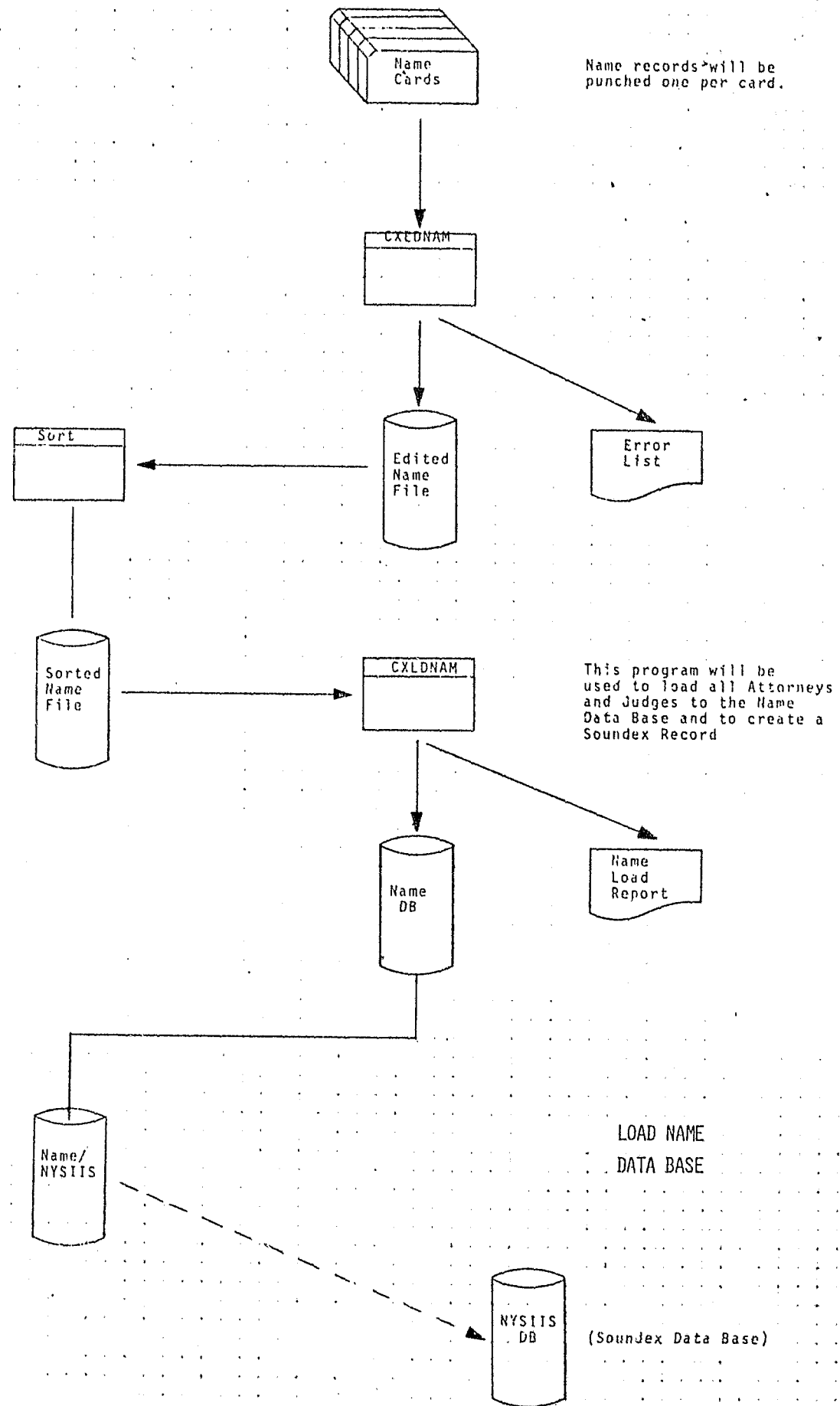
PRIORITY 'A'

<u>REF. NO.</u>	<u>PROGRAM NAME</u>	<u>MODE</u>	<u>PROGRAM NUMBER</u>
<u>Support</u>			
A-1	Load Case/Name Data Base	Batch	CXLDCAS
A-2	Load Name Data Base	Batch	CXLDNAM
A-3	Load Calendar Data Base	Batch	CXLDCAL
A-4	Load Codes Data Base	Batch	CXLDCDS
A-5	Index Screen	O/L	CXINDEX
<u>Updates</u>			
A-6	Case Initiate a. Case Initiate-Co-Defendant b. Add Charges c. Add AKA	O/L	CXINIT
A-7	Name Update	O/L	CXNAMU
A-8	Register of Actions Update	O/L	CXROAU
A-9	Calendar/Attorney Update	O/L	CXCALU
A-10	Case/Charge Disposition Update	O/L	CXCHGU
A-11	Index Update	O/L	CXIDXU
<u>Reports</u>			
A-12	Court Criminal Calendars a. Superior Court Calendar b. Municipal Court Calendar	O/L	CXCLDR
A-13	Daily Status and Assignment Calendar	O/L	CXDLYR
A-14	Case Index/Status List	O/L	CXIDXR
A-15	Defendant Index/Status List	O/L	CXDIDR
<u>Inquiries</u>			
A-16	ACS Name/NYSIIS Inquiry	O/L	CXNAMI
A-17	Identification Number Inquiry	O/L	CXIDNI
A-18	Case Inquiry	O/L	CXCASI

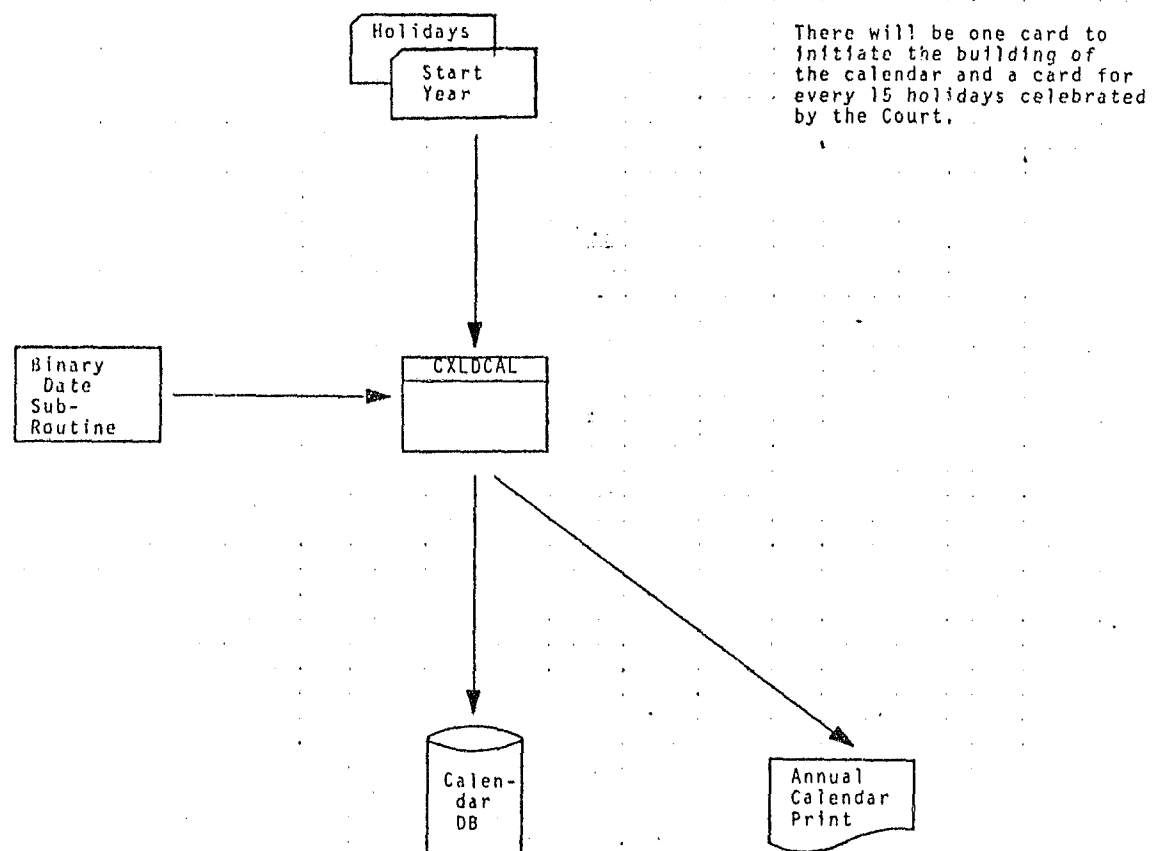




LOAD CASE/NAME DATA BASES



LOAD NAME DATA BASE

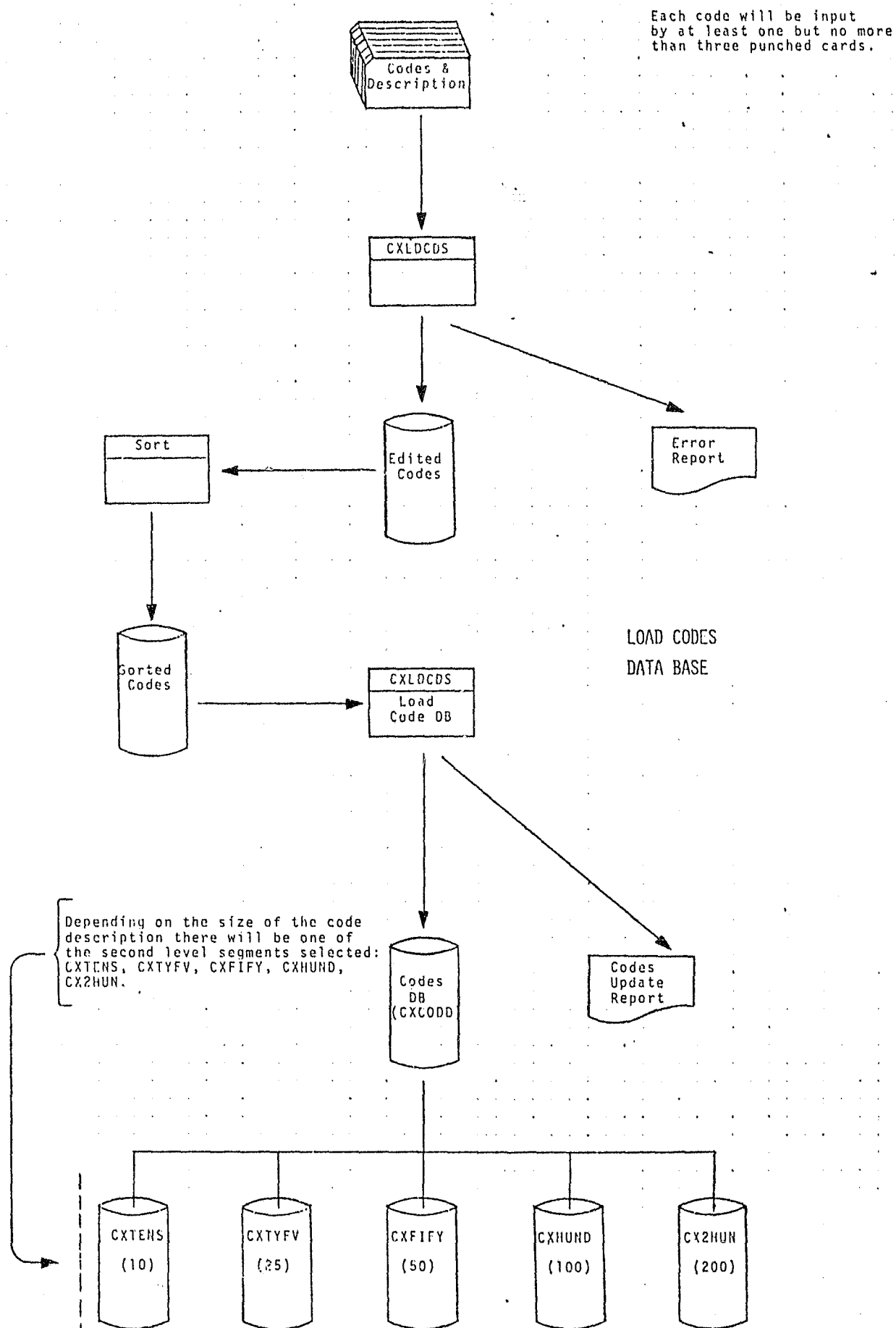
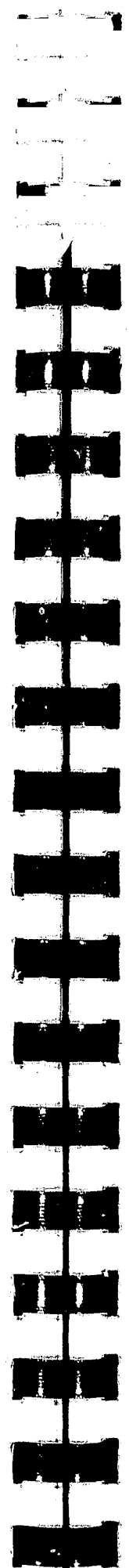


There will be one card to initiate the building of the calendar and a card for every 15 holidays celebrated by the Court.

Program will create a root segment for each workday (Monday through Friday). Those days designated as holidays will be coded.

This program will be used annually.

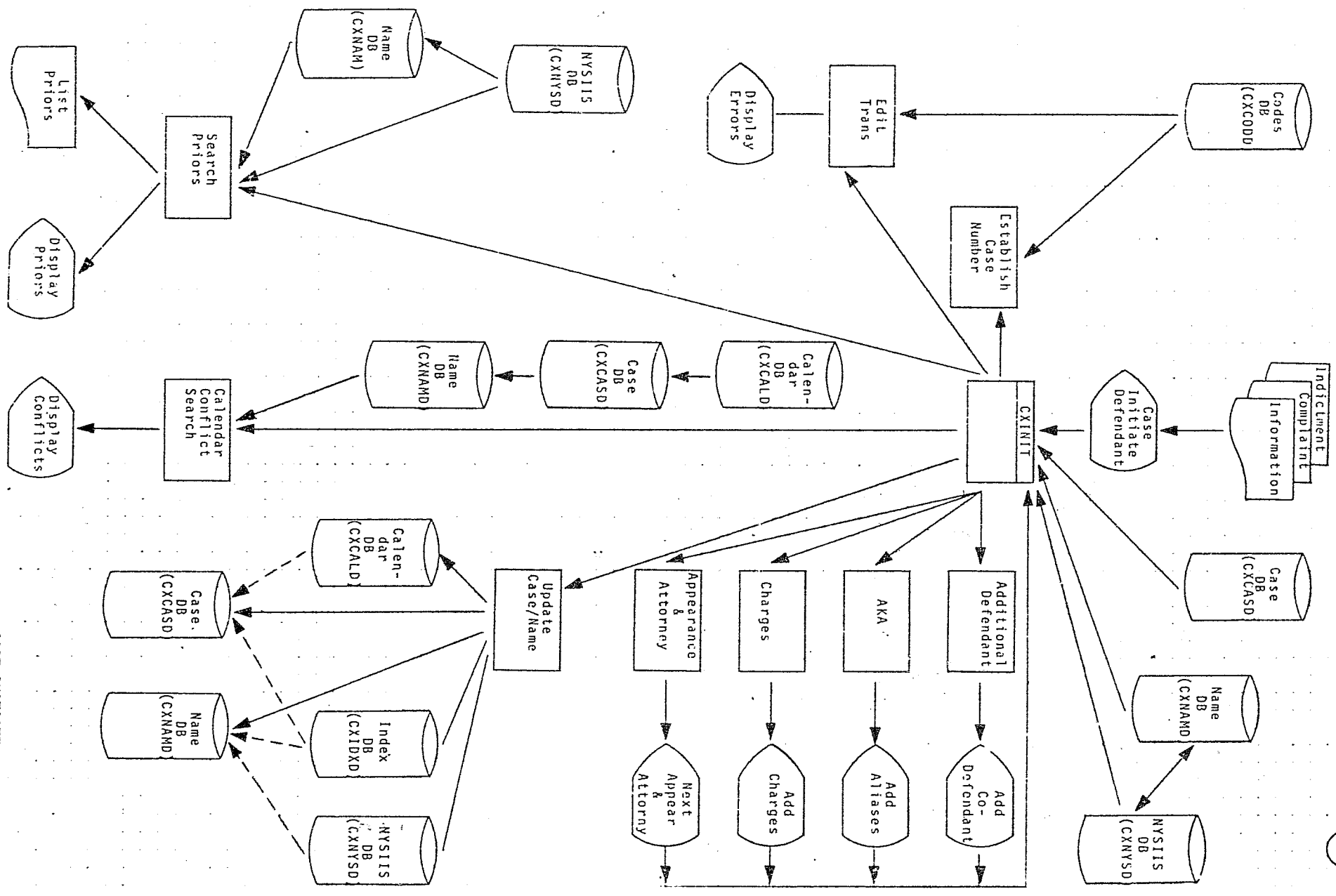
BUILD AND LOAD
CALENDAR DATA BASE



Each code will be input by at least one but no more than three punched cards.

LOAD CODES
DATA BASE

Depending on the size of the code description there will be one of the second level segments selected: CXTENS, CXTYFV, CXFIFY, CXHUND, CX2HUN.



92
CASE INITIATE
REF # A-6

SCREEN
PROGRAM ID
CXINIT

CASE INITIATE

BOOKING NO. X XXXXXXXXXXXX COURT XXX FILE DATE XXXXXX CASE NO. Z ZZZZZZ
 FILE NO. X XXXXXXXXXXXX TYPE X ARRESTING AGENCY XXXX ARREST LOCATION XXXX
 DEFENDANT FIRST NAME XXXXXXXXXXXX MIDDLE XXXXXXXXXXXX LAST XXXXXXXXXXXXXXXXXXXX
 DEFENDANT AKA FIRST XXXXXXXXXXXX MIDDLE XXXXXXXXXXXX LAST XXXXXXXXXXXXXXXXXXXX
 DEFENDANT STREET ADDRESS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 CITY XXXXXXXXXXXX STATE XX ZIP XXXXX TEL. NO. XXXXXXXXXXXX
 DEFENDANT DOB XXXXXX SEX X HAIR XXX EYES XXX HT. FT. X IN. XX WT. XXX
 DEFENDANT DRIVERS LICENSE NO. XXXXXXXXXXXX STATE XX STATUS XXXX
 APPEARANCE DATE XXXXXX TIME XX:XX DEPT XX

CHARGE	F/M	COUNTS	DATE	CHARGE	F/M	COUNTS	DATE
XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX
XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX
XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX

BOOKING NO. X XXXXXXXXXXXX FILE NO. X XXXXXXXXXXXX
 CHARGES XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

PF1 ENTER DATA PF2 START OVER PF3 INDEX PF4 ADD CHARGES
 PF5 ENTER/PRINT PF6 CO-DEFENDANT PF7 ADD AKA PF8 CALENDAR UPDATE

X - OPERATOR KEYED
 Z - COMPUTER DISPLAYED

PS-6

93

REF # -6

ACIS

CASE INITIATE
(CO-DEFENDANT)

BOOKING NO. X XXXXXXXXXXXX COURT ZZZ FILE DATE ZZZZZZ CASE NO. Z ZZZZZZ
 FILE NO. Z ZZZZZZZZZZZZ TYPE Z ARRESTING AGENCY ZZZZ ARREST LOCATION ZZZZ
 DEFENDANT FIRST NAME XXXXXXXXXXXX MIDDLE XXXXXXXXXXXX LAST XXXXXXXXXXXX
 DEFENDANT AKA FIRST XXXXXXXXXXXX MIDDLE XXXXXXXXXXXX LAST XXXXXXXXXXXX
 DEFENDANT STREET ADDRESS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 CITY XXXXXXXXXXXX STATE XX ZIP XXXXX TEL NO. XXXXXXXXXXXX
 DEFENDANT DOB XXXXXX SEX X HAIR XXX EYES XXX HT. FT. X IN. XX WT. XXX
 DEFENDANT DRIVERS LICENSE NUMBER XXXXXXXXXXXX STATE XX STATUS XXXX
 APPEARANCE DATE XXXXXX DEPT XX

CHARGE	F/M	COUNTS	DATE	CHARGE	F/M	COUNTS	DATE
XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX
XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX
XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX

BOOKING NO. X XXXXXXXXXXXX FILE NO. X XXXXXXXXXXXX
 CHARGES XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX
 XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX

- PF1 ENTER DATA PF2 START OVER PF3 INDEX
- PF4 ADD CHARGES PF5 ENTER/PRINT PF6 CO-DEFENDANT
- PF7 ADD AKA PF8 CALENDAR UPDATE

X - OPERATOR KEYED
 Z - COMPUTER DISPLAYED

ADD CHARGES

CASE NO. X XXXXXXXX
 DEFENDANT XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX

CHARGE	F/M	COUNTS	DATE	CHARGE	F/M	COUNTS	DATE
XXXXXXXXXXXXXXXXXX	Z	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	Z	XXX	XXXXXX
XXXXXXXXXXXXXXXXXX	Z	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	Z	XXX	XXXXXX
XXXXXXXXXXXXXXXXXX	Z	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	Z	XXX	XXXXXX
XXXXXXXXXXXXXXXXXX	Z	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	Z	XXX	XXXXXX

CHARGES XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX
 XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX

- PF1 ENTER DATA PF2 START OVER PF3 INDEX PF4 ADD CHARGES
- PF5 ENTER/PRINT PF6 CO-DEFENDANT PF7 ADD AKA PF8

ADD AKA

CASE NO. X XXXXXXXX
 NAME XXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX
 FIRST XXXXXXXXXXXXXXXX MIDDLE XXXXXXXXXXXXXXXX LAST XXXXXXXXXXXXXXXX
 FIRST XXXXXXXXXXXXXXXX MIDDLE XXXXXXXXXXXXXXXX LAST XXXXXXXXXXXXXXXX
 FIRST XXXXXXXXXXXXXXXX MIDDLE XXXXXXXXXXXXXXXX LAST XXXXXXXXXXXXXXXX
 FIRST XXXXXXXXXXXXXXXX MIDDLE XXXXXXXXXXXXXXXX LAST XXXXXXXXXXXXXXXX

PF1 ENTER DATA PF2 START OVER PF3 INDEX PF4 ADD CHARGES
 PF5 ENTER/PRINT PF6 CO-DEFENDANT PF7 PF8

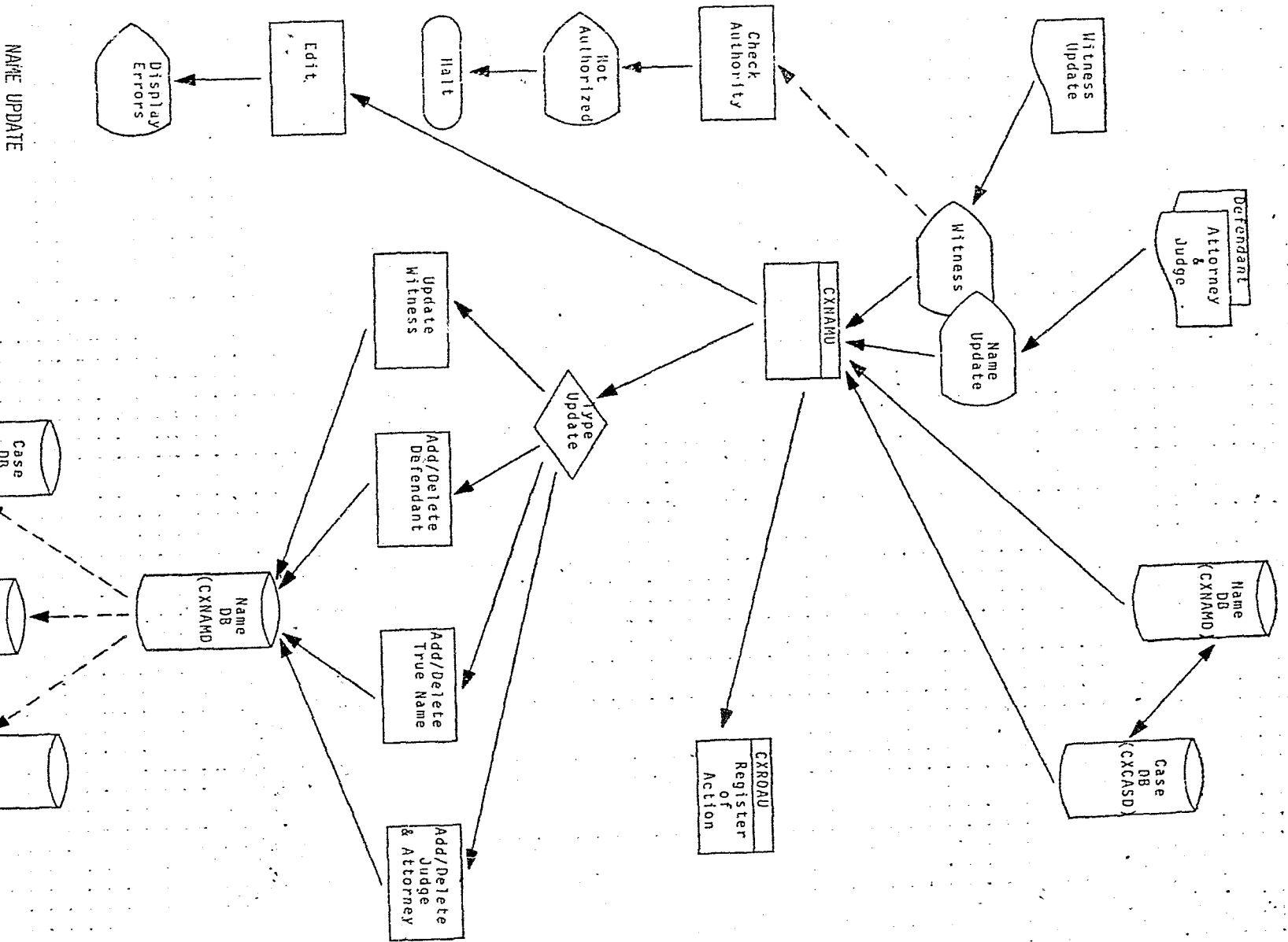
TO THE LEFT OF THE WORD, "FIRST," AND BEGINNING IN THE LEFT-MOST POSITION, ENTER THE TYPE OF NAME YOU ARE ENTERING ON THAT LINE. FOLLOWING ARE THE OPTIONS AND THEIR CORRESPONDING ENTRIES:

TN = TRUE NAME AKA = ALIAS (ALSO KNOWN AS)

PS-6

96

REF # A-6



97

REF # A-7

NAME UPDATE

NAME TYPE X BAR NO OR DATE OF BIRTH XXXXXX SEX X
NAME XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

ADDRESS STREET XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CITY XXXXXXXXXXXX STATE XX
ZIP XXXXX

BIRTHPLACE CITY XXXXXXXXXXXXXXXX STATE XX

SOCIAL SECURITY NUMBER XXX-XX-XXXX

TELEPHONE NUMBER XXX-XXX-XXXX

DRIVERS LICENSE NUMBER XXXXXXXXX STATE XX

CII NUMBER XXXXXXXXXXXX

OBTS NUMBER XXXXXXXXXXXX

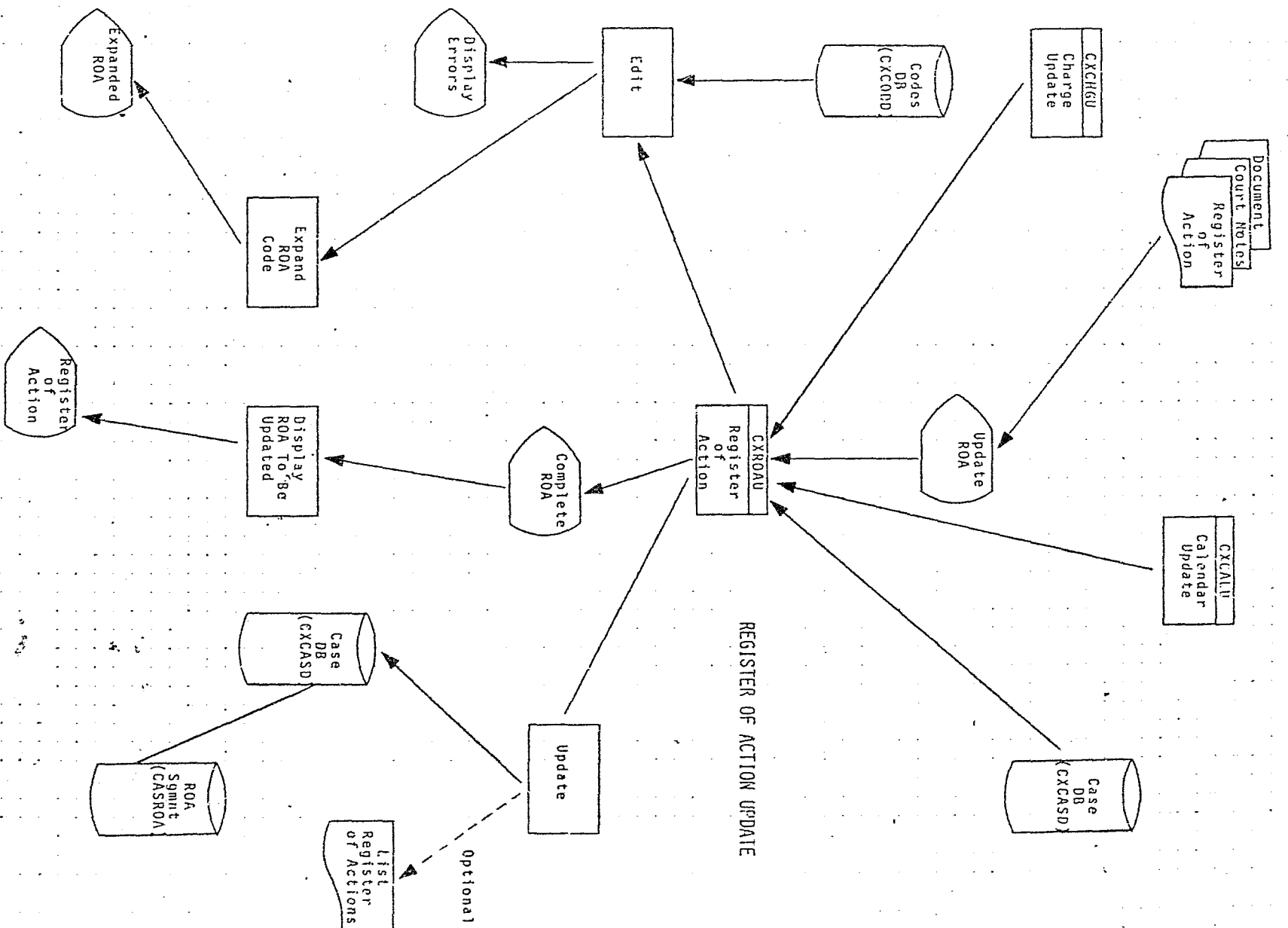
FBI NUMBER XXXXXXXXXXXXXXXX

BOOKING NUMBER XXXXXXXXXXXXXXXX

PF1 ENTER DATA
PF4

PF2 START OVER

PF3 INDEX



CASE/CHARGE DISPOSITION UPDATE

CASE NO. X XXXXXXXX NUMBER DEFENDANTS ZZ

DEFENDANT 001 ZZZZZZZZZZZZZZZZZ, ZZZZZZZZZ Z. PROC SUS/REOPEN XXXX/XXXX
 WARRANT RECALLED XX XX XX CUSTODY STATUS XX STATUS DATE XXXXXX
 CHARGE 001 F/M Z ZZ ZZZZZZZZZZZ PLEA XX DATE XXXXXX DISP XXXXX
 IRO/LIO F/M Z ZZ ZZZZZZZZZZZ PLEA XX DATE XXXXXX DISP XXXXX
 NEXT APPEAR XXXXX FOR XXXXX IN DEPT XX COURT XXX AT XX:XX
 PROBATION DEPT REPORT DUE ON XXXXXX
 JUDGMT XXXXX JAIL XXX X SUS X TERM SUSP XXX X CREDIT FOR XXX X
 FINE XXXXX STAY AMT XXXXX PAYMT XXXXX DUE XXXXXX SUS X TERM XXX X
 PROBATION FOR XXX X
 PROBATION TERMS XXXXX

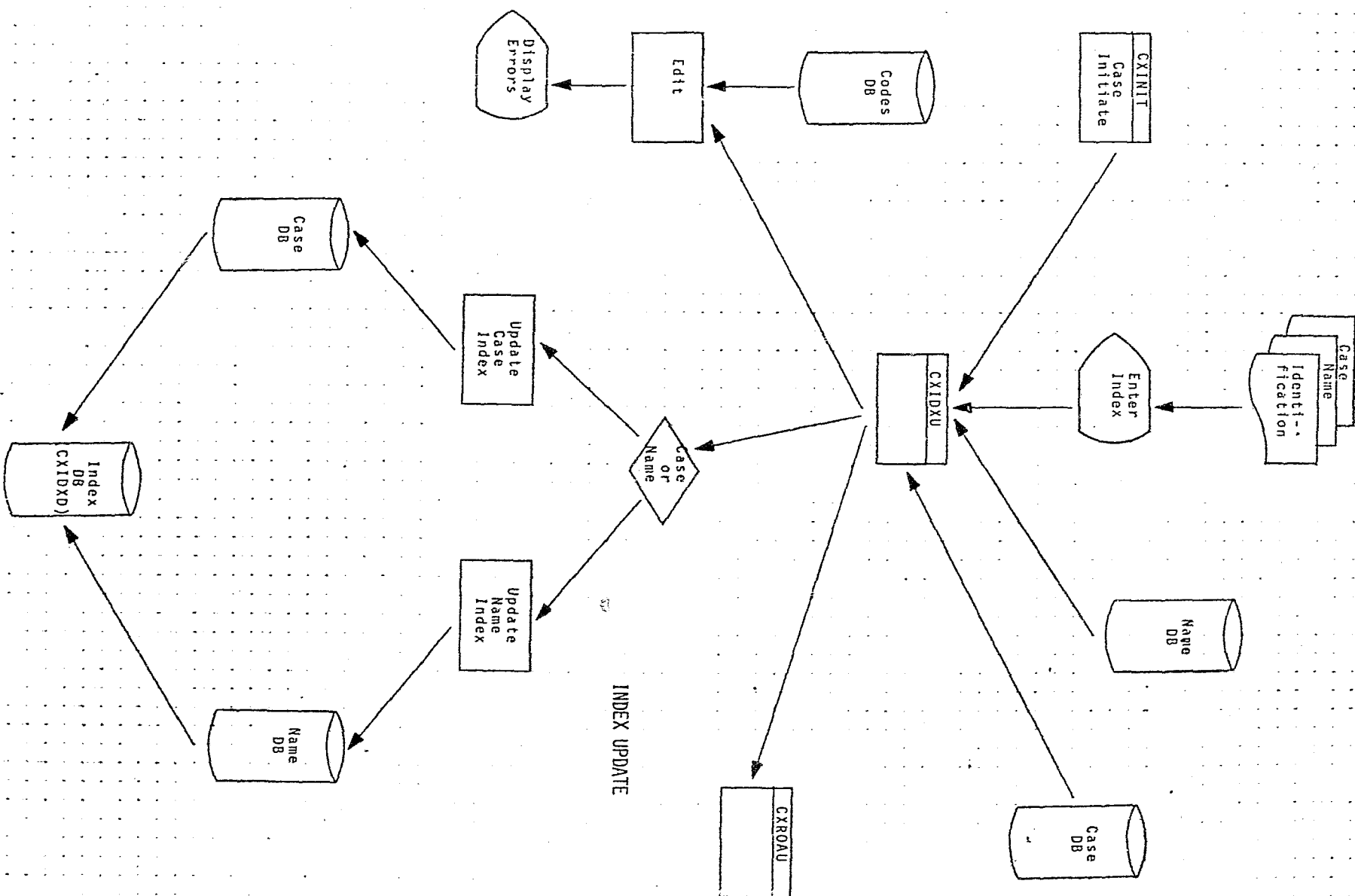
XX
 XXX
 XXXXX XXX

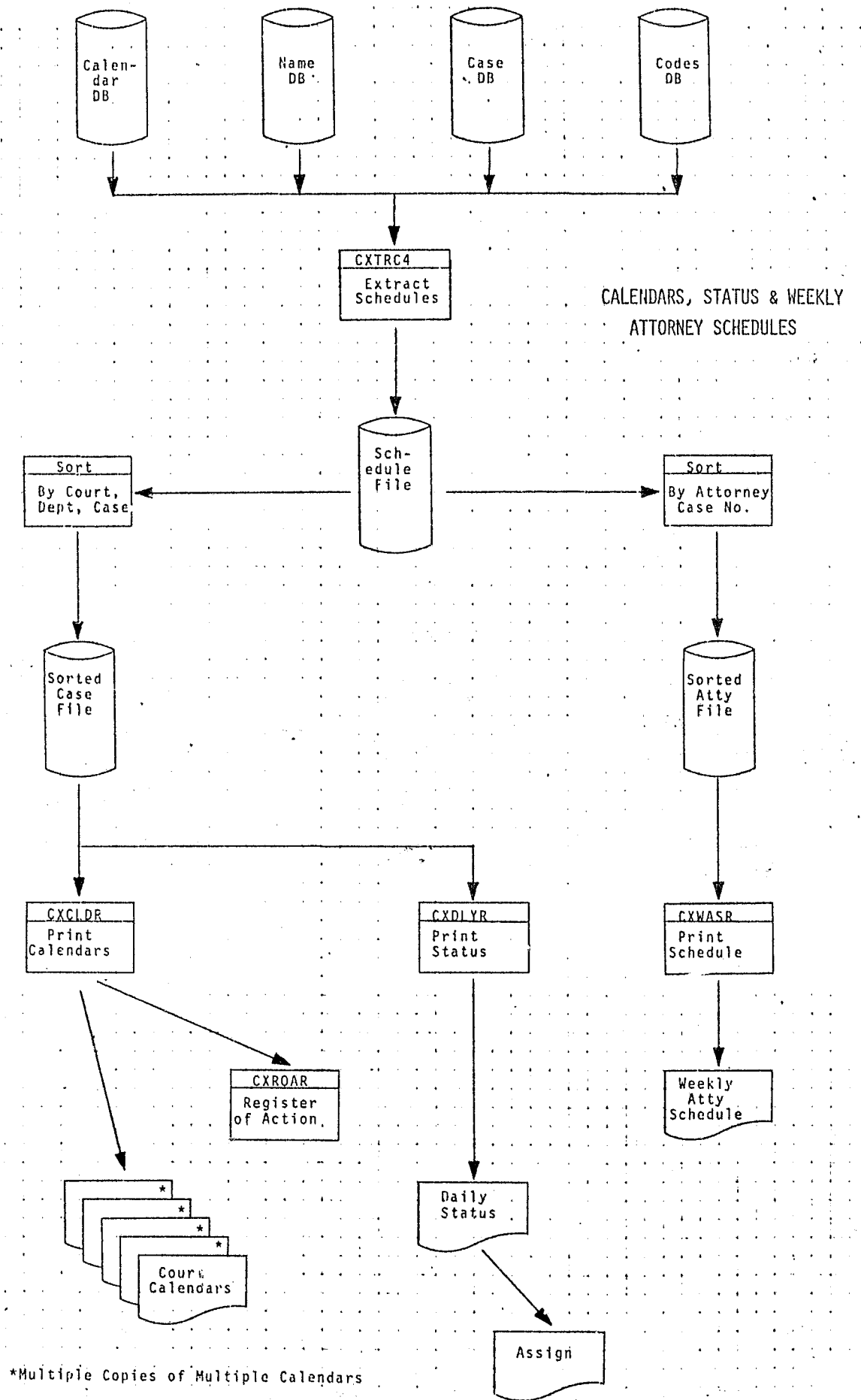
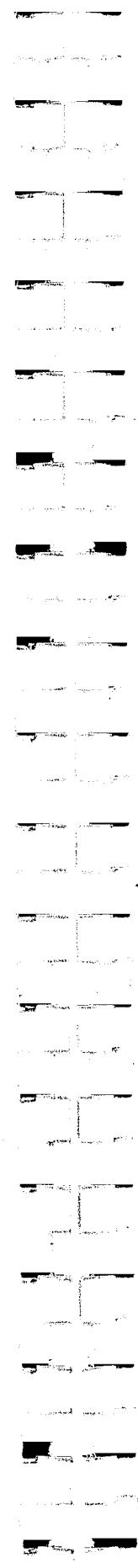
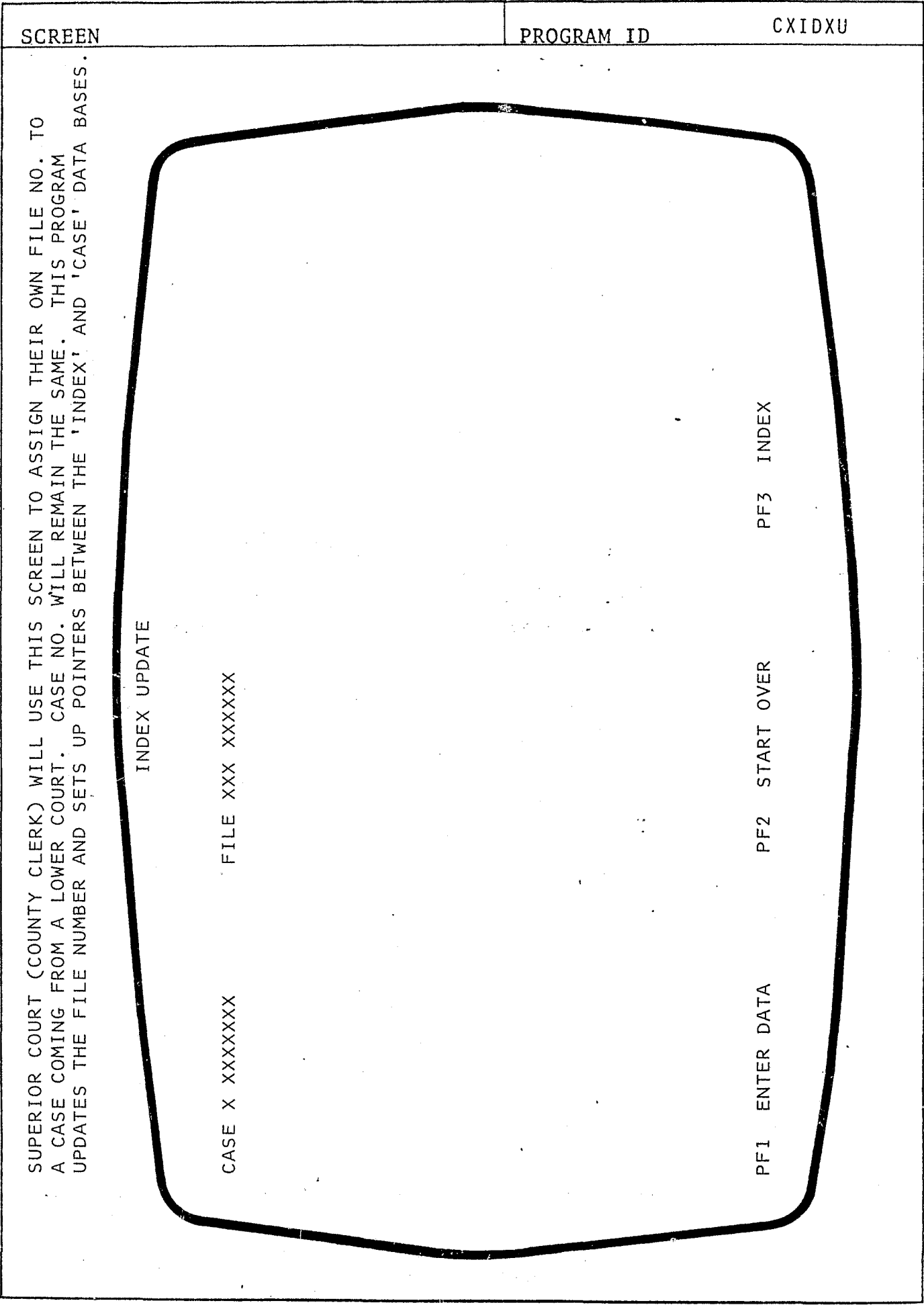
CHARGE 002 F/M Z ZZ ZZZZZZZZZZZ PLEA XX DATE XXXXXX DISP XXXXX
 ETC.

DEFENDANT 002 ETC. -----
 MORE

- PF1 ENTER DATA PF2 START OVER PF3 INDEX PF4 CALENDAR UPDATE
- PF5 AMEND CHGS PF6 PAGE BACKWARD PF7 ENTER TO DS
- PF8 ROA UPDATE PF9 NEXT CHARGE PF10 NEXT DEFENDANT

X = OPERATOR KEYED
 Z = COMPUTER DISPLAYED





*Multiple Copies of Multiple Calendars

SAN BERNARDINO COUNTY
SUPERIOR COURT
CRIMINAL CALENDAR

CXCLDR

JUDGE ROY E. CHAPMAN
DEPARTMENT 8
THURSDAY, FEBRUARY 16, 1976

CLERK

BAILIFF

REPORTER

D.A.

P.D.

P.O.

SAN BERNARDINO COUNTY
SUPERIOR COURT
CRIMINAL CALENDAR

CXCLDR

THURSDAY, FEBRUARY 16, 1976

FILING OF INFORMATION

1. CRXXXXXX LAST - NAME, FIRST - NAME, MI
(DEFENSE ATTORNEY)

NATURE OF CRIME WITH PC CODES AND DESCRIPTION

SAN BERNARDINO COUNTY
SUPERIOR COURT
CRIMINAL CALENDAR

CXCLDR

THURSDAY, FEBRUARY 16, 1976

FILING OF INFORMATION

2. CRXXXXXX LAST - NAME, FIRST - NAME, MI
(DEFENSE ATTORNEY)
NATURE OF CRIME WITH PC CODES AND DESCRIPTION

SAN BERNARDINO COUNTY
SUPERIOR COURT
CRIMINAL CALENDAR

CXCLDR

THURSDAY, FEBRUARY 16, 1976

SENTENCING

3. CRXXXXXX LAST - NAME, FIRST - NAME, MI
(DEFENSE ATTORNEY)
NATURE OF CRIME WITH PC CODES AND DESCRIPTION

SAN BERNARDINO COUNTY
SUPERIOR COURT
CRIMINAL CALENDAR

CXCLDR

THURSDAY, FEBRUARY 16, 1976

BAIL MOTION

4. CRXXXXXX LAST - NAME, FIRST - NAME, MI
(DEFENSE ATTORNEY)
NATURE OF CRIME WITH PC CODES AND DESCRIPTION

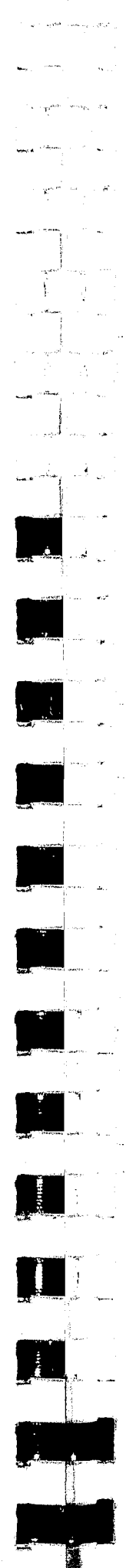
SAN BERNARDINO COUNTY
SUPERIOR COURT
CRIMINAL CALENDAR

CXCLDR

THURSDAY, FEBRUARY 16, 1976

BAIL MOTION

5. CRXXXXXX LAST - NAME, FIRST - NAME, MI
(DEFENSE ATTORNEY)
NATURE OF CRIME WITH PC CODES AND DESCRIPTION



CLERK

BAILIFF

REPORTER

D.A.

P.D.

P.O.

FILING OF INFORMATION

1. CRXXXXXX LAST - NAME, FIRST - NAME, MI
(DEFENSE ATTORNEY)

NATURE OF CRIME WITH PC CODES AND DESCRIPTION

2. CRXXXXXX LAST - NAME, FIRST - NAME, MI
(DEFENSE ATTORNEY)

NATURE OF CRIME WITH PC CODES AND DESCRIPTION

SENTENCING

3. CRXXXXXX LAST - NAME, FIRST - NAME, MI
(DEFENSE ATTORNEY)

NATURE OF CRIME WITH PC CODES AND DESCRIPTION

BAIL MOTION

4. CRXXXXXX LAST - NAME, FIRST - NAME, MI
(DEFENSE ATTORNEY)

NATURE OF CRIME WITH PC CODES AND DESCRIPTION

5. CRXXXXXX LAST - NAME, FIRST - NAME, MI
(DEFENSE ATTORNEY)

NATURE OF CRIME WITH PC CODES AND DESCRIPTION

MUNICIPAL COURT, CENTRAL CALENDAR FOR MONDAY, FEBRUARY 23, 1976

FRIDAY, FEBRUARY 13, 1976

CENTRAL

PAGE 1

8:30 A.M.

PRELIMINARY HEARING

<u>CASE NO.</u>	<u>NAME</u>	<u>CHARGES</u>	<u>CTS</u>	<u>DEPT.</u>
X-XXXXXXX	X _____ X X. X _____ X	XXXXXXX	XX	_____
	ATTY: X. X _____ X			

8:30 A.M.

ASSIGNMENT FOR TRIAL

<u>CASE NO.</u>	<u>NAME</u>	<u>CHARGES</u>	<u>CTS</u>	<u>DEPT.</u>
X-XXXXXXX	X _____ X X. X _____ X	XXXXXXX	XX	_____
	ATTY: X. X _____ X			

ETC.

ETC.

DISTRICT: X _____ X

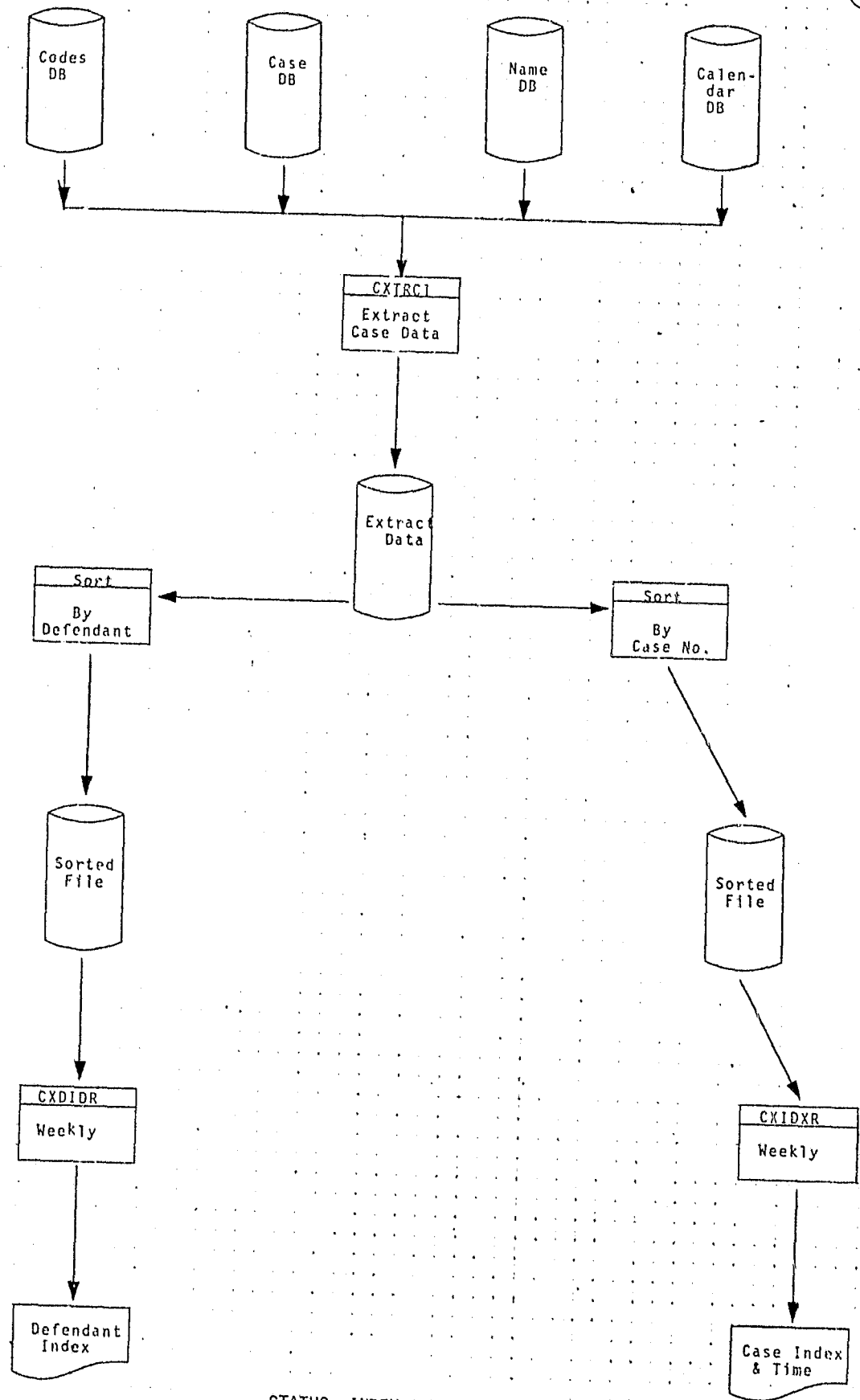
DEPT. XX

DEPT. 04 JUDGE ABERCROMBIE CASE NO. SC-1-143697 ASGD 2/8/76
 TYPE OF CASE: ADW W/INTENT TO COMM MURDER PHASE 5/12
 PEOPLE V. DOE, JOHN D.
 (SMITH, R.A., DDA) (JONES, V.R., DPD) TR BY JURY

DEPT. 05 JUDGE WHOEVER
 VACATION 2/9 TO 2/22

DEPT. 06 JUDGE ANYONE
 FAMILY LAW MATTERS

DEPT. 07 JUDGE TURNER
 CRIMINAL & CIVIL TRIAL ASSIGNMENT CALENDAR



STATUS, INDEX AND TIME REPORTS

AS OF XX/XX/XX

..... CASE INFORMATION STATUS INFORMATION
NUMBER XX-X-XXXXXX-X	DEFENDANT LAST-NAME, FI, MI
FILE NO. XXXXXX	CHARGES: CODE XXXX XXXX
	DESCRIPTION X-----X X-----X
	COUNTS XX XX
	NEXT STAGE AND DATE X-----X
	60-DAY WARNING XX/XX/XX

..... CASE INFORMATION STATUS INFORMATION
NUMBER XX-X-XXXXXX-X	DEFENDANT LAST-NAME, FI, MI
	NEXT STAGE AND DATE X-----X
	60-DAY WARNING XX/XX/XX

ETC.

ETC.

TOTAL CASES: XX,XXX

TOTAL DEFENDANTS: XX,XXX

AS OF XX/XX/XX

.....DEFENDANT INFORMATION.....

.....STATUS INFORMATION.....

DEFENDANT	CASE NO.	NEXT APPEAR	COURT	DEPT
X_____X, X. X.	X-XXXXXXX	XX/XX/XX	XXX	XX

ARRAIGNED ON XX/XX/XX	PURPOSE: X_____X
60-DAYS EXP XX/XX/XX	X_____X
SPEEDY TRIAL WAIVED? <u>XXX</u>	TRIAL BY: <u>XXXXX</u>
CHARGES: CODE DESCRIPTION	COUNTS

XXXX	X_____X	XX
XXXX	X_____X	XX

.....DEFENDANT INFORMATION.....

.....STATUS INFORMATION.....

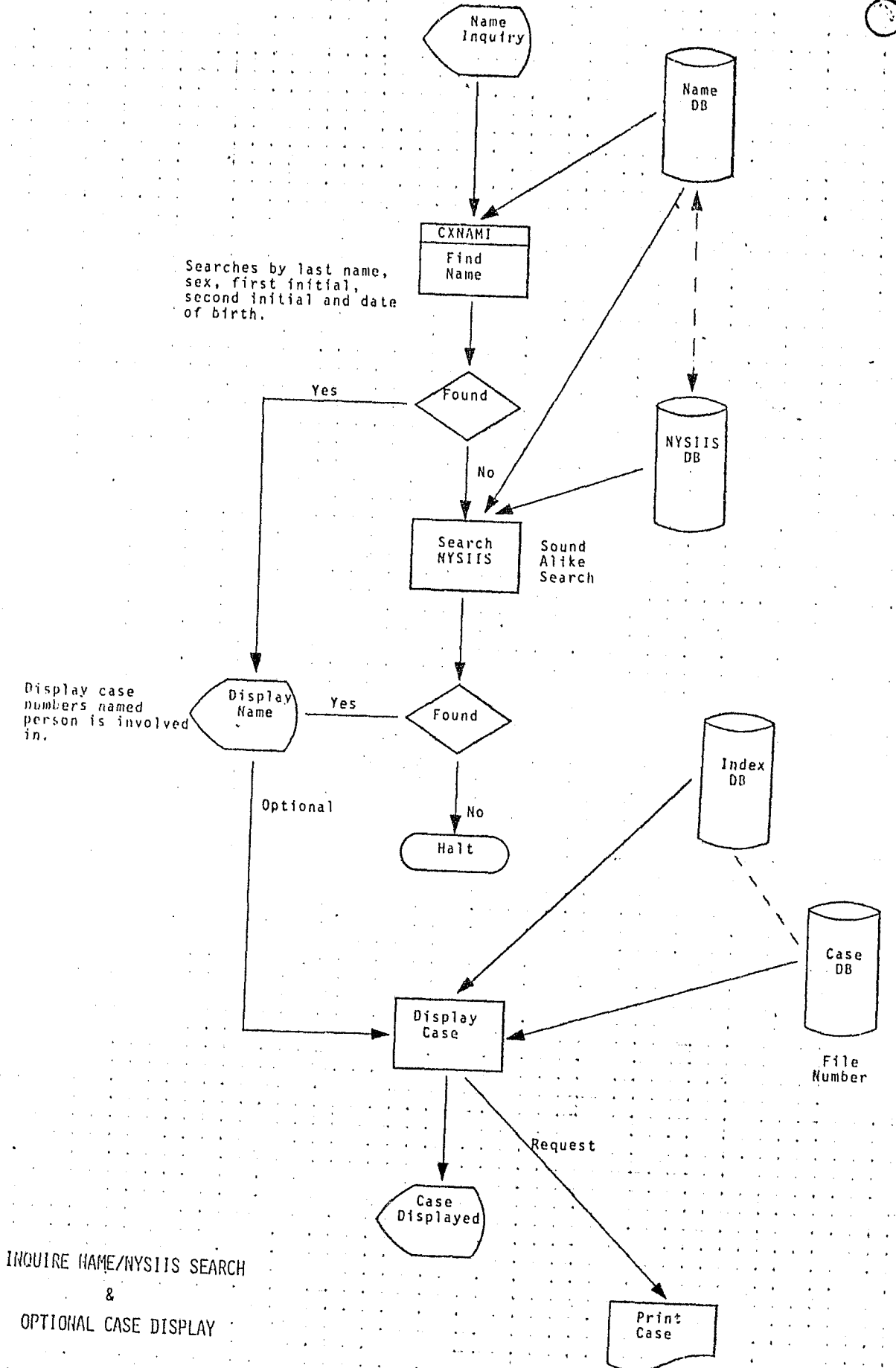
DEFENDANT	CASE NO.	NEXT APPEAR	COURT	DEPT
X_____X, X. X.	X-XXXXXXX	XX/XX/XX	XXX	XX

ARRAIGNED ON XX/XX/XX	PURPOSE: X_____X
60-DAYS EXP XX/XX/XX	X_____X
SPEEDY TRIAL WAIVED? <u>XXX</u>	TRIAL BY: <u>XXXXX</u>
CHARGES: CODE DESCRIPTION	COUNTS

XXXX	X_____X	XX
XXXX	X_____X	XX

ETC.

TOTAL CASES: XX,XXX
TOTAL DEFENDANTS: XX,XXX



ACIS NAME INQUIRY

NAME XXXXXXXXXXXXXXXX, XXXXXXXXX X.

TYPE X DOB OR BAR XXXXXX

PF1 COMMENCE NAME SEARCH

PF2 START OVER

PF3 INDEX



IF NAME IS NOT FOUND ON DATA BASE, PROGRAM WILL SEARCH THE NYSIIS DATA BASE AND DISPLAY ALL IDENTICAL OR SOUND-ALIKE NAMES.

NYSIIS RESPONSE

NAME

ZZZZZZZZZZZZZZZZ, ZZZZZZZZZ Z
ZZZZZZZZZZZZZZZZ, ZZZZZZZZZ Z
ZZZZZZZZZZZZZZZZ, ZZZZZZZZZ Z

PF1 ACIS NAME INQUIRY

PF2 NYSIIS NAME INQUIRY

PF3 INDEX

RESPONSE SCREEN AFTER SEARCH

SCREEN

PROGRAM ID

CXNAMI

ACIS

ACIS NAME INQUIRY

NAME: XXXXXXXXXXXXXXXX, XXXXXXXXX X. ZZZZZZZZ*

CASE NO: Z ZZZZZZ CASE TYPE: ZZZZZZ

DATE COMPLAINT FILED: ZZ/ZZ/ZZ

ALSO SEE CASE NO: Z ZZZZZZ Z ZZZZZZ

ATTORNEY FOR NAMED PARTY: Z. Z. ZZZZZZZZZZZZZZZZ

OPPOSING PARTY: ZZZZZZZZZZZZZZZZ, ZZZZZZZZZ Z., ZZZZZZZZ*

ATTORNEY FOR OPPOSING PARTY: Z. Z. ZZZZZZZZZZZZZZZZ

LAST STAGE DATA

ZZZZZ

ZZ/ZZ/ZZ

ZZZ

ZZ

ZZ:ZZ

HEARING

DATE

COURT

DEPT

TIME

NEXT STAGE DATA

ZZZZZ

ZZ/ZZ/ZZ

ZZZ

ZZ

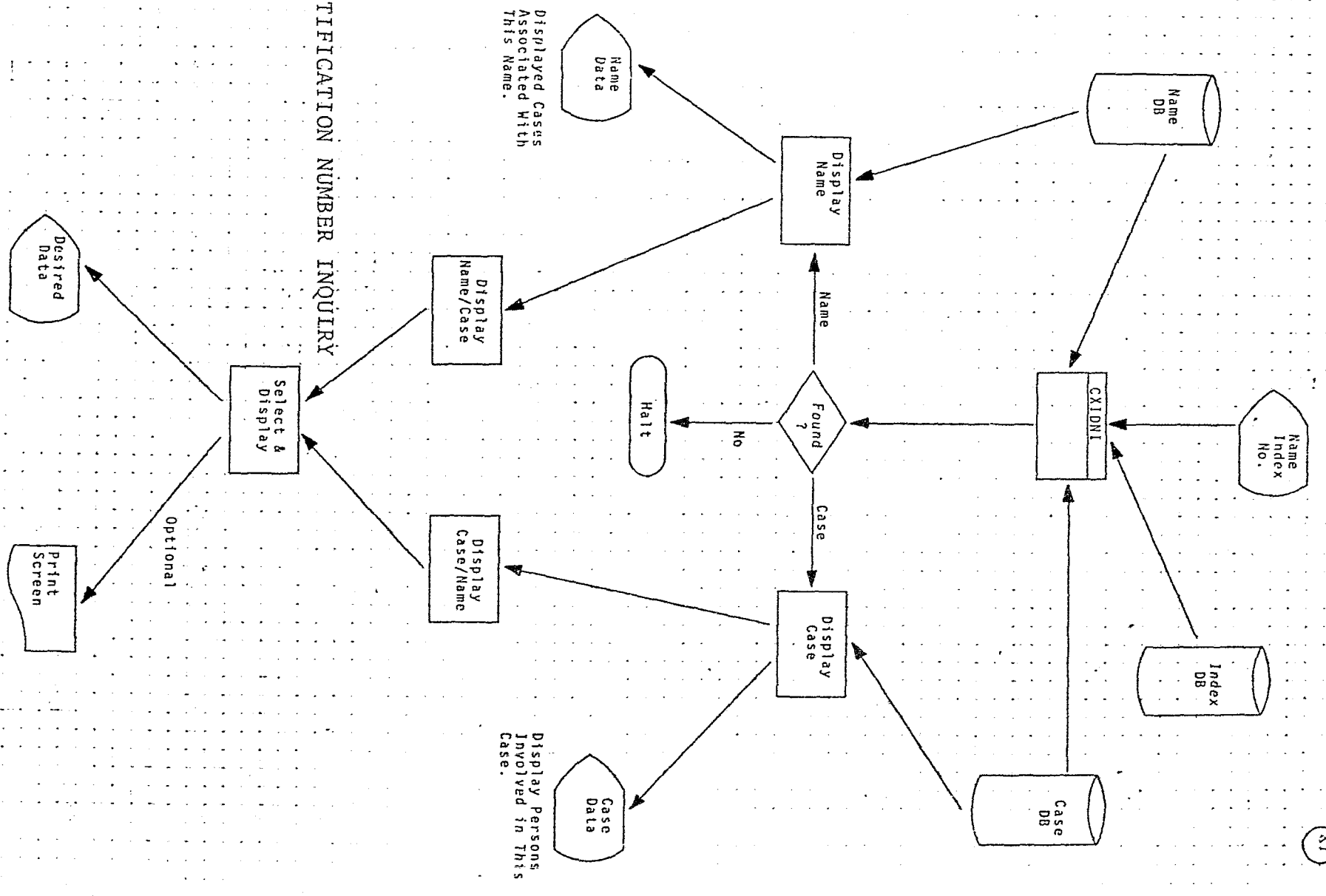
ZZ:ZZ

CUSTODY STATUS OF DEFT: ZZZZZZZZ

PF1 NEXT CASE NO. PF2 PRINT SCREEN PF3 INDEX

* PROGRAM WILL REFLECT STATUS OF PERSON (PLAINTIFF OR DEFENDANT).

IDENTIFICATION NUMBER INQUIRY



IDENTIFICATION NUMBER INQUIRY

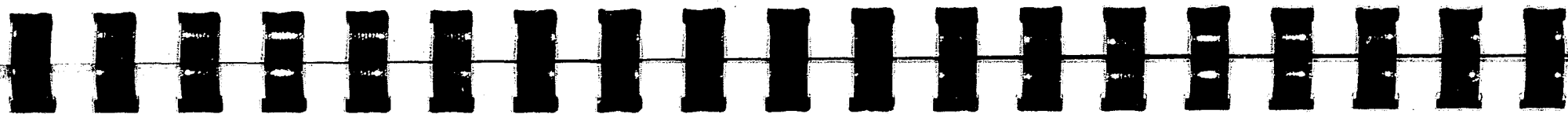
TYPE	NUMBER
X	XXXXXXXXXXXX

ID NUMBER RESPONSE

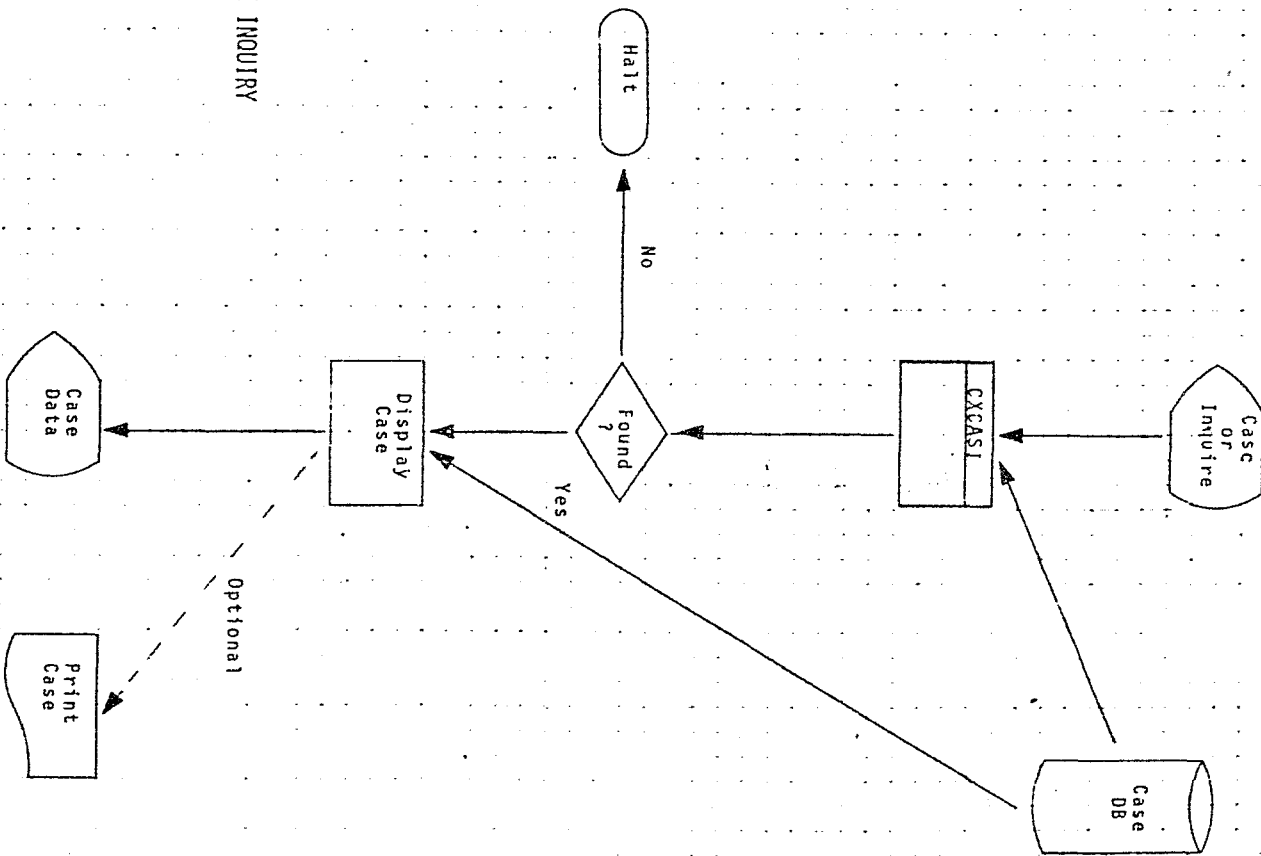
CASE NO.	OR	NAME
Z ZZZZZZ		ZZZZZZZZZZZZZZZZ, ZZZZZZZZZ Z

PF1	COMMENCE INQUIRY	PF2	START OVER	PF3	INDEX
PF4	CASE INQUIRY	PF5	NAME INQUIRY		

X = OPERATOR KEYED
 Z = COMPUTER GENERATED



CASE INQUIRY



SCREEN

PROGRAM ID

CXCASI

CASE INQUIRY

ENTER CASE NUMBER, THEN DEPRESS "ENTER" KEY.

CASE NUMBER: X XXXXXXX
FILE NUMBER: ZZZ ZZZZZZ

DEFENDANTS

RESPONSE
DEFENSE ATTORNEYS

ZZZZZZZZZZZZZZZZ, ZZZZZZZZZZZ Z Z ZZZZZZZZZZZZZZZZZ
ZZZZZZZZZZZZZZZZ, ZZZZZZZZZZZ Z Z Z ZZZZZZZZZZZZZZZZZ

END OF DEFENDANTS*

CASE STATUS ZZZZZZZZZZ DATE COMPLAINT FILED ZZ/ZZ/ZZ
DATE INFORMATION FILED ZZ/ZZ/ZZ DATE INDICTMENT ISSUED ZZ/ZZ/ZZ

LAST STAGE DATA

NEXT STAGE DATA

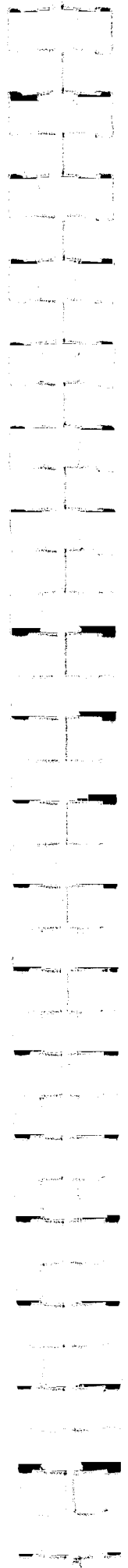
ZZZZZZ HEARING
ZZ/ZZ/ZZ DATE
ZZZ COURT
ZZ DEPT
ZZ:ZZ TIME

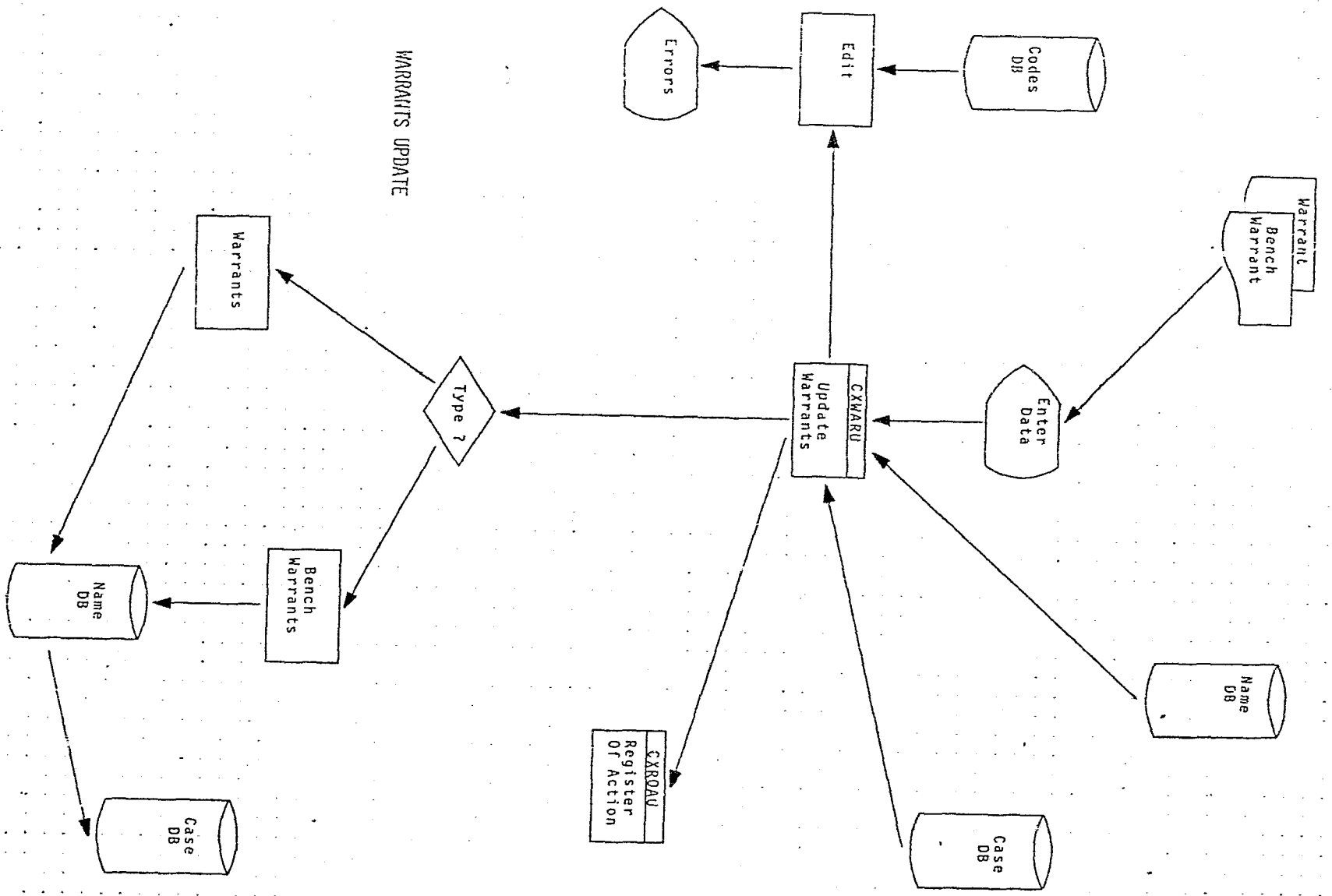
PF1 MORE DEFTS PF2 PRINT SCREEN PF3 INDEX
PF4 NEW CASE INQUIRY PF5 NAME INQUIRY

X = OPERATOR KEYED
Z = COMPUTER GENERATED
* OR: MORE DEFENDANTS

PRIORITY 'B'

REF. NO	PROGRAM NAME	MODE	PROGRAM NUMBER
<u>Updates</u>			
B-1	Warrants Update	O/L	CXWARU
<u>Reports</u>			
B-2	Register of Actions	O/L	CXROAR
B-3	Disposition Sheet	O/L	CXDSPR
B-4	Arrest/Disposition Report Tape	O/L	CXADRR
<u>Inquiries</u>			
B-5	Register of Actions Inquiry	O/L	CXROAI
B-6	Recall Calendar and Trailing Cases	O/L	CXTRLI
B-7	Supplementary Calendar	O/L	CXSPLI





WARRANTS UPDATE

130 REF # B-1

WARRANTS UPDATE

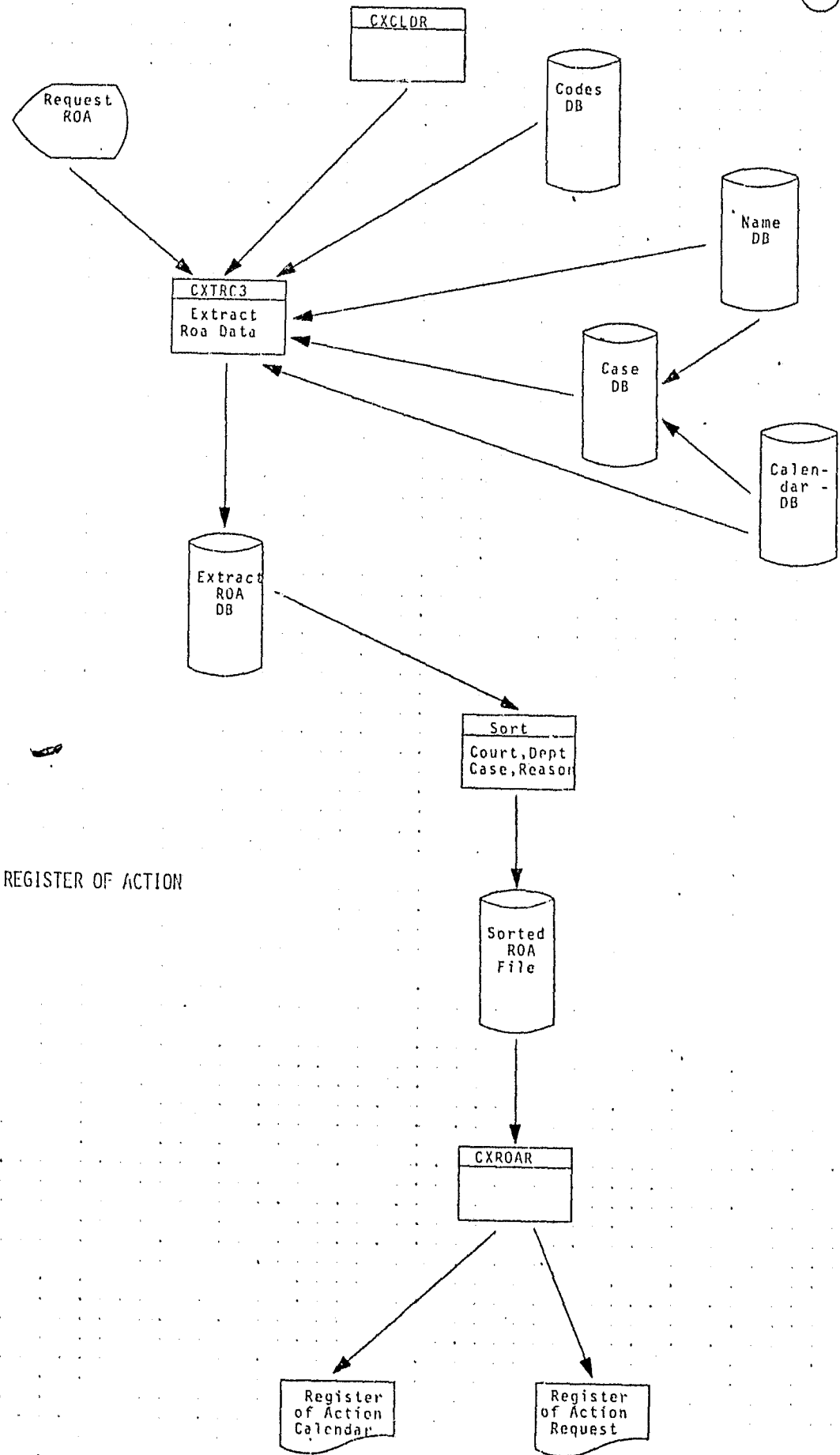
ENTER CASE NO. AND/OR FILE NO., THEN NAME. THEN DEPRESS 'ENTER' KEY.
CASE NO. X XXXXXXXX
FILE NO. XXX XXXXXX
NAME: XXXXXXXXXXXXXXXX, XXXXXXXXXXXX X.

TYPE	WARRANT NO.	DATE ISSUED	DATE SERVED	DATE RECALLED	DATE RELEASED CUSTODY
ZZZ	ZZZZZZZZZZ	ZZ/ZZ/ZZ	ZZ/ZZ/ZZ	ZZ/ZZ/ZZ	ZZ/ZZ/ZZ
ZZZ	ZZZZZZZZZZ	ZZ/ZZ/ZZ	ZZ/ZZ/ZZ	XX/XX/XX	XX/XX/XX
XXX	XXXXXXXXXX	XX/XX/XX			

PF1 ENTER DATA PF2 START OVER PF3 INDEX

X = OPERATOR KEYED
Z = COMPUTER DISPLAYED

PS-6 131 REF # B-1



REGISTER OF ACTION

XX/XX/XX

SAN BERNARDINO COUNTY
REGISTER OF ACTIONS

CXROAR

FOR: DEPARTMENT 10
SUPERIOR COURT

1. CASE NO. CRXXXXXX

XXXXXX

NAME LAST NAME, FIRST NAME, MI

FILE NO. XXXXXX

FBI NO. XXXXXX

CII NO. XXXXXX

CHARGE INFORMATION

CODE	SECTION	COUNTS	DESCRIPTION
XX	XXXXXXXX	XX	XX
XX	XXXXXXXX	XX	XX
XX	XXXXXXXX	XX	XX

RELATED CASES

CRXXXXXX CRXXXXXX

ATTORNEYS

DEFENSE	TYPE	PROSECUTING
LAST NAME, FIRST	XX	LAST NAME, FIRST

EVENT DATE EVENT DESCRIPTION

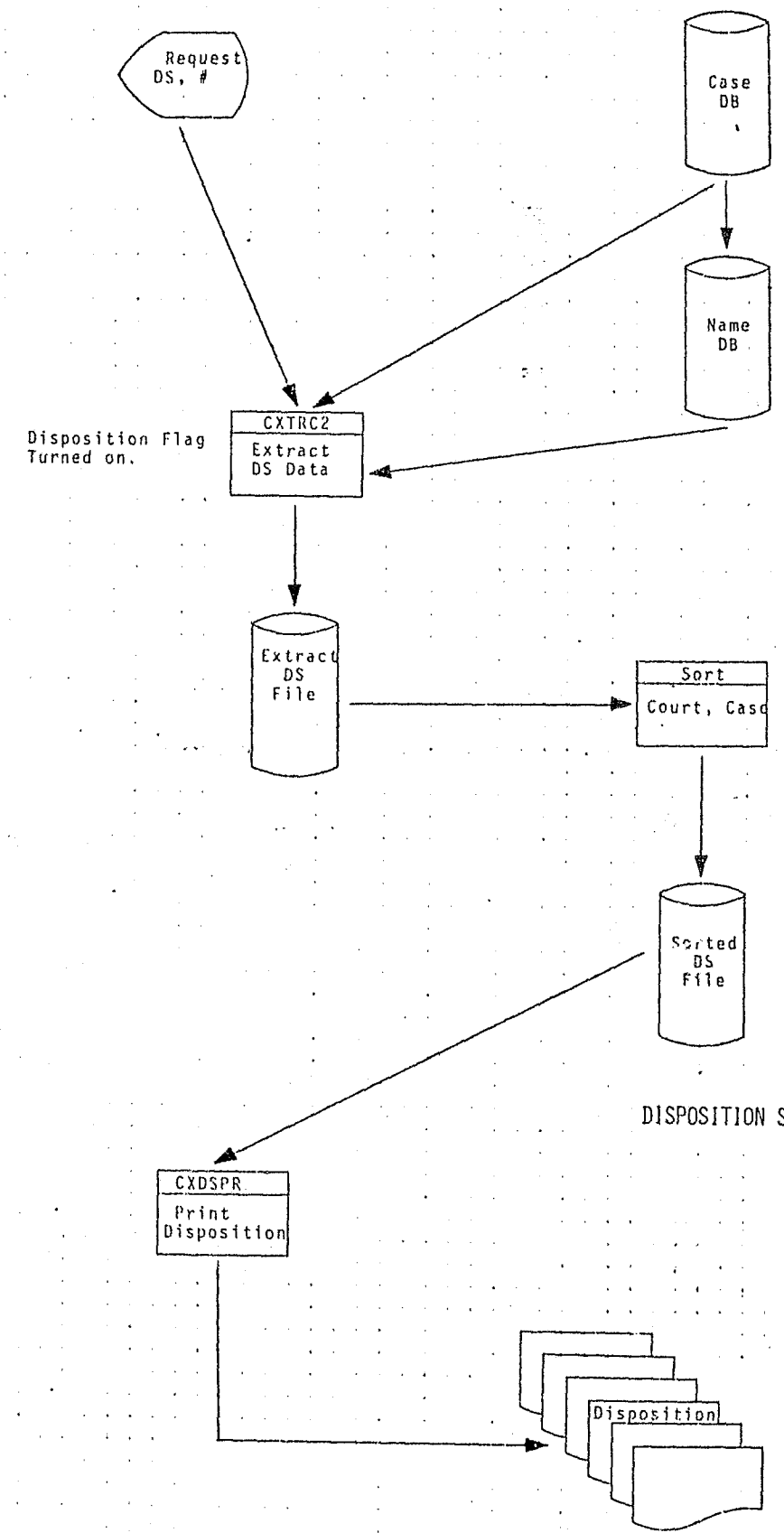
XX/XX/XX	XX
XX/XX/XX	XX
XX/XX/XX	XX
XX/XX/XX	XX

FOR: DEPARTMENT 10
SUPERIOR COURT

1. CASE NO. CRXXXXXX (CONT)

PAGE 02

EVENT DATE	EVENT DESCRIPTION
XX/XX/XX	XX
	XX
	XX
XX/XX/XX	XX
	XX
	XX



SAN BERNARDINO

CENTRAL DIVISION

DEF'T DOE, JOHN D.

PLEA NOT GUILTY
PRELIM HRNG 3-24-76
CT APPTS PUB DEF
NOT IN CUST

CASE NO.XX XXXXXX CHARGE HS 11357
FILE NO. XXXXXX

DEF'T JONES, JOHN P.

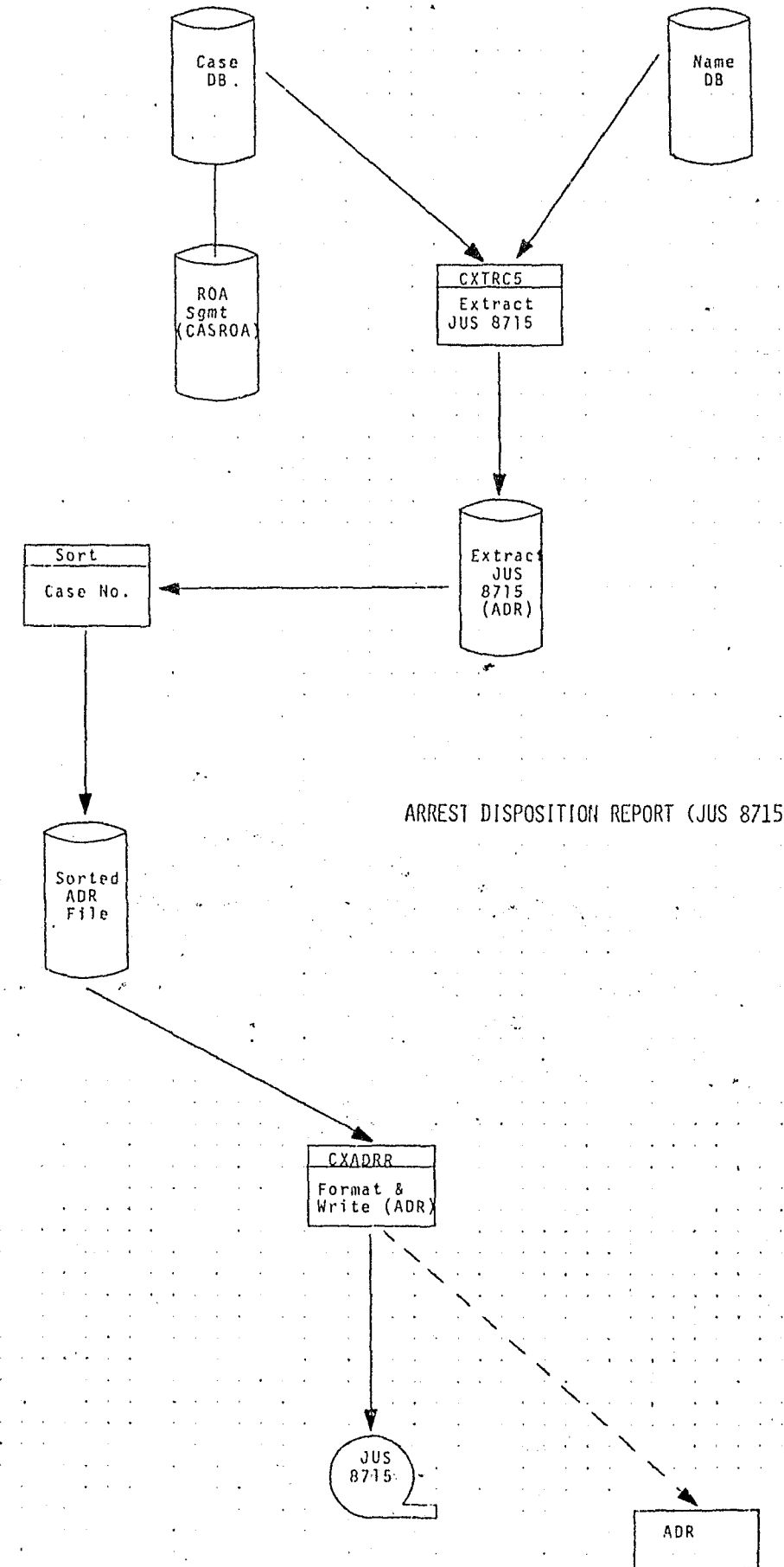
PLEA NOT GUILTY
PRELIM HRNG 3-7-76
CT APPTS ATTY JOHN SMITH
IN CUST

CASE NO.XX XXXXXX CHARGE PC 211
FILE NO. XXXXXX COUNTS 2

ETC.

ETC.

ETC.



ARREST DISPOSITION REPORT (JUS 8715)

RECORD NAME: Arrest/Disposition Record (JUS Form 8715)		COPY NAME:	
SEGMENT NAME: Explanatory Comments		PROGRAM NUMBER: CXADRR	
FIELD	FIELD NAME	DESCRIPTION	COBOL PIC
	NOTE:	The following information is copied from <u>STANDARDS FOR COMPUTERIZED DISPOSITION REPORTING</u> , published by the California Department of Justice, Division of Law Enforcement, Identification and Information Branch:	
		"Each offender disposition record may have as many as four record segment types. All record segments are identified by a master record key which includes a segment descriptor code. Record segments numbered two, three and four may be repeated as many as ninety-nine times to record all information for each charged offense entered as the result of an arrest.	
		Data entry for each data element will follow normal computer standards. Alpha (A) and alpha/numeric (A/N) data will be left justified and space filled. All dates will be valid and entered as month, day, year, i.e., January 23, 1974 would be entered 012374. Numeric (N) data will be right justified and zero filled. All coded data will be entered as specified on the Master Code List.	
		Each record segment is made up from a composition of data elements. Following is a detailed breakdown of each record segment by data element."	
		It should also be noted that the term, "segment" as used in the above quotation does not refer to segments of a data base. Rather, they are referring to "sections" or "portions" of a tape record. In the case of the Automated Court System, this tape, as described on the following pages, will be output from the ACS Data Bases. These pages, therefore, describe the tape record format.	

RECORD NAME: Arrest/Disposition Record		COPY NAME:	
SEGMENT NAME: Identification Segment		PROGRAM NUMBER: CXADRR	
FIELD	FIELD NAME	DESCRIPTION	COBOL PIC
1	Master Record Key		9(13)
	County	See Code #1	99
	Date of Report		9(6)
	A/D Record Number		9(5)
2	Segment Descriptor		9 Value '1'
3	CII Number		x(10)
4	OBTS Number	Leave All Spaces	x(9)
5	FBI Number		x(12)
6	Social Security No.		9(9)
7	Driver License No.		x(9)
8	Booking No.		x(20)
9	Name		x(21)
10	Alias		x(21)
11	True Name		x(21)
12	Sex	See Code 3	x
13	Race	See Code 4	x
14	Date of Birth		9(6)
15	Birthplace	See Code 5	xx
16	Arresting Agency	See Code 2	9(5)
17	Date of Arrest		9(6)
18	Filler	Space	x(23)
SEGMENT SIZE: 190 BYTES			

RECORD NAME: Arrest/Disposition Record		COPY NAME:	
SEGMENT NAME: Arrest and Prosecution Data Segment		PROGRAM NUMBER: CXADRR	
FIELD	FIELD NAME	DESCRIPTION	COBOL PIC
1	Master Record Key	See Identification Segment	9(13)
2	Segment Descriptor		9 Value '2'
3	Charge Number		99
4	Type of Charge	See Code 6	9
5	Offense Qualifier	See Code 7	99
6	Charged Offense	See Code 8	9(5)
7	Type of Warrant	See Code 9	9
8	Warrant Number		x(12)
9	Agency Released to	See Code 2	9(5)
10	Police Release Date		9(6)
11	D.A. Date		9(6)
12	D.A. Custody	See Code 10	9
13	C.A. Date		9(6)
14	C.A. Custody	See Code 10	9
15	Disposition	See Code 11	9(4)
16	Other Arresting Agency		x(30)
17	Other Agency Rec'd To		x(30)
18	Remarks		x(64)
SEGMENT SIZE: 190 BYTES			

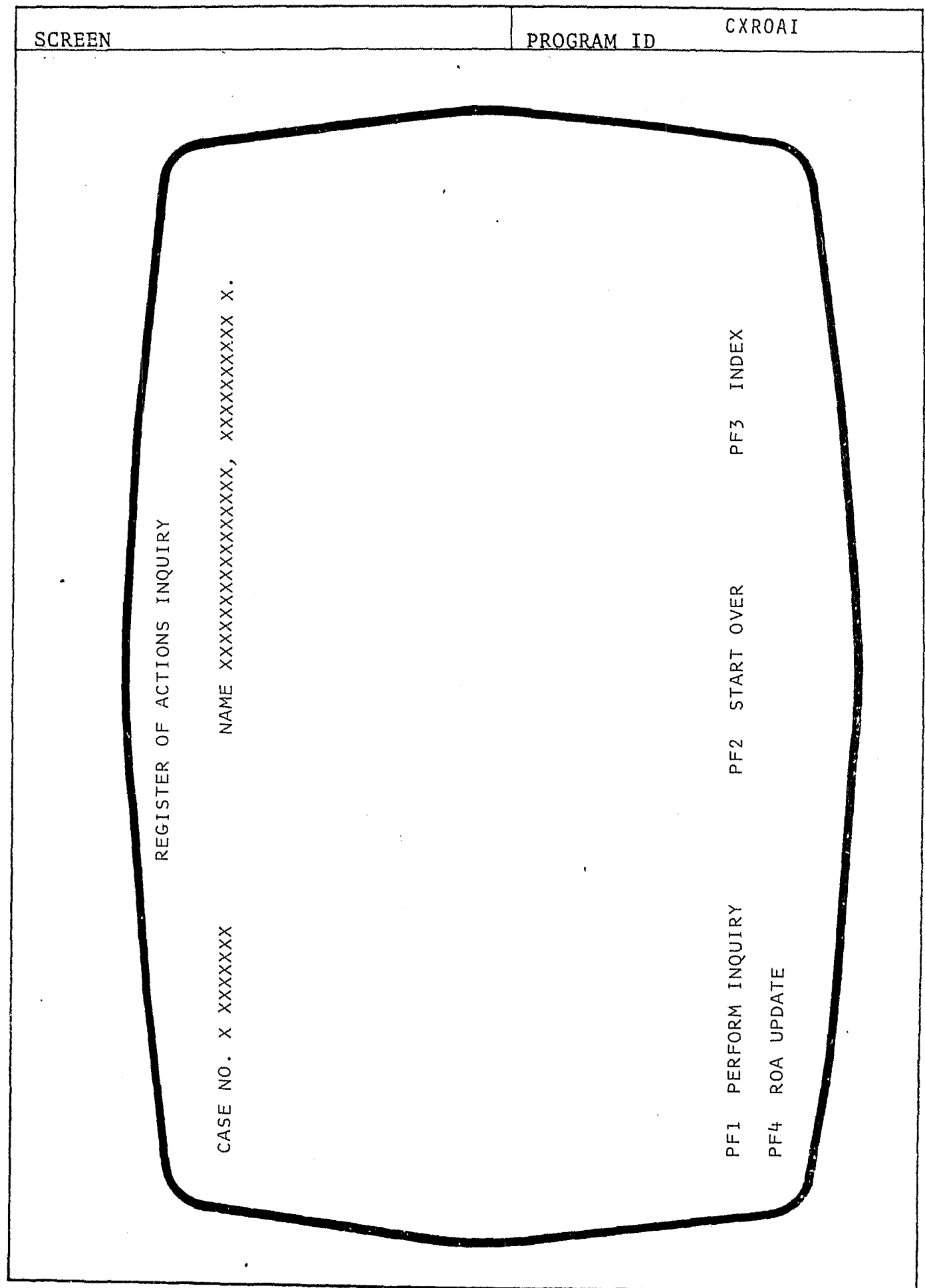
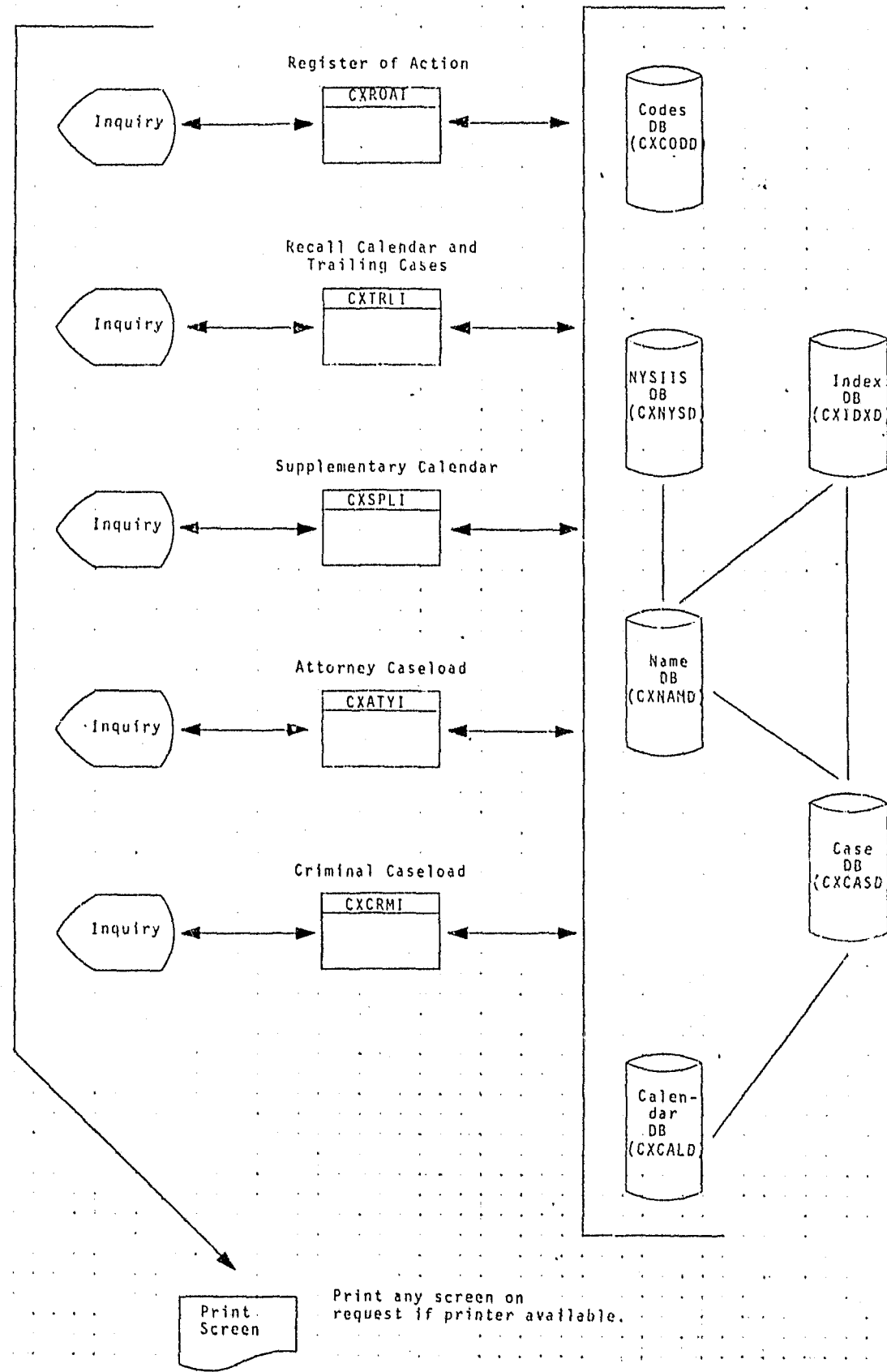
RECORD NAME: Arrest/Disposition Record		COPY NAME:	
SEGMENT NAME: Court Action Segment		PROGRAM NUMBER: CXADRR	
FIELD	FIELD NAME	DESCRIPTION	COBOL PIC
1	Master Record Key	See Identification Segment	9(13)
2	Segment Descriptor		9, Value '3'
3	Charge Number		99
4	Type of Court	See Code 12	9
5	File Number		x(12)
6	District Number	See Code 25	9(5)
7	Judge Number		9(4)
8	Type of Filed Offense	See Code 6	9
9	Offense Qualifiers	See Code 7	99
10	Filed Offense	See Code 8	9(5)
11	Original Filing	See Code 13	9
11a	Date		9(6)
12	First Plea	See Code 16	99
12a	Date		9(6)
13	Final Plea	See Code 16	99
13a	Date		9(6)
14	Court Disposition	See Code 17	9(4)
15	Type of Convicted Offense	See Code 6	9
16	Offense Qualifiers	See Code 7	99
17	Convicted Offense	See Code 8	9(5)
18	Degree		9
19	Other Prosecution Case Number		x(12)
20	Sentence	See Code 20	99
21	Sentence Date		9(6)

RECORD NAME: Arrest/Disposition Record		COPY NAME:	
SEGMENT NAME: Court Action Segment		PROGRAM NUMBER: CXADRR	
FIELD	FIELD NAME	DESCRIPTION	COBOL PIC
22	Days Jail Sentence		999
23	Days Jail Suspended		999
24	Days Credit	Jail Time Served	999
25	Jail/Fine Stayed To	Date Entry	9(6)
26	Amount of Fine		9(5)
27	Amt of Fine Suspended		9(5)
28	Probation Data		
28a	Supervision	See Code 21	9
28b	Term(Months)		999
28c	Days Jail		999
28d	Days Jail Suspended		999
28e	Days Credit	Jail Time Served	999
28f	Fine Amount		9(5)
28g	Amt of Fine Suspended		9(5)
28h	Restitution to Cnty		9(5)
28i	Date		9(6)
29	Defendant Number		99
30	Type Def. Atty	See Code 22	9
31	Def. Atty No.		9(5)
32	Pros. Atty No.		9(5)
33	Filler	Spaces	x(10)
SEGMENT SIZE: 190 BYTES			

RECORD NAME: Arrest/Disposition Record		COPY NAME:	
SEGMENT NAME: Court Action Segment #2		PROGRAM NUMBER: CXADRR	
FIELD	FIELD NAME	DESCRIPTION	COBOL PIC
1	Master Record Key	See Identification Segment	9(13)
2	Segment Descriptor		9, Value '4'
3	Reopen/Retrial After	See Code 14	99
3a	Date		9(6)
4	Prelim. Proceedings	See Code 15	99
4a	Date		9(6)
5	Insanity Disposition	See Code 18	9
6	Proceedings Suspended	See Code 19	9(4)
6a	Date		9(6)
7	Jail/Fine Stayed To	Date	9(6)
8	Subs. Probation Action	See Code 23	99
8a	Date		9(6)
9	Subsequent Action	See Code 24	99
9a	Date		9(6)
10	Remarks		x(55)
11	Filler	Spaces	x(72)
SEGMENT SIZE: 190 BYTES			

GENERAL INQUIRY

29



SCREEN

PROGRAM ID CXSPLI

SUPPLEMENTARY CALENDAR
CRIMINAL CASES

COURT XXX	DEPT	CASE NO.	DEFENDANT	DATE XXXXXX	J/C	HEARING	TIME	EST LGTH
ZZ	Z	ZZZZZZZ	ZZZZZZZZZZZZZZZZZZZZ	Z	Z	ZZZZZ	ZZ:ZZ	ZZZ
ZZ	Z	ZZZZZZZ	ZZZZZZZZZZZZZZZZZZZZ	Z	Z	ZZZZZ	ZZ:ZZ	ZZZ

*** MORE ***

PF1 NEXT PAGE

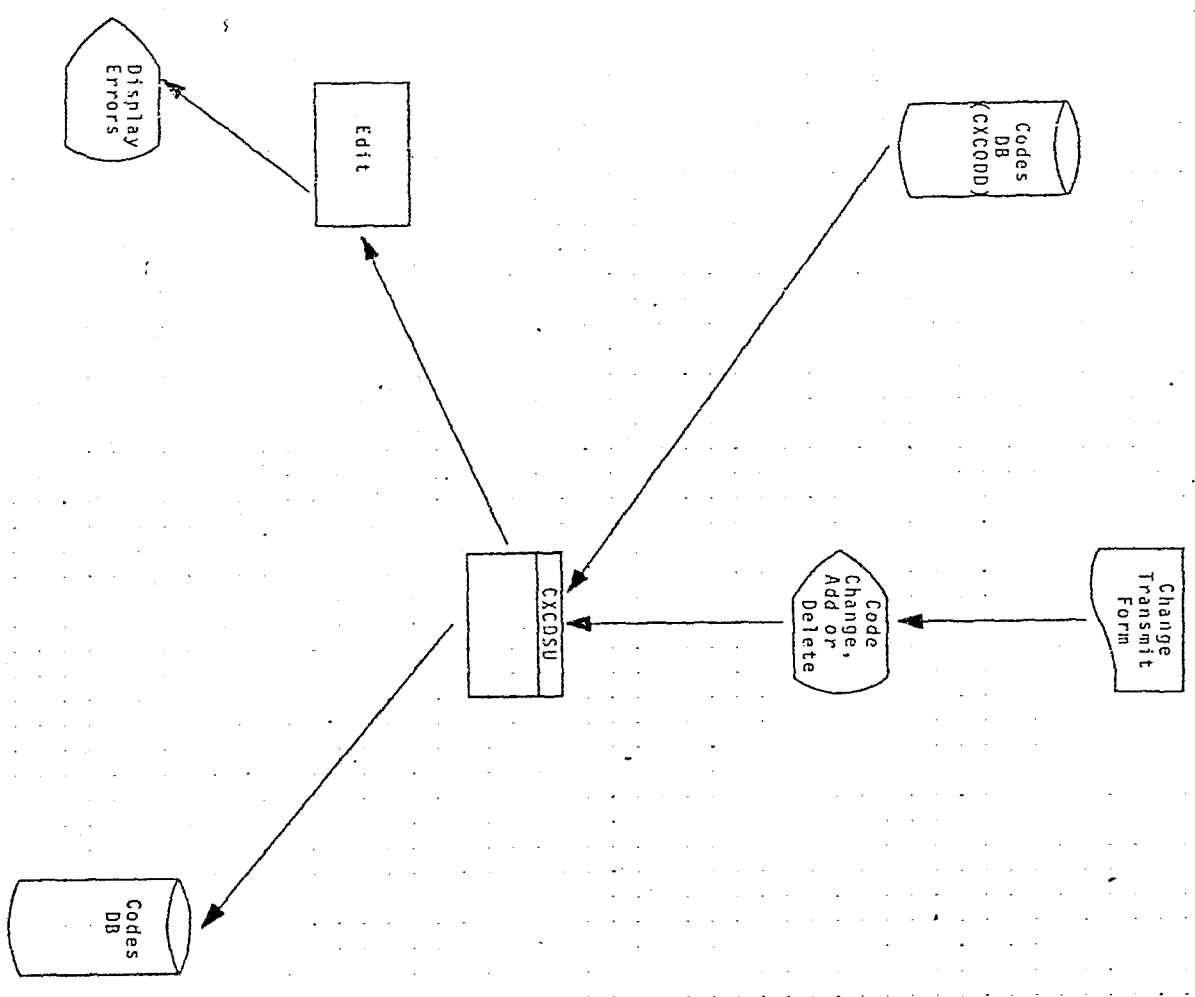
PF2 CALENDAR UPDATE

PF3 INDEX

PRIORITY 'C'

<u>REF. NO.</u>	<u>PROGRAM NAME</u>	<u>MODE</u>	<u>PROGRAM NUMBER</u>
<u>Updates</u>			
C-1	Codes Update	O/L	CXCDSU
C-2	Contested Traffic Interface	O/L	CXTCLU
C-3	Witness Update	O/L	CXWITU
C-4	ACS Maintenance	Batch	CXMAINT
<u>Reports</u>			
C-5	Subpoena (Request and Printout)	O/L	CXSBPR
C-6	Probation Referral (Request and Printout)	O/L	CXPRBR
C-7	Judicial Council Monthly Reports	Batch	CXJDCR
	a. Municipal and Justice Court Summary Report		
	b. Report of Condition of Calendar (Municipal or Justice Court)		
	c. Report of Assistance (Superior Court)		
	d. Report of Assistance (Municipal Court)		
	e. Monthly Activity Report of Filings and Dispositions		
	f. Calendar Report - Superior Court		
C-8	Felony Disposition Summary	Batch	CXFSMR
C-9	Weekly Attorney Schedule	Batch	CXWASR
<u>Inquiries</u>			
C-10	Attorney Caseload Inquiry	O/L	CXATYI
C-11	Criminal Caseload Inquiry	O/L	CXCRMI
C-12	Calendar Index (Option Screen and Print)	O/L	CXCLII
	a. Calendar Index Listing - Numerical		
	b. Calendar Index Listing - Alphabetical		

CODES UPDATE



CODES UPDATE

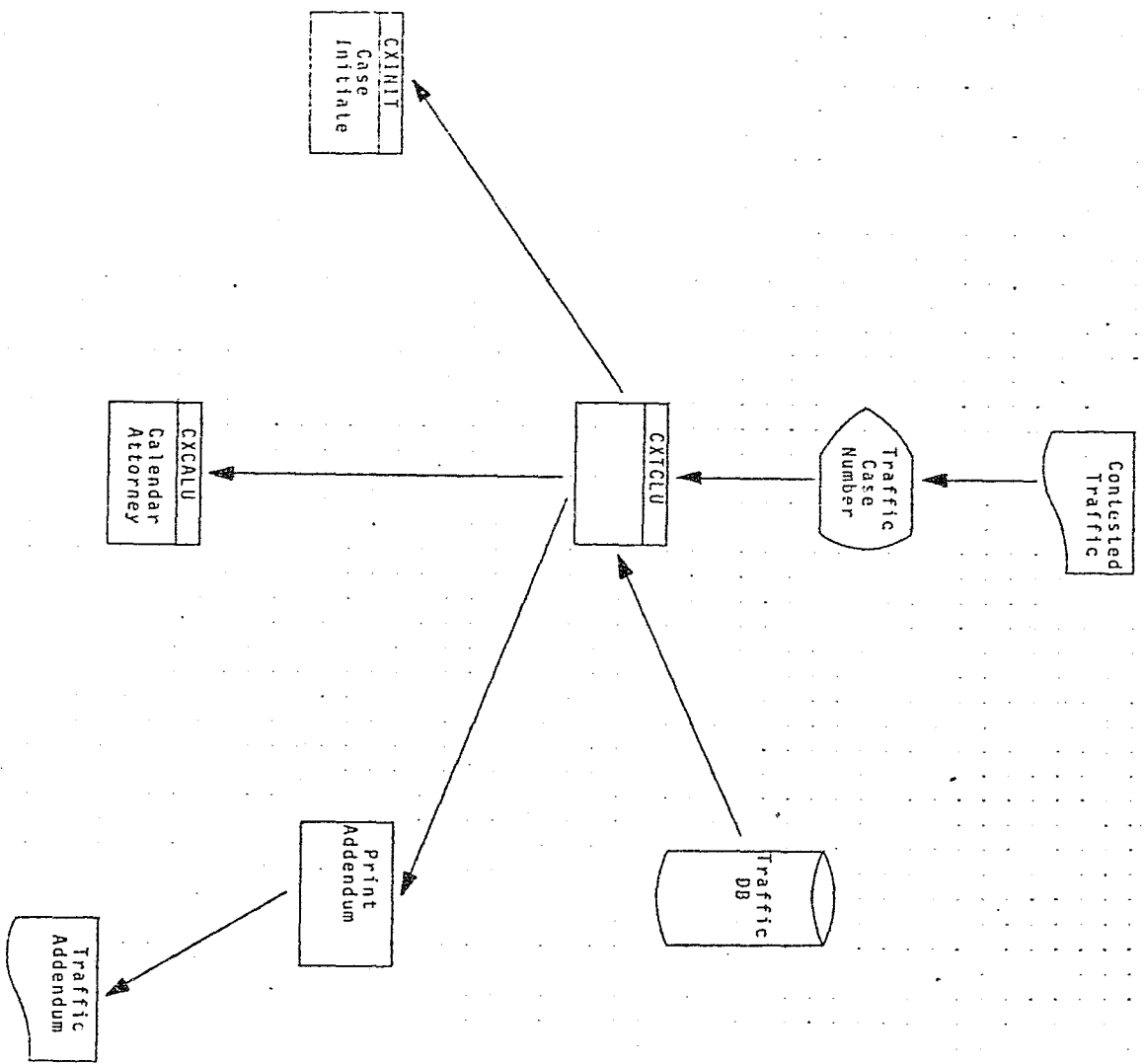
UPDATE TYPE	CODE TABLE	CODE	DESCRIPTION
X	XX	XXXXXXXXXX	XX XX XX

UPDATE TYPES: A = ADD NEW CODE
D = DELETE CODE
C = CHANGE CODE

PF1 ENTER DATA PF2 START OVER PF3 INDEX
PF4 DISPLAY DESCRIPTION PF5 ENTER/PRINT

X = OPERATOR KEYED DATA. HOWEVER, IF UPDATE TYPE D OR C IS ENTERED, PROGRAM WILL PROVIDE DESCRIPTION IF PF4 IS DEPRESSED.

CONTESTED TRAFFIC INTERFACE



TRAFFIC CASE INITIATE

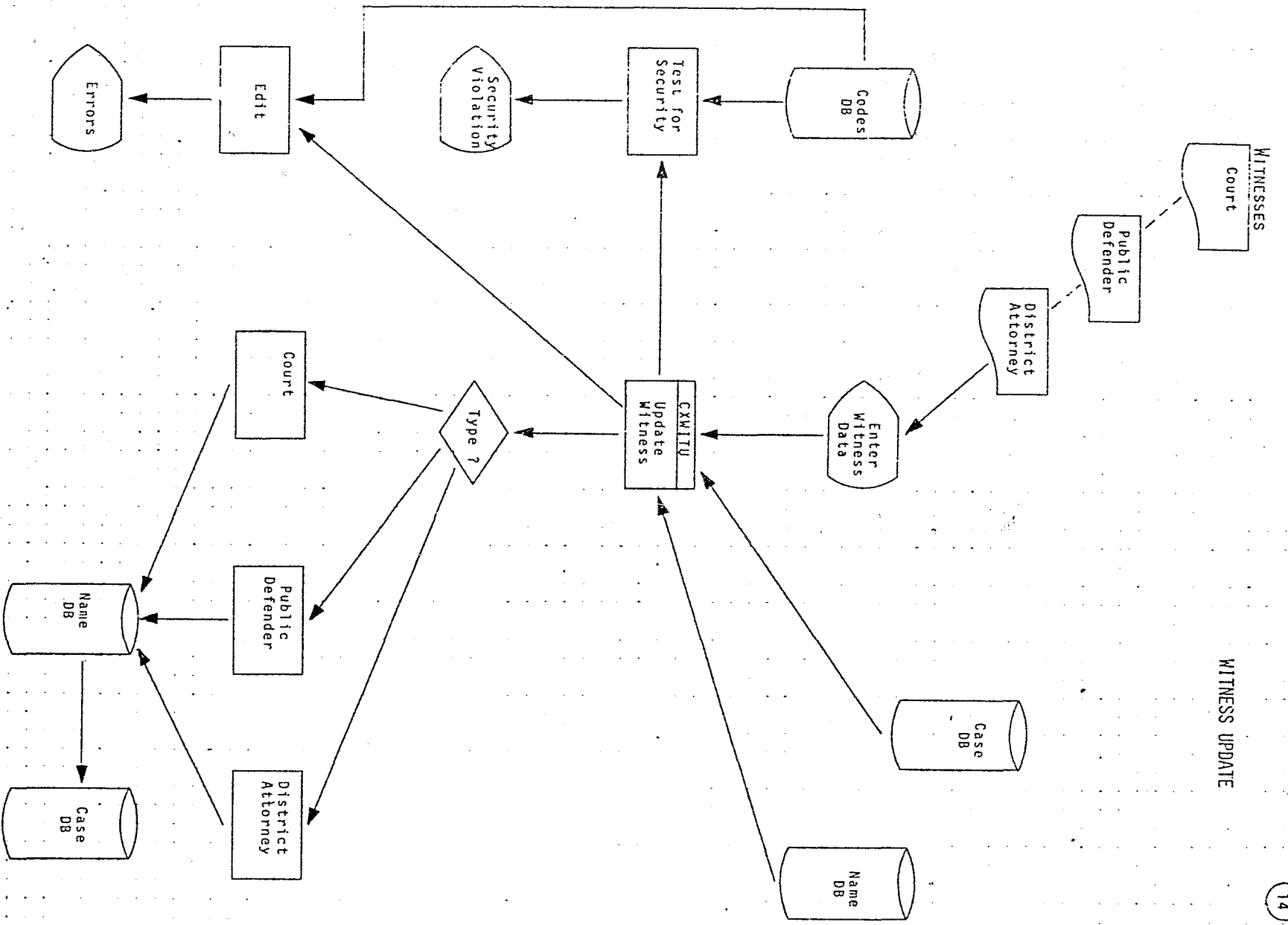
TRAF CIT. NO. X XXXXXXXXXXXX COURT XXX FILE DATE XXXXXX CASE NO. Z ZZZZZZ
 FILE NO. X XXXXXXXXXXXX TYPE X ARRESTING AGENCY XXXX ARREST LOCATION XXXX
 DEFENDANT FIRST NAME XXXXXXXXXXXX MIDDLE XXXXXXXXXXXX LAST XXXXXXXXXXXXXXXXXXXX
 DEFENDANT AKA FIRST XXXXXXXXXXXX MIDDLE XXXXXXXXXXXX LAST XXXXXXXXXXXXXXXXXXXX
 DEFENDANT STREET ADDRESS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 CITY XXXXXXXXXXXX STATE XX ZIP XXXXX TEL. NO. XXXXXXXXXXXX
 DEFENDANT DOB XXXXXX SEX X HAIR XXX EYES XXX HT. FT. X IN. XX WT. XXX
 DEFENDANT DRIVERS LICENSE NO. XXXXXXXXXXXX STATE XX STATUS XXXX
 APPEARANCE DATE XXXXXX TIME XX:XX DEPT XX

CHARGE	F/M	COUNTS	DATE	CHARGE	F/M	COUNTS	DATE
XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX
XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX
XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX	XXXXXXXXXXXXXXXXXX	X	XXX	XXXXXX

TRAF CIT NO. X XXXXXXXXXXXX FILE NO. X XXXXXXXXXXXX
 CHARGES XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

- PF1 ENTER DATA PF2 START OVR PF3 INDEX PF4 ADD CHARGES
- PF5 ENTER/PRINT PF6 CO-DEFENDANT PF7 ADD AKA PF8 CALENDAR UPDATE

X - OPERATOR KEYED
 Z - COMPUTER DISPLAYED



WITNESS UPDATE

14

154

REF # C-3

PS-6

155

REF # C-3

WITNESS UPDATE

UPDATE CLASS**	CASE NO.	WITNESS NAME LAST	FIRST	MI	FOR**
X	X XXXXXXX	XXXXXXXXXXXXXXXXXXXX,	XXXXXXXXXX	X	X
		STREET	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
		CITY	XXXXXXXXXXXXXXXXXXXX	STATE XX	ZIP XXXXX

UPDATE CLASS**	CASE NO.	WITNESS NAME LAST	FIRST	MI	FOR**
X	X XXXXXXX	XXXXXXXXXXXXXXXXXXXX,	XXXXXXXXXX	X	X
		STREET	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
		CITY	XXXXXXXXXXXXXXXXXXXX	STATE XX	ZIP XXXXX

*UPDATE CLASSES: A = ADD NEW WITNESS. D = DELETE WITNESS. C = CHANGE DATA ON WITNESS.

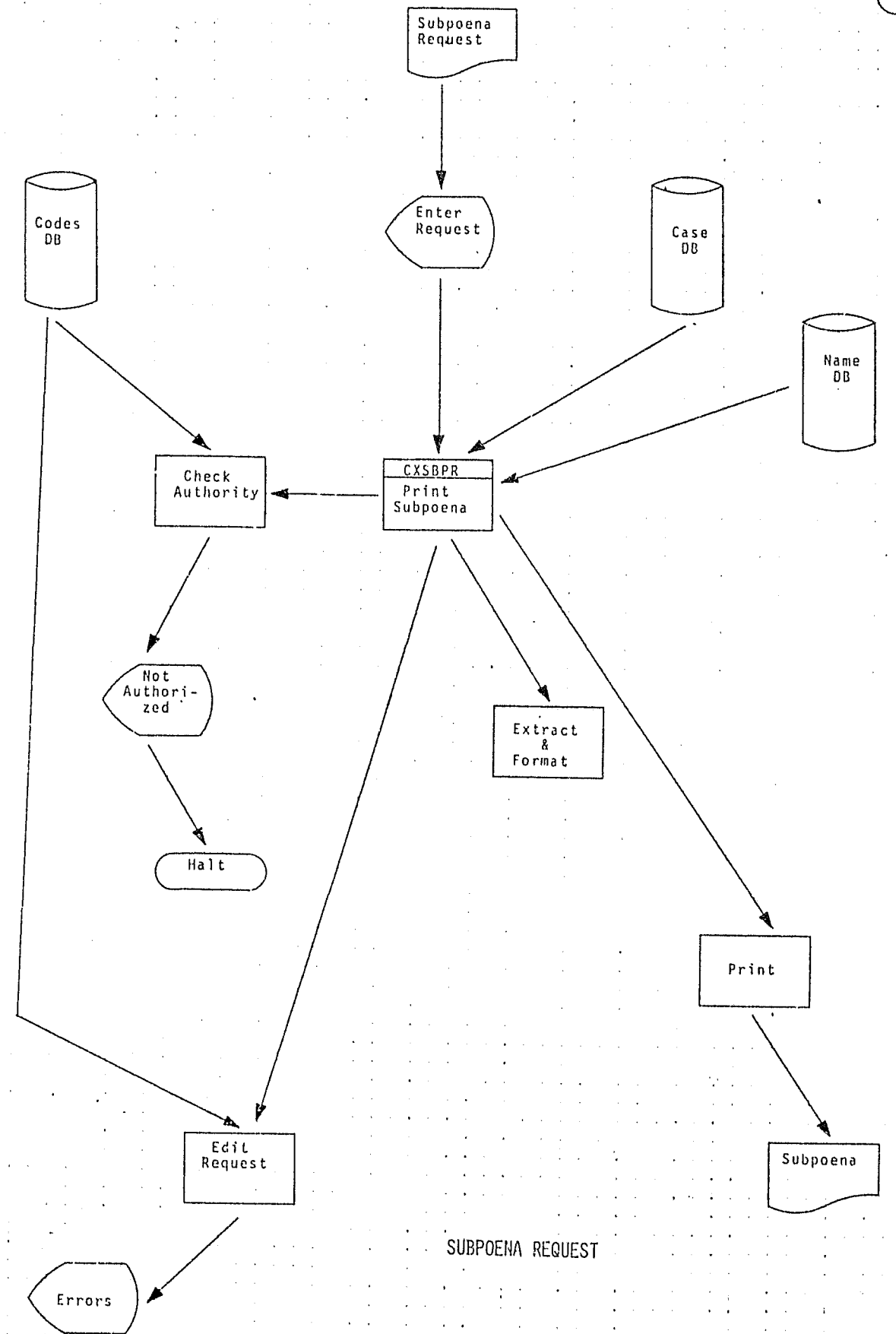
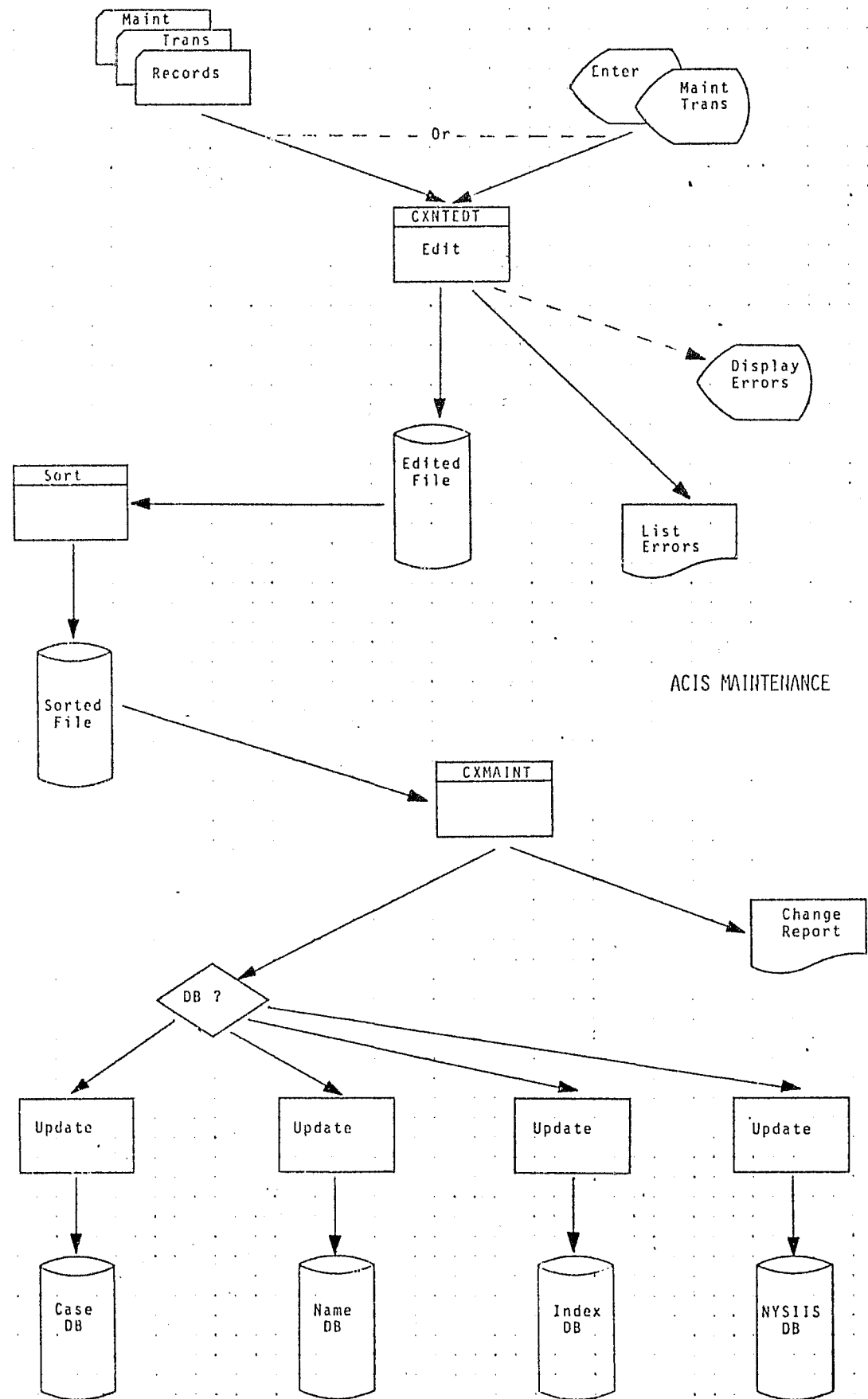
**FOR: D = DEFENSE. P = PROSECUTION. C = COURT.
 PF1 ENTER DATA PF2 START OVER PF3 INDEX
 PF4 ENTER & PRINT PF5 SUBPOENA/WARRANT REQUEST

SCREEN

PROGRAM ID

CXWITU

ACIS



SCREEN		PROGRAM ID		CXSBPR	
SUBPOENA/WARRANT REQUEST					
CASE NO. X XXXXXXXX	REQUESTING: SX OR W				
HEARING DATE	COURT	DEPT	TIME		
XXXXXX	XXX	XX	XX:XX		
SUBPOENA ALL WITNESSES FOR: PROS		DEF			
SUBPOENA FOLLOWING WITNESSES FOR: PROS X		DEF			
WITNESS NAMES		TYPE SVC			
XXXXXXXXXX X	XXXXXXXXXXXXXXXXXXXX	X			
XXXXXXXXXX X	XXXXXXXXXXXXXXXXXXXX	X			
XXXXXXXXXX X	XXXXXXXXXXXXXXXXXXXX	X			
ETC.					
ISSUE WARRANT FOR:					
PF1 PRINT DOCUMENTS	PF2 START OVER	PF3 INDEX			
PF4 MORE WITNESSES	PF5 NEW CASE				

FOR SERVICE OR DELIVERY, SEND TO: Z _____ Z Z. Z _____ Z
 Z _____ Z
 Z _____ Z, ZZ ZZZZZ

IN THE ZZZZZZZZZZ COURT OF THE STATE OF CALIFORNIA
 FOR THE COUNTY OF SAN BERNARDINO

 PEOPLE OF THE STATE OF CALIFORNIA *
 VS. * NO. Z-ZZZZZZ
 Z _____ Z Z. Z _____ Z *
 DEFENDANTZ *

THE PEOPLE OF THE STATE OF CALIFORNIA TO:

Z _____ Z Z. Z _____ Z
 Z _____ Z
 Z _____ Z, CA ZZZZZ

YOU ARE COMMANDED TO APPEAR BEFORE THE ABOVE-ENTITLED COURT, IN THE COURTROOM OF DEPARTMENT ZZ THEREOF, IN THE COURTHOUSE AT ZZZZ Z _____ Z, Z _____ Z, CALIFORNIA, ON Z _____ Z ZZ, 19ZZ, AT Z:ZZ ZM, AS A WITNESS IN A CRIMINAL ACTION PROSECUTED BY THE PEOPLE OF THE STATE OF CALIFORNIA AGAINST THE ABOVE-NAMED DEFENDANTZ. FAILURE TO APPEAR WILL BE PUNISHED AS CONTEMPT OF COURT.

YOU ARE FURTHER COMMANDED TO BRING THE FOLLOWING ITEM(S) WITH YOU TO THE COURT ON THE DATE SET FORTH ABOVE, PER SECTION 1327 OF THE PENAL CODE OF THE STATE OF CALIFORNIA. (THIS PARAGRAPH APPLIES ONLY IF ANY ITEMS ARE LISTED.)

GIVEN UNDER MY HAND ON ZZ/ZZ/ZZ.

Z _____ Z Z. Z _____ Z
 Z _____ Z Z _____ Z

BY _____
 DEPUTY

NOTICE: KEEP THE SECOND COPY OF THIS SUBPOENA AND RETURN THE ORIGINAL TO THE COURT, USING THE ENCLOSED RETURN ENVELOPE, AFTER SIGNING THE FOLLOWING RECEIPT.

I RECEIVED THE ABOVE SUBPOENA ON _____, 19____, AT _____ O'CLOCK __M.

(SIGNATURE)

Programming notes - Subpoenas

All data shown as Z's will be supplied by the data base. Name of court in the heading can be "Superior " or "Municipal." The "Z" immediately following the word, "Defendant" represents an optional letter "S" for cases involving multiple defendants.

If a witness is to bring items of evidence to the court, these items will be listed manually by the deputy signing the subpoena.

The signature element will be one of the following, depending upon which side is subpoenaing the witness:

JAMES M. CRAMER
DISTRICT ATTORNEY

CHARLES E. WARD
PUBLIC DEFENDER

Both sides will use the same format for subpoenas.

Witnesses are identified on the data base as prosecution or defense witnesses. Use this identification code to call the appropriate signature element to print, and also to activate security precautions mentioned in program specifications.

Another option which must be programmed is to mail the subpoena directly to the witness, or to a Marshall or Sheriff for personal service to the witness.

The program should establish a code to be keyed in or a PF key to be depressed to inform the program of the option being chosen. If the operator chooses option #1, the name and address data to print at the top of the form will be those of the witness, in which case the "notice" and "receipt" will also be printed for the witness to sign at the bottom of the form. If option #2 is selected, the program will examine the name of the County in which the witness resides, search the data base for the address of the

Sheriff of that County, and print the name and address of that County Sheriff at the top. At the bottom, it will print the following instead of the Notice and Receipt legend:

PROOF OF SERVICE OF SUBPOENA

I SERVED THIS SUBPOENA BY PERSONALLY DELIVERING A COPY THEREOF TO THE PERSON (OR PERSONS) NAMED THEREIN AT THE FOLLOWING ADDRESS OR LOCATION, AND ON THE DATE AND AT THE TIME INDICATED BELOW:

STREET ADDRESS AND CITY WHERE SERVED	DATE AND TIME SERVED
_____	_____ 19__, _____ M.
_____	_____ 19__, _____ M.
_____	_____ 19__, _____ M.

FEE FOR SERVICE: \$ _____

MILEAGE: _____

NOTARY: _____

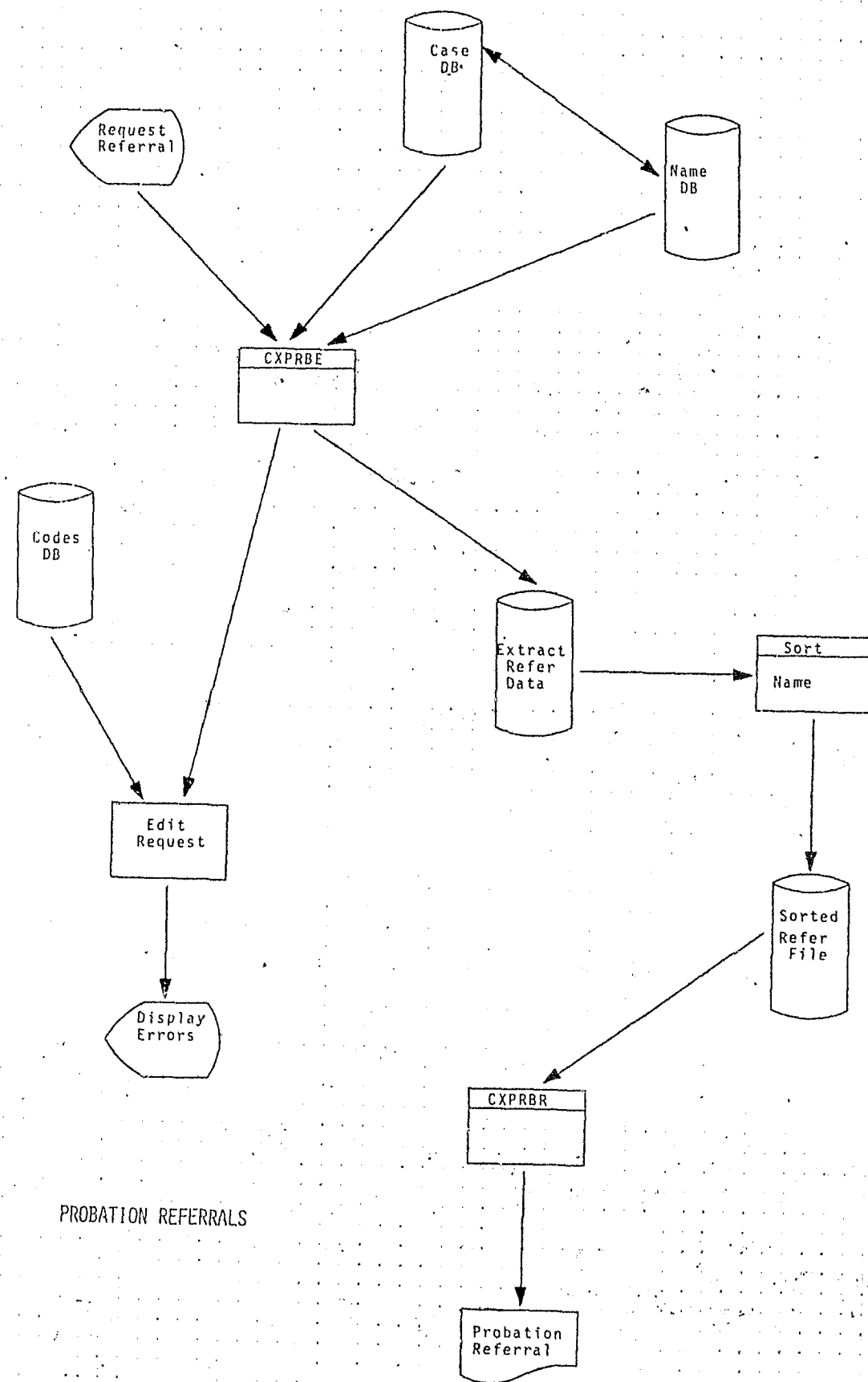
OTHER(_____): _____

TOTAL \$ _____

(SIGNATURE)

(TYPED OR PRINTED NAME)

(TITLE)



DATE REFERRED: MONTH XX, 19XX

CLIENT: LAST-NAME, FIRST, MI COURT: CENTRAL MUNI DEPT: F

CASE NO. MC-1-007496 IN CUSTODY: XXX

FILE NO. XXXXXX WHERE: X _____ X

REFERRED FOR: X _____ X

CO-DEFENDANTS: X _____ X
X _____ X
X _____ X

DEFDT ADDRESS: X _____ X
X _____ X XXXXX

PHONE: XXX-XXX-XXXX

DEFDT DATE OF BIRTH: XX-XX-XX

PROSECUTING ATTORNEY

LAST - NAME, FIRST, MI.
DIST. ATTY'S OFFICE

DEFENSE ATTORNEY

LAST - NAME, FIRST, MI.
FIRM-NAME _____ X
FIRM-ADDRESS _____ X
X _____ X
TYPE: X _____ X
PHONE: XXX-XXX-XXXX

ARRESTING AGENCY: X _____ X

ARREST DATE: XX/XX/XX

CHARGES COUNTS PLEA
XX X _____ X XX XXX

FINDING TRIED BY
XXX XXXXX

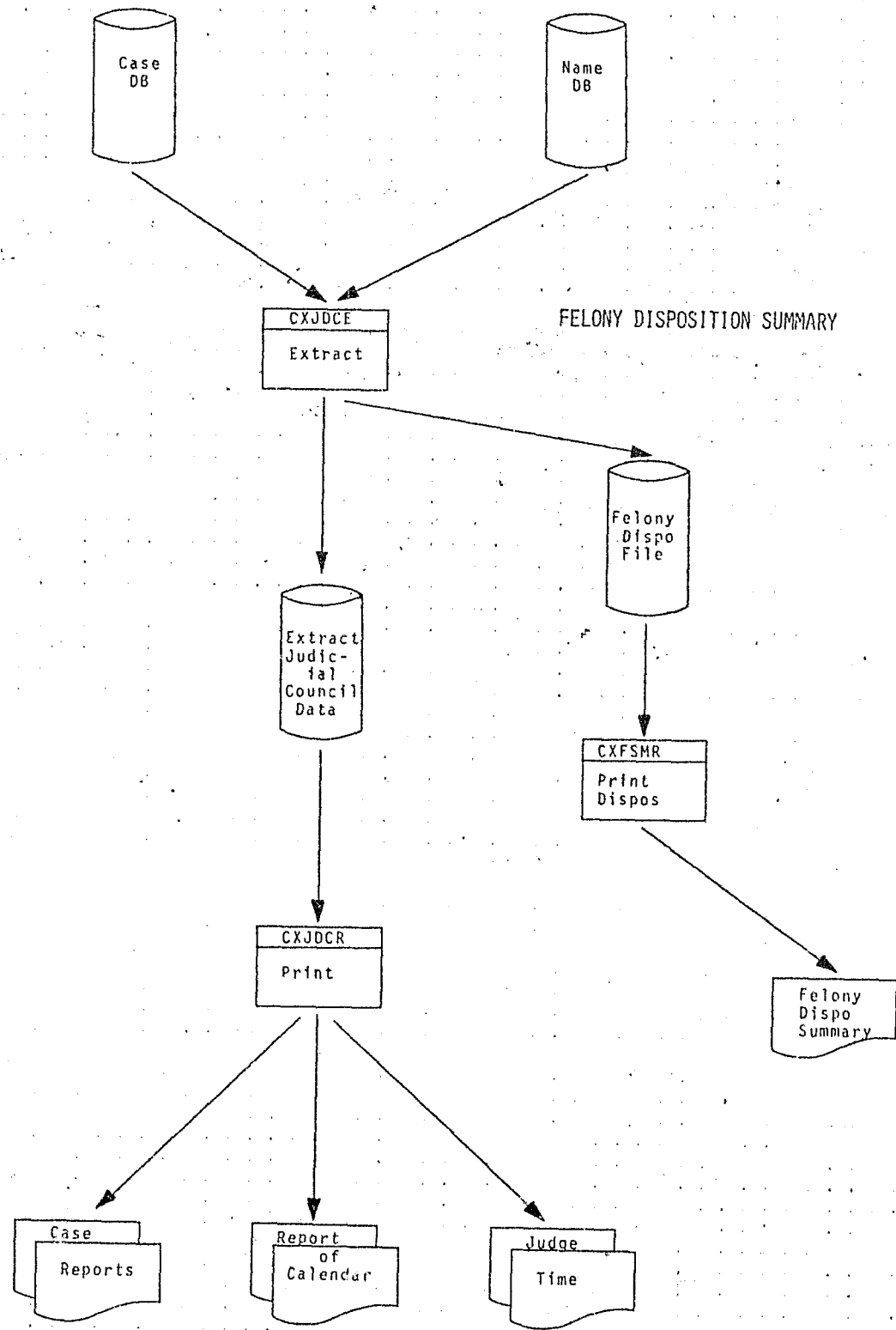
LAST STAGE: X _____ X

NEXT STAGE: X _____ X

DATE LAST STAGE: XX/XX/XX

DATE: XX/XX/XX TIME: XX:XX XM

COURT: X _____ X DEPT: XX



JUDICIAL COUNCIL REPORTS

Program Name: Municipal and Justice Court Summary Report

Data Items Required: Note: Only asterisked line items require numerical data.

1. Identity of the Court and its District.

Part I - Criminal Proceedings

A. Number of defendants accused, during month, of:

- * 1. Felonies.
- * 2. Group "A" Misdemeanors. (See footnote)
- * 3. Group "B" Misdemeanors. (See footnote)
- * 4. Non-traffic Infractions.

B. Number of defendants disposed of during month:

1. Before trial:

- * a. By bail forfeitures (excluding felony cases but including group A & B misdemeanors and non-traffic infractions).
- b. Dismissals:
 - * (1) Without appearance (all categories listed in subparagraphs A1 thru A4, above).
 - * (2) After court appearance (all categories).
- * c. Transferred to another court (all categories).
- * d. Pleas of "Guilty" (all categories), and under "felonies," show number who pleaded guilty of felonies, number pleading guilty of a misdemeanor under PC 17b, and total of all other guilty pleas to LIO misdemeanors.

Note: From this point on, in Part I, report figures for all categories, breaking the "Felonies" category into the three sub-categories mentioned in item 1B1d, above.

2. After trial:

- a. Before evidence by both sides -

(1) By the court.

- * (a) Acquitted or dismissed.
- * (b) Convicted or bound over.
- * (c) Juvenile order.

(2) By jury

- * (a) Acquitted or dismissed.
- * (b) Convicted.

b. After evidence by both sides -

(1) By the court.

- * (a) Acquitted or dismissed.
- * (b) Convicted or bound over.

(2) By jury

- * (a) Acquitted or dismissed.
- * (b) Convicted.

* 3. Totals of all dispositions.

C. Other Data

- * 1. Number of Probation Hearings.
- * 2. Number of defendants diverted under PC 1000.2.
- * 3. Number of PC 1538.5 motions.
- * 4. Number of juries sworn.
- * 5. Number of settlements of statements and/or transcripts on appeal.
- * 6. Number of pretrial settlement conferences.

Part II - Civil Proceedings

Data Items Required: All data items listed below (those preceded by an asterisk) must be broken down into two areas, unless otherwise indicated: 1 - Small Claims cases, and 2 - Other Civil cases. Six of the data items do not require Small Claims data, and these exceptions are indicated by the term, "Cat. 2 only."

- * A. Total number of cases filed during report month.
- B. Number of cases disposed of during report month.
 - 1. Before trial -
 - * a. Dismissed for lack of prosecution.
 - * b. Other dismissals and transfers.
 - * c. Summary judgments (Cat. 2 only).
 - * d. All other judgments (Cat. 2 only).
 - 2. After trial -
 - a. Before evidence by both sides -
 - * (1) By the court
 - * (2) By jury (Cat. 2 only)
 - b. After evidence by both sides -
 - * (1) By the court
 - * (2) By jury (Cat. 2 only).
 - * 3. Total number of dispositions.
- C. Other Data:
 - * 1. Number of hearings before trial (Cat. 2 only).
 - * 2. Number of hearings after trial.
 - * 3. Number of Pretrial Settlement Conferences held (Cat. 2 only).

MUNICIPAL JUSTICE (CHECK ONE) COURT, DISTRICT OF _____
 COUNTY OF _____ FOR THE PERIOD OF _____

I. CRIMINAL PROCEEDINGS

	FELONIES	NON-TRAFFIC MISDEMEANORS		IN-FRAC-TIONS
		GROUP A	GROUP B	
A NUMBER OF DEFENDANTS ACCUSED				
B NUMBER OF DEFENDANTS DISPOSED OF				
1 BEFORE TRIAL				
A BAIL FORFEITURES			XXX	XXX
B DISMISSALS				XX
1) WITHOUT APPEARANCE	XXX			
2) AFTER COURT APPEARANCE	XXX			
C TRANSFERRED TO ANOTHER COURT	XXX			
	FEL-ONIES	MISDEMEANORS 17BPC	OTHER	
D PLEAS OF GUILTY	XX	XX	XX	XX
2 AFTER TRIAL				
A BEFORE EVIDENCE BY BOTH SIDES				
1) BY THE COURT				
A) ACQUITTED OR DISMISSED	XX		XXX	
B) CONVICTED OR BOUND OVER		XXX		
C) JUVENILE ORDER				XXX
2) BY JURY				
A) ACQUITTED OR DISMISSED	XX		XXX	
B) CONVICTED				
B AFTER EVIDENCE BY BOTH SIDES				
1) BY THE COURT				
A) ACQUITTED OR DISMISSED	X			
B) CONVICTED OR BOUND OVER		XX		
2) BY JURY				
A) ACQUITTED OR DISMISSED				
B) CONVICTED				X
3 DISPOSITION TOTALS			XX	

CXJDCR

C OTHER DATA	FEL- ONIES	MISDEMEANORS		NON TRAFFIC MISDEMEANORS IN		FRAC- TIONS
		17BPC	OTHER	GROUP A	GROUP B	
1 PROBATION HEARINGS		XX	XX	X	X	
2 DEFENDANTS DIVERTED*	X	X	XXX	X	X	
3 SECTION 1538.5 PC MOTION	XXX	X	XX	XX	X	
4 JURIES SWORN		X	XXX	XX	X	
5 SETTLEMENT OF STATEMENTS AND/OR TRANSCRIPTS ON APPEAL		X	X	X	X	X
6 PRETRIAL SETTLEMENT CONFERENCES	X	X	X	X	X	

*UNDER PENAL CODE SECTION 1000.2

GROUP "A" PENAL CODE VIOLATIONS AND OTHER STATE STATUTES EXCLUDING FISH & GAME AND INTOXICATION.
 GROUP "B" OTHER MISDEMEANORS INCLUDING LOCAL ORDINANCES, FISH & GAME, AND INTOXICATION.
 GROUP "C" SPECIFIED VEHICLE CODE MISDEMEANORS: SECTIONS 20002, 23102, 23104 AND 23105.
 GROUP "D" ALL OTHER TRAFFIC MISDEMEANOR OFFENSES EXCEPT THOSE SPECIFIED IN GROUP "C" ABOVE.

NOTE: PURSUANT TO THE AUTHORITY VESTED IN HIM BY ARTICLE VI, SECTION 6 OF THE CALIFORNIA CONSTITUTION AND SECTION 68505 OF THE GOVERNMENT CODE, THE CHAIRMAN OF THE JUDICIAL COUNCIL REQUIRES THAT EACH MUNICIPAL COURT AND JUSTICE COURT SHALL COMPLETE THIS FORM AS REQUIRED. THE REPORTS SHALL BE MAILED TO:

ADMINISTRATIVE OFFICE OF THE COURTS
4200 STATE BUILDING
SAN FRANCISCO, CALIFORNIA 94102

NOT LATER THAN THE 15TH DAY OF THE NEXT SUCCEEDING MONTH.

SIGNATURE OF MUNICIPAL COURT CLERK
OR JUSTICE COURT JUDGE

CXJDCR

MUNICIPAL JUSTICE (CHECK ONE) COURT, DISTRICT OF _____
COUNTY OF _____ FOR THE PERIOD OF _____

II. CIVIL PROCEEDINGS

	SMALL CLAIMS	CIVIL
A NUMBER OF CASES FILED	XXX	XXX
B NUMBER OF CASES DISPOSED OF		
1 BEFORE TRIAL		
A) DISMISSED FOR LACK OF PROSECUTION	X	X
B) OTHER DISMISSALS AND TRANSFERS		
C) SUMMARY JUDGMENTS		X
D) ALL OTHER JUDGMENTS		XXX
2 AFTER TRIAL		
A) BEFORE EVIDENCE BY BOTH SIDES		
1) BY THE COURT	XXX	X
2) BY JURY		XXX
B) AFTER EVIDENCE BY BOTH SIDES		
1) BY THE COURT	X	X
2) BY JURY		X
3 DISPOSITION TOTALS	XXXXX	XXXXX
C OTHER DATA		
1 HEARINGS BEFORE TRIAL		X
2 HEARINGS AFTER TRIAL	X	XXX
3 PRETRIAL SETTLEMENT CONFERENCES		XXXXX

NOTE: PURSUANT TO THE AUTHORITY VESTED IN HIM BY ARTICLE VI, SECTION 6 OF THE CALIFORNIA CONSTITUTION AND SECTION 68505 OF THE GOVERNMENT CODE, THE CHAIRMAN OF THE JUDICIAL COUNCIL REQUIRES THAT EACH MUNICIPAL COURT AND JUSTICE COURT SHALL COMPLETE THIS FORM AS REQUIRED. THE REPORTS SHALL BE MAILED TO:

ADMINISTRATIVE OFFICE OF THE COURTS
4200 STATE BUILDING
SAN FRANCISCO, CALIFORNIA 94102

NOT LATER THAN THE 15TH DAY OF THE NEXT SUCCEEDING MONTH.

SIGNATURE OF MUNICIPAL COURT CLERK
OR JUSTICE COURT JUDGE

Program Name: Report of Condition of Calendar
(Municipal or Justice Court)

Data Items Required: Asterisked line items are those for which data is required.

A. For heading:

- * 1. As-of date (Last Judicial day of report month).
- * 2. Judicial District.
- 3. County (constant: San Bernardino).

B. For body of report:

1. Total number of criminal cases (excluding felony preliminary hearings) which reached disposition during the report month, and which involved a contested trial. Break figure into four categories based upon time interval between arraignment and trial, as follows: 45 days or less, 46 to 90 days, 91 to 180 days, and over 180 days. Report the data for each of these intervals for the following two further sub-categories:
 - * a. Total number of jury cases.
 - * b. Total number of nonjury cases.
2. Number of civil cases disposed of during report month, which involved contested trials, broken down by time interval between filing of Memorandum to Set and Trial Date, into the following categories: 1-90 days or less; 2-91 to 180 days; 3-181 days to 12 months; 4-over 12 to 18 months; 5-over 18 months; and 6-median time interval, in months, for all figures reported in each line item. The two line items to which these categories apply are:
 - * a. Number of jury cases.
 - * b. Number of nonjury cases.
3. Total number of cases submitted.
 - * a. From 31 through 90 days.
 - * b. Over 90 days.
4. Total number of civil cases in which a Memorandum to Set has been filed, but no trial date has been assigned, broken into two categories:
 - * a. Jury cases.
 - * b. Nonjury cases.

5. Total number of cases in which a future trial date has been set. Break these into five categories: 1-Small Claims cases; 2-Civil jury cases; 3-Civil nonjury cases; 4-Criminal jury cases; and 5-Criminal nonjury cases. Show each category for the following line items, which reflect when the cases are set to be tried:
 - * a. Within 30 days.
 - * b. In 31 to 180 days.
 - * c. In 181 days or more.

NOTE: For items a, b and c, above, start count from as-of date of report.

- * 6. List all dates during the next three calendar months on which one or more judges of this court will be on vacation and therefore has no calendar set on those dates.

CONTINUED

2 OF 3

MUNICIPAL COURT
REPORT OF CONDITION OF CALENDAR

MUNICIPAL COURT
REPORT OF CONDITION OF CALENDAR

AT THE CLOSE OF THE LAST JUDICIAL DAY OF THE MONTH OF _____ 19____
JUDICIAL DISTRICT OF _____
COUNTY OF _____

THE JUDICIAL COUNCIL OF THE STATE OF CALIFORNIA

1. FOR CRIMINAL CASES (EXCLUDING FELONY PRELIMINARIES) REPORTED AS DISPOSED OF AFTER CONTESTED TRIAL DURING THE MONTH SHOW THE TIME INTERVAL BETWEEN ARRAIGNMENT AND TRIAL.

	45 DAYS OR LESS	46 TO 90 DAYS	91 TO 180 DAYS	OVER 180 DAYS
A) NUMBER OF JURY CASES	XX	XXX	XXX	XX
B) NUMBER OF NONJURY CASES	XXXX	X	X	

2. FOR CIVIL CASES REPORTED AS DISPOSED OF AFTER CONTESTED TRIAL DURING THE MONTH SHOW THE TIME INTERVAL BETWEEN MEMORANDUM TO SET AND TRIAL.

	90 DAYS OR LESS	91 TO 180 DAYS	181 DAYS TO 12 MONTHS
A) NUMBER OF JURY CASES	XXXXX	XX	XX
B) NUMBER OF NONJURY CASES	XXX	XX	X

	OVER 12 TO 18 MONTHS	OVER 18 MONTHS	MEDIAN TIME (MONTHS)
A) NUMBER OF JURY CASES	XX	X	
B) NUMBER OF NONJURY CASES	X		X

3. NUMBER OF CASES SUBMITTED: (A) 31 THROUGH 90 DAYS
(B) OVER 90 DAYS

4. NUMBER OF CIVIL CASES IN WHICH MEMORANDUM TO SET HAS BEEN FILED BUT NO TRIAL DATE ASSIGNED.

JURY NONJURY

5. INDICATE THE NUMBER OF CASES NOW SET FOR FUTURE TRIAL.

SET TO BE TRIED:	SMALL CLAIMS	CIVIL JURY	CIVIL NONJURY
A) WITHIN 30 DAYS	XXX	XXXX	XXX
B) IN 31 TO 180 DAYS	XXX	XX	X
C) IN 181 DAYS OR MORE	X	XX	X
TOTAL	XXXXX	XXXX	XXX

SET TO BE TRIED:

- A) WITHIN 30 DAYS
- B) IN 31 TO 180 DAYS
- C) IN 181 DAYS OR MORE

GRIMINAL JURY

CRIMINAL NONJURY

TOTAL

XX	XXX	XXX
XXX	X	X
X		
XXXX		XXX

6. LIST THE DATES DURING THE NEXT THREE MONTHS ON WHICH A JUDGE OF YOUR COURT HAS NO CALENDAR SET BECAUSE OF A SCHEDULED VACATION. (USE OTHER SIDE OF SHEET IF NECESSARY.)

JUDGE XXXXXXXXXXXX X. XXXXXXXXXXXXXXXXXXXX XX/XX/XX TO XX/XX/XX

SIGNATURE OF PRESIDING, SENIOR, OR SOLE JUDGE

PROGRAM NAME: Report of Assistance (Superior Court)

Data Items Required:

- 1. Actual days of the report month on which each assigned Judge served, listed by name of such assigned Judge.
 - a. Total days served by assigned Judges per day of month and total for the month.
- 2. Number of Judges Pro Tempore that worked per day of the month, and totals for the month, broken down by:
 - a. Those who served as Court Commissioners, and
 - b. Those who served in other capacities.
- 3. Total man days served during report month by Court Commissioners.
- 4. Total man days served during report month by Referees.

PROGRAM NAME: Report of Assistance (Municipal Court)

Data Items Required:

Same data as required for Superior Court's report.

REPORT OF ASSISTANCE FOR THE MONTH _____ 19__.

THE JUDICIAL COUNCIL OF THE STATE OF CALIFORNIA
DAYS SERVED DURING MONTH BY ASSIGNED AND PRO TEMPORE JUDGES

											1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	3	3							
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1										
JUDGES PRO TEMPORE																																								
COURT COMMISSIONERS										2			1	1	1	1	1		2	1	1																			
OTHER										2																														
ASSIGNED JUDGES																																								
HOWARD SMITH										X	X	X			X	X	X	X	X			X	X	X	X		X	X	X	X	X		X	X	X	X		X	X	X
TOTAL DAYS	1	3	3			2	2	2	2	2			3	2	2	1				1	4	2	1	1				1	1	1	1	1								
ASSIGNED JUDGE DAY																																22							
COURT COMMISSIONERS DAY																																11							
REFEREE DAYS																																6							
TOTAL DAYS																																35							

DATE _____

SIGNATURE OF CLERK

REPORT OF ASSISTANCE FOR THE MONTH _____ 19 ____.

THE JUDICIAL COUNCIL OF THE STATE OF CALIFORNIA
DAYS SERVED DURING MONTH BY ASSIGNED AND TEMPORARY JUDGES

	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	2	2	2	2	2	2	2	2	3	3					
TEMPORARY JUDGES																																					
COURT COMMISSIONERS		2				1	1	1	1	1					2	1	1																				
OTHER		2																					3	1													
ASSIGNED JUDGES																																					
HOWARD SMITH	X	X	X			X	X	X	X	X				X	X	X	X					X	X	X	X	X											
TOTAL DAYS	1	3	3			2	2	2	2	2				3	2	2	1					1	4	2	1	1			1	1	1	1	1				
ASSIGNED JUDGE DAY																																				22
COURT COMMISSION DAY																																				11
REFEREE DAYS																																				6
TOTAL DAYS																																				39

DATE _____

SIGNATURE OF THE CLERK

Program Name: Monthly Activity Report of Filings and Dispositions

Data Items Required:

Part I - Civil Proceedings. (Unless otherwise indicated, each of the listed data items must be separately identifiable as one of seven categories: 1) Probate and Guardianship; 2) Family Law; 3) Personal Injury, Death and Property Damage (motor vehicle); 4) Personal Injury, Death and Property Damage (other); 5) Eminent Domain (by parcels); 6) Other Civil Complaints; and 7) Other Civil Petitions.)

- * A. Number of cases filed during report month.
- B. Number of cases disposed of during report month:
 - 1. Before Trial by following actions:
 - * a. Dismissals by court for lack of prosecution.
 - * b. Transfers out and dismissals for other reasons.
 - * c. Dispositions by Summary Judgments.
 - * d. All other Judgments before trial.
 - 2. After trial, by following categories:
 - a. Before evidence by both sides -
 - * (1) By the court; and
 - * (2) By the jury.
 - b. After evidence presented by both sides -
 - * (1) By the court; and
 - * (2) By the jury.
 - * 3. Totals in each of the seven categories, of the dispositions reported under paragraphs Bla, b, c and d, B2a(1) and (2), and B2b(1) and (2).
- C. Other Data:
 - * 1. Number of juries actually sworn in (for each of the seven categories).
 - * 2. Number of Supervisory Orders and Orders to Show Cause (OSC's), for Probate and Guardianships and Family Law only.
 - * 3. Number of retrials (all seven categories).
 - * 4. Number of Pretrial Settlement Conferences conducted

for each of the seven categories.

Part II - Mental Health Proceedings.

- * A. Number of Petitions or Affidavits filed during report month.
- B. Number of Petitions and Affidavits disposed of during report month:
 - * 1. Before hearing.
 - 2. After hearing - broken down as -
 - * a. Uncontested cases; and
 - * b. Contested cases.
 - * 3. Total of Petitions and Affidavits disposed of in items B1, B2a, and B2b.
- C. Other data on Mental Health proceedings:
 - * 1. Number of juries sworn.
 - * 2. Number of subjects committed.

Part III - Juvenile Proceedings. (For each data item, six categories of proceedings are involved with the exception of item C3, below. Thus for each data item listed below (except #C3), up to six different figures will be possible, broken into the following categories: 1) Original Delinquency Petitions filed under section 601 of the W & I (Welfare and Institutions) Code; 2) Subsequent Delinquency Petitions under 601 W & I; 3) Original Petitions filed under section 602 W & I; 4) Subsequent Petitions under 602 W & I; 5) Original Dependency Petitions filed under section 600 W & I; and 6) Subsequent Dependency Petitions filed under 600 W & I.)

- * A. Number of Juveniles who were the subject of any of the six filing categories.
- B. Number of Juveniles whose cases were disposed of:
 - * 1. Before hearing; or
 - 2. After hearing, broken down into -
 - * a. Uncontested hearings; and
 - * b. Contested hearings.
 - * 3. Total dispositions (sum of items 1, 2a, and 2b, above).

C. Other data on Juvenile cases:

- * 1. Number of Supplemental Petition Hearings held during report month under section 777, W & I Code.
- * 2. Number of detention hearings held during report month.
- * 3. Number of Annual Reviews completed during report month (applicable only to Dependency Petitions, original and subsequent, under section 600 W & I).
- * 4. Number of re-hearings held by Judges.

Part IV - Criminal Proceedings.

- * A. Number of Defendants accused of felonies during report month, in a department of the Superior Court, by Indictment, Information, or under PC 859a.
- B. Number of defendants whose cases reached a disposition during report month, broken down by -
 - 1. Disposed of before trial (broken down into the following categories):
 - * a. Dismissed before trial.
 - * b. Transferred to another court before trial.
 - * c. Convicted after plea of guilty (broken down into three sub-categories, as follows):
 - * (1) Convicted of a felony.
 - * (2) Convicted of a misdemeanor under PC 17b.
 - * (3) Convicted of a misdemeanor other than under PC 17b.

Note: Data Items listed under sub-paragraphs 2 and 3, below, must be broken down into 4 categories: 1) Acquittals and Dismissals; 2) Convicted of felony; 3) Convicted of misdemeanor per Penal Code (PC) Section 17b; and 4) Convicted of misdemeanor other than under PC 17b.

- 2. After trial and -
 - a. Before evidence by both sides
 - (1) By the court -
 - * (a) On transcript of preliminary hearing; or
 - * (b) Other

* (2) By the jury

b. After evidence by both sides -

* (1) By the court - or,

* (2) By jury.

* 3. Total Criminal Defendants whose cases reached disposition during report month, broken into the four categories outlined in NOTE, above.

C. Other data on criminal proceedings:

* 1. Number of juries sworn.

* 2. Number of hearings held under PC 995.

* 3. Number of hearings held under PC 1538.5.

* 4. Number of hearings on probation matters.

* 5. Number of defendants diverted.

* 6. Number of retrials conducted.

* 7. Number of Pretrial Settlement Conferences

Part V - Appeals from Lower Courts. All data items for Part V, without exception must be broken down into four categories: 1) Civil cases appealed from a Municipal Court; 2) Criminal cases appealed from a Municipal Court; 3) Civil cases appealed from a Justice Court. This amounts to a 2-level breakdown, first by type of court from which appealed, and then by criminal or civil case type.

A. Number of Filings of appeals during report month, in -

* 1. Appellate Department, or

* 2. Trial Department, and

* 3. Total Appeals filed.

B. Number of Appeals disposed of -

* 1. Before a hearing, or

2. After a hearing -

a. On questions of law -

* (1) Without opinion.

* (2) By a memorandum opinion.

(3) By a written opinion, either

* (a) Published, or -

* (b) Unpublished.

* 3. Total of all appeals disposed of.

Part VI - Habeas Corpus. All data items in this part must be broken down into two broad categories: 1) Criminal; and 2) Mental Health and other.

* A. Petitions filed during report month.

B. Petitions disposed of -

* 1. Before (or without) a hearing, or -

* 2. After a hearing, and -

* 3. Total dispositions.

: The item numbers and letters used above conform precisely to those used on the form on which the County Clerk has been reporting the data to the Judicial Council. Not all of the data item headings require a number to be reported, since some of the headings are broken down into components. Only those data items preceded by an asterisk () will actually require statistical data.

Note: Produce one report for each District of the Superior Court (Central, West, and Desert), and a consolidated report.

THE JUDICIAL COUNCIL OF THE STATE OF CALIFORNIA

SUMMARY FOR THE MONTH OF19 . .

SUPERIOR COURT OF
BRANCH

PART I. CIVIL PROCEEDINGS

	PROBATE AND GUARDIAN- SHIP	FAMILY LAW
A. NUMBER OF CASES FILED	XX	XX
B. NUMBER OF CASES DISPOSED OF		
1. BEFORE TRIAL		
a. DISMISSED FOR LACK OF PROSECUTION	XX	XX
b. OTHER DISMISSALS AND TRANSFERS.	XX	XX
c. SUMMARY JUDGMENTS	XX	XX
d. ALL OTHER JUDGMENTS BEFORE TRIAL.	XX	XX
2. AFTER TRIAL		
a. BEFORE EVIDENCE BY BOTH SIDES		
(1) BY THE COURT	XX	XX
(2) BY JURY	XX	XX
3. DISPOSITION TOTAL	XX	XX
C. OTHER DATA		
1. JURIES SWORN	XX	XX
2. SUPERVISORY ORDERS, OSC'S	XX	XX
3. RETRIALS	XX	XX
4. PRETRIAL SETTLEMENT CONFERENCES	XX	XX

NOTE: PURSUANT TO THE AUTHORITY VESTED IN HIM BY ARTICLE VI, SECTION 6 OF THE CALIFORNIA CONSTITUTION AND SECTION 68505 OF THE GOVERNMENT CODE, THE CHAIRMAN OF THE JUDICIAL COUNCIL REQUIRES THAT EACH SUPERIOR COURT SHALL COMPLETE THIS FORM FOR EACH CALENDAR MONTH. THE REPORTS SHALL BE MAILED TO:

ADMINISTRATIVE OFFICE OF THE COURTS
4200 STATE BUILDING
SAN FRANCISCO, CALIFORNIA 94102

NOT LATER THAN THE 15th DAY OF THE NEXT SUCCEEDING CALENDAR MONTH.

SIGNATURE OF CLERK

DATE

THE JUDICIAL COUNCIL OF THE STATE OF CALIFORNIA

SUMMARY FOR THE MONTH OF19 . .

SUPERIOR COURT OF
BRANCH

PART I. CIVIL PROCEEDINGS

	PERSONAL INJURY, DEATH AND PROPERTY DAMAGE	MOTOR VEHICLE	OTHER
A. NUMBER OF CASES FILED		XX	XX
B. NUMBER OF CASES DISPOSED OF			
1. BEFORE TRIAL			
a. DISMISSED FOR LACK OF PROSECUTION	XX	XX	XX
b. OTHER DISMISSALS AND TRANSFERS	XX	XX	XX
c. SUMMARY JUDGMENTS	XX	XX	XX
d. ALL OTHER JUDGMENTS BEFORE TRIAL	XX	XX	XX
2. AFTER TRIAL			
a. BEFORE EVIDENCE BY BOTH SIDES			
(1) BY THE COURT	XX	XX	XX
(2) BY JURY	XX	XX	XX
3. DISPOSITION TOTAL	XX	XX	XX
C. OTHER DATA			
1. JURIES SWORN	XX	XX	XX
2. SUPERVISORY ORDERS, OSC'S	XX	XX	XX
3. RETRIALS	XX	XX	XX
4. PRETRIAL SETTLEMENT CONFERENCES	XX	XX	XX

NOTE: PURSUANT TO THE AUTHORITY VESTED IN HIM BY ARTICLE VI, SECTION 6 OF THE CALIFORNIA CONSTITUTION AND SECTION 68505 OF THE GOVERNMENT CODE, THE CHAIRMAN OF THE JUDICIAL COUNCIL REQUIRES THAT EACH SUPERIOR COURT SHALL COMPLETE THIS FORM FOR EACH CALENDAR MONTH. THE REPORTS SHALL BE MAILED TO:

ADMINISTRATIVE OFFICE OF THE COURTS
4200 STATE BUILDING
SAN FRANCISCO, CALIFORNIA 94102

NOT LATER THAN THE 15th DAY OF THE NEXT SUCCEEDING CALENDAR MONTH.

SIGNATURE OF CLERK

DATE

THE JUDICIAL COUNCIL OF THE STATE OF CALIFORNIA

SUMMARY FOR THE MONTH OF 19. .

SUPERIOR COURT OF
BRANCH

PART I. CIVIL PROCEEDINGS

	EMINENT DOMAIN (PARCELS)	OTHER CIVIL COMPLAINTS	PETITIONS
A. NUMBER OF CASES FILED	XX	XX	XX
B. NUMBER OF CASES DISPOSED OF			
1. BEFORE TRIAL			
a. DISMISSED FOR LACK OF PROSECUTION	XX	XX	XX
b. OTHER DISMISSALS AND TRANSFERS . .	XX	XX	XX
c. SUMMARY JUDGMENTS	XX	XX	XX
d. ALL OTHER JUDGMENTS BEFORE TRIAL.	XX	XX	XX
2. AFTER TRIAL			
a. BEFORE EVIDENCE BY BOTH SIDES			
(1) BY THE COURT	XX	XX	XX
(2) BY JURY	XX	XX	XX
3. OTHER DATA			
1. JURIES SWORN	XX	XX	XX
2. SUPERVISORY ORDERS, OSC'S			
3. RETRIALS	XX	XX	XX
4. PRETRIAL SETTLEMENT CONFERENCES .	XX	XX	XX

NOTE: PURSUANT TO THE AUTHORITY VESTED IN HIM BY ARTICLE VI, SECTION 6 OF THE CALIFORNIA CONSTITUTION AND SECTION 68505 OF THE GOVERNMENT CODE, THE CHAIRMAN OF THE JUDICIAL COUNCIL REQUIRES THAT EACH SUPERIOR COURT SHALL COMPLETE THIS FORM FOR EACH CALENDAR MONTH. THE REPORTS SHALL BE MAILED TO:

ADMINISTRATIVE OFFICE OF THE COURTS
4200 STATE BUILDING
SAN FRANCISCO, CALIFORNIA 94102

NOT LATER THAN THE 15th DAY OF THE NEXT SUCCEEDING CALENDAR MONTH.

SIGNATURE OF CLERK

DATE

THE JUDICIAL COUNCIL OF THE STATE OF CALIFORNIA

SUMMARY FOR THE MONTH OF19 .

SUPERIOR COURT OF
BRANCH

PART II. MENTAL HEALTH

A. NUMBER OF PETITIONS OR AFFIDAVITS FILED	XXXX
B. NUMBER OF PETITIONS OR AFFIDAVITS DISPOSED OF	XXXX
1. BEFORE HEARING	XXXX
2. AFTER HEARING	
A. UNCONTESTED	XXXX
B. CONTESTED	XXXX
3. DISPOSITION TOTAL	XXXX
C. OTHER DATA	
1. JURIES SWORN	XXXX
2. NUMBER OF SUBJECTS COMMITTED	XXXX

PART III. JUVENILE

	DELINQUENCY PETITIONS		DEPENDENCY PETITIONS			
	601 W&I		602 W&I			
	Orig.	Subseq.	Orig.	Subseq.		
A. NUMBER OF JUVENILES SUBJECT OF . .	XX	XX	XX	XX	XX	XX
B. JUVENILES DISPOSED OF						
1. BEFORE HEARING	XX	XX	XX	XX	XX	XX
2. AFTER HEARING						
A. UNCONTESTED	XX	XX	XX	XX	XX	XX
B. CONTESTED	XX	XX	XX	XX	XX	XX
3. DISPOSITION TOTAL	XX	XX	XX	XX	XX	XX
C. OTHER DATA						
1. SUPP. PET. HEARINGS (777 W&I) .	XX	XX	XX	XX	XX	XX
2. DETENTION HEARINGS	XX	XX	XX	XX	XX	XX
3. ANNUAL REVIEWS						
4. REHEARINGS BY JUDGE	XX	XX	XX	XX	XX	XX

NOTE: PURSUANT TO THE AUTHORITY VESTED IN HIM BY ARTICLE VI, SECTION 6 OF THE CALIFORNIA CONSTITUTION AND SECTION 68505 OF THE GOVERNMENT CODE, THE CHAIRMAN OF THE JUDICIAL COUNCIL REQUIRES THAT EACH SUPERIOR COURT SHALL COMPLETE THIS FORM FOR EACH CALENDAR MONTH. THE REPORTS SHALL BE MAILED TO:

ADMINISTRATIVE OFFICE OF THE COURTS
4200 STATE BUILDING
SAN FRANCISCO, CALIFORNIA 94102

NOT LATER THAN THE 15TH DAY OF THE NEXT SUCCEEDING CALENDAR MONTH.

SIGNATURE OF CLERK

DATE

THE JUDICIAL COUNCIL OF THE STATE OF CALIFORNIA

SUMMARY FOR THE MONTH OF 19. .

SUPERIOR COURT OF
BRANCH

PART IV. CRIMINAL

- A. NUMBER OF DEFENDANTS ACCUSED XXXX
- B. NUMBER OF DEFENDANTS DISPOSED OF
 - 1. BEFORE TRIAL
 - a. DISMISSED XXXX
 - b. TRANSFERRED TO ANOTHER COURT XXXX

	ACQUIT OR DISM.	CONVICTED FEL.	MISD. 17b	OTH.
--	-----------------------	-------------------	--------------	------

- c. CONVICTED AFTER PLEA OF GUILTY XX XX XX
- 2. AFTER TRIAL
 - a. BEFORE EVIDENCE BY BOTH SIDES
 - (1) BY THE COURT
 - (a) ON TRANS. OF PRELIM. HEAR. XX XX XX XX
 - (b) OTHER XX XX XX XX
 - (2) BY JURY XX XX XX XX
 - b. AFTER EVIDENCE BY BOTH SIDES
 - (1) BY THE COURT XX XX XX XX
 - (2) BY JURY XX XX XX XX
- 3. DISPOSITION TOTAL XX XX XX XX
- C. OTHER DATA
 - 1. JURIES SWORN XXXX
 - 2. SEC. 995 P.C. HEARINGS XXXX
 - 3. SEC. 1538.5 P.C. HEARINGS XXXX
 - 4. PROBATION HEARINGS XXXX
 - 5. DEFENDANTS DIVERTED XXXX
 - 6. RETRIALS XXXX
 - 7. PRETRIAL SETTLEMENT CONFERENCES XXXX

NOTE: PURSUANT TO THE AUTHORITY VESTED IN HIM BY ARTICLE VI, SECTION 6 OF THE CALIFORNIA CONSTITUTION AND SECTION 68505 OF THE GOVERNMENT CODE, THE CHAIRMAN OF THE JUDICIAL COUNCIL REQUIRES THAT EACH SUPERIOR COURT SHALL COMPLETE THIS FORM FOR EACH CALENDAR MONTH. THE REPORTS SHALL BE MAILED TO:

ADMINISTRATIVE OFFICE OF THE COURTS
4200 STATE BUILDING
SAN FRANCISCO, CALIFORNIA 94102

NOT LATER THAN THE 15th DAY OF THE NEXT SUCCEEDING CALENDAR MONTH.

SIGNATURE OF CLERK

DATE

THE JUDICIAL COUNCIL OF THE STATE OF CALIFORNIA

SUMMARY FOR THE MONTH OF19 . .

SUPERIOR COURT OF
BRANCH

PART V. APPEALS FROM LOWER COURTS

- | | | | | |
|--|--------------------|-------|------------------|-------|
| | MUNICIPAL
CIVIL | CRIM. | JUSTICE
CIVIL | CRIM. |
|--|--------------------|-------|------------------|-------|
- A. NUMBER OF FILINGS
 - 1. APPELLATE DEPT. XX XX XX XX
 - 2. TRIAL DEPT. XX XX XX XX
 - 3. TOTAL FILINGS XX XX XX XX
 - B. NUMBER OF DISPOSITIONS
 - 1. BEFORE HEARING XX XX XX XX
 - 2. AFTER HEARING
 - A. QUESTION OF LAW
 - (1) WITHOUT OPINION. XX XX XX XX
 - (2) MEMO OPINION XX XX XX XX
 - (3) WRITTEN OPINION. XX XX XX XX
 - (A) PUBLISHED XX XX XX XX
 - (B) UNPUBLISHED XX XX XX XX
 - B. TRIAL DE NOVO XX XX XX XX
 - 3. DISPOSITION TOTAL XX XX XX XX

PART VI. HABEAS CORPUS

- | | | |
|--|-------|---------------------------|
| | CRIM. | MENT. HEALTH
AND OTHER |
|--|-------|---------------------------|
- A. PETITIONS
 - A. FILINGS XX XX
 - B. DISPOSITIONS.
 - 1. BEFORE HEARING. XX XX
 - 2. AFTER HEARING XX XX
 - 3. DISPOSITION TOTAL XX XX

NOTE: PURSUANT TO THE AUTHORITY VESTED IN HIM BY ARTICLE VI, SECTION 6 OF THE CALIFORNIA CONSTITUTION AND SECTION 68505 OF THE GOVERNMENT CODE, THE CHAIRMAN OF THE JUDICIAL COUNCIL REQUIRES THAT EACH SUPERIOR COURT SHALL COMPLETE THIS FORM FOR EACH CALENDAR MONTH. THE REPORTS SHALL BE MAILED TO:

ADMINISTRATIVE OFFICE OF THE COURTS
4200 STATE BUILDING
SAN FRANCISCO, CALIFORNIA 94102

NOT LATER THAN THE 15TH DAY OF THE NEXT SUCCEEDING CALENDAR MONTH.

SIGNATURE OF CLERK

DATE

PROGRAM NAME: Calendar Report-Superior Court

Data Items Required: Note: Actual numerical data will be required only for those paragraphs and sub-paragraphs below which are preceded by an asterick (*). All data is for the report month.

1. Breakdown of contested civil cases (other than short causes) which commenced trial during the month, segregating each of the asterisked Data items into categories based on elapsed time, as follows: 0-2 months elapsed time; 3-5 months; 6-11 months; 12-17 months; 18 months or over; and median (in months) of all elapsed times on each line item;

(a) Jury cases tried - showing time elapsed from:

- *(1) Filing of complaint to trial date (commencement).
- *(2) Filing of At-Issue Memorandum (AIM) to trial date.
- *(3) Date of Certificate of Readiness to trial date.

(b) Non-jury cases tried - time elapsed from:

- *(1) Filing of complaint to trial date.
- *(2) Filing of AIM to trial date.
- *(3) Date of Certificate of Readiness to trial date.

2. Civil cases at issue, and civil and criminal cases calendared at end of report month. Note: All asterisked line items under sub-paragraph (a), below, must be broken down into four categories: 1-Personal Injury, Death, and Property Damage-Jury; 2-Same category, but non-jury; 3-all other Civil-Jury;

and 4-all other civil-non-jury.

(a) Total civil cases at issue at end of month:

- *(1) Number which are short-cause cases.
- *(2) Number in which Certificates of Readiness have been filed.
- *(3) Number in which AIM were filed more than one year ago.

Note: All asterisked items under sub-paragraph (b), below, must be broken down into six categories, consisting of the four categories mentioned for sub-paragraph 2(a), above, plus: 5-Criminal Jury cases; and 6-Criminal Non-jury cases.

(b) Total cases set as of end of month for future contested trial:

- *(1) Number of cases set for trial within next thirty days.
- *(2) Total estimated days of trial for cases reported in sub-paragraph 2(b) (1), above.

Note: All asterisked line items in paragraphs 3 and 4, below, must be broken down into two categories: 1-Personal Injury, Death, and Property Damage cases; and 2-all other civil cases.

3. Number of the following documents filed during report month:

- *(a) At-Issue Memorandums.
- *(b) Certificates of Readiness.

4. Number of cases in which conferences of the following types were held during report month:

- *(a) Settlement Conferences held under Rule 207.5

FOR THE MONTH OF _____
SUPERIOR COURT OF _____
BRANCH _____

*(1) Number of such conferences in
which cases were deemed settled.

*(b) Pretrial conferences.

*(c) Trial-setting conferences.

*5. Number of civil cases set to begin jury trial during the
report month:

*(a) Number of cases reported in item 5 which
continued beyond end of month.

*(b) Number of cases reported in item 5 which
were trailing at end of month.

6. Number of criminal cases tried during month in which trial
began more than sixty days after finding of Indictment on Filing
of Information:

*(a) Jury cases.

*(b) Non-jury cases.

7. Number of cases submitted for the following number of days
and undecided at end of report month;

*(a) 31 thru 90 days.

*(b) Over 90 days.

*8. List all dates during next three months on which the planned
absence of a judge may require assignment of an outside judge.
Indicate by flagging all dates which represent scheduled vacation
dates.

1. FOR CONTESTED CIVIL CASES OTHER THAN SHORT CAUSES THAT COMMENCED TRIAL
DURING THE MONTH SHOW THE ELAPSED TIME TO START OF TRIAL FROM THE FILING
DATES OF THE FOLLOWING DOCUMENTS:

	NUMBER OF CIVIL CASES WITH INTERVALS IN MONTHS OF:					MEDIAN (IN MONTHS)
	0-2	3-5	6-11	12-17	18 & OVER	
A) FOR JURY CASES TRIED						
1) FROM COMPLAINT TO TRIAL	X			X		
2) FROM AT-ISSUE MEMORANDUM TO TRIAL			X			
3) FROM CERTIFICATE OF READI- NESS TO TRIAL**		XXX		X		
B) FOR NONJURY CASES TRIED						
1) FROM COMPLAINT TO TRIAL		X		XXX		X
2) FROM AT-ISSUE MEMORANDUM TO TRIAL				X		
3) FROM CERTIFICATE OF READI- NESS TO TRIAL**		X				
C) WERE ANY OF THE CERTIFICATES OF READINESS FOR CASES REPORTED ON LINES (A) (3) AND (B) (3) FILED AFTER COURT'S NOTIFICATION OF ELIGIBILITY TO FILE?						
1) FOR JURY CASES	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
2) FOR NONJURY CASES	YES <input type="checkbox"/>	NO <input type="checkbox"/>				

2. CIVIL CASES AT ISSUE AND CIVIL AND CRIMINAL CASES CALENDARED AT THE END
OF THE MONTH:

	PERSONAL INJURY DEATH AND PROPERTY DAMAGE		ALL OTHER CIVIL	
	JURY	NONJURY	JURY	NONJURY
A) TOTAL CIVIL CASES AT ISSUE				
1) NUMBER WHICH ARE SHORT CAUSE				
2) NUMBER IN WHICH CERTIFICATES OF READINESS ARE FILED**				
3) NUMBER IN WHICH AT-ISSUE MEMORANDA WERE FILED OVER A YEAR AGO				
B) TOTAL CASES SET FOR FUTURE CON- TESTED TRIAL				
1) NUMBER SET WITHIN NEXT 30 DAYS				
2) TOTAL ESTIMATED DAYS OF TRIAL FOR CASES SET WITHIN NEXT 30 DAYS				

	CRIMINAL	
	JURY	NONJURY
A) TOTAL CIVIL CASES AT ISSUE		
1) NUMBER WHICH ARE SHORT CAUSE	XX	XXX
2) NUMBER IN WHICH CERTIFICATES OF READINESS ARE FILED**	XX	X
3) NUMBER IN WHICH AT-ISSUE MEMORANDA WERE FILED OVER A YEAR AGO	X	XX
B) TOTAL CASES SET FOR FUTURE CONTESTED TRIAL		
1) NUMBER SET WITHIN NEXT 30 DAYS	XXX	XX
2) TOTAL ESTIMATED DAYS OF TRIAL FOR CASES SET WITHIN NEXT 30 DAYS	XXX	X
3. NUMBER OF THE FOLLOWING DOCUMENTS FILED DURING THE MONTH:		PERSONAL INJURY DEATH AND PROPERTY DAMAGE
A) AT-ISSUE MEMORANDA	X	X
B) CERTIFICATES OF READINESS**	X	X
4. NUMBER OF CASES IN WHICH CONFERENCES OF THE FOLLOWING TYPES WERE HELD DURING THE MONTH:		ALL OTHER CIVIL
A) SETTLEMENT CONFERENCES HELD UNDER RULE 207.5	X	X
1) NUMBER IN WHICH CASES WERE DEEMED SETTLED		
B) PRETRIAL CONFERENCES	X	
C) TRIAL SETTING CONFERENCES***		X
5. TOTAL CIVIL CASES SET TO COMMENCE JURY TRIAL DURING THE REPORT MONTH _____		
A) NUMBER CONTINUED BEYOND THE END OF THE MONTH _____		
B) NUMBER TRAILING AT THE END OF THE MONTH _____		
6. NUMBER OF CRIMINAL CASES TRIED DURING THE MONTH IN WHICH TRIAL COMMENCED MORE THAN 60 DAYS AFTER FINDING OF INDICTMENT OR FILING OF INFORMATION****		
A) JURY CASES _____		B) NONJURY CASES _____
7. NUMBER OF CASES SUBMITTED FOR THE FOLLOWING NUMBER OF DAYS AND UNDECIDED AT THE END OF THE MONTH:		
A) 31 THROUGH 90 DAYS _____		B) OVER 90 DAYS _____
8. LIST DATES DURING THE NEXT THREE MONTHS ON WHICH THE PLANNED ABSENCE OF YOUR COURT MAY REQUIRE THE ASSIGNMENT OF AN OUTSIDE JUDGE. IF SUCH A DATE IS THE RESULT OF A SCHEDULED VACATION, PLEASE INDICATE THIS. (THIS INFORMATION IS REQUIRED TO PLAN FOR FUTURE NEEDS FOR ASSISTANCE AND SHOULD NOT BE USED AS A FORMAL REQUEST TO THE CHAIRMAN OF THE JUDICIAL COUNCIL FOR SUCH ASSISTANCE.) _____		

LOWER COURT COMPLAINTS				
X,XXX				
100.0 %				
×	×	×	×	×
×	×	×	×	×
×	×	×	×	×
MISDEMEANOR COMPLAINTS		FELONY COMPLAINTS		
XXX		XXXX		
XX.X %		XX.X %		
×	×	×	×	×
×	×	×	×	×
×	×	×	×	×
CONVICTED		NOT CONVICTED		
XXX		XXX		
XX.X %		XX.X %		
×	×	×	×	×
×	×	×	×	×
×	×	×	×	×
DISMISSED		ACQUITTED		JUVENILE COURT
XXX		XXX		XXX
XX.X %		XX.X %		XX.X %
×	×	×	×	×
×	×	×	×	×
×	×	×	×	×
GUILTY		NOLO		COURT
PLEA		COURT		JURY
XXX		XXX		XXX
XX.X %		XX.X %		XX.X %
×	×	×	×	×
×	×	×	×	×
×	×	×	×	×
CYA	STRAIGHT	PROBATION	JAIL	FINE
XX	PROBATION	& JAIL	XXX	XXX
XX.X %	XXX	XXX	XX.X %	XX.X %
	XX.X %	XX.X %		XX.X %
				OTHER
				XXX
				XX.X %

**IF APPLICABLE
 ***THIS REPORT SHOULD NOT BE USED FOR NOTIFICATION REQUIRED BY SECTION 1050 OF THE PC
 DATE _____
 SIGNATURE OF PRESIDING, SENIOR OR SOLE JUDGE _____

SAN BERNARDINO COUNTY
FELONY DISPOSITION SUMMARY
XX/XX/XX TO XX/XX/XX

CXFSMR

LOWER COURT
FELONY COMPLAINTS
XXXX
100.0%

TO SUPERIOR COURT XXXX XX.X %	NOT CONVICTED XXX XX.X %	CONVICTED MISD XXXX XX.X %
HTA XXXX XX.X %	DISMISSED XXXX XX.X %	JUVENILE COURT XXXX XX.X %
859A XXXX XX.X %	ACQUITTED MISD XXXX XX.X %	
GUILTY PLEA XXXX XX.X %	NOLO XXX XX.X %	COURT JURY XXX XX.X %
PROBATION & JAIL XX X.X %	JAIL XX X.X %	FINE XX X.X %
		OTHER XX X.X %
CYA X X.X %	STRAIGHT PROBATION XXX XX.X %	

FOLLOWING
PAGE

SAN BERNARDINO COUNTY
FELONY DISPOSITION SUMMARY
XX/XX/XX TO XX/XX/XX

CXFSMR

SUPERIOR COURT
FELONY FILINGS
X,XXX
100.0 %

DISMISSED XXX XX.X %	ACQUITTED XXX XX.X %	NOT GUILTY INSANE XXX XX.X %	TO JUV COURT XXX XX.X %	OTHER XXX XX.X %
GUILTY PLEA XXX XX.X %	NOT GUILTY TO GUILTY XXX XX.X %	NOLO XX X.X %	JURY XXX XX.X %	COURT X X.X %
				TRANSCRIPT X X.X %
	TO MENTAL HYGINE XX X.X %	YOUTH AUTHORITY XX X.X %	STRAIGHT PROBATION XXX XX.X %	PROBATION AND JAIL XXX XX.X %
	JAIL XX X.X %	FINE X X.X %	PRISON XX XX.X %	DEATH X .X %
				TO CRC X X.X %

SAN BERNARDINO COUNTY
SUPERIOR COURT
WEEKLY ATTORNEY SCHEDULE

CXWASR

ACIS

WEEK OF FEBRUARY 16, 1976

PAGE 1

 ATTY NAME & FIRM CLIENT CASE NO
 GERARD, JOSEPH D. JONES, RUTH R. SC-6-001638
 OLIVER, WENDELL, & HOLMES DEFENDANT

DEPT COURT ACTION DATE TIME LENGTH
 02 SUPERIOR - CENTRAL CRIMINAL PRETRIAL 02/18 9AM 0.1 DAYS

 ATTY NAME & FIRM CLIENT CASE NO
 HOOVER, VERNON C. PEOPLE V. DELANEY, R.W. MB-3-003741
 OFFICE OF DIST ATTY

DEPT COURT ACTION DATE TIME LENGTH
 01 MUNIC - BARSTOW CRIMINAL PRELIM 02/16 1:30PM 1.0 DAYS

 ATTY NAME & FIRM CLIENT CASE NO
 RASMUSSEN, HERBERT E. ZERO CLEANERS & DYERS S0-T-000947
 NO FIRM PLAINTIFF

DEPT COURT ACTION DATE TIME LENGTH
 04 SUPERIOR - ONTARIO CIVIL SETTLE CONF 02/16 10AM 0.1 DAYS

SAME ATTORNEY CLIENT CASE NO
 ADAMS, AARON A. SC-P-001972
 DEFENDANT

DEPT COURT ACTION DATE TIME LENGTH
 12 SUPERIOR - CENTRAL CIVIL TRIAL 02/16 1PM 0.5 DAYS

SAME ATTORNEY CLIENT CASE NO
 GEORGIA, VIRGINIA M. SC-T-000643
 PLAINTIFF

DEPT COURT ACTION DATE TIME LENGTH
 04 SUPERIOR-CENTRAL CIVIL READY CONF 02/18 9AM 2.3 DAYS

ETC.

ETC.

SCREEN	PROGRAM ID
CXATYI	
ATTORNEY CASELOAD INQUIRY	
ATTORNEY: XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXX X. PARAMETERS: FROM XXXXXX TO XXXXXX	
PF1 COMMENCE SEARCH	PF3 INDEX
PF4 ATTORNEY UPDATE	PF2 START OVER
OPTIONS FOR DATE PARAMETERS: ONE DAY ONLY; A GIVEN PERIOD; OR ALL CASES ON AND AFTER THE DATE SPECIFIED	

RESPONSE TO ATTORNEY CASELOAD INQUIRY

ATTORNEY CASELOAD INQUIRY

ATTORNEY: XXXXXXXXXXXXXXXX, XXXXXXXXXXX X.

PARAMETERS: FROM XXXXXX TO XXXXXX

DATE	COURT	DEPT	TIME	CASE NO.	TYPE	DEFENDANT
ZZ/ZZ/ZZ	ZZZ	ZZ	ZZ:XX	Z ZZZZZZZ	ZZ	ZZZZZZZZZZZZZZZZ, Z Z
ZZ/ZZ/ZZ	ZZZ	ZZ	ZZ:ZZ	Z ZZZZZZZ	ZZ	ZZZZZZZZZZZZZZZZ, Z Z
ETC.						
ETC.						

PF1 PRINT SCREEN PF2 NEW ATTY INQUIRY PF3 INDEX
 PF4 ATTORNEY UPDATE

PS-6

200

REF # C-10
For Chart, See Page 144

CRIMINAL CASELOAD INQUIRY

DATE XXXXXX COURT XXX DEPT XX

PF1 DISPLAY CASELOAD PF2 START OVER PF3 INDEX
 PF4 DISPLAY AND PRINT

OPTION: IN "DEPT," ENTER A SPECIFIC DEPARTMENT NO., OR ENTER "ALL" AND GET ALL CASES, BY DEPT., FOR THE SPECIFIED COURT AND DATE.

PS-6

201

REF # C-11
For Chart, See Page 144

PS-6
202
REF # C-11
For Chart See Page 144

RESPONSE TO CRIMINAL CASELOAD INQUIRY

SCREEN
PROGRAM ID CXCRM1

CRIMINAL CASELOAD INQUIRY

DATE XXXXXX	COURT XXX	DEPT XX	TOTAL DEFTS	*** TIME ***	APPEARANCE PURPOSE	*** DEPT ***
Z ZZZZZZZ	ZZZZZZZZZZZZZZZZZ, Z Z	ZZ	ZZ	ZZ:ZZ	ZZZZZZ	ZZ
Z ZZZZZZZ	ZZZZZZZZZZZZZZZZZ, Z Z	Z	Z	ZZ:ZZ	ZZZZZZ	ZZ
Z ZZZZZZZ	ZZZZZZZZZZZZZZZZZ, Z Z	Z	Z	ZZ:ZZ	ZZZZZZ	ZZ
Z ZZZZZZZ	ZZZZZZZZZZZZZZZZZ, Z Z	ZZ	ZZ	ZZ:ZZ	ZZZZZZ	ZZ

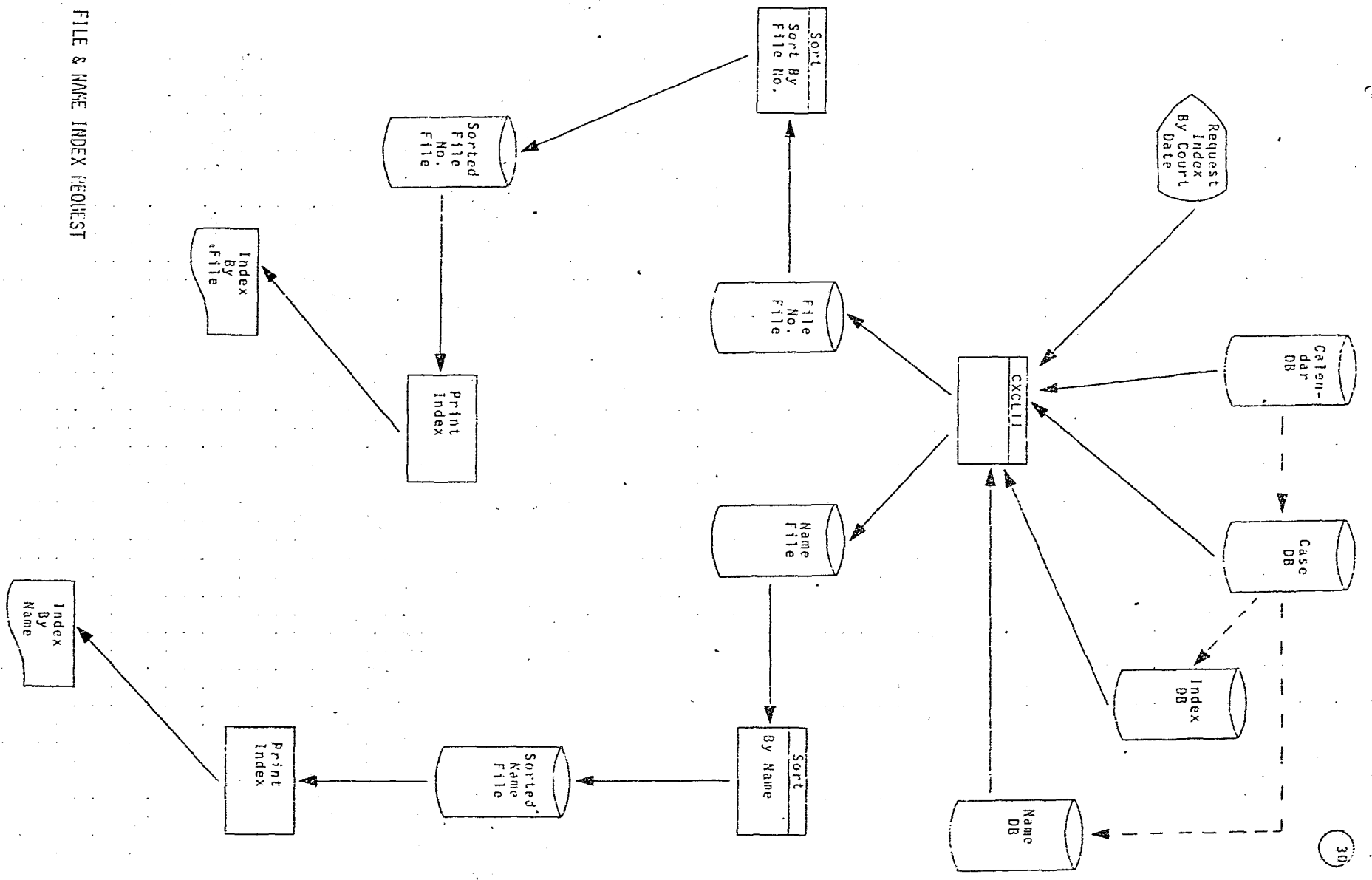
ETC.

PF1 PRINT SCREEN PF2 BLANK CCI SCREEN PF3 INDEX

X = OPERATOR KEYED
Z = COMPUTER GENERATED DISPLAY DEPT. NO. EVEN IF ONLY ONE DEPT. SPECIFIED

ACIS

FILE & NAME INDEX REQUEST



203

REF # C-12

SCREEN

PROGRAM ID

CXCLII

CALENDAR INDEX

INDEX OPTION X

COURT XXX

DATE XXXXXX

PF3 INDEX

PF2 START OVER

PF1 PRINT INDEX

INDEX OPTIONS: "A" FOR ALPHABETICAL, "N" FOR NUMERICAL, "B" FOR BOTH.

DATE: ZZ/ZZ/ZZ

-NUMERICAL-

COURT: ZZZZZZZZZZZZ (ZZZZZZZZZ)

*DEPARTMENT ZZ

FILE NO.	CASE NO.	DEFENDANT NAME
ZZZ-ZZZZZZ	Z ZZZZZZZ	ZZZZZZZZZZZZZZZZZ, ZZZZZZZZZZ Z.
ZZZ-ZZZZZZ	Z ZZZZZZZ	ZZZZZZZZZZZZZZZZZ, ZZZZZZZZZZ Z.
ETC.		

*DEPARTMENT ZZ

FILE NO.	CASE NO.	DEFENDANT NAME
ZZZ-ZZZZZZ	Z ZZZZZZZ	ZZZZZZZZZZZZZZZZZ, ZZZZZZZZZZ Z.
ZZZ-ZZZZZZ	Z ZZZZZZZ	ZZZZZZZZZZZZZZZZZ, ZZZZZZZZZZ Z.
ETC.		

*DEPARTMENT ZZ

ETC.

AUTOMATED COURT INFORMATION SYSTEM
CALENDAR INDEX LISTING

CXCLII

DATE: ZZ/ZZ/ZZ

-ALPHABETICAL-

PAGE ZZZ

COURT: ZZZZZZZZZZZZ (ZZZZZZZZZ)

*DEPARTMENT ZZ

DEFENDANT NAME

FILE NO.

CASE NO.

ZZZZZZZZZZZZZZZZZZ, ZZZZZZZZZZ Z.
ZZZZZZZZZZZZZZZZZZ, ZZZZZZZZZZ Z.
ETC.
ETC.

ZZZ-ZZZZZZ
ZZZ-ZZZZZZ

Z ZZZZZZZ
Z ZZZZZZZ

*DEPARTMENT ZZ

DEFENDANT NAME

FILE NO.

CASE NO.

ZZZZZZZZZZZZZZZZZZ, ZZZZZZZZZZ Z.
ZZZZZZZZZZZZZZZZZZ, ZZZZZZZZZZ Z.
ETC.
ETC.

ZZZ-ZZZZZZ
ZZZ-ZZZZZZ

Z ZZZZZZZ
Z ZZZZZZZ

*DEPARTMENT ZZ

ETC.
ETC.

END