

# NATIONAL CENTER FOR STATE COURTS

*FINAL REPORT VOLUME TWO*

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## City of Las Vegas Municipal Court Operations and Facilities Review :

May, 1993

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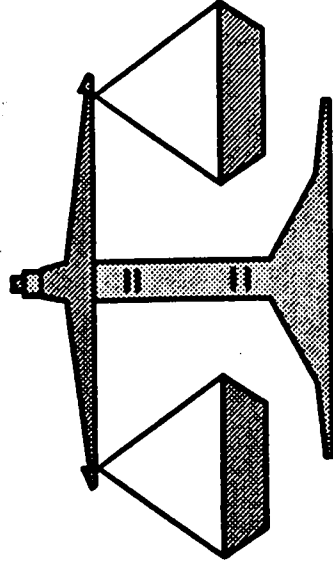
## **APPENDIX A**

### **ADA SELF EVALUATION FORMS**

# THE AMERICANS WITH DISABILITIES ACT

## TITLE II

### SELF-EVALUATION



National Center for State Courts  
300 Newport Avenue  
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## TITLE II SELF-EVALUATION

*The Americans With Disabilities Act of 1990* (ADA) prohibits discrimination on the basis of physical or mental disabilities in the areas of (1) employment (2) public services (3) public accommodations and services operated by private entities and (4) telecommunications. It creates significant new obligations for state and local courts as public employers and as providers of public services. One such obligation is the requirement that courts complete a self-evaluation by January 26, 1993. The self-evaluation is a tool for management to use to identify and correct potential violations before they occur, thus avoiding future enforcement actions. Public entities with 50 or more employees are required to maintain a written record of the self-evaluation on file and make it available for public inspection for three years, but there is no requirement that it be submitted to a Federal agency for review.

Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities to participate by submitting comments, but are strongly encouraged to consult actively with individuals with disabilities in the self-evaluation process. The experience of such individuals in using court services can be an invaluable aid in identifying problems, and individuals with disabilities are often aware of simple and inexpensive methods for providing access that are not readily apparent to individuals who have not experienced disabilities. The self-evaluation and facilities checklist are tools designed to assist courts with development of their own approach to self-evaluation, and should be used only after careful consideration of how the self-evaluation process applies to the court.

## **PART I GENERAL ADMINISTRATIVE; EMPLOYMENT POLICIES, PROCEDURES, AND PRACTICES; AND SERVICES, PROGRAMS AND ACTIVITIES**

Assessment Form A addresses *general administrative requirements* of the ADA and should be completed by the office of the court administrator (or state court administrator, as appropriate). If no central administrative authority exists, each appropriate office may either complete an individual form or use a combination of forms.

Assessment Form B addresses the *compliance requirements imposed on employment programs* and should be completed by the office of the court human resources director (or state court human resources director, as appropriate).

Assessment Form C addresses *court programs, services, and activities* which a user of the court may encounter. One copy of Form C should be completed by the director of each of the identified court programs.

## **PART II COURT FACILITY ACCESSIBILITY REFERENCE GUIDE**

- A. Court Facility Accessibility Reference Guide**
- B. Court Facility Site Accessibility Reference Guide**
- C. General Building Elements Accessibility Reference Guide**

## **APPENDIX - ACCESSIBILITY SURVEY**

A procedure for incorporating individuals with disabilities, or their representatives into the self-evaluation process.

## QUESTIONS AND ANSWERS

The question and answer section that follows addresses some of the most common concerns of courts regarding ADA, its application, and its implications for court systems throughout the states.

### **What Is The ADA Trying To Accomplish?**

The purpose of the ADA is to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities; to provide clear, strong, consistent, enforceable standards addressing discrimination against individuals with disabilities; to ensure that the Federal Government plays a central role in enforcing the standards established in this ACT on behalf of individuals with disabilities; and to invoke a sweep of congressional authority in order to address the major areas of discrimination faced day-to-day by people with disabilities.

### **Who Is Covered?**

All state and local entities are covered by Title II of the Act which is intended to protect individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of state and local governments.

### **Does The Fact That A Court Has Not Completed Its Self-Evaluation Prior To January 26, 1993, Excuse Interim Compliance?**

No. A court is required to comply with the requirements of Title II on January 26, 1992, whether or not it has completed its self-evaluation.

### **What If A Court Already Completed A Self-Evaluation As Part Of Its Obligations Under Section 504 Of The Rehabilitation Act Of 1973?**

The Title II self-evaluation requirement applies only to those policies and practices that were not included in a self-evaluation required by Section 504. Because most Section 504 self-evaluations were done many years ago, however, the Department of Justice expects that many courts will re-examine all of their policies and practices. Programs and functions may have changed significantly since the Section 504 self-evaluation was completed. Actions that were taken to comply with Section 504 may not have been implemented fully or may no longer be effective. In addition, Section 504's coverage has been changed by statutory amendment, particularly the Civil Rights Restoration Act of 1987, which expanded the definition of a covered "program or activity." Therefore, courts should ensure that all programs, activities, and services are examined fully, except where there is evidence that all policies were previously scrutinized under Section 504.

New construction and additions or alterations to the existing buildings started after January 26, 1992, must be designed and constructed so that the new construction or renovations are readily accessible to and usable by individuals with disabilities. The Federal Architectural and Transportation Barriers Compliance Board (the Access Board) is drafting architectural accessibility guidelines to apply specifically to state and local government buildings and facilities. Until those guidelines are finalized, new construction and alterations by public entities may follow either the Uniform Federal Accessibility Standards (UFAS) or the Americans with Disabilities Act Accessibility Guidelines (ADAAG) that apply to places of public accommodation and commercial facilities under Title III of the ADA.

#### **Are All Existing Courthouses Required To Be Made Accessible To And Usable By Individuals With Disabilities?**

Under Title II, each court service, program, or activity, when viewed in its entirety, must be readily accessible to and usable by individuals with disabilities. Considering the prohibitively high cost of retrofitting existing facilities, the Act employs the concept of program accessibility by allowing the court to offer its programs, services, and activities through alternative methods to individuals with disabilities without extensively retrofitting existing buildings and facilities.

Under Title II, the courts are not required --

- To make **each** of their existing court buildings/facilities accessible to and usable by individuals with disabilities;
- To take any action that would threaten or destroy the historic significance of an historic properties; or
- To take any action that it can demonstrate would result in a fundamental alteration in the nature of court's services, programs, or activities or in undue financial and administrative burdens.

#### **What Is The Transition Plan? What Elements Should Be Included In The Transition Plan?**

In the event that structural changes are required in order to provide program access, a compliance implementation plan should be developed. This plan is required for public entities that have 50 or more employees. The minimum requirements of the plan include:

- (1) *Identify physical barriers* in court facilities that limit access to programs, activities, or services by individuals with disabilities;
- (2) Where structural changes will be made to *provide program access*, describe in detail the methods that will be used to make the facilities accessible;



## Glossary

**Accessible.** As used in ADAAG, describes a site, building, facility, or portion thereof that complies with the ADA Accessibility Guidelines.

**Accessible Route.** A continuous unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

**ADAAG.** The Americans with Disabilities Act Accessibility Guidelines for Building and Facilities is a standard used for public accommodations and commercial facilities under Title III of the ADA.

**Assembly Area.** A room or space accommodating a group of individuals for recreational, educational, political, social or amusement purposes, or for the consumption of food and drink.

**Assistive Listening Device (ALD).** A device for hearing-impaired individuals that reduces distortion and background noise by delivering a clear, direct audio signal through a volume-adjustable receiver and headset.

**Auxiliary Aids.** Includes interpreters, notetakers, transcription services, written materials, telephone handset amplifiers, assistive listening devices, assistive listening systems, telephone compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDD's), video text displays, or other effective methods of making aurally delivered materials available to individuals with hearing impairments.

Includes readers, taped texts, audio recording, Brailled materials, large print materials, or other effective methods of making visually delivered materials available to individuals with visual impairments.

**Clear Floor Space.** The minimum unobstructed floor or ground space required to accommodate a single, stationary wheelchair and occupant.

**Court System.** A combination of the individual courts in a particular jurisdiction.

**Disability.** The physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment.

**Effective Communication.** An adequate exchange of thoughts where both parties are able to comprehend the information.

## Part I-A

### EVALUATION OF GENERAL ADMINISTRATIVE REQUIREMENTS

The ADA requires courts to make a commitment to prevent discrimination against individuals with disabilities, and to provide individuals with disabilities services and employment opportunities in the most integrated setting possible; consistent with the nature of court employment, court services, and court activities. As a manifestation of this commitment, each court and/or court system should:

- *Develop and publish a policy statement prohibiting discrimination against individuals with disabilities;*
- *Conduct a self-evaluation of its services, programs, and activities, and take corrective action as necessary;*
- *Identify physical barriers in facilities used by the court to house services, programs, and activities and ensure access by individuals with disabilities to programs, services, and activities provided in those facilities;*
- *Develop plans to respond to the communication needs of individuals with hearing, speech, and other disabilities;*
- *Furnish auxiliary aids and services to afford individuals with disabilities full participation in court activities, services, and programs;*  
*and*
- *Train court staff to recognize and respond to the needs of individuals with disabilities, and to overcome their own attitudinal barriers when integrating individuals with disabilities into court employment and court services.*

In addition, a court system that has 50 or more employees must:

- *Designate a responsible court employee to coordinate ADA compliance activity; and*
- *Provide a system to receive and process ADA complaints in a timely manner.*

Assessment Form A should be used to evaluate ADA compliance of the general administrative policies and practices of the court. The assessment should conclude with a plan for removing the impediment by either (a) revising the appropriate policy or practice; (b) modifying the service delivery location; or (c) redesigning the manner in which the service, activity or program is made available.

# Assessment Form A

## EVALUATION OF GENERAL ADMINISTRATIVE REQUIREMENTS

Organization Unit Responsible for Review: \_\_\_\_\_

Staff Member(s) Responsible for Evaluation: \_\_\_\_\_

Date(s) Evaluation Conducted: \_\_\_\_\_

THIS FORM ADDRESSES FACETS OF COURT-WIDE ADMINISTRATION. THE TERM "COURT" FOR PURPOSES OF THIS EVALUATION, MAY ENCOMPASS EMPLOYEES OF MORE THAN ONE GOVERNMENTAL UNIT; IT MAY THEREFORE BE NECESSARY TO COMPLETE FORM A FOR EACH SYSTEM (E.G., COUNTY, STATE, CITY).

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
1) Does the court (court system) have a nondiscrimination policy?			Although the regulations do not require a public entity to adopt such a policy, a formal nondiscrimination policy is an effective tool for ensuring compliance.

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
a) Does the existing nondiscrimination policy or any other policy address requirements of the ADA?			
b) How is the nondiscrimination policy communicated to court staff (system staff) and the public?			
2) Identify the individual responsible for coordinating ADA compliance activity for the court (system).			
3) Identify the individual of the court (system) and the court office (state administrative office) responsible for receiving and processing complaints that arise under the ADA.			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
a) Attach a copy of the complaint processing procedure.			
b) How are court staff (system staff) and the public notified about the complaint process?			
4) Describe the steps taken to ensure staff fully understand the policy of nondiscrimination against individuals with disabilities in court programs, services, and activities and in employment.			
5) Describe the steps staff take to ensure access to court programs, services and activities by individuals with disabilities.			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
a) Describe the means adopted by the court (system) to communicate effectively by telephone with individuals with speech and hearing impairments.			
b) Describe any arrangements made with a TDD relay service to facilitate communication with hearing-impaired individuals.			
6) List court (or system) publications and documents that are available to the public (e.g. annual report, magazines, etc.). Exclude program-specific publications that will be addressed during review of the program, service or activity.			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
a) Identify the publications and documents, listed above, that are available in alternate formats (audiotape, large print, etc.).			
b) Identify the process by which someone could obtain a publication in an alternate format.			
7) List all court activities where auxiliary aids or services, including sign language and/or oral interpreter may be needed.			
a) List all court (system) activities where readers and writers may be needed.			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
b) Is there a policy / procedure for determining that an interpreter, reader, or writer is needed? What is the policy / procedure?			
c) Is computer-assisted transcription available for individuals with severely impaired hearing who do not use sign language?			
d) Who determines when an interpreter, reader, or writer is needed and how is the decision made?			
e) How are the services of interpreters, readers, and writers secured?			



ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
f) Does the court have provisions for use of assistive listening devices (ALD)?			
g) If ALD's are used, describe how decisions regarding their availability are made.			
h) Is there a policy/procedure which describes the conditions under which the court makes an ALD available? What is the policy/procedure?			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
8) Does the court use audio-visual presentations in any of its programs, services or activities? Which programs, services or activities?			
a) If audio-visual presentations are used, describe steps taken to ensure that hearing-impaired individuals can benefit from these presentations.			
9) Describe how the court notifies employees and others in the court of an emergency.			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
a) Describe how the court notifies individuals with disabilities of an emergency?			
b) Describe any policies/procedures for assisting persons with disabilities in an emergency situation?			
10) Describe how interested parties and individuals with disabilities will be involved in the self-evaluation process.			

## Appendix-Accessibility Survey

### ACCESS TO COURTS BY INDIVIDUALS WITH DISABILITIES

Court officials will provide individuals with disabilities with a list of offices, courtrooms, and other facilities and identify the programs, services, and activities available in each location. The task of participants is to attempt to gain access to each area and participate in the program, service, or activity scheduled. Use one of the following forms for each area that you visit and record the destination and activity (e.g. the cafeteria to buy a cup of coffee or the clerk of court's office to pay a fine). Include in your response the following: length of time taken to conduct the simulation, the ease with which the activity was accomplished, problems encountered, physical barriers, attitudinal barriers of staff or others, and barriers to effective communication.

Please note that an individual simulating a disability may not get the same reception as an individual who actually has a disability (and probably will not do an accurate simulation). It might be useful to have a high-level manager spend a day in a wheelchair, but the simulations should be done by people who actually have disabilities. Also, local groups/individuals should be contacted for suggestions and comments about problems they have encountered and about practical solutions.

SIMULATION # \_\_\_\_\_

DESTINATION:

PROGRAM, SERVICE, OR ACTIVITY:

LENGTH OF TIME REQUIRED:

TYPE OF DISABILITY:

Circle Response	
Easy 1	Difficult 5
2	4
3	5

Ease in Conducting Simulation  
(Circle 5 if simulation not completed)

PROBLEMS

ATTITUDINAL BARRIERS

COMMUNICATION BARRIERS

PHYSICAL BARRIERS

## Part I-B

### EVALUATION OF EMPLOYMENT POLICIES, PROCEDURES, AND PRACTICES

#### TITLE I PROHIBITIONS

Title II covers employment practices of courts, as well as other services, programs, and activities of courts. Title I of the ADA also covers employment and was effective July 26, 1992 for public and private employers with 25 or more employees. Because the Title II requirements for public employers are generally the same as the requirements for employers covered by Title I, the self-evaluation process should also include assessment of employment policies and practices for compliance with Title I. The term "court" as contemplated for purposes of the ADA evaluation often encompasses employees of more than one governmental unit; it may therefore be necessary to complete Form B for each personnel system represented (e.g., county, state, city). When conducting this phase of self-evaluation, courts must clearly understand the prohibitions of Title I of the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.* (1990). Pursuant to Title I:

- ◆◆ *It is unlawful* to discriminate on the basis of a disability with regard to job application procedures, hiring, advancement or discharge of employees, employee compensation, job assignments, job training, employer-sponsored programs and other terms, conditions, and privileges of employment.
- ◆◆ *It is unlawful* to classify an applicant or employee in a way that adversely affects employment opportunities or status because of a disability.
- ◆◆ *It is unlawful* to segregate qualified employees with disabilities into separate work areas or to separate career paths and if reassigned, to undesirable positions or designated facilities.
- ◆◆ *It is unlawful* for courts to participate in contractual arrangements that discriminate against individuals with disabilities with employment agencies, labor unions, businesses providing fringe benefits or businesses providing training programs.
- ◆◆ *It is unlawful* to use discriminatory standards, criteria or methods of selection and administration with regard to individuals with disabilities or to allow those under administrative control of the court to do so.

## EMPLOYMENT ELEMENTS SUBJECT TO REVIEW

The following columns list twenty-eight (28) elements of traditional human resources administration that should be included in an assessment of employment activities. These elements are categorized as policies, procedures, and operating practices; while not an all-inclusive list of relevant elements, they should serve as a starting point for self-evaluation. Each element must be assessed to determine whether, as currently worded or performed, the element unlawfully impedes an individual with a disability at any stage or in any condition of employment. The self-evaluation must assess the impact that the element in its current form may have on an individual with a disability: (1) during the job application process; (2) during the performance of job duties; and (3) while enjoying the benefits of employment.

WRITTEN POLICIES	WRITTEN PROCEDURES	PRACTICES
1. ADA Compliance	1. Advertising	1. Identifying Essential Job Functions
2. Medical Examinations	2. Recruiting	2. Interviewing Process
3. Personnel Files	3. Testing	3. Hiring Decisions
4. Job Classification	4. Hiring	4. Orientation
5. Position Descriptions	5. Performance Appraisal	5. Job Accommodations
6. Work Hours	6. Promotion	6. Promotion Decisions
7. Salary Administration	7. Lay-off	7. Grievance Processing
8. Leave	8. Termination	8. Job Redesign
9. Insurance		
10. Dress Code		
11. Training		
12. Employee Conduct		

Assessment Form B

EVALUATION OF EMPLOYMENT POLICIES, PROCEDURES, AND PRACTICES

Organization Unit Responsible for Review:

Staff Member(s) Responsible for Evaluation:

Date(s) Evaluation Conducted:

THIS FORM ADDRESSES EMPLOYMENT POLICIES, PROCEDURES, AND PRACTICES OF THE COURT. THE TERM "COURT" FOR PURPOSES OF THIS EVALUATION, MAY ENCOMPASS EMPLOYEES OF MORE THAN ONE GOVERNMENTAL UNIT; IT MAY THEREFORE BE NECESSARY TO COMPLETE FORM B FOR EACH PERSONNEL SYSTEM (E.G., COUNTY, STATE, CITY).

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
1) Does a personnel policy manual exist for the court (system)?			



ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
a) Does the personnel policy include statements addressing discrimination on the basis of disability and the commitment to provide reasonable accommodations to employees and applicants with disabilities?			
b) Does the personnel policy define disability according to the three conditions provided in the ADA?*			
c) Does the personnel policy protect individuals from discrimination, coercion, intimidation, threats, or interference when filing ADA complaints or testifying about alleged ADA violations?			

\*ADA Handbook, Title II, §35.104, II-6

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
d) If the personnel policy does not provide protection when filing complaints or testifying about alleged ADA violations, is this protection provided elsewhere? Where?			
e) If personnel policies are found in other documents, please identify those documents.			
2) Describe the steps taken to ensure effective oral communication (telephone and in-person) with individuals who have a hearing-impairment.			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
3) Is there a written policy statement describing the court's commitment to provide reasonable accommodation to employees and applicants with disabilities?			
a) What is the process to determine whether to make "reasonable accommodations" to the known limitations of applicants and employees?			
b) What process is used to determine how an employee should be accommodated?			
c) Is there a process to advise applicants and employees of their rights regarding job accommodations if they have a disability?			Title I requires employers to post notices in an accessible format to applicants, employees and members describing the ADA employment provisions.

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
d) Is the process of making "reasonable accommodations" written? If yes, where is it located?			
e) How is the process of making "reasonable accommodations" communicated to employees or applicants?			
4) Identify any policy or procedure used to determine whether an individual with a disability poses a significant risk of substantial harm to the health and safety of himself/herself or others.			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
5) Describe the training provided to the personnel receptionist, employment specialist, training specialist and other personnel staff to enhance their awareness of the ADA requirements and sensitivity to the needs of individuals with disabilities.			
6) Identify the specific employment policies that are subject to review for this assessment?			
a) Identify any unwritten practices that may have direct impact on the employment process.			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
b) Do any employment policies have an adverse impact on the career of an employee with a disability by inadvertently limiting or preventing opportunities for promotion and training?			
7) Do current practices result in discrimination against individuals on the basis of disability during the pre-employment stage of the hiring process?			
a) Are locations used for receipt of job applications, applicant testing, and applicant interviewing accessible to individuals with physical disabilities? If not, what accommodations are necessary to ensure accessibility?			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
b) Have written instructions, forms, and guidelines used in the recruitment, interviewing, and testing been reviewed for compliance with ADA?			
c) Are the written instructions, forms, and guidelines used in the recruitment, interviewing, and testing process available in alternate formats (i.e., Braille, large print)?			
d) How are applicants made aware that auxiliary aids or services are available?			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
e) Is there a policy describing the circumstances under which auxiliary aids or services are made available to applicants with disabilities.			
f) Does the standard applicant interview include a predetermined set of questions? Have these questions been reviewed in light of the ADA?			
g) Are interview and training locations accessible to individuals with disabilities?			
h) Are training manuals and interview exams available in alternate formats?			



ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
8) During the new employee orientation, are there any modifications necessary to the practices and procedures regarding discrimination?			
9) Do written position descriptions exist for jobs in the court (system)?			
a) Describe the procedure that is used to identify the essential functions for jobs in the court (system).			
b) Are jobs held by individuals with disabilities classified differently from those held by other employees who perform essentially the same function?			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
c) Do employees with disabilities enjoy the same benefits (insurance, leave, compensation) as other employees with the same job classification?			

## Part I-C

### EVALUATION OF SERVICES, PROGRAMS, AND ACTIVITIES

Self-evaluation of court services, programs, and activities requires an assessment of current policies and practices for each court service, program, or activity. The assessment should conclude with a plan for removing the impediment by either (a) revising the appropriate policy or practice; (b) modifying the service delivery location; or (c) redesigning the manner in which the service, program, or activity is available. To complete this assessment a court should:

- Identify all of its programs, activities, and services (see next page).
- Examine each service, program, and major activity to determine whether there are any physical barriers to access.
- Review the policies and practices that govern the administration of each program, activity, and service to identify attitudinal, communication, and other barriers that would impede the full participation by individuals with disabilities. Such policies or practices must be modified, unless they are necessary for the operation or provision of the program, service, or activity. The self-evaluation should identify policy modifications and include complete justification for any exclusion or limits to policy or practice.
- Ensure communication in all services, programs and activities is effective for all applicants, participants, and members of the public who have disabilities. Courts should ensure that Telecommunication Devices for the Deaf (TDD) or equally effective telecommunication systems are used to communicate with individuals having impaired hearing or speech.
- Ensure that all services, programs and activities provide for readers, interpreters, writers or other alternative communication methods for individuals with disabilities. Generally, individuals with disabilities provide advance notice of their need for alternate communication aids. However, short notice and emergency situations may arise and communication equipment should be available. A method for securing these services should be developed, and it should include how to secure them; when these services are available; and where these services can be provided. Services should be available on short notice in emergency situations, but generally advance notice can be provided. Ensure that when equipment is used as part of a court's program, activity, or service, such as in a law library, the equipment is usable by individuals with disabilities, particularly individuals with hearing, visual, and manual impairments. A court should have policies that ensure equipment is maintained in operable working order.

SERVICE, PROGRAM AND ACTIVITIES	FUNCTIONAL UNIT	COURT POLICIES AND PRACTICES
Adjudication Proceedings	Clerk of the Court	Administrative Manuals or Guides
Bail Screening Activity	Court Administration Office	Court Orders
Bar Admission/Screening Procedures	Court Reporter's Office	Laws
Court Security/Emergency Services	Courtroom	Memoranda
Counseling Services	Facility/Building Support Office	Ordinances
Food Service	Jury Operations Office	Policy Directives
Interviews	Juvenile Services Office	Regulations
Investigations	Law Library	Practices Not Recorded or Based on Local Custom
Jury Pool Activities	Personnel Office	
Literature Search Services	Pretrial Services Office	
Mediation/ADR Services	Probation Office	
Probation Client Supervision Services	Prosecutor's Office	
Public Education Programs	Public Defender Office	
Records Administration Services	Sheriff's Office	
Transcription Services		

Assessment Form C should be used to evaluate the accessibility of court services, programs, and activities. Please make additional copies of Form C as necessary for each program, service, or activity. The assessment should conclude with a plan for removing the impediment by either (a) revising the appropriate policy or practice; (b) modifying the service delivery location; or (c) redesigning the manner in which the service, activity or program is available.

# Assessment Form C

## EVALUATION OF COURT PROGRAMS, SERVICES AND ACTIVITIES

☞ Program, service, or activity reviewed: \_\_\_\_\_

☞ Organization unit responsible for review: \_\_\_\_\_

☞ Staff member(s) responsible for evaluation: \_\_\_\_\_

☞ Date(s) evaluation conducted: \_\_\_\_\_

THIS FORM ADDRESSES PROGRAMS, SERVICES AND MAJOR ACTIVITIES THAT ARE OFFERED BY, PROVIDED BY, AND CONDUCTED BY THE COURT. A SEPARATE FORM C SHOULD BE COMPLETED FOR EACH PROGRAM, SERVICE OR ACTIVITY.

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
1) Has a review been conducted regarding the selection criteria used to determine who participates in and benefits from the (program/service/activity) to see if individuals with disabilities are excluded?			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
2) Has the location where the (program/service/activity) is (offered/provided/ conducted) been reviewed to determine whether physical barriers exist that could impede access by individuals with disabilities?			
a) If barriers exist, what arrangements are available to provide program access?			
3) Is there a formal policy or procedure that instructs staff regarding accommodations for individuals with disabilities participating in programs, services or activities?			
a) How is the above policy communicated to staff?			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
b) Is there a policy or procedure which indicates who staff should contact if unable to accommodate an individual with a disability?			
4) How does telephone communication occur with individuals with disabilities who wish to participate in or benefit from this program/service/ activity?			
5) Describe any steps taken to familiarize appropriate staff with the operation of TDD's.			

ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
6) Describe the in-person communication techniques used by staff to enable an individual with a disability to fully participate in the program, service or activity?			
7) Are there any written documents, forms, instructions, or guidelines regarding the program, service or activity?			
a) How are these written documents, forms, instructions, or guidelines distributed?			
b) Are these written documents, forms, instructions, or guidelines available in alternate formats (audio tape, large print, etc.)?			



ISSUE	RESPONSE	CORRECTIVE ACTION PROPOSED	COMMENTS
9) Is there a policy that prohibits contractors working for the court that offer, provide or conduct the programs, services or activities of the court from discriminating against individuals with disabilities?			

## Part II

### COURT FACILITY ACCESSIBILITY REFERENCE GUIDE

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Part II is a facility accessibility checklist to assist courts in identifying the existing facility barriers and make its services, programs, or activities readily accessible, when viewed in its entirety, to individuals with disabilities. Should structural changes to facilities be necessary to achieve program accessibility, such changes should be made as expeditiously as possible but no later than January 26, 1995. A transition plan depicting the steps necessary to complete the changes must be developed by July 26, 1992 for courts that employ 50 or more persons. (New construction and renovation or alteration to existing facilities commenced after January 26, 1992 should be constructed in conformance with ADA Accessibility Guidelines in a manner that the portions of the new construction or alteration are readily accessible to and useable by individuals with disabilities.)

#### **PART II COURT FACILITY ACCESSIBILITY REFERENCE GUIDE IS DIVIDED INTO THREE SECTIONS:**

- Section A addresses facility accessibility.
- Section B addresses facility site accessibility.
- Section C addresses general building elements accessibility.

#### **Why Is Court Facility Accessibility Required?**

There is **no requirement** that all existing court facilities be made accessible. Instead, courts must ensure that the services, programs, and activities they conduct are readily accessible to and useable by individuals with disabilities. In many cases, removal of architectural barriers in existing facilities will be the best method of providing program access, but removal of physical barriers is not required if other methods of providing program access are effective.

Even though facility access is not required, it is necessary to identify architectural barriers in existing facilities in order to determine where modifications may be required to ensure that the programs offered in those facilities are accessible.

Although Title II does not require that existing buildings be made accessible, it does establish strict accessibility requirements for new construction and alterations. Making a facility accessible is relatively simple and inexpensive when accessibility requirements are incorporated in the design of the facility. (While it may be difficult and costly to remove an existing barrier, it is not difficult to avoid building it in the first place.) Title II therefore requires that newly constructed facilities, and alterations to existing facilities, conform to strict accessibility standards.

Public entities, including courts and courthouses, may choose from two design standards for new construction and alterations. They can choose either the Uniform Federal Accessibility Standards (UFAS) or the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG), which is the standard that must be used for public accommodations and commercial facilities under Title III of the ADA. If ADAAG is chosen, however, public entities are not entitled to the elevator exemption (which permits certain buildings under three stories or under 3,000 square feet per floor to be constructed without an elevator). The Federal Architectural and Transportation Barriers Compliance Board (the Access Board) is drafting architectural accessibility guidelines for state and local government buildings and facilities that will include specific requirements for court facilities.

This Guide uses ADAAG as the basis for identifying courthouse architectural barriers. (It should not, however, be used as a substitute for ADAAG in designing new facilities or planning alterations. Elements of existing facilities that do not conform to ADAAG may restrict access to services, programs, or activities offered in those facilities. Where such nonconforming elements are identified through this survey, the court should determine whether they restrict program access and, if so, determine how program access can be provided. Methods of providing program access that should be considered include making structural changes, or using nonstructural methods such as acquisition or redesign of equipment, assignment of aides to beneficiaries, and provision of services at alternate accessible sites. (Note that carrying an individual with a disability is not an acceptable method of providing program access except in exceptional cases.)

### **What Is The Court Facility Accessibility Reference Guide?**

The Court Facility Accessibility Reference Guide is a specific interpretation of ADAAG based on applicable regulations set forth in the Act and on the National Center for State Courts' technical experience in courthouse planning and design. Accessibility requirements of the major architectural elements and functional space most commonly found in court buildings are specified, in terms of the dimensional building design elements and ADAAG code references and are presented in tabular form. The Accessibility Reference Guide contains sections on Court Facility Accessibility, Site Accessibility, and the Accessibility of Common Use Building Elements.

## How Should The Reference Guide Be Used?

The Court Facility Reference Guide is designed for use by court employees in conducting the required ADA self-evaluation of court facilities, and for use by courthouse design professionals. Because of the variation in individual courts and the associated accessibility requirements for individuals with disabilities, actual accessibility needs may vary from those included in the Reference Guide, which contains only the ADA-required accessibility features and National Center for State Courts recommendations. Variations of specific regulations with proven equivalent access to the facility are permitted by the ADA. During the assessment process, it is important to have input from persons with disabilities or groups that represent persons with disabilities in order to broaden the accessibility of courthouse utilization by these groups.

The reference guide should be used along with ADAAG to identify courthouse access barriers. The survey results of the identified access barriers can then be used in determining the compliance strategies as required in the Transition Plan for existing facilities. The reference space standard and the accessible installation specifications can also serve as the basis for accessible courthouse design or in achieving access for individuals with disabilities using the courts. Due to the complexity of local building codes and building life safety regulation requirements, any architectural changes involving, but not limited to, the alteration of the existing building circulation system (such as corridors, stairs, and other emergency egress systems) and the installation of accessible public restroom stalls should be coordinated with local building code officials.

The court shall identify the existing facility barriers and make each of its services, programs, or activities readily accessible, when viewed in its entirety, to individuals with disabilities. In the event that structural changes to facilities will be taken to achieve program accessibility, such changes shall be made as expeditiously as possible but no later than January 26, 1995, and a transition plan depicting the steps necessary to complete the changes shall be developed by July 26, 1992 for courts that employ 50 or more persons. New construction and renovation or alteration of existing facilities commenced after January 26, 1992 shall be constructed in conformance to ADA Accessibility Guidelines or UFAS in such manner that the new construction or the alteration are readily accessible to and usable by individuals with disabilities.

# Americans with Disabilities Act Accessibility Reference Guide Court Facilities

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
<b>Courtroom Set</b>			
Courtroom Entrance	Signage 4.1.3(16)(a)	<p>Signs designating courtrooms should meet the requirements: 4.30.4 <i>Raised and Braille Characters</i>: Letters and numerals shall be raised 1/32", upper case, a serif or simple serif type and be accompanied with Grade 2 Braille. Raised characters heights shall be 5/8" to 2".</p> <p>4.30.5 <i>Finish and Contrast</i>: Non-glare finish on the sign and contrast the characters with their background.</p> <p>4.30. <i>Mounting Locations and Height</i>: Signs should be installed on the nearest adjacent wall to double leaf doors, or on the wall adjacent to the latch side of the door at mounting height 60" above the finished floor.</p>	Signs should be mounted so that a person may approach within 3" of sign without encountering protruding objects or standing within the swing of a door.
	Accessible Door Width	4.13.5 <i>Clear Width</i> : Clear opening 32" minimum with door open 90 degrees.	
	Maneuvering Clearance at Doors 4.13	<p>Front approach: ADAAG Fig. 25</p> <p>Hinge side approach: ADAAG Fig. 25</p> <p>Latch side approach:</p>	
	Thresholds at Doorways 4.13.8	Height no more than 1/2" with beveled slope no greater than 1:2.	
	Door Hardware	<p>Easy to grasp with one hand and does not require twisting or wrist to operate.</p> <p>Lever-operated, push-type, and U-shaped mechanisms mounted no higher than 48" above finished floor.</p>	
	Door Opening Force 4.13.11	Interior hinged doors: 5 lbf	
Entrance Vestibule	Space Width for Wheelchair Passing 4.2.2 and A4.2(3)	<p>Full two-way circulation: Minimum 60", 64" optimal width for two wheelchairs passing.</p> <p>Partial two-way circulation: 54" for one able-bodied individual to walk along side or pass by a wheelchair.</p>	
	Maneuvering Clearance at Doors 4.13	<p>Front approach:</p> <p>Hinge side approach: ADAAG Fig. 25</p> <p>Latch side approach:</p>	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment								
	Two Doors in Series 4.13.7	The minimum space between two doors in series shall be 48" plus the width of any door swinging into the space. Doors in series shall swing either in the same direction or away from the space between the doors ADAAG Fig. 26.	Applied to courtroom with double door sound lock at the entrance. Vestibule minimum space: Two doors in alignment: 7'D by 4.5'W; Two doors at right angles: 7'D by 5'W.								
	Viewing Window on Door	The bottom frame should not exceed wheelchair eye level, 43". 40"H optimal.	A4.2 ADAAG Fig. A3 Eye level dimensions of adult wheelchair user.								
	Door Width, Hardware, Opening Force, and Doorway Thresholds	See Courtroom Entrance section.									
Public Seating Area	Main Aisle Width	Main aisle width should meet the building code requirements of the emergency egress width based on the rated space occupancy and shall allow traffic to pass in opposite directions.	Circulation space reference: Space for wheelchair passage or use of walking aids: 32" A4.2.1(1), A4.2.1(2), 48" minimum passage width for one wheelchair and one ambulatory person. A4.2.1(3), ADAAG Fig A1, and should check with local and state building life safety code of required emergency egress width.								
	Number of Required Wheelchair Locations in Assembly Area 4.1.3(19)	In an assembly area with fixed seating, accessible wheelchair locations shall comply with 4.33.2, 4.33.3 and 4.33.4 and be provided consistent with the following table:  <table><thead><tr><th>Capacity of Seating</th><th>Number of Locations Required</th></tr></thead><tbody><tr><td>4 to 25</td><td>1</td></tr><tr><td>26 to 50</td><td>2</td></tr><tr><td>51 to 300</td><td>4</td></tr></tbody></table> In addition, one percent, but not less than one, of all fixed seats shall be aisle seats with no armrest, or with removable or folding armrests on the aisle side. Each such seat shall be identified by a sign or marker.	Capacity of Seating	Number of Locations Required	4 to 25	1	26 to 50	2	51 to 300	4	Discussion: Courtrooms do not meet the definition of Assembly Area in ADAAG and it may be arguable employing the formula set for assembly areas to derive the number of accessible wheelchair locations required. However, persons using wheelchairs do participate in courtroom activities and the seating should be accessible. The formula for wheelchair locations in the assembly area does not apply to movable, non-fixed seatings.
	Capacity of Seating	Number of Locations Required									
4 to 25	1										
26 to 50	2										
51 to 300	4										
Size of Wheelchair Location 4.33.2	Each wheelchair location (as ADAAG Fig. 46) shall provide minimum clear ground or floor space as follows: 66"W by 48"D -- Forward or Rear Access 66"W by 60"D -- Side Access	Space for each location should accommodate two persons in wheelchairs sitting together.									

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Placement of Wheelchair Locations 4.33.3, A4.33.2	<p>If fixed seating is provided, wheelchair areas shall be an integral part of the fixed seating plan. Readily removable seats may be installed in wheelchair spaces when the spaces are not required to accommodate wheelchair users.</p> <p>At least one companion fixed seat shall be provided next to each wheelchair seating area.</p> <p>Adequate turn-around space should be provided to allow wheelchair maneuvering into seating area from the main aisle. Wheelchair space should be located next to the main aisle and should not interfere with public traffic into the seating area.</p>	It is recommended that permanent ALS be installed at public seats for ease of management.
	Wheelchair Seat Floor Surface 4.33.4	The ground or floor at wheelchair locations shall be level and shall comply with 4.5 (Ground and Floor Surfaces).	
	Installation of Assistive Listening System (ALS) 4.1.3(19)(b)	<p>A permanently installed ALS is required if:</p> <p>(1) the courtroom seats no less than 50 persons, or has an audio-amplification system, and</p> <p>(2) has fixed seating.</p> <p>If courtrooms do not meet (1) and (2) above, a permanently installed ALS, an adequate number of electrical outlets, or other supplementary wiring necessary to support a portable ALS, shall be provided.</p> <p>Signage should be provided to notify patrons of the availability of a listening system.</p>	
	Placement of Listening Systems 4.33.6	Individual fixed seats provided with permanent listening system shall be located within a 50 ft. viewing distance of the witness stand, judge's bench and other courtroom activities in the litigation well area.	
	The Minimum Number of ALS Receivers 4.1.3(19)b	The minimum number of receivers provided shall be equal to 4% of the total number of seats, but no less than 2.	
Jury Box	Number of Required Wheelchair Locations 4.1.3(19)(a)	One wheelchair seat/space should be provided.	Jurors in wheelchairs may be placed at the end of the first row of juror seats within the jury box. Removable seats may be used in wheelchair spaces when the space is not required for a wheelchair user.
	Wheelchair Seat Floor Surface 4.33.4	The ground or floor at wheelchair locations shall be level and shall comply with 4.5 (Ground and Floor Surfaces).	Proper floor elevation at the wheelchair seating location is necessary to maintain proper sight line relationships between jurors in wheelchairs and other parties in the trial proceedings.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Clear Floor Space for Wheelchair Seat A4.2.4	48" D by 30" W per chair, plus sufficient space allowance for maneuvering. The location of the wheelchair and the protruding footrests should not interfere with the circulation aisle at the jury box.	Circulation patterns should include considerations of traffic from the public seating area through the litigation well in the jury selection process and the movement of traffic between the jury deliberation room and the jury box throughout court proceedings.  Hearing impaired jurors need ALS at various locations throughout the courthouse. Portable ALS transmitters and receivers, such as the infrared system, provide flexibility and allow efficient sharing among multiple groups of jurors in the courthouse.  If a wired earphone and wall receptacle type system is used, the wall outlet should be provided close to seats.
	Access to the Wheelchair Seat	The front/side panel of the jury box at the wheelchair seat should be movable or folding. An access ramp or a mechanical chairlift device should be provided if there is a change in elevation between the wheelchair floor and the adjacent access floor area.	
	Installation of Assistive Listening System (ALS) 4.1.3 (19)(b)	A portable ALS should be made available to jurors upon request.	
	The Minimum Number of ALS Receivers 4.1.3 (19)b	The number of ALS should be determined by the actual needs of jurors and managed by the jury commissioner of the court.	Hearing impaired jurors should be made aware of the availability of ALS upon contact with the jury commissioner. Portable ALS should be checked out to jurors before jury orientation begins for use in the courtroom and jury deliberation room, and returned when they are released from jury duty.
	Real-Time Translation for Deaf Juror	Interpreter/real-time transcription should be provided for deaf jurors. The interpreter should sit next to the deaf juror and the interpretation should not distract other jurors. If provided, the real-time transcription display screen should be mounted on a movable cart within clear view of the juror it serves.	Discussion: Jurors need to be able to clearly observe and hear the trial proceedings which involve evidence displayed, witnesses, attorneys, and the trial judge. The location of the interpreter or the interpretation device should be close to the jurors requiring interpretation. Placing the interpreter/signer next to the witnesses stand or by the speaking parties in courtroom for individual juror with hearing disability to observe the proceeding and interpreter simultaneously may adversely cause distraction and confusion.  It is important to consult with individuals with communication disabilities as to their preferred mode of communication or interpretation.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Witness Stand	Clear Floor Space for Wheelchairs A4.2.4	4.8.3, 4.8.4(1), 4.8.4(2): If a ramp is installed to access the elevated witness stand, the space requirement for the witness stand should comply with the ramp landing requirement, which is 60"D and 36"W minimum clear floor space. 4.2.4.2: If the stand is equipped with a removable platform, a minimum 36"W by 48"D clear floor space, including the required additional maneuvering clearance of 6" width shall be provided within the witness stand alcove.	Most of the existing facilities do not accommodate witnesses using wheelchairs giving testimony on the enclosed and elevated witness stand. This forces witnesses using wheelchairs either to give testimony outside the stand in the litigation well area or to painfully move from the wheelchair to the higher stand, and both are very uncomfortable for the witness. If ramp is used, landings at both ends of the ramp and handrails are required.
	Wheelchair Access	Access ramp to the one step (7") high witness stand should have slope no greater than 1:12. The front panel of the witness box should remain and the back panel should be eliminated to allow rear access to the stand.	Refer to the slope requirement of ramp section. <b>Alternatives:</b> Movable stand or stand with removable platform may be considered for witnesses who do not have a disability and witnesses with disabilities may testify at the same witness stand with the platform removed.
	Installation of Assistive Listening System (ALS) 4.1.3(19)(b)	A permanently installed ALS should be provided as an integral part of the courtroom recording and amplifying system.	
	Installation of Microphone		The portable microphone should be equipped with adequate length of cord to allow witness on wheelchair to speak from a recessed seating position.
Attorney Tables	Minimum Number 4.32.1	All attorney tables should be wheelchair accessible.	Defense and prosecuting parties have tables opposite each other at pre-set locations in the courtrooms. It is unrealistic to expect attorneys to share one accessible table and switch seating locations when there is an attorney using a wheelchair.
	Seating 4.32.2 and 4.2.4	Clear floor space 48"D and 30"W with less than 19" overlap knee space under table.	29" from table edge plus necessary circulation allowance.
	Knee Clearance 4.32.3	Knee space minimum 27"H, 30"W and 19" Deep.	Regular tables may be raised to provide knee space as required, by inserting wood blocks at the table legs.
	Height of Tables 4.32.4 Accessible Path	28" to 34" above the finished floor Minimum 60"(54") width between table rear edge and the modesty rail behind.	Space clearance will allow either a wheelchair protruding portion 24" -30" from table, plus 24" wide one person circulation. <b>OR</b> a 24" regular chair seating zone plus wheelchair circulation zone of 36".

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Installation of Assistive Listening System (ALS) 4.1.3(19)(b)	Either portable or permanent ALS should be available. Caption or real-time transcription display should be considered for deaf users with display devices at tables. Sign language interpreter may be used to assist communication.	Jurisdictions using a court reporter may expand the reporting function into networked real-time transcription systems for litigants and attorneys. In addition to the recording function, the instant transcript replay may also assist attorneys in case research and assist communication for users with disabilities. However, interpreters and transcription displays are not fungible. Many individuals who use sign language do not read well enough to follow a written display, and many (post linguistically) deaf individuals do not use sign language. It is important to consult with the individual who has a communication disability as to the preferred mode of communication or interpretation.
Judge's Bench	Minimum Number of Handicapped Accessible Benches	None. Designed based on individual user's need 4.1.1(3).	The bench is a judge's primary workstation and it should be designed/equipped to permit the judge to approach it and to maneuver within. ADAAG does not require the bench to be constructed or equipped to be accessible. However, in new construction and alterations, the bench should be adaptable. Refer to the requirement sections for ramp slope 4.8, hand rail 4.8.5, and chair lift 4.1.1.
	Wheelchair Access to the Elevated Bench Platform	If wheelchair access is provided, accessibility to the elevated judge's bench should be provided in the form of either an access ramp or a chair lift (if a ramp is not feasible). The ramp should have a slope no greater than 1:12.	
	Clear Floor Space 4.2.3	The clear space between the rear edge of the judge's desk and the rear courtroom wall should be no less than the minimum 60" diameter space required for a wheelchair to make a 180 degree turn.	Additional circulation clearance behind the bench should be considered where there is a panel of judges on the bench, such as in an appellate or ceremonial courtroom.
	Bench Furniture Requirements	The bench work surface should be 28" to 34" above the finished floor with knee space minimum 27"H, 30"W, and 19" Deep.	
	Installation of Assistive Listening System (ALS)		Depending on the needs of individual users of the bench, installation of a assistive listening device may be necessary. The ALS may be an integral part of the courtroom recording/reporting system. The system switch may be centrally controlled by the courtroom clerk, but the volume/picture display adjustment should be available at individual receiver stations.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Courtroom Clerk Station	Minimum Number of Handicapped Accessible Clerk Stations	None. Designed based on individual user's need 4.1.1(3).	In new construction and alterations, the workstation should be adaptable. If provided, installation of the accessible device should be an integral part of the design of the access system serving judge's bench, clerk's station, witness stand, and jury box. Efficient use of a system that serves multiple parties. Instead of individual installations, is more cost effective.
	Wheelchair Access to the Elevated Workstation Platform	If wheelchair access is provided, accessibility to the elevated clerk's station should be provided in the form of either an access ramp or a chair lift (if a ramp is not feasible). The ramp should have a slope no greater than 1:12.	Refer to the requirement sections for ramp slope 4.8, hand rail 4.8.5, and chair lift 4.11.
	Clear Floor Space	If accessibility to and within the workstation is provided, a 60" diameter space is required.	Additional circulation clearance behind the bench should be considered, where traffic passing neighboring stations, such as to an adjacent judge's bench from a private courtroom entrance.
	Furniture Requirements	The work surface should be 28" to 34" above the finished floor with knee space minimum 27"H, 30"W, and 19" Deep.	
	Installation of Assisting Listening System (ALS) 4.1.3(19)(b)	None. Designed based on individual user's need 4.1.1(3).	If ALS is provided, the volume/picture display adjustment should be available at individual receiver stations.
<b>Courtroom Ancillary Space</b>			
Attorney-Client Conference Rooms	Number of Required Wheelchair Accessible Spaces	All the attorney-client conference rooms should be accessible.	At least one on each courtroom floor, adjacent to courtrooms on an accessible route, in existing facility.
	Signage	Signage requirements for permanent rooms should comply with 4.30.1, 4.30.4, 4.30.5 and 4.30.6. Accessible conference room should be designated by International Symbol of Accessibility.	Refer to the section on courtroom entrance signage.
	Door Width	4.13.5 Clear Width: Clear opening 32" minimum with door open 90 degrees.	
	Maneuvering Clearance at Doors 4.13	Front approach: Hinge side approach: ADAAG Fig. 25 Latch side approach:	
	Thresholds at Doorways 4.13.8	Height no more than 1/2" with beveled slope no greater than 1:2	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Door Hardware	Easy to grasp with one hand and does not require twisting or wrist movement to operate. Lever-operated, push-type, and U-shaped mechanisms mounted no higher than 48" above finished floor.	
	Door Opening Force 4.13.11	Interior hinged doors: 5 lbf	
	Wheelchair Maneuvering Clearance Within	Wheelchair passage width 4.2.1-32" at a point and 36" continuously. 36" between table edge and wall. Wheelchair turn around space 4.2.3 - 60" diameter.	Adequate clearance in front of doors so the door swing will not hit the person inside.
	Seating and Table	4.32.2: 19", knee space overlap Knee clearance 27"Hx30"Wx19"D, 4.32.4 Table Height: The top of the accessible tables should be from 28" to 34" above finished floor.	Regular tables may be replaced with wall mounted overhung writing surfaces to accommodate the required wheelchair maneuvering space.
Jury Deliberation Facilities			
It is recommended that all the jury deliberation facilities be accessible.			
Vestibule at the Restroom Entrances	Door Width	4.13.5 Clear Width: Clear opening 32". Minimum with door open 90 degrees.	
	Maneuvering Clearance at Doors 4.13	Front approach: Hinge side approach: ADAAG Fig. 25. Latch side approach: The minimum space between two doors in series shall be 48" plus the width of any door swinging into the space. Doors in series shall swing either in the same direction or away from the space between the doors ADAAG Fig. 26.	Vestibule minimum clear space: Two doors in alignment: 7'D by 4.5'W; Two doors at right angles: 7'D by 5'W. Additional space will be needed if lavatory sink, water fountain, or coat closet is provided in the space.
	Two Doors in Series 4.13.7		
	Thresholds at Doorways 4.13.8	Height no more than 1/2" with beveled slope no greater than 1:2.	
	Door Hardware	Easy to grasp with one hand and does not require twisting or wrist movement to operate. Lever-operated, push-type, and U-shaped mechanisms mounted no higher than 48" above finished floor.	
	Door Opening Force 4.13.11	Interior hinged doors: 5 lbf	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Drinking Fountain/Water Bottle	If provided, installation should be accessible to wheelchair users and jurors with difficulties bending or stooping 4.13.10(a).	Refer to: 4.15.2. Spout height should be no higher than 36". 4.15.5 Clearance: 30" by 48" floor space for wheelchair approach. 27"H, 30"W, and 17" to 19"D knee space for the forward reach cantilevered units. 4.15.4 Controls: Unit controls shall be front mounted or side mounted near the front edge. It shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Maximum force is 5 lbf.
Restrooms/ Water Closets In Jury Room	Minimum Number of Accessible Units Required	The restroom facility in the jury deliberation room should be wheelchair accessible.	A pair of single-user restrooms, comprised of a water closet and a lavatory in each unit, is recommended for each jury deliberation facility.
	Clear Floor Space	If a single-user toilet room is adopted, the clear floor space of the water closet, not in the stall, shall comply with 4.16.2, ADAAG Fig. 28 -- <i>Diagonal Transfer</i> - 48"W by 66"D front access, and 48"W by 56" D side access. <i>Side Transfer</i> - 60"W by 56"D for either side or front access. The space adjacent to the water closet must remain clear of obstruction for 42" from the center line of the toilet and the lavatory.	Refer to: 4.17.3, ADAAG Fig 30, and public restroom water closet section for the requirements of standard stall installation. Refer to accessible urinal section in the public restroom for detail requirements. Refer to accessible lavatories and mirrors in public restroom section, or 4.19 and 4.18, if provided.
	Height	17" to 19" H to the top of the toilet seat 4.16.3.	
	Grab Bar	4.16.4, 4.26, and ADAAG Fig. 29. Bar length at rear wall - 36" minimum with 6" maximum distance away from side wall, side wall - 40", and 42" for the alternate stall, with 12" maximum distance away from the rear wall, 33" to 36" height.	
	Flush Control	4.16.5: Should be hand operated or automatic and comply with 4.27.4 (less than 5lbf operation force). Height -- 44" above floor on the wide side of toilet areas.	
	Dispensers	4.16.6: Shall be within reach with no more than 36" from the rear wall. Dispensers that control delivery, or that do not permit continuous paper flow, shall not be used.	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Door Width, Hardware, Opening Force, and Clearance of Stall Approach.	<p>4.13 Door Width: 32" minimum.</p> <p>4.13.8 Thresholds: 1/2" height, beveled slope less than 1:2.</p> <p>4.13.9: Door handle should be easy to grasp and operate.</p> <p>Door latch mounted height should be less than 48" above finished floor.</p> <p>4.17.5: 48" toilet stall approach width in general. 42" for latch side approach.</p>	
Jury Meeting Space	Wheelchair Maneuvering Clearance	Minimum 60" (54") clearance between meeting table and wall at one side. The space would allow passage of wheelchair between jurors seated along the table and the surrounding wall.	Wheelchair circulation patterns in the room include movements from door to the meeting table, the meeting table to toilet facility, and turn-around within the room. Additional seat for an interpreter may be needed.
	Conference Seating and Table	Seating Knee Clearance 4.32.3: 27"Hx30"Wx19"D. Table Height 4.32.4 -- The tops of the accessible tables should be from 28" to 34".	
	Installation of Assistive Listening System (ALS) 4.1.3.(19)(b)	Portable ALS should be made available to jurors with hearing impairments.	Due to the confidentiality of jury deliberation, the ALS adopted for use should maintain the confidentiality of the proceeding.
Witness Waiting Room	Location	Should be adjacent to the accessible path of travel.	The witness waiting facility should be accessible and located in a controlled private area.
	Door	<p>4.13.5 Clear Width: Clear opening 32" minimum with door open 90 degrees.</p> <p>4.13.9 and 4.13.11: Easy to grasp door hardware and maximum 5lb door opening force.</p>	Refer to: Maneuvering clearance at doors 4.13 and ADAAG Fig.25 for various approach methods.
	Wheelchair Maneuvering Space	Adequate clear floor space for witness using a wheelchair to move within the room.	Minimum 60" by 60" floor space for wheelchair turn around.
	Conference Seating and Table	Table Height 4.32.4 -- If tables are provided, the top of the accessible tables should be from 28" to 34".	
	Communication Device	If a telephone is provided, it should be equipped with volume control device.	
Prisoner Lockup Cells	Number of Accessible Facilities Required	If prisoner holding cells are provided, it is suggested that at least one of the cells should be equipped with wheelchair accessible features.	<p><b>Discussion:</b> Consideration should be given for accommodation for male/female and adult/juvenile prisoners with disabilities. If an accessible cell is designated to be used by all prisoners with disabilities in the courthouse, segregation among male/female and adult/juvenile should be maintained in using the facility. Circulations to the cell among different prisoner groups should also be separated. Physical and visual contacts between different prisoner groups should be avoided.</p>

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Door Width	4.13.5 Clear Width: 32" minimum for wheelchair passage.	Security grade construction.
	Water Closet	If provided, a security grade installation shall meet the accessibility requirements: 4.16.2 - Clear Floor Space, 4.16.3 - Heights, 4.16.5 - Flush Control, and 4.16.6 - Dispensers.	Regular grab bars, which may be used as weapons or to cause self infliction, should not be installed at holding cell toilet facility. Security grade construction should be used and no removable parts should be used at the toilet installation.
Segregated Prisoner/ Attorney Interview Facility	Corridor Passage Width	Corridor width should be no less than 36" and 32" minimum, at door allowing the passage of a wheelchair.	The interview facility and the passages leading to it should be controlled but accessible.
	Accessible Clearance	Minimum 60" diameter turn around space should be provided in the interview booth, or a 30"W by 48"D minimum clear floor seating space in the reading carrel type seating.	
	Knee Clearance and Height of Table	4.32.3: Knee clearance at tables should be at least 27"H, 30"W, and 19"D. 4.32.4: If a paper pass-over counter is provided, the top of the counter shall be from 28" to 34" above the finished floor.	
	Communication	4.31.5: Intercoms or closed circuit telephones used by the in-custody personnel and attorneys should be equipped with volume control or be hearing aid compatible.	Allow space for an interpreter at the attorney-prisoner interview in one of the interview booths.
Jury Assembly Facility	Accessibility Requirements	Facility should be accessible to jurors with disabilities. Jury assembly facility should be located adjacent to accessible routes which connect jury assembly space with major public entrance and courtrooms.	Requirements for accessible doors, floor surface and width of passages, and signage for permanent space/rooms should comply with ADAAG and may be referred to in the reference guide sections of courtroom and building signage.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment								
Jury Assembly Lounge	Wheelchair Seating Requirements	<p>There should be adequate floor space for jurors using wheelchairs dispersed around jury assembly and waiting area. If fixed seating arrangements are used in the jury assembly space for all the jurors, the accessible wheelchair seating locations shall comply with 4.33.2, 4.33.3 and 4.33.4 and be provided consistent with the following table.</p> <table><thead><tr><th>Capacity of Seating</th><th>Number of Locations Required</th></tr></thead><tbody><tr><td>4 to 25</td><td>1</td></tr><tr><td>26 to 50</td><td>2</td></tr><tr><td>51 to 300</td><td>4</td></tr></tbody></table> <p>In addition, one percent, but not less than one, of all fixed seats shall be aisle seats with no armrest, or with removable or folding armrests on the aisle side. Each of these seats shall be identified by a sign or marker.</p>	Capacity of Seating	Number of Locations Required	4 to 25	1	26 to 50	2	51 to 300	4	Refer to the requirement section of the courtroom public seating for wheelchair seating and passage aisle arrangements.
	Capacity of Seating	Number of Locations Required									
	4 to 25	1									
26 to 50	2										
51 to 300	4										
Accessible Tables and Reading Carrels	<p>If reading carrels or tables are provided to jurors, they should be accessible for use by jurors using wheelchairs.</p>	4.32.3: Knee clearance at table should be at least 27"H, 30"W, and 19"D. Table Height 4.32.4 -- If tables are provided, the top of the accessible tables should be from 28" to 34".									
Juror Check-In/out Counter	Accessible Counter Clearance	<p>If administrative counter/windows are installed, at least one installation shall be accessible to jurors with disabilities.</p> <p>4.32.4: Height of the counter top should be between 28" to 34" above finished floor.</p> <p>4.32.3: If the counter protrudes into the approaching area, the bottom of the protruding portion should have 27" knee clearance.</p>									
Juror Restrooms	Need for Accessible Restrooms	<p>If restroom facilities are provided, accessible restrooms should be available to jurors with disabilities.</p>	Refer to General Use Building Elements, Public/Common Use Restrooms section of the reference guide for requirement detail.								



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Telephone/ Communication	Installation of Assistive Listening Systems	<p>Permanently installed ALS is required if (1) if it seats no less than 50 persons, or if there are audio-amplification systems, and (2) there are fixed seating.</p> <p>For those jury assembly facilities that do not meet (1) and (2), a permanently installed ALS, an adequate number of electrical outlets or other supplementary wiring necessary to support a portable ALS shall be provided.</p> <p>Signage should be provided to notify patrons of the availability of a listening system.</p>	<p><b>Discussion:</b> Most of the modern jury assembly facilities built to date are equipped with audio video systems for giving taped jury orientation and allowing TV program viewing. Viable communications to jurors with hearing disabilities can be provided in forms of captions films, interpreter, or portable ALS.</p>
	The Minimum Number of ALS Receivers 4.1.3(19)b	The minimum number of receivers provided shall be equal to 4% of the total number of seats, but no less than 2.	
	Public Telephone	<p>If public telephones are provided, requirements for accessible telephones in the facility shall apply and at least one of the telephones installed in the jury assembly facility should be equipped with a volume control device.</p>	<p>Refer to General Use Building Elements, public telephone section of the reference guide for requirement detail.</p> <p><b>Discussion:</b> A jury commissioner who handles jury administrations may have more contact with individuals with hearing disabilities. Arrangements to provide TDD to jurors with hearing impairments should be available.</p>

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
<b>Clerk's Office</b>			
Public Accessible Area	Signage at Spaces/Offices 4.1.3(16)	<p>Signs designating permanent rooms and spaces should meet the following requirements:</p> <p>4.30.4 <i>Raised and Braille Characters</i>: Letters and numerals shall be raised 1/32", upper case, a serif or simple serif type and be accompanied with Grade 2 Braille. Raised characters heights shall be 5/8" to 2".</p> <p>4.30.5 <i>Finish and Contrast</i>: Non-glare finish on the sign and contrasting characters and backgrounds.</p> <p>4.30.6 <i>Mounting Locations and Height</i>: Signs should be installed on the nearest adjacent wall at double leaf doors, or on the wall adjacent to the latch side of the door at a mounting height 60" above the finished floor.</p> <p>Signs giving directions or information on functional space are required to comply with:</p> <p>4.30.2 <i>Character Proportion</i>: Letters and numbers on signs shall have width to height ratios between 3:5 and 1:1, and stroke-width to height ratio between 1:5 and 1:10.</p> <p>4.30.3 <i>Character Height</i>.</p> <p>4.30.5 <i>Finish and Contrast</i>.</p>	Exception: Building directory and other temporary signs are not required to comply.
Public Counter	Minimum Number of Accessible Counters	At least one counter of each cluster/group of counters should be designed for wheelchair access. The accessible counter should be adjacent to, or connected with an accessible route.	Alternate arrangements should be made in an existing facility to accommodate individuals with disabilities. The individual with a disability could be received personally by a clerk in an adjacent office or in a barrier-free area, or a clerk may step out from the counter workstation to process business for or provide services to the individual.
	Corridor/Waiting Aisle Space Clearance Before Counter	<p>The waiting space in front of the accessible counters should meet the following requirements:</p> <p>Clear floor space 48"D by 30"W for one wheelchair, and Turn around space of 60" diameter, and</p> <p>Clear wheelchair passage space with minimum width 36" behind the standing waiting line.</p>	The required waiting space should be provided based on the average peak volume of traffic at the facility, but should be no less than the minimum accommodation for wheelchair maneuvering space and line waiting space. Depth of the waiting line for a wheelchair and a person standing should be no less than 72". The waiting line should not interfere with the corridor traffic passing by.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Accessible Counter Clearance	4.32.4: Height of the counter top should be between 28" to 34" above finished floor. 4.32.3: If the counter protrudes into the approach area, the bottom of the protruding portion should have a 27" knee clearance.	
	Service Call	A device to call for assistance at the accessible counter should be provided if counters are not continuously attended by staff, and if the sight lines between a person using a wheelchair at the counter and staff stations supporting the front counter are obstructed.	
Employee Counter Workstation	Minimum Number of Accessible Counter Workstations	None. Design based on individual user's need 4.1.1(3).	It is recommended that 5%, or at least one, of a continuous bank of counters be equipped with wheelchair accessible features.
	Height of Counter	4.32.4: Accessible counters shall be from 28" to 34" above the finished floor/platform on the employee side.	
	Ramp to the Elevated Regular Counter Station	A ramp is needed to access the elevated workstation platform with a 1:12 slope.	The regular height of the counter is usually 42" above the floor and requires a raised platform for employees in wheelchairs to work at the counter within the maximum allowable 34" work surface height requirement.
	Accessible Counter Space Allowance	4.2.3: Adequate clear floor space for wheelchair turn around and maneuvering of no less than 60" by 60".	
	Reach Range Over Counter	4.2.5: No more than 25" for forward reach with knee space under counter, 24" maximum for side reach.	
	Workstation Storage Shelves Reach Limits	4.25.3: 48" maximum height. 4.25.3: 9" minimum side approach. 4.5.3: 15" low forward reach.	
Public File Review and Writing Surface	Minimum Number of Accessible Seating or Tables Required	4.1.3(18): If public file review is built-in or fixed seating areas or tables are provided, no less than one or at least 5% shall be accessible and comply with 4.32.	
	Accessible Fixed Seating and Tables, Including Study Carrels	4.2.4: Clear floor space 30" by 48", adjacent to an accessible route, clear and level floor surface. 4.32.3: Knee spaces at least 27"H, 30"W, and 19"D. 4.32.4: Accessible table height 28" to 34".	Requirements also apply to public use microfilm reader/printer stations.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Self Service Record/Book Storage	4.1.3(12)(b): Self service shelves or displays shall be located on a accessible route complying with 4.3. Forward reach - high 48" maximum and low 15" minimum. Side reach - high 54" maximum and low 9" minimum.	Discussion: Exemption of the wheelchair reach limits 54" in ADAAG is for mercantile display in private commercial facility and may not be applicable to the clerk's facility. In existing facilities, assistance by a clerk in retrieving items will provide program access.
Attorney Mail Drop/Boxes	Accessible Reach Range	Public mail drop/boxes should be available within reach range of 15" to 48" height, along the accessible route.	
Record Storage Stack Area	Stack Height and Aisle Width 8.5	Accessibility of an employee using a wheelchair to the stack area should be provided based on individual employee's needs. 8.5, 4.2 Stack Aisle Width: 36" for single wheelchair passing, 42" preferable, and T-shape aisle turning space should be applicable, if needed. Shelf height in stack areas is unrestricted.	Stack aisle width and length should also meet local fire emergency egress code requirement.

# Americans with Disabilities Act Accessibility Reference Guide Building Exterior and Site

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Accessible Route	4.1.2(1): At least one accessible route within the boundary of the site from public transportation stops, accessible parking spaces, public street or side walk, to an accessible entrance.	<p>4.3.3: 36" minimum clear width, except 32" at door, turn around diameter 60";</p> <p>4.3.4: 60" by 60" passing space located at interval less than 200 feet, or using a T-intersection,</p> <p>4.3.5: 80" minimum head room, or detectable barrier warning to vision-impaired persons otherwise,</p> <p>4.3.7: 4.8 - slope 1:12 maximum rise 30" maximum, width 36" minimum 60" minimum landing length, 60" by 60" landing when change direction.</p>	Requirements for ramp, including handrails shall apply if ground/floor surface in an accessible route has a slope greater than 1:20.
	Ground and Floor Surfaces 4.5	<p>Ground and floor surfaces shall be stable, firm, slip-resistant and comply with the following:</p> <p>4.5.2: changes in level less than 1/4" without treatment; 1/4" to 1/2" with beveled edges of slope no greater than 1:2; ramp for change in level greater than 1/2";</p> <p>4.5.3: Carpet used on ground or floor surface shall be securely attached; have a firm backing and have a level loop, textured loop, level cut pile, or level cut/uncut pile texture. 1/2" maximum pile thickness. Exposed edge should be fastened. Level changes at carpet edges shall meet 4.5.2.</p> <p>4.5.4: Grating space should be less than 1/2" one direction, and the long direction should be perpendicular to the dominant direction of travel.</p>	Requirements apply to accessible route, accessible rooms, and spaces including floors, walks, ramps, stairs, and curb ramps.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Accessible Parking 4.1.2(5)	Required Minimum Number of Accessible Parking 4.1.2(5)(a)	<p><b>Total Parking In Lot</b></p> <p>1 to 25 1  26 to 50 2  51 to 75 3  76 to 100 4  101 to 150 5  151 to 200 6  201 to 300 7  301 to 400 8  401 to 500 9  501 to 1000 2% of total  1001 and over 20 plus 1 of each 100 over 1000</p>	
	Accessible Parking Space 4.6.3	<p>Accessible parking space: 96" wide minimum.</p> <p>Parking access aisle: 60" wide, and two accessible parking spaces may share a common access aisle.</p> <p>Parking vehicle overhangs shall not reduce the clear width of an accessible route (36" width).</p> <p>Parking spaces and access aisles shall be level with surface slopes less than 1:50 (2%) in all directions.</p>	
	Van Accessible Parking Spaces 4.1.2(5)(b)	<p>One in every eight accessible spaces, but not less than one, shall be served by an access aisle 96" wide minimum and shall be designated "van accessible". All such spaces may be grouped on one level of parking structure.</p> <p>4.6.5 Vertical Clearance: 98" minimum at the parking space and along at least one vehicle access route to such spaces from site entrance(s) and exit(s).</p>	Exception: Provision of all required parking spaces in conformance with "Universal Parking Design" is permitted. Universal Parking Design: All accessible spaces are 132" wide with a 60" access aisle.
	Accessible Parking Location 4.6.2	<p>Shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance.</p> <p>In parking facilities that serve no particular building, accessible parking shall be located on the shortest route of travel to an accessible pedestrian entrance to the parking facility.</p>	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Passenger Loading Zone 4.1.2(5)(c), 4.6.6	<p>If provided, at least one passenger loading zone shall be accessible with an access aisle of at least 60" wide and 20' long adjacent and parallel to the vehicle pull-up space. The access aisle shall be level with vehicle standing spaces with surface slopes not exceeding 1:50(2%) in all directions. If there are curbs between the access aisle and the vehicle pull-up space, the curb ramp must comply with 4.7 which requires a slope less than 1:12 minimum, 36" minimum width, exclusive of flared sides, in general.</p> <p>4.6.5 Vertical Clearance: 114" minimum at accessible passenger loading zones and along at least one vehicle access route to such spaces from site entrance(s) and exit(s).</p>	<p>4.8.2, 4.1.6(3)(a): Curb ramps and interior or exterior ramps to be constructed on sites or in existing buildings or facilities where space limitations prohibit the use of 1:12 slope or less may have slopes and rises as follows:</p> <p>(i) A slope between 1:10 and 1:12 for maximum - rise of 6".</p> <p>(ii) A slope between 1:8 and 1:10 for maximum - rise of 3".</p> <p>A slope steeper than 1:8 is not allowed.</p>
	Designated Signage 4.1.2(7)	<p>International Symbol of Accessibility shall be used to identify the parking space reserved for individuals with disabilities and the accessible passenger loading zone.</p>	
Directional Signage	Signs provide direction to, or information about functional spaces in the building 4.1.2(7)	<p>4.1.2(7)(c) Accessible Entrances: When not all entrances are accessible, accessible entrances should be identified by the International Symbol of Accessibility.</p> <p>4.30.2 Character Proportion: Letters and numbers on signs shall have width to height ratio between 3:5 and 1:1, and stroke width-to height ratio between 1:5 and 1:10.</p> <p>4.30.3 Character Height: Sized according to the viewing distance.</p> <p>Minimum height 3", measured by using an upper case X.</p> <p>4.30.5 Finish and Contrast: Characters and symbols shall contrast with background. The characters and background of signs shall be eggshell, matte, or other non-glare finish.</p>	<p>Same requirements of building signage for permanent room and spaces (4.30.1, 4.30.4, 4.30.5 and 4.30.6) and signs which provide direction to or information about functional space in the building (4.30.1, 4.30.2, 4.30.3 and 4.30.5).</p> <p>Exception: Building directories and temporary signs are not required to comply.</p>
	Elements and spaces should be designated by the International Symbol of Accessibility	<p>Reserved parking spaces for persons with disabilities, Accessible passenger loading zones, Accessible building entrances when not all are accessible, and Accessible toilets when not all are accessible.</p>	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Protruding Signage and Overhang Objects	<p>4.30.3 Height Above Finished Floor: Suspended or projected overhead in compliance with 4.4.2.</p> <p>4.4.1 Protruding Objects into Accessible Route or Maneuvering Space: Protruding objects shall not reduce the clear width of an accessible route or maneuvering space.</p> <p>Wall Mounted Objects with leading edges above the finished floor between 27" and 80" shall protrude no more than 4" into passage space.</p> <p>Free-Standing Objects mounted on posts or pylons may overhang 12" maximum, from 27" to 80" above ground or finished floor.</p> <p>4.4.2 Head Room: Circulation spaces shall have 80" minimum clear head room. Barriers to warn blind or visually impaired persons shall be provided if vertical clearance of an area adjoining an accessible route is reduced to less than 80".</p>	



# Americans with Disabilities Act Accessibility Reference Guide Common Use Building Elements

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Accessible Entrances	Accessible Public Entrances, 4.1.3(8)(a)	<p>4.1.3(8)(a)(i): At least 50% of all public entrances, excluding pedestrian entrances from enclosed parking garage, tunnel, and elevated walkway must be accessible.</p> <p>At least one must be a ground floor entrance.</p> <p>4.1.3(8)(a)(ii): The number of accessible entrances shall be at least equal to the number of exits required by the applicable building/fire codes.</p> <p>4.1.3(8)(a)(iii): Each tenant in the facility must be provided with an accessible entrance.</p>	<p>Public entrances are any entrances that are not loading or service entrances.</p> <p>One entrance can meet more than one of the requirements. Where feasible, accessible entrances shall be the entrances used by the majority of individuals visiting or walking into the building.</p>
	Pedestrian Entrances from the Adjoining Buildings/structures	<p>4.1.3(8)(b)(i): If direct access is provided for pedestrians from an enclosed parking garage to the building, at least one direct pedestrian entrance from the parking garage to the building should be accessible.</p> <p>4.1.3(8)(b)(ii): If access is provided for pedestrians from a pedestrian tunnel or elevated walkway, one entrance to the building from each tunnel or walkway must be accessible.</p> <p>4.1.3(8)(c), 4.14.2: If the only entrance to a building is a service entrance, that entrance must be accessible.</p>	One entrance can meet more than one of the requirements.
	Service Entrance		
	Directional Signage at Inaccessible Entrances	Directional signage should be installed at inaccessible entrances to indicate the location of the nearest accessible entrance.	<p>Directional signage should comply with:</p> <p>4.30.1 General Requirements:</p> <p>4.30.2 Character Proportion: Letters and numbers on signs shall have width to height ratio between 3:5 and 1:1, and stroke width-to height ratio between 1:5 and 1:10.</p> <p>4.30.3 Character Height: Sized according to the viewing distance. Minimum height 3", measured by using an upper case X.</p> <p>4.30.5 Finish and Contrast: Characters and symbols shall contrast with background. The characters and background of signs shall be eggshell, matte, or other non-glare finish.</p>

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
<b>Elevator</b>	Requirement of Elevator on Each Floor in Multi-story Facilities 4.1.3(5).	One accessible passenger elevator shall serve each floor, including mezzanine, in all multi-story buildings and facilities. Elevator exemption for private facility with less than three stories or less than 3000 square feet per floor as of ADAAG 4.1.3(5) and 4.1.6(1) shall not apply.	<p><b>Exception:</b> Elevator pits, elevator penthouse, mechanical room, piping or equipment catwalks are exempted from this requirement.</p> <p><b>Exception:</b> Accessible ramp, complying with ramp requirement 4.8, may be used in lieu of an elevator.</p> <p><b>Exception:</b> (The following limitations only apply to new construction and do not apply to alterations.)</p> <p>Platform lift (wheelchair lift) that meets ADAAG 4.11 and applicable state and local codes may be used in lieu of an elevator under the following conditions:</p> <p>(1) To provide access where existing site constraints or other constraints make use of a ramp or an elevator infeasible.</p> <p>(2) To comply with the wheelchair viewing position line of sight (5% slope) and seating dispersion arrangement requirement, or to provide accessible route to a performing area in an assembly occupancy.</p>
	Freight Elevator Requirement	4.10.1: Freight elevators are not required to meet the general elevator equipment unless the only elevators provided are used as combination passenger and freight elevators for the public and employees.	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Elevator General Accessibility Features	<p>4.10.2 <i>Automatic Operation:</i> Shall be automatic and equipped with self-leveling feature with landing tolerance within 1/2".</p> <p>4.10.3 <i>Hall Call Buttons:</i> Call buttons shall be centered 42" above floor, raised or flush and no less than 3/4", with visual indicators, responding activations and responses. No object should be mounted underneath call button with projection more than 4" into hall.</p> <p>4.10.4 <i>Hall Lanterns:</i> Visible and audible signals shall be provided at each hoistway entrance. Audible signal shall sound once for up direction and twice for down direction or announce "up" or "down". 72" minimum mounting height with 2-1/2" minimum visual elements.</p> <p>4.10.5 <i>Raised and Braille Characters on Hoistway Entrances:</i> Raised and braille floor designations on entrance jambs mounted 60" above floor with characters 2" high and raised 1/32".</p> <p>4.10.8 <i>Door Delay for Car Calls:</i> 3 seconds before close in response to a car call.</p> <p>4.10.9 <i>Floor Plan of Elevator Cars:</i> Adequate space for wheelchair to maneuver into car. The clearance between the car platform sill and the edge of hoistway landing shall be no greater than 1-1/4".</p> <p>4.10.11 <i>Illumination Levels:</i> 5 footcandles minimum.</p> <p>4.10.12 <i>Car Controls:</i> All control buttons, raised or flush, with 3/4" minimum dimension, designated by braille or raised standard characters for letters, numerals, or symbols and placed immediately to the left of the button. All floor buttons shall be no higher than 54" for side approach and 48" for front approach. Emergency controls shall be grouped at the bottom of the panel and have their center lines no less than 35" above floor. Control panel location shall be on a front wall for a center-opening door or on a wall immediately next to door for side opening door.</p>	<p>Refer to ADAAG for detailed descriptions of the following requirements:</p> <p>4.10.6 <i>Door Protective and Reopening Device:</i> ASME A17.1-1990</p> <p>4.10.7 <i>Door and Signal Timing for Hall Calls</i></p> <p>4.10.10 <i>Floor Surfaces:</i> Shall comply with 4.5</p> <p>4.10.13 <i>Car Position Indicators</i></p> <p>4.10.14 <i>Emergency Communications:</i> If provided, two-way communication complying with ASME A17.1-1990, with 48" maximum, mounting height, 29" handset cord length. Raised characters designation 4.30. If enclosed, the compartment door hardware shall comply with 4.27. The emergency intercommunication system shall not require voice communication.</p>

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Ramp	Definition 3.5 General Requirements of Ramps	A walking surface which has a running slope greater than 1:20.  4.8.2 Maximum Ramp Slope and Rise: 1:12 slope, and 30" rise for any run.	If space limitations prohibit the use of a 1:12 slope or less, curb ramps and ramps constructed on existing sites or in existing buildings or facilities may have slopes and rises as allowed in 4.1.6(3)(a): Slope between 1:10 and 1:12 6" maximum rise Slope between 1:8 and 1:10 3" maximum rise
	General Ramp Requirements	4.8.3 Ramp Clear Width: 36" 4.8.4 Ramp Landings: Ramp landing shall be level with width no less than the ramp run and a minimum length 60" clear. 60" by 60" landing, if ramp changes direction at landings. 4.8.5 Handrails: If a ramp run has a rise more than 6" or a horizontal projection greater than 72", it shall have handrails on both sides. Handrails are not required on curb ramps or adjacent to seating in assembly areas.	If a doorway is located at the landing, the maneuvering clearance at the doorway shall comply with 4.13.6 (door approach clearance).  Refer to: 4.8.5(1-7), and 4.26(2-4): Handrail and grab bar installation and construction.
		4.8.6 Cross Slope: The cross slope shall be no greater than 1:50. Ramp Surface: shall be stable, firm, slip-resistant and comply with 4.5 4.5.2 Changes in Level: 1/4" without edge treatment, 1/4" to 1/2" shall have beveled edge with slope no greater than 1:2; 4.5.3 Carpet: Securely attached, edge shall be trimmed and fastened, pile thickness no more than 1/2"; and 4.5.4 Grating Space and Direction: No greater than 1/2" wide, elongated opening shall be perpendicular to the dominant direction of travel.	Requirements of ground and floor surfaces for ramps shall comply with those for the accessible route.

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Public/Common Use Toilet Room Facilities	Accessible Toilet Room Requirement 4.1.3(11)	<p>If toilet rooms are provided, each public and common use toilet room shall comply with accessibility requirement in 4.22. Other toilet rooms for the use of occupants of specific spaces shall be adaptable.</p> <p>Accessible toilet rooms shall be on an accessible route.</p> <p>4.22.2: Door shall not swing into the clear space required for any fixture.</p> <p>4.13: Door width: 32" minimum</p> <p>4.13.6: Thresholds 1/2" height, beveled slope less than 1:2.</p> <p>4.13.9: Door handle should be easy to grasp and operate and not require twisting. Door latch mounted height should be less than 48" above finished floor.</p> <p>4.17.5: 48" toilet stall approach width in general. 42" for latch side approach.</p>	<p>Discussion: Lever operated, push-pull type mechanisms, or U-shaped door handles are acceptable designs.</p>
Water Closets	Minimum Accessible Water Closet Required in Each Public and Common use Toilet Room	<p>If toilet stalls are provided, at least one shall be a standard stall complying with 4.17, where 6 or more stalls are provided, in addition to the standard stall complying with 4.17.1, at least one alternate stall shall be provided.</p> <p>If water closets are not in stalls, at least one with clear floor space complying with 4.16.2 and ADAAG Fig. 28 shall be provided.</p>	<p>Alternate Stall: 36" wide with an outward swing, self-closing door and parallel grab bars comply with ADAAG Fig. 30(d) and 4.26</p>
	Water Closet Clear Floor Space	<p>Water closet not in stall 4.16.2 - ADAAG Fig. 28 -- Diagonal Transfer - 48"W by 66"D front access, and 48"W by 56"D side access.</p> <p>Side Transfer - 60"W by 56"D for either side or front access.</p> <p>The space adjacent to the water closet must remain clear of obstruction for 42" from the center line of the toilet and the lavatory.</p> <p>Standard Stall 4.17.3 - ADAAG Fig. 30</p> <p>Standard stall 60"W by 59"D (floor mounted w.c.) or 56"D (wall mounted w.c.) with approach aisle width 42" for latch approach and 48" other approaches.</p> <p>At end of row 60"W by 59"D (floor, mounted w.c.) or 56"D (wall mounted w.c.) with 36" additional depth for doorway.</p> <p>17" to 19" H to the top of the toilet seat 4.16.3.</p>	
	Height		

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
	Grab Bar	Construction 4.16.4, 4.26, and ADAAG Fig. 29. Bar length at: Rear wall - 36" minimum with 6" maximum distance away from side wall, Side wall - 40" and 42" for the alternate stall, with 12" maximum distance away from the rear wall, and 33" to 36" height.	
	Flush Control	4.16.5: Should be hand operated or automatic and comply with 4.27.4 (less than 5lbf operation force). Height -- 44" above floor on the wide side of toilet areas.	
	Dispensers	4.16.6: Shall be within reach with no more than 36" from the rear wall. Dispensers that control delivery or that do not permit continuous paper flow shall not be used.	
	Door Width, Hardware, Opening Force, and Clearance of Stall Approach	4.13 Door Width: 32" minimum. 4.13.8: Thresholds 1/2" height, beveled slope less than 1:2. 4.13.9: Door handle should be easy to grasp and operate. Door latch mounted height be less than 48" above finished floor. 4.17.5: 48" toilet stall approach width in general. 42" for latch side approach.	
Urinals	Minimum Number of Accessible Units	4.22.5: If urinals are provided, at least one shall be accessible complying with 4.18.	
	Height 4.18.2	Urinals shall be stall-type or wall-hung with an elongated rim no higher than 17" above the finished floor.	
	Clear Floor Space 4.18.3	30"W by 48"D space adjoin or overlap an accessible route.	Urinal shields that do not extend beyond the front edge of the urinal may be provided with 29" clearance between them.
	Flush Control and Mounted Height	4.18.4: Control shall be hand operated or automatic. Control shall be mounted no higher than 44" above finished floor. 4.27.4: If hand operated, the control shall be easy to grasp and operate with a force less than 5lbf.	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Lavatories and Mirrors	Minimum Number of Accessible Units Required	4.22.6: If lavatories and mirrors are provided, at least one shall be accessible complying with 4.19.	
	Height and Clearance 4.19.2	Rim or counter surface no higher than 34" above finished floor. 29" clearance above the finished floor and the bottom of the apron. 17" minimum depth. 8'D minimum knee clearance. Toe clearance between floor and pipe shall be 9" minimum height and 6" maximum against the wall. Mirror mounting height - 40" maximum.	Hot water pipes and drain pipes under lavatories shall be insulated or otherwise configured to protect against contact. No sharp or abrasive surfaces under lavatories.
	Clear Floor Space 4.18.3	30"W by 48"D space in front of the lavatory adjoin or overlap an accessible route. The clear floor space may extend a maximum of 19" underneath the lavatory.	
Control and Dispenser	Minimum Number of Accessible Units Required	4.22.7: If controls, dispensers, receptacles, or other equipment are provided, at least one of each shall be accessible to comply with 4.27.	
	Clear Floor Space 4.27.2, 4.2.4	30" by 48" space allowing forward or parallel approach to the equipment by wheelchair users.	
	Height 4.27.3	Within reach range of wheelchair users 4.2.5 48" - 15": Forward reach, 4.2.6 54" - 9": Side reach. 15" above floor for electrical and communication systems receptacles.	
	Operations 4.27.4	Control shall be operated with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Operating force should be less than 5 lbf.	
Private Restroom	Adaptability for future conversion for use by individuals with disabilities.	Private restrooms are not required to be equipped with wheelchair accessible features but should be adaptable when necessary.	

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Public Telephones	Number of Accessible Public Telephones Required	<p>Number of Each Type of Telephone Provided On Each Floor</p> <p>1 or more single unit 1 bank 2 or more banks</p> <p>Number of Telephones Required to Comply with 4.31.2 through 4.31.8</p> <p>1 per floor 1 per floor 1 per bank</p>	Types of public telephones include public pay telephones, public closed circuit telephones, and other public telephones. Accessible telephones may be either forward reach or side reach telephones.
	Clear Floor or Ground Space 4.31.2	<p>30" by 48" Clear floor space</p> <p>Horizontal reach distance over obstacle --</p> <p>10" maximum side reach,</p> <p>20" maximum forward reach</p>	Additional 6" width clearance (36" w x 48" d) for forward reach of clear floor space must be provided if the enclosed side panels protrude from telephone front panel beyond 24".
	Telephone Mounting Height 4.31.3	<p>Highest operable part height limits:</p> <p>54" -- side reach,</p> <p>48" -- forward reach</p>	Telephones not required to be accessible can be installed at any height.
	Protruding Objects 4.31.4	<p>4.31.4: Fig 44 Lower leading edge of the enclosure shall be no higher than 27" above finished floor or ground.</p> <p>4.4.1 <i>Protruding Objects into Accessible Route or Maneuvering Space</i>: Protruding objects shall not reduce the clear width of an accessible route or maneuvering space.</p> <p><i>Wall mounted objects</i> with leading edges above the finished floor between 27" and 80" shall protrude no more than 4" into passage space.</p> <p><i>Free-standing objects</i> mounted on post or pylons may overhang 12" maximum from 27" to 80" above ground or finished floor.</p>	Discussion: Protruding objects higher than 27" above floor can not be detected by an individual with a sight disability who uses a cane.
	Hearing-Aid Compatible and Volume-Control Telephones Required 4.31.5	<p>Telephones shall be hearing aid compatible, with volume control range of 12 dbA to 18 dbA above normal and shall be provided in compliance with ADAAG 4.1.3. If an automatic reset is provided, 18 dbA may be exceeded.</p>	
	Volume Control Telephone Sign 4.30.7(2)	<p>Telephones required to have volume control shall be identified by a sign depicting a telephone handset with radiating sound waves.</p>	
	Controls 4.31.6	<p>Push button controls shall be used when service for such equipment is available.</p>	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy/ Comment
	Telephone Books 4.31.7	If provided, telephone books should be located within reach range of wheelchair users: 48" - 15" Forward reach 54" - 9" Side reach	
	Telephone Cord Length 4.31.8	The cord from the telephone to the handset shall be at least 29" long.	
Public Text Telephone	Minimum Number of Units Required	If more than 4 public telephones (including both interior and exterior phones) are provided at a site and at least one is in an interior location, at least one interior public text telephone shall be provided and comply with 4.31.9	
	Text Telephone Installation 4.31.9	(1) Text telephones used with a pay telephone shall be permanently affixed within, or adjacent to, the telephone enclosure. A sufficiently long telephone cord shall be provided for the acoustic coupler, if used, to connect the telephone and the telephone receiver. (2) A pay telephone designed to accommodate a portable text telephone shall be equipped with a shelf 10"W by 10"D, a 6"H clearance to place the portable text telephone and an electrical outlet within or adjacent to the telephone enclosure.	Equivalent facilitation may be provided.
	Text Telephone Signage 4.30.7(3)	The required text telephone shall be identified by the International TDD symbol. Signage indicating the location of the nearest text telephone shall be placed adjacent to all banks of telephones which do not contain a text telephone. If a facility has no bank of telephones, the signage should be provided at the entrance, such as in a building directory. The directional signage should include the International TDD symbol.	
General Public Telephone Placement	Placement of Public Telephones in the Building/facility 4.1.3(17)(b)	No less than one or 25% of all other non-accessible required public telephones shall be equipped with volume control and shall be dispersed among all types of public telephones, including closed circuit telephones throughout the building or facility.	Non-accessible required public telephones may be installed at any height.

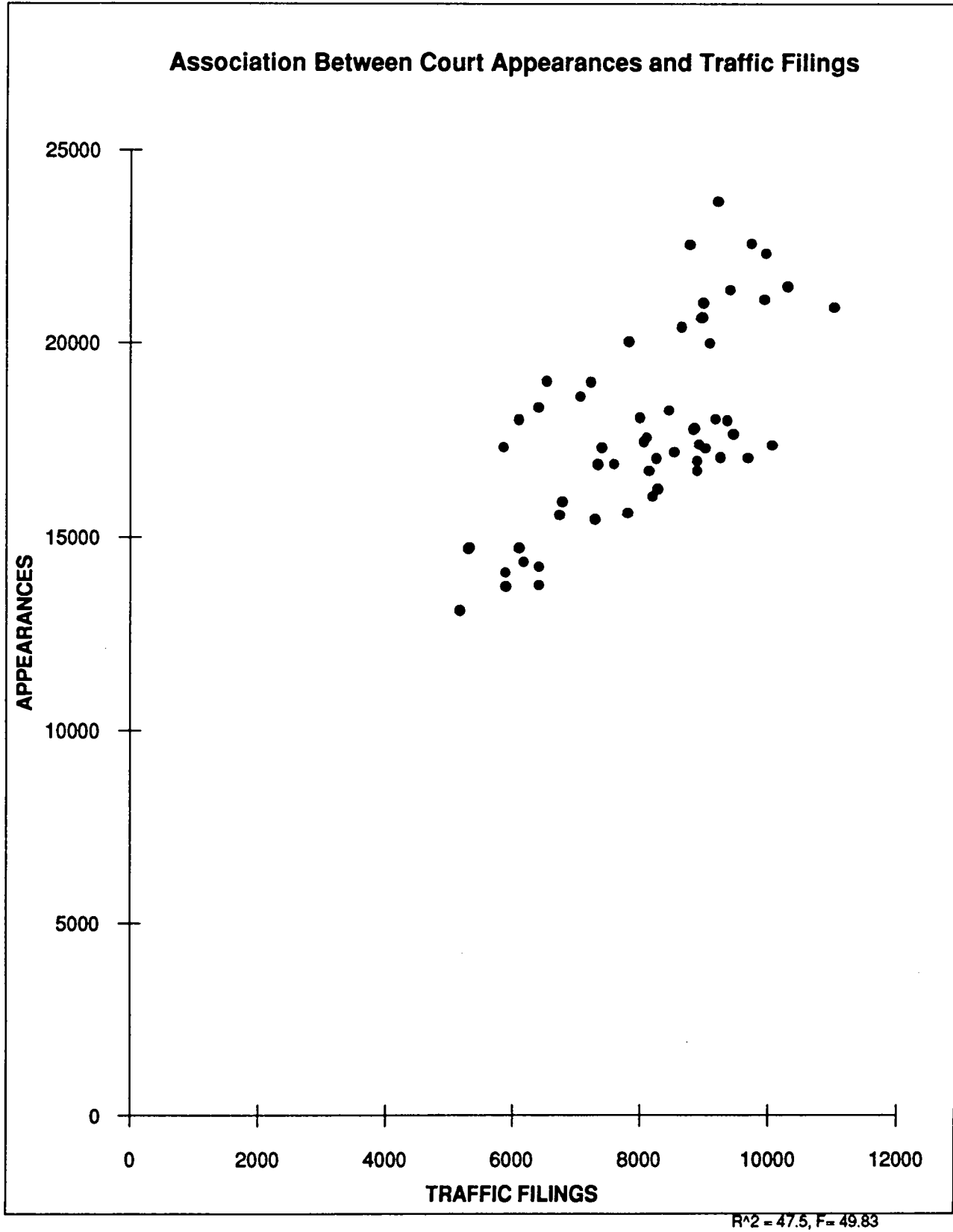
## **APPENDIX B**

### **WORKLOAD PROJECTIONS LAS VEGAS MUNICIPAL COURT**

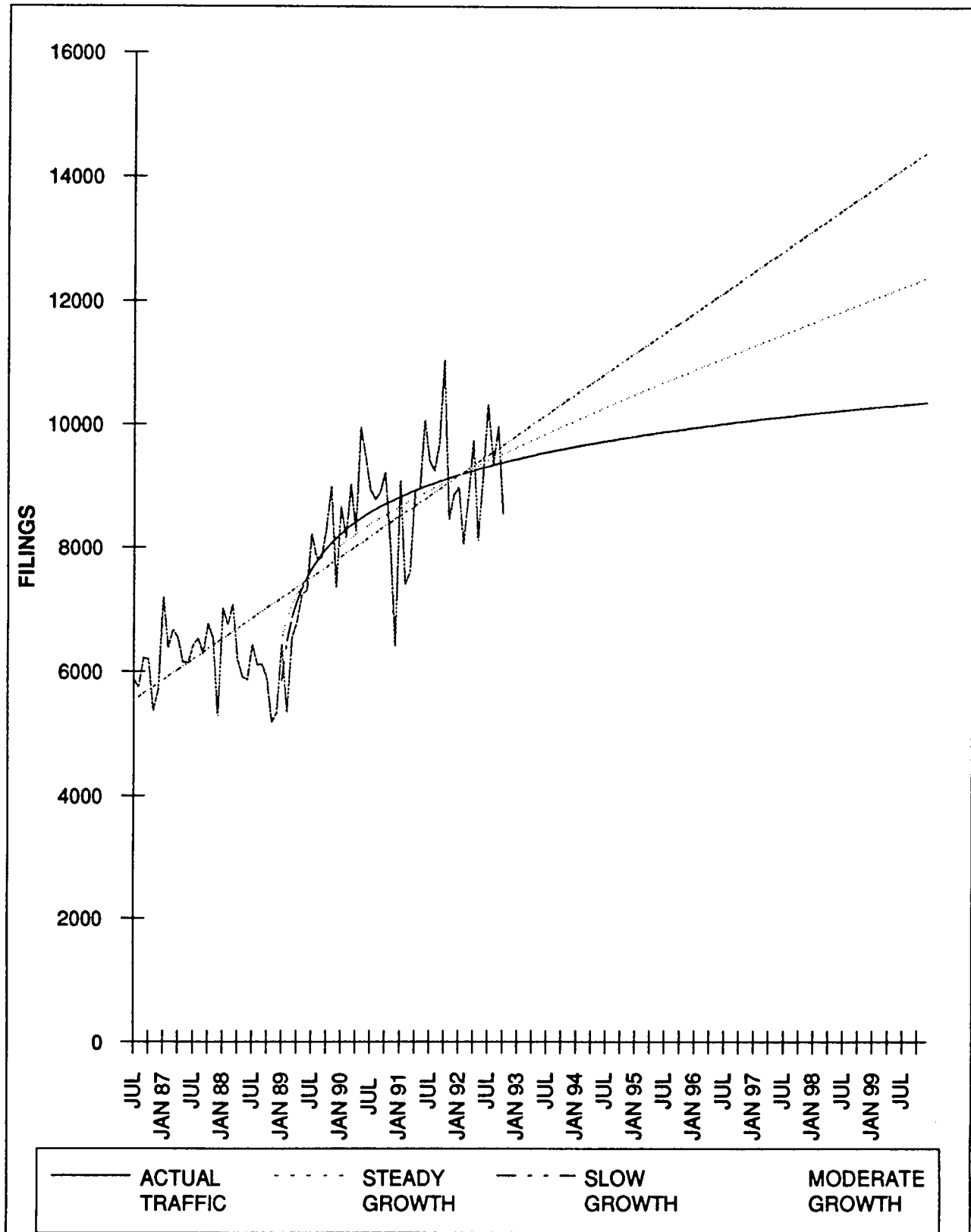
## **Appendix B**

### **Las Vegas Workload Projection Methodology**

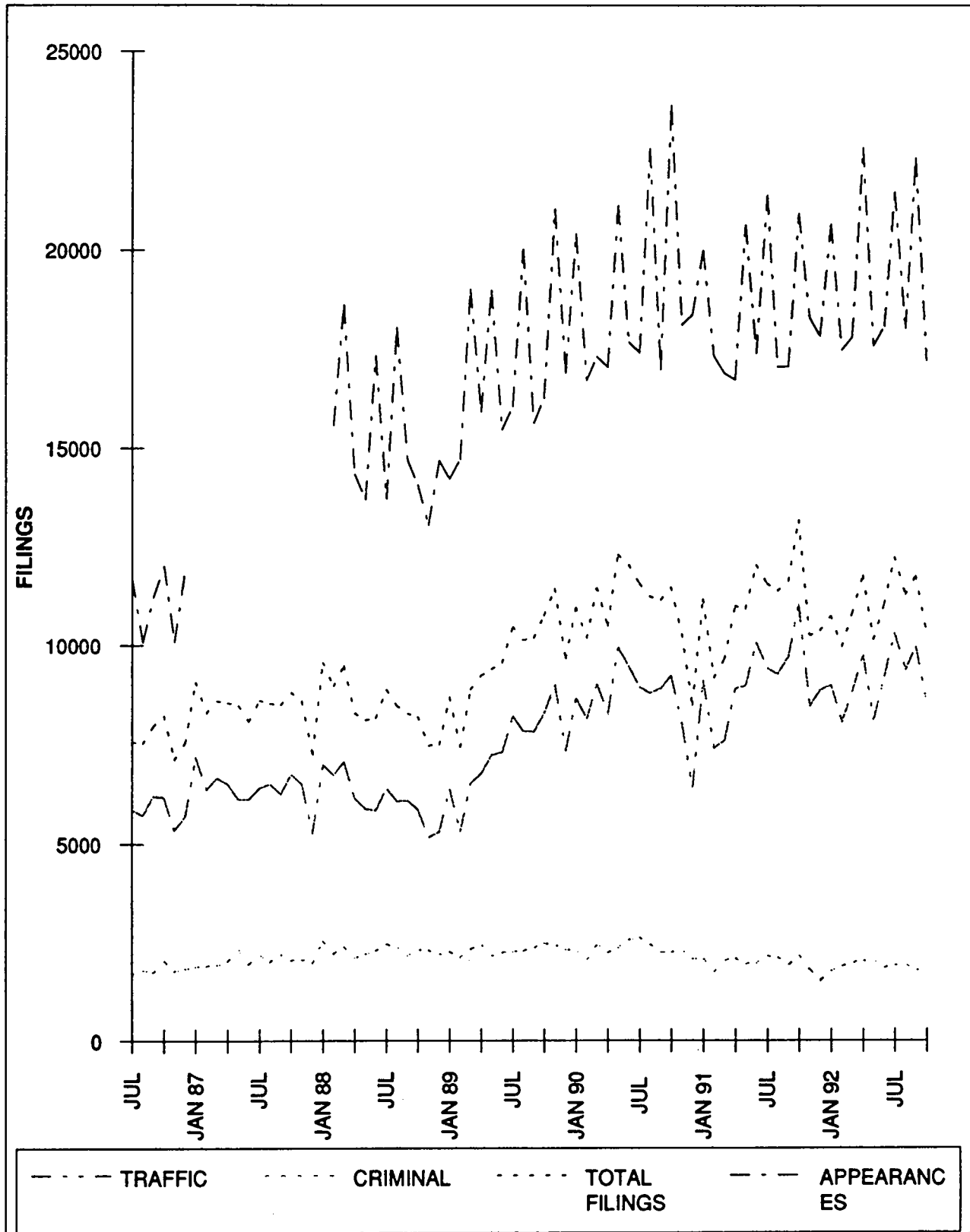
The following series of actual court statistics were projected out to the year 2,000: traffic filings, criminal filings, and court appearances. The traffic and criminal filings were projected using traditional time-series forecasting technique, ordinary least squares, to various growth patterns. Three projections were made for each series based upon a slow, moderate, and faster growth pattern. The corresponding growth patterns used were linear, logarithmic, and modified logarithmic. The court appearances were forecasted along a moderate growth pattern according to their historic relationship with filings. A regression between court appearances and filings showed a positive correlation, explaining approximately 46.9 percent of the variation between these two variables. The correlation may be attributed almost entirely, however, to a positive correlation between traffic filings and court appearances (significant at  $F = 49.83$ ,  $R\text{-square} = 49.83$ ). No statistically significant relationship was discerned between criminal filings and court appearances ( $F = 1.378$ ).

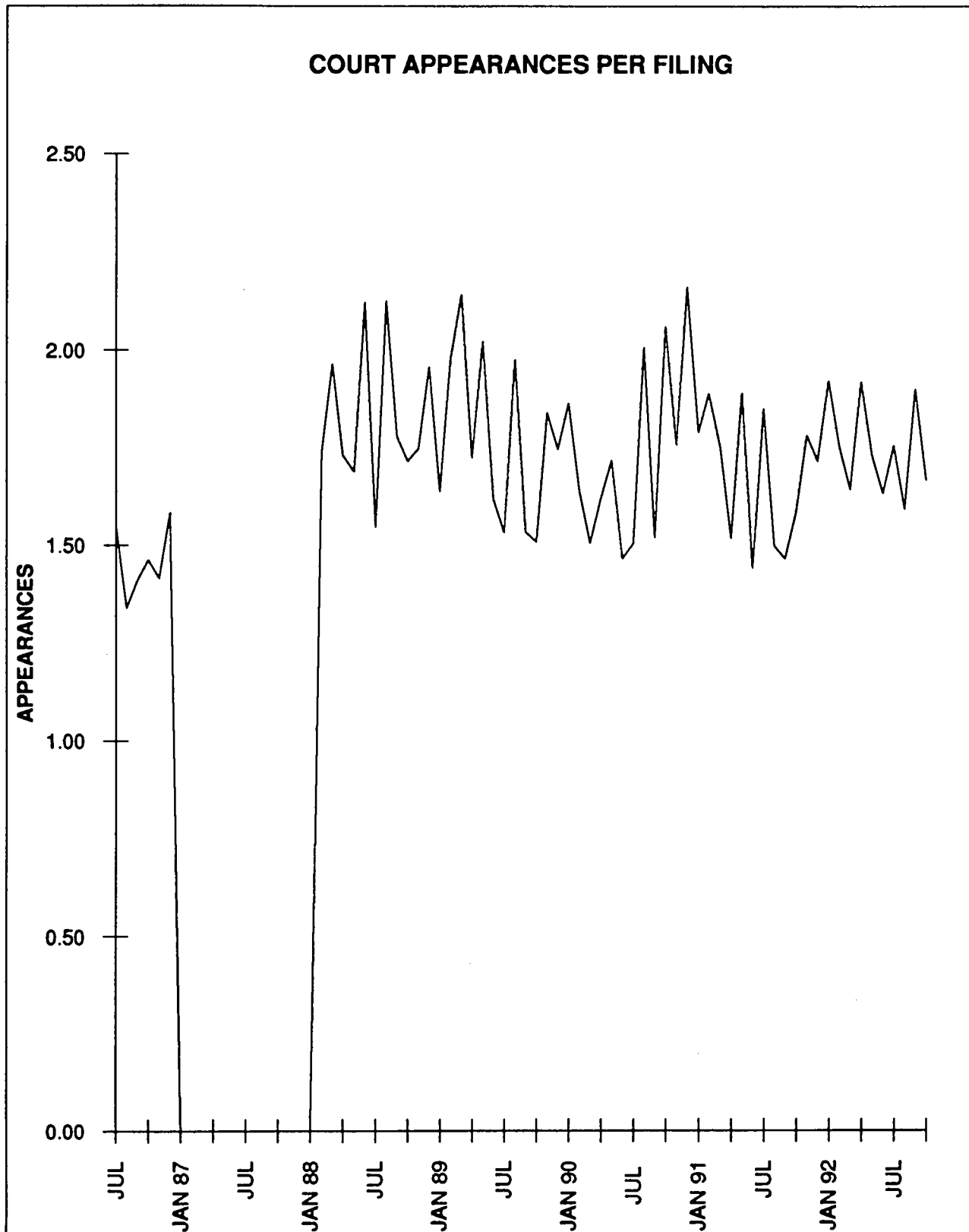


# TRAFFIC.XLC

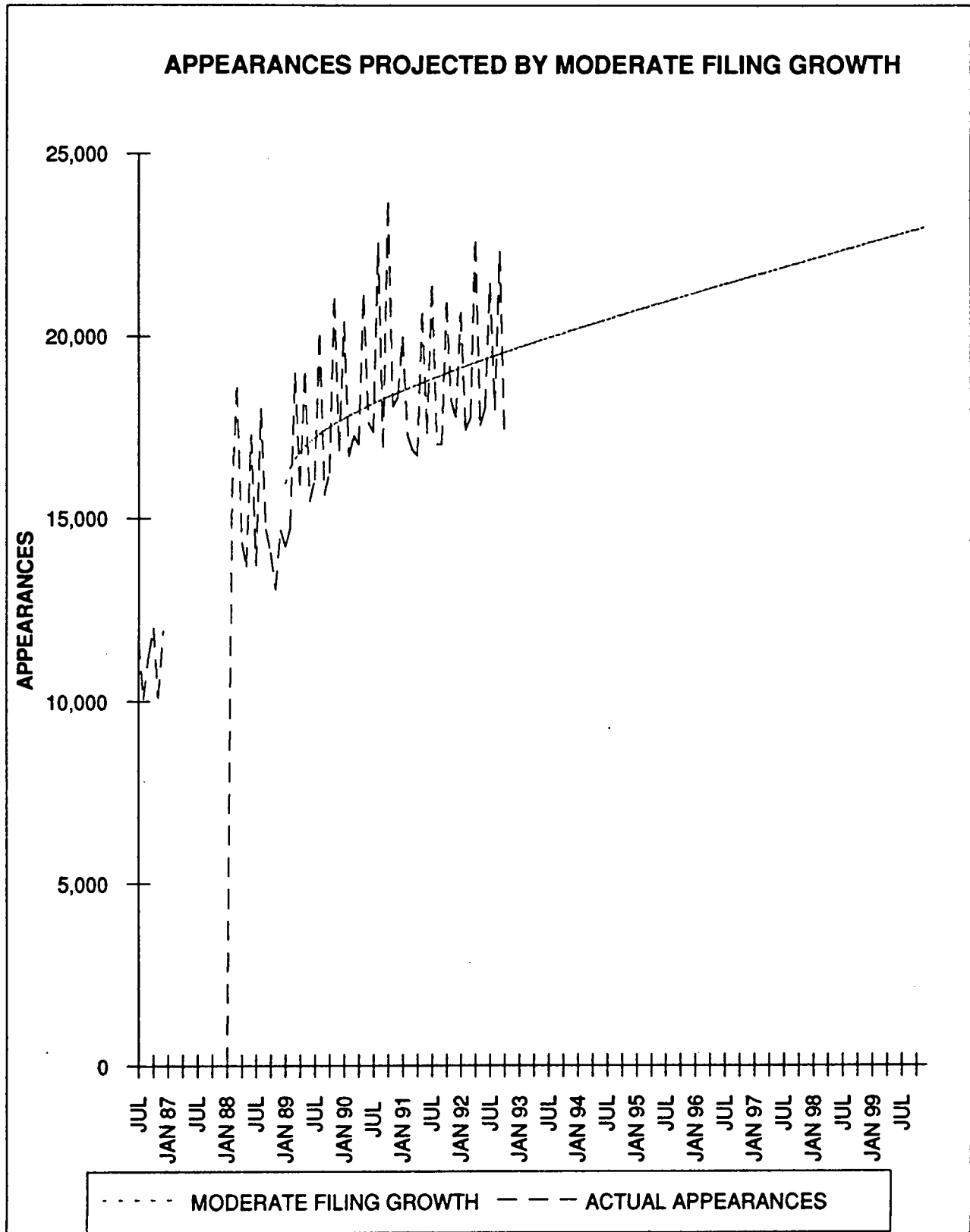












## FYCOMP.XLS

CRIMINAL CASES	1986/1987	1987/1988	1988/1989	1989/1990	1990/1991	1991/1992	1992/1993
JULY	1,677	2,175	2,452	2,265	2,630	2,153	1,919
AUGUST	1,794	2,006	2,377	2,298	2,452	2,112	1,923
SEPTEMBER	1,738	2,210	2,163	2,368	2,253	1,928	1,788
OCTOBER	2,030	2,042	2,310	2,475	2,259	2,158	1,765
NOVEMBER	1,770	2,062	2,307	2,440	2,293	1,795	
DECEMBER	1,835	1,975	2,190	2,318	2,073	1,514	
JANUARY	1,875	2,556	2,264	2,299	2,079	1,772	
FEBRUARY	1,910	2,221	2,112	2,035	1,756	1,894	
MARCH	1,918	2,406	2,330	2,443	2,044	1,981	
APRIL	2,013	2,110	2,435	2,242	2,098	2,033	
MAY	2,334	2,204	2,149	2,356	1,960	2,035	
JUNE	1,940	2,297	2,247	2,572	1,973	1,860	
1st 6	10,844	12,470	13,799	14,164	13,960	11,660	7,395
2nd 6	11,990	13,794	13,537	13,947	11,910	11,575	0
total	22,834	26,264	27,336	28,111	25,870	23,235	22,185
avg	1,903	2,189	2,278	2,343	2,156	1,936	1,849

\* - Projected

## Total New Cases Entered by Violation Date

TRAFFIC CASES	1986/1987	1987/1988	1988/1989	1989/1990	1990/1991	1991/1992	1992/1993
JULY	5,884	6,429	6,429	8,211	8,937	9,413	10,318
AUGUST	5,735	6,526	6,107	7,838	8,790	9,262	9,374
SEPTEMBER	6,217	6,286	6,116	7,825	8,904	9,698	9,973
OCTOBER	6,195	6,765	5,894	8,295	9,226	11,037	8,548
NOVEMBER	5,361	6,528	5,177	9,004	8,008	8,463	
DECEMBER	5,705	5,279	5,319	7,354	6,422	8,866	
JANUARY	7,187	7,008	6,424	8,665	9,102	8,988	
FEBRUARY	6,389	6,748	5,328	8,157	7,419	8,070	
MARCH	6,678	7,076	6,551	9,028	7,601	8,840	
APRIL	6,531	6,184	6,797	8,267	8,905	9,745	
MAY	6,144	5,908	7,239	9,953	8,967	8,121	
JUNE	6,136	5,865	7,310	9,468	10,070	9,192	
1st 6	35,097	37,813	35,042	48,527	50,287	56,739	38,213
2nd 6	39,065	38,789	39,649	53,538	52,064	52,956	0
total	74,162	76,602	74,691	102,065	102,351	109,695	114,639
avg	6,180	6,384	6,224	8,505	8,529	9,141	9,553

## **APPENDIX C**

### **BAR CODE VENDORS IN NCSC COURT TECHNOLOGY DATABASE**

# NATIONAL CENTER FOR STATE COURTS

## Technology Information Service

### Vendor Profile of BRC INC. dba Business Records and Consultants

<b>Primary contact</b>  Mr. Thomas J. Brennan President BRC Inc. 3333 South Wadsworth Boulevard Ste D-303 Lakewood, CO 80227	<b>Alternate contact</b>
<b>Product(s)/service(s) provided to court</b> <ul style="list-style-type: none"><li>• Magnetic and optical imaging systems</li><li>• High density, movable storage and filing systems</li><li>• Static shelving storage and filing systems</li><li>• PC-based records, files and information tracking systems</li><li>• PC-based Color-Bar™ and bar-coding file, record and information indexing systems</li><li>• Work station, mail room and office furniture</li><li>• Records and filing supplies; and</li><li>• Signature verification and control systems</li></ul>	
<b>Computer environment</b>  DOS, OS, UNIX, LAN (NetBios)	
<b>Scope of business</b>  Rocky Mountain Region	
<b>NCSC Court Technology Programs Affiliations</b>	
<b>Other</b>  Literature available upon request from NCSC Technology Information Service	

# NATIONAL CENTER FOR STATE COURTS

## Technology Information Service

### Vendor Profile of CASS SYSTEMS, INC.

<b>Primary contact</b>  Mr. Carl Riewerts Marketing Director Cass Systems, Inc. 17000 Dallas Parkway, Suite 126 Dallas, TX 75248	<b>Alternate contact</b>  Ms. Kathy Hillebrenner Cass Systems, Inc. 17000 Dallas Parkway, Suite 126 Dallas, TX 75248
<b>Product(s)/service(s) provided to court</b>  Computer software to do: file/document tracking, box (archive) tracking, property/equipment tracking, bar code processing, records classification, fixed assets, forms and supplies inventory, purchase order management, and work management. All of our systems are completely menu driven. All use operator prompts for ease of key in.	
<b>Computer environment</b>  PC-based MS/DOS, Novell, Xenix, Unix, VMS, AIX. Source language is C and Assembler.	
<b>Scope of business</b>  National and international. Court clerks' offices, records centers for archives, police departments.	
<b>NCSC Court Technology Programs Affiliations</b>  CTC III Exhibitor	
<b>Other</b>  Site references available upon request from NCSC Technology Information Service	

# NATIONAL CENTER FOR STATE COURTS

## Technology Information Service

### Vendor Profile of DATA COMPOSITION, INC.

<b>Primary contact</b>  Mr. Lowry McFerrin Vice President, Marketing Data Composition, Inc. 1099 Essex Avenue Richmond, CA 94801	<b>Alternate contact</b>
<b>Product(s)/service(s) provided to court</b>  Data Composition produces high quality, photocomposed bar code labels designed to include archival properties for identifying and tracking all court records when automated retrieval systems are used for court filings. Because of the photo image, 100% first read rate is guaranteed for as long as the file is accessed. DCI provides technical assistance with label design and symbology specifications to assure successful automated retrieval implementation.	
<b>Computer environment</b>	
<b>Scope of business</b>  DCI is a national company. Due to the nature of information tracking and management, DCI supports bar code requirements for any type of court.	
<b>NCSC Court Technology Programs Affiliations</b>	
<b>Other</b>	

# NATIONAL CENTER FOR STATE COURTS

## Technology Information Service

### Vendor Profile of NETWORK DEVELOPMENT SERVICES, INC. (NDSI)

<b>Primary contact</b>  Mr. Alastair Ross President Network Development Services, Inc. (NDSI) 6031 Winnwood Loop, S.E. Olympia, WA 98513	<b>Alternate contact</b>
<b>Product(s)/service(s) provided to court</b>  Software Package: TRAK-IT  The system manages physical case file folders using bar code technology. Folders may be issued, transferred and returned. A history of file access is maintained. Archiving functions and retrieval of reel and frame information for microfilmed cases is available. Bar code labels are printed in bulk or on demand.  Support is included for portable data collection using a laser scanner.	
<b>Computer environment</b>  <ul style="list-style-type: none"><li>• IBM PC compatible PC/MS DOS</li><li>• Local area network - NETBIOS compatible, e.g. Novell</li></ul> System is developed in FoxPro	
<b>Scope of business</b>  Superior courts. Currently have installed systems in Snohomish and Whatcom Counties, Washington and Camden County, New Jersey.	
<b>NCSC Court Technology Programs Affiliations</b>	
<b>Other</b>  Literature available upon request from NCSC Technology Information Service Site references available upon request from NCSC Technology Information Service	



# NATIONAL CENTER FOR STATE COURTS

## Technology Information Service

### Vendor Profile of PINPOINT SYSTEMS, INC.

<b>Primary contact</b>  Mr. Jeff Warren Vice President Pinpoint Systems, Inc. 4505 S. Broadway Englewood, CO 80110-5723	<b>Alternate contact</b>
<b>Product(s)/service(s) provided to court</b>  The PINPOINT Tracking System is an all-purpose computer application for tracking and monitoring any item including files, fixed assets, evidence and archives. It combines bar code labels, pocket size readers and PC/network software into one easy to use system. Data can be imported and exported to other systems. Separate components, such as portable and direct connect readers and bar code printers, are sold to enhance existing court systems. Support agreements are available to keep the installation current with industry growth. PINPOINT Systems consults and programs in system software and information flows.	
<b>Computer environment</b>  Two primary enhancements are supported for the PINPOINT Tracking System: Standalone System (286 or faster PCs running DOS 3.3 & above) and Network System (Novell NetWare 2.2 and 3.11) All environments use the Informix SQL Relational Database family of products. Informix gives reliable transaction, performance based conditions and provides for future applications in the UNIX environment. PINPOINT Systems will also customize systems and port them to other platforms.	
<b>Scope of business</b>  Pinpoint Systems is dedicated to bringing bar code technology to courts, regardless of the court's size or type. Bar coding has done wonders for retail, warehouse and shipping organizations and is an effective tool for court management. Our 22 year history of working with professionals, on-going knowledge of the bar code industry and experiences in software development make us uniquely qualified to meet court needs. Our PINPOINT Tracking System meets most monitoring and tracking needs at a low price. Consulting and customizing services, bar code equipment and supplies are also provided. All products and services are offered in the USA and Canada.	
<b>NCSC Court Technology Programs Affiliations</b>  CTL Participant      CTC III Exhibitor      NACM 1992 Annual Conference Exhibitor	
<b>Other</b>  Literature available upon request from NCSC Technology Information Service	

# NATIONAL CENTER FOR STATE COURTS

## Technology Information Service

### Vendor Profile of VERSATRAC

<b>Primary contact</b>  Mr. Thomas R. Pemberton Manager of Product Development Versatrac 50 Crisp Avenue San Francisco, CA 94107	<b>Alternate contact</b>  Mr. Darrel Mervau Director of Sales and Marketing Versatrac 2865 Uranium Boulevard Santa Clara, CA 95051
<b>Product(s)/service(s) provided to court</b>  Versatrac provides packaged and custom information management systems that manage case information, automate manual processes, track case files and documents and provide hands-free document generation.  Versatrac utilizes bar codes to track and manage case files/documents, automate processes and reduce errors. Standalone bar code scanning stations collect data throughout court facilities in real time. Powerful search commands give you fast and flexible access to case information. Versatrac produces management and analysis reports, ad hoc reports, bar code labels, bar coded calendars and color coded file labels.  Versatrac interfaces with WordPerfect to produce on-demand forms and form letters using database information. Users are in complete control of their own documents and may incorporate bar codes and graphics into forms and form letters.	
<b>Computer environment</b>  Pricing: \$7,500 and up. Base system includes installation, training, standard reports, ad hoc report generator, tracking and management, physical inventory, bar code printing and more Number sold: 28 Release date: Feb. 1991 Application: Information Management, Case File Tracking, Bar Code Production, On-demand Document Production Compatible with: IBM-compatible PCs. Can natively read WordPerfect, Lotus, xBase and ASCII files Minimum RAM required: 512K Disk storage required: Minimum 8 megabytes Source language: Advanced Revelation Network compatibility: Novell Netware, Banyan Vines, MS LanManager, 3M 3COM and other NetBios network operating systems Customer support: Included with purchase for first year Site licensing available: Available	
<b>Scope of business</b>  We are a national company working in county courts.	
<b>NCSC Court Technology Programs Affiliations</b>  CTL Participant	

## **APPENDIX D**

### **HARDWARE CONFIGURATION PROVIDED BY LAS VEGAS MIS DEPARTMENT**

## COURTS SYSTEM CONFIGURATION

THE COURT SYSTEM RESIDES ON A UNISYS MODEL A10H A-SERIES COMPUTER SYSTEM WITH THE FOLLOWING CONFIGURATION.

1. DUAL 64-BIT PROCESSORS.
2. 88 MEGABYTES (MILLIONS OF BYTES) OF MAIN MEMORY.
3. 11.2 GIGABYTES (BILLIONS OF BYTES) OF DISK STORAGE ON 40 DISK DRIVES UTILIZING 6 SCSI DISK I/O CHANNELS.
4. 5 DATACOMM PROCESSORS WITH A TOTAL OF 96 LINES. EACH LINE CAPABLE OF HAVING 30 DEVICES ATTACHED.
5. 4 GCR (6250 BITS PER INCH) TAPE DRIVES RUNNING AT 200 BITS PER SECOND.
6. 2 LINE PRINTERS, ONE CAPABLE OF 2000 LINES PER MINUTE, THE OTHER AT 1200 LINES PER MINUTE.
7. MCP/AS (MASTER CONTROL PROGRAM/ADVANCED SYSTEM) OPERATING SYSTEM.

THE COURT SYSTEM UTILIZES THE FOLLOWING RESOURCES OF THE A10H:

1. 30 - 36 MEGABYTES OF MAIN MEMORY.
2. 16 DISK DRIVES FOR A TOTAL OF 4.5 GIGABYTES. DRIVES ARE SPREAD OUT AMONG ALL 6 SCSI I/O CHANNELS FOR MAXIMUM THROUGHPUT.
3. 220 TERMINALS, PC'S, AND PRINTERS RESIDING ON THE FOLLOWING 16 DATACOMM LINES:
  - A. 13 TDI (TWO-WIRE DIRECT INTERFACE) 19,200 BPS (BITS PER SECOND) LINES TO LOCAL SITES.
  - B. 2 TDI 38,400 BPS LINES WITH 56,000 BPS X.25 BACKBONE TO TRAFFIC SCHOOL REMOTE LOCATION.
  - C. 1 9,600 BPS LINE TO LOWER COURT COUNSELING REMOTE LOCATION.
4. 3 DATABASES COMPRISED OF THE FOLLOWING:
  - A. 152 DATA FILES CONTAINING 10,230,000 RECORDS USING 3.3 GB OF DISK STORAGE.
  - B. 347 INDEXES INTO THE DATABASE FILES.
5. 21,500 ONLINE TERMINAL TRANSACTIONS PER DAY WITH MOST OCCURRING BETWEEN THE HOURS OF 7:00 AM AND 7:00 PM.
6. 15,900,000 DATABASE I/O'S A DAY (INCLUDES BOTH ONLINE AND BATCH PROCESSING).