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LOS ANGELES MUNICIPAL COURT
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PROJECT COURT, PHASE II:

FINAL REPORT,

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ACKNOWLEDGEMENTS

The National Center for State Courts has been privileged to work in and for the Los Angeles Municipal Court's Criminal Division for over four years on phases I and II of Project COURT. During those years, project staff have been delighted with the support and cooperation of judges and staff. Some of the changes implemented have resulted in major adjustments for judges and staff alike. Their continuing support and good cheer in light of these major changes is a credit to all.

Several people deserve special recognition and thanks for their assistance. Judge Lawrence Waddington, now sitting on the Los Angeles County Superior Court, conceived Project COURT, obtained necessary funding, was a constant support during Phase I, and was instrumental in assuring the successful implementation of the new calendar procedures. Upon Judge Waddington's departure from the Municipal Court, Judges Jack Newman, David Horowitz, and James F. Nelson graciously and effectively supported Project COURT and contributed to its success.

Jack LeVan, Chief Clerk of the Criminal Division, was a constant source of effective encouragement and helpful criticism. Without his continuing assistance the successes achieved by the project would have been few and much more limited. Kathy Henderson and Mark Hill of the Clerk's Office also deserve special thanks for the many hours of assistance provided to project staff and devoted to assuring successful implementation of the changes achieved.

Jayme Wilson of the Los Angeles Municipal Courts' Planning and Research Unit was much more than a project monitor. He constantly facilitated communication and goaded Court staff and National Center staff alike to assure timely completion of project tasks. His skill and

knowledge of judicial administration, galvanized by his firm commitment to improved administration in the Court, were valued assets for the Court and the National Center.

The National Center believes that Project COURT was a success. That success, and the improvements achieved in the Court, are a continuing tribute to these individuals.

I. INTRODUCTION

Project COURT (Court Operations Utilizing Revised Techniques) was conceived and initiated by Judge Lawrence Waddington, then of the Los Angeles Municipal Court, in 1977. Following competitive bids, the National Center for State Courts was selected to focus on several aspects of administration of the Los Angeles Municipal Court's Criminal Division:

- The problems in and alternative procedures for Division 40, the master calendar court for the trial divisions;
- The handling and treatment of witnesses;
- Initial redesign of critical forms and review of general records management problems;
- Problems with respect to and alternative approaches for criminal justice system coordination and communication.

The National Center submitted its report covering these items in August 1979. After reviewing and discussing the Center's recommendations for several months, the Court endorsed the recommendations regarding forms design and records management and accepted the National Center's recommendations that Division 40 be divided into three master calendar groups, each with a master calendar judge and four trial judges. Following these decisions, the National Center worked with the Court for the balance of the contract term of Phase II to implement the new calendar system and to start redesign of the docket sheet used by the Court.

At the conclusion of the Phase I contract, the new calendar procedures were not fully in place and the docket redesign process was not complete. There also were other issues affecting records management that remained to be addressed. Accordingly, the National Center for State Courts entered into a second contract with the Court. During Phase II of Project COURT, the National Center undertook to:

1. Redesign up to six key forms used by the Court, including completion of the redesign of the docket sheet;
2. Assist the Court in selection of new microfilm equipment and outline procedures to be followed in the microfilming process;
3. Assist the Court to implement the National Center's recommendation regarding the use of file folders for its misdemeanor cases; and
4. Continue to assist the Court in the implementation of the master calendar system and to monitor its progress.

In addition to these contractual obligations, the National Center undertook, should project resources permit, to train staff of the Court in forms design principles in order to enhance the Court's continuing capacity to review and revise its forms.

This report documents the results of the Phase II efforts, provides a preliminary evaluation of the impact of the changes made, and identifies areas requiring further review and change by the Court. The products of the 12-month project are identified in Chapter II, with written products reproduced in the appendices. Chapter III contains the Center's evaluation of the impact of the changes made, and Chapter IV sets forth the Center's recommendations for further study and change.

II. PROJECT PRODUCTS

Forms

Several forms were redesigned by the National Center with the active assistance of Criminal Division staff. The most important is the docket (now called "case-action summary") for use primarily at the Bauchet Street facility. All misdemeanor cases are initiated at Bauchet Street and two-thirds are concluded during arraignments there.

Redesign of the docket sought to achieve several goals:

- To standardize entries for all judges and commissioners.
- To facilitate completion of the form by the docket clerks.
- To begin to move the Court toward a standard of 8-1/2 x 11" size for documents, and abandoning the oversized 11" x 14" docket sheets.
- To reduce the number of docket sheets required per case. (The average case was found during Phase I to have between three and four docket sheets.)
- To eliminate to the greatest degree possible the use of stamps for completion of the docket sheet.
- To design a docket system in which the preprinted material would accommodate at least 80 percent of all cases, with supplemental forms and pages to handle the exceptional case.

The docket sheet designed, together with its accompanying continuation sheets, meets all of these goals.

Another feature of the typical case file discovered during Phase I was the existence of numerous, usually odd-sized pieces of paper -- some printed and some blank -- for use by judges on the bench to note what they had done or ordered. These worksheets often were referred to later by the judges and normally were the basis for the docket clerk's entries. Their importance was belied by their appearance. Thus, in conjunction with the new docket format, the National Center designed a standard, 8-1/2" by 11" form to be used by the judges that paralleled key entries on the docket sheet. The form is blue rather than white to distinguish it readily from the docket sheet itself.

In addition to the docket and the judge's worksheets, three other forms were designed and produced in final and one was designed to the extent possible within the time available, final approval depending upon acceptance of the City Attorney's Office as well as the Court. The three forms finally designed are: 1) a probation and sentence/diversion summary for recording sentences both at Bauchet Street and in the trial divisions, 2) trial minutes for the trial divisions, which are supplementary docket sheets to be used when there is a trial, and 3) a standard motion for continuance to be used in any division hearing misdemeanor cases. The revised complaint form, with accompanying specifications and justifications was submitted to the City Attorney's office for its review and approval.

These forms (except the complaint) were combined into a forms index, which provides a general description of each form and an outline of the procedures for using each. This index can serve as a starting point and model for further development as additional forms are redesigned. A set of printing specifications for each form also was provided to the Court.

A copy of the forms index -- which also includes a copy of each form -- and the set of printing specifications for the forms are attached in Appendices A and B, respectively. The draft complaint form with the corresponding explanation and justification for its use is attached in Appendix C.

In addition to producing the above-described forms, the National Center was able to conduct a half-day training session for the Forms Committee staff of the Municipal Court in mid-March, 1982. As a result, sound forms design principles, to the extent not presently being used, can begin to be applied to any new forms developed or revised for the Court. This training session was conducted by Thomas Dibble, a National Center forms design and records management expert.

Microfilm Assistance

With respect to microfilming in the Criminal Division, the National Center reviewed the microfilm operation for the Criminal Division in relation to the Court's use of and need for microfilm in the other divisions. Technical assistance was provided with respect to the specifications appropriate for microfilm equipment for the Criminal Division. Also provided was a letter of explanation as to why this particular approach for microfilming is appropriate at this time. Finally, a set of procedures for microfilming records also was proposed for the Court. Copies of each of these documents are attached in Appendix D.

Calendar Management

Under the Phase I contract, the National Center remained closely involved in implementation of the new calendar procedures until early Fall, 1980. During Phase II of the project, the National Center received daily calendar reports and compiled monthly statistics for about a year. A monthly summary form of key calendar management information for the three master calendar divisions and the trial divisions went through several revisions during that year. A sample of each report is attached in Appendix E. (During October, 1981, the Court shifted from three master calendar courts to two master calendar courts, with concomitant redesign of the monthly summary.)

On two occasions during the project, staff of the National Center met with the presiding judge of the Court to discuss the implications of the calendar management information. On a third occasion, staff of the National Center and of the Clerk's office met with the administrative judge of the Criminal Division and the master calendar judges for the same purpose. A proposed set of standards, also attached in Appendix E, was offered to but not adopted by the Court.

Finally, the person assigned as calendar clerk changed during Phase II of the project. Staff of the National Center met with the new calendar clerk to assure that he understood the principles underlying the calendar procedure, his role as the National Center understood it, and the implications of various items on the monthly summary.

At one point during Phase II, some members of the Court considered shifting from a master calendar to an individual calendar system for the trial divisions. The National Center remained available to assist the Court in making this transition, but eventually it was decided not to make the change at this time.

III. NATIONAL CENTER FOR STATE COURT'S EVALUATION OF THE IMPACT OF THE CHANGES

Forms

A comprehensive evaluation of the impact of the changed forms will not be possible until all of the Project COURT Phase II forms are procured and implemented.

Two of the most significant forms developed under the project (case action summary and judges worksheet) have been implemented, however, and were discussed with the supervising judge at Bauchet Street, the chief clerk, office supervisor, and several docket clerks.

The overall response was highly favorable and most individuals felt the change was a positive move towards simplifying recordkeeping and the communication of information. Several comments were offered which indicated that training of new personnel would be simplified with the new forms. (All present docket clerks were initially trained under the previous docket system.) Among the specific comments were the statement that the Case Action Summary is much easier to review for accuracy and completeness and to use for finding information, because the clerks all know where to look for information. The docket clerks indicated that if judges use the worksheet properly, the whole system is simplified.

The percentage of work decrease cannot be estimated until all forms, especially the sentencing summary, are implemented. One staff member estimated a 20-40 percent reduction in work for docket clerks.

The new system requires more work for multiple defendant cases than the old, since a separate Case Action Summary must be prepared for each defendant. Under the previous system multiple defendants were often docketed on the same form. This has proven to be a problem in the one arraignment court that happens to get most of the multiple-defendant cases, but the anticipated benefits in the other courtrooms have been achieved.

Microfilm

Delays in the Los Angeles County purchasing process resulted in the microfilm equipment not being in place and operating by the time the project ended. Accordingly, it is impossible to evaluate the impact of the new equipment and procedures. The last page of the microfilm procedures manual (Appendix D) suggests items to measure to assess the system's impact.

Records Management

The use of file folders for all cases has been instituted with generally favorable response from judges and clerks. The National Center understands that at least one judge has told his clerk to remove all case papers from the file folder before giving the papers to him. When he is through with the case, the clerk restores the papers to the folder. This is a needless burden on the clerk and may result in papers being misplaced or lost. Judicial discretion and independence are not threatened by case papers being in a file folder. The appropriate judge or senior manager in the clerk's office should assure that this practice of having papers removed from file folders ends.

Calendar Management

In some respects, the changes in the calendar system was highly successful. In other respects, little has changed or the desired result was not achieved.

The most significant positive results are:

- The percentage of total dispositions achieved in the master calendar divisions increased from about 40 percent to about 70 percent.
- The size of the calendar in each master calendar division was reduced. The reduction has not been as great with two master calendars as it was with three, but even with two calendars each master calendar judge has fewer cases to handle each day.

- The number of cases per day assigned to and trailing in each trial division has been reduced substantially. The goal suggested by the National Center was to have no more than seven cases assigned to any one trial division at one time; this goal has not been reached for all courts, but is achieved for some courts each day and appears to be realized more often than not.
- The City Attorney's office reports that it is able to use and train its personnel much more effectively now than in the previous system.

In addition to these significant improvements, there are several less significant, but nonetheless positive, results of the change. These include:

- Inter-agency communication was substantial and beneficial in the months leading to the implementation of the new system and for a month or two following the change. Regrettably, the communication ended, with an apparent negative impact on interest in continuing or rejuvenating such communication.
- The number and percentage of cases calendared that are continued from a previous date was reduced to a limited degree, but not as substantially as needed or as hoped by the National Center for State Courts. Because data on time to disposition are not being tabulated, it is not known what effect, if any, the number of continuances per case is having on the time to disposition.

Several goals articulated by the National Center in its Phase I report for the new calendar management process were not realized. Perhaps the most significant of these is the continuing absence of significant communication among the judges. Municipal Court judges tend to be isolated from each other. It was hoped that dividing the trial divisions into small working groups would encourage and facilitate communication not only among the three master calendar judges, but also within each calendar group. So far as the National Center has been able to determine, there has not been any regular or even sporadic communication among the master calendar judges regarding problems and approaches to common concerns and there has been no communication within calendar groups regarding appropriate procedures or possible new procedures.

The testing of different techniques for managing the calendar was another potential benefit of having three calendar groups. Although some of the judges assigned to handle the master calendars used different techniques, the advantages or disadvantages of these approaches were not studied or shared for the benefit of all calendar groups. Indeed, the National Center understands that on occasion personal differences between or among judges assigned to the master calendar interfered with, rather than facilitated, communication.

The change from three calendar groups to two made communication that much more difficult. Groups became larger and the work of each master calendar judge increased correspondingly. The presiding judge had understandable reasons for making the change -- perhaps chief among which was the desire to assign some misdemeanor cases and judges to the relatively underutilized Traffic Division -- but the consequences on judicial and judicial-staff communication, the size of workload, and ease of management in the Criminal Courts Building were significant. The change may be yet another indication of the regrettable effects of extremely high volume in a court such as the Los Angeles Municipal Court.

On balance, the change in the calendar system seems to have had many significant advantages and relatively few disadvantages. Beyond the measurable differences, it is clear that the other justice system agencies prefer the present system over the previous system by a wide margin. The judges' opinions seem to be more mixed, but probably on balance they also favor the new system. With the judges, however, the preferred alternative is not to return to the old Division 40 arrangement, but to move toward an individual calendar system. This preference for an individual calendar system among some judges should not be seen as a negative reading of the three-master-calendar approach, but rather as a commendable interest in improved calendar management and judicial accountability.

IV. RECOMMENDATIONS FOR FURTHER STUDY OR CHANGE

Forms

Forms to document and communicate information play a crucial role in the work of the Court. But to date, the forms program in the Los Angeles Municipal Court has not received the continuous professional management it deserves. The magnitude of the problem is enormous. Managers from the criminal, civil, and traffic divisions estimate that there are "thousands" of forms in the system and forms are collectively printed in "millions" of copies annually. Estimates of the total amount spent on just printing forms is similarly unquantified, but guesses of \$500,000 and up are common among the core management group.

Forms are the main tools used in the clerk's office to do its job. The real cost for forms is in their preparation and the review of the information recorded, not in their creation and printing. Industry estimates have established that about 28 percent of the time spent processing forms and paper work is wasted because of inefficient forms and procedures. And about 30 percent of all salary dollars are spent for clerical work.

The savings and efficiencies derived from a properly administered forms program in the Los Angeles Municipal Court would be substantial. Any expenditure for personnel to administer such a program could be recovered many times over, given the appropriate top management support and cooperation throughout the organization.

RECOMMENDATION NO. 1:

The clerks' Forms Committee should begin to function actively by establishing regular meeting times and setting priorities.

The existing but largely dormant Forms Committee can play a very effective role in establishing and maintaining a rational and cost effective forms program. The committee should try to avoid getting bogged down in the details of forms analysis and design issues and should attempt initially to get a handle on some of the larger issues relating to forms management, such as:

- How many forms are there in the system?
- How many total copies of forms are used each year?
- What impact do forms really have on the Court?
- How much do forms cost annually?
- What opportunities exist for interdivision/branch cooperation in forms design, ordering, and stocking?
- What would a professional forms manager/analyst do, under whom, and what savings could be anticipated from his/her employment?
- What role could consultants continue to perform in the development of forms and other records management procedures?

RECOMMENDATION NO. 2:

Develop and fund a new position or positions of forms manager to work in the areas of forms control, analysis, and design.

Forms are vital to the functioning of the Los Angeles Municipal Court. The basic activities of a forms administration program functions presently on an ad hoc basis. Someone determines the need, required information, layout, size, construction, quantity to order, reorders, and revisions. These activities can become much more effective as part of a forms administration program, which regularly will organize, review, and improve the forms and procedures.

Attached to this report in Appendix F are sample job descriptions for a forms administration manager, a forms analyst/designer, and a forms order coordinator. Each position description lists the purpose, objectives, duties of the position, knowledge, abilities, skills and personal qualities required, contacts, effect of the position on expenditures and savings, and supervision required.* These descriptions are intended as a guide for the development of a position description for the recommended position(s).

Funds for such a position will only be well spent by selecting an experienced forms professional and giving the position the status it deserves in relationship to the importance of forms in the management of the Court.

RECOMMENDATION NO. 3:

The criminal division should continue to work with the office of the City Attorney in the development of an improved misdemeanor complaint format.

One Project COURT task involves the analysis of the present method and form used for generating misdemeanor complaints by the City Attorney's office and the development of a proposal for an improved system. It was found that the present system involved the use of preprinted complaints for the most common offenses and a multitude of "riders" preprinted for the most common second, third, fourth, etc. counts, which are added to those complaints. The system was developed to respond to the need to eliminate repetitive typing and can be considered a crude form of word processing. The complaint form was found to be poorly designed and very inefficient for processing by both the City Attorney's office and the Court. The riders are simply stapled to the

* These position descriptions and some other information in this report were taken from W. Nygren, Business Forms Management (Amacom, New York, 1980).

front of a one-page complaint form. Photocopying requires the complaint to be disassembled (unstapled) and then reassembled. Misdemeanor complaints filed in 1981 exceeded 100,000.

The proposal for a changed complaint form involves two phases: The interim proposal, including the redesigning of the complaint form to be more compatible with the new case action summary (misdemeanor docket) and photocopying, rather than stapling, of the riders in their proper sequence. Implementation of this proposal would be relatively simple and cost effective with benefits accruing both to the City Attorney's office and the Criminal Division. (See Appendix C.)

The ultimate proposal would be to develop a word processing system to generate the complaints. The type of information put into misdemeanor complaints appears to be an ideal application for word processing. Further study and costing of this proposal would have to be carried out by the City Attorney's office. There was a strong indication of interest in a word processing approach to producing the complaint form in the coordinating meetings held during this project.

Since an improved procedure would have an substantial impact on the operations and efficiency of the Court, it is important that the Court take a direct interest in this development and assist in any way possible while the City Attorney's office is in the process of changing the procedure and complaint format.

Microfilm

During Project COURT a microfilming procedure was designed for the Criminal Division. The true cost benefits and efficiencies to be derived from use of the system can only be established after careful implementation and evaluation of the proposed system.

RECOMMENDATION NO. 4:

Upon receiving the microfilm equipment and supplies, implement the system and gather data for periodic review and evaluation of impact of the microfilm system.

The introduction of this state of the art, microfilm technology in the Criminal Division, cannot be done haphazardly. The procedural guide which was developed as part of Project COURT (see Appendix D) should be studied and refined as the need arises. Assigning an individual to effectively implement this system and monitor its cost and impact will be vital. Also, support from management will be essential for the achievement of anticipated benefits and the success of the microfilming operation.

RECOMMENDATION NO. 5:

After six months to one year has passed in the microfilming operation, evaluate the feasibility of filming case documents while the case is still active and pending.

Phased implementation of the microfilming system calls for first microfilming only case action summaries for closed cases and at a later date implementing the truly updateable aspect of the AB Dick System 200 in filming case materials prior to case disposition. Once staff are familiar with the operation and capabilities of the equipment, this feasibility study will be much easier.

To help in implementing this recommendation it will be important to carefully document the cost, production, and time spent in the early implementation of the microfilm system.

Records Management

RECOMMENDATION NO. 6:

Develop and implement a better system for the storage of the inactive records and destruction of records once they have reached the retention period under the new retention guidelines for criminal misdemeanor records.

It was noted during the general review of the inactive records storage methods and destruction procedures that great opportunity exists for improving storage methods through the better utilization of available floor space. Also, a relatively large quantity of records are eligible for destruction currently. Such matters of records management should not happen by accident or on an ad hoc basis. A regularly scheduled review of inactive records should result in annual destruction of a quantity of records which have aged or matured to their maximum retention requirement. Such a procedure should be established in the Criminal Division. Those records that remain in storage should be properly boxed in one cubic foot records storage boxes (which are currently available within Los Angeles county) and placed on the appropriate warehouse type shelving. This type of inactive records storage system makes much better use of available floor space and gives increased security and integrity while records are being stored. Records screening and destruction is simplified when done on a regular basis.

RECOMMENDATION NO. 7:

Continue to document procedures for case processing and the use of forms in the Criminal Division.

The forms index and microfilm procedures developed by the National Center (Appendices A and D) offer a procedural format which should be built on for the eventual development of a comprehensive procedures manual for the Criminal Division. The particular format used in these procedures statements is not the only one available and may not be the format finally decided on for the Division. But whatever the format, documented procedures of all aspects of the operation foster improved analysis and better coordination for the development of procedures. Training and cross training of personnel is also made easier with well documented procedures and the organization gains improved flexibility to

change and modify procedures as the need arises. When procedures are not documented, an over reliance is placed on the memory of people working in the system. When the rationale for a particular procedure is not documented, no one dares tamper with it because it is assumed that it is based on a perceived need or responds to a problem. The necessity for many procedures in courts, however, are vague and the scrutiny of careful analysis often shows that cumbersome and inefficient procedures are maintained for many years only because there is no mechanism for challenging and reviewing them in the normal course of business.

Procedures relating to records management in case processing are particularly adaptable to documentation. Such an approach, starting in the Criminal Division, could easily spread to other divisions of the Court. Comprehensive procedural manuals for the traffic, civil and the small claims divisions could eventually be coordinated for consistency in format and processing procedure. The Administration Division and the Research and Planning Unit should play an integral role in the development of procedure formats. It is the personnel in each division that will define and establish procedures, however.

Calendar Management

The most important need in the balance of 1982 is to fine-tune the current calendar system.

RECOMMENDATION NO. 8

Implement standards proposed for the master calendar courts.

Standards proposed by the National Center for management of the master calendar courts are attached in Appendix E. These standards remain viable and desirable. The first standard, limiting the number of continued cases on any single day's calendar, and the third standard, limiting the number of cases trailing in a trial court, are the most critical.

RECOMMENDATION NO. 9

The monthly summary of key calendar management information should be shared with all judges.

Judges need and have a right to see the data about the calendars.

The data document the value of the present system and the improvements it has achieved over the previous system. They also document continuing problem areas that the judges could see and possibly address if the information were made available to them. It is not realistic to expect the judges -- either the master calendar judges or the trial judges -- to change their procedures if they are unaware of the consequences of present procedures and are not apprised of improvements wrought by changes.

RECOMMENDATION NO. 10

Information collected for the monthly calendar report should be reviewed and expanded as appropriate.

During the first year-and-a-half of the new calendar system, several additions have been made to the monthly calendar summary to indicate items individual judges felt were important but were not being reported. These additions tend to report work being done by judges, but the work has no impact on how well or poorly the master calendars' or trial divisions' calendars are being managed. It may be that these requests for additions to the monthly summary reflect a misunderstanding by judges about the purpose of the summary designed by the National Center. The purpose of the National Center's summary was to evaluate how well the calendars are being managed. It was not designed to measure total judicial performance or to report on all the work done by judges. In no way is it designed to reflect on the quality of any judge's work.

The fact that some judges believe that additional items should be recorded suggests a need to reconsider the items reported, not to improve the ability to measure the court's calendar management performance, but more accurately and fully to show the work done by judges. A joint committee of judges and staff should review the monthly report with an eye to adding a second sheet that will provide a more complete record of what judges do. The summary designed by the National Center is one management tool. There are many others. It may be that at this point the Court will wish to initiate other reports, providing additional management information.

RECOMMENDATION NO. 11

All Criminal Division judges should meet and discuss appropriate methods for improving productivity in the trial divisions.

The principal task of a trial division judge is to try cases; if a plea or dismissal is in order, he or she also accepts the plea or allows the dismissal. Even a cursory review of the monthly statistics suggests that the Court has problems with respect to productivity in the trial divisions. The typical misdemeanor trial lasts two to three days. Even if a judge is able to dispose of many cases by plea, it is not unreasonable to expect a trial judge to hold at least one trial per week. Very few judges meet that standard. Judges often have five or more cases trailing on any given day, yet some do not average one disposition (trial, plea, or dismissal) per day.

The National Center is not in a position to determine why some judges' productivity is not higher, but the situation warrants the judges addressing the question of better utilization of trial judges' time.

RECOMMENDATION NO. 12

Judges of the Criminal Division should meet periodically to review calendar management issues and discuss common problems.

Historically, the judges of the Los Angeles Municipal Court have operated independently of each other, with little or no consultation. This is not acceptable in a court as large and complex as the Los Angeles Municipal Court. Nor is it adequate to assume that the Court's executive committee or the administrative judge of the Criminal Division will address all necessary administrative matters. Each judge must assume personal responsibility for the proper functioning of the court as an institution. That individual responsibility can be demonstrated and implemented best through periodic meetings at which common problems are discussed and resolved.

RECOMMENDATION NO. 13

The calendar clerk should tabulate time-to-disposition data on a regular basis.

The calendar cards developed during Phase I of this project permit calculation of the time to disposition. The Phase I report provides a base line against which the Court can measure its performance and progress on time to disposition. Time to disposition has not been tabulated since the change in calendar systems because the regular, daily demands on the calendar clerk have not permitted time to do so. Nonetheless, this type of information can be very important in understanding how a calendar management system is or is not working. Such information often is very useful in revealing bottlenecks in the system, many of which can be addressed fairly easily once identified. The misdemeanor calendar clerk and the felony calendar clerk operations recently have been combined. The National Center hopes that staff in the new calendar management office will have, and be accorded, the time to collect this information.

Other

RECOMMENDATION NO. 14:

Revise the comprehensive proposal for staff and office reorganization at Bauchet Street to achieve the stated objectives but reduce the overall cost to the County.

In October 1981 staff at Bauchet Street prepared a proposal for staff and office reorganization. Anticipated benefits from the proposal included a vastly improved work environment in the clerk's office and improvements in productivity, quality control, and service to courtrooms. The proposal seems to reflect careful planning. It is understood that the proposal was rejected due to a lack of funds. Costly features of the proposal were the installation of manufactured office systems and purchase of replacement lateral filing equipment. The National Center believes that the central objectives of the proposal could be achieved in a less costly manner, at least in the short range. For example, the office staff could be rearranged in accordance with the proposal using their present desks and office equipment. The central filing plan could be implemented in the clerk's office by the reconfiguration of the present TAB lateral filing equipment. Other cost items, such as carpeting, changes in the telephone system, the removal of wall counters and the window to one courtroom, could be achieved at relatively low cost compared to the purchase of manufactured office systems, which constituted the bulk of the cost of the original proposal.

It is recommended therefore that this proposal be reviewed carefully for the development of alternatives that would retain the well-stated objectives of a better working atmosphere, better supervision, and improved productivity of the Bauchet Street clerical operation. The revision should retain the centralization of the docket clerks into the present file room, the establishment of a central file facility in the

clerk's office, the relocation of certain employees so that they are grouped by like functions, and improvements in the employee lounge facilities.

RECOMMENDATION NO. 15:

Begin planning for an automated on-line computer system for indexing and case processing.

For some years the idea of an automated case processing system has been discussed for the Criminal Division. Concrete planning steps should be initiated to prepare for feasibility studies, a conceptual design, and cost estimates for the development and implementation of such a system. The system could include interfacing with the City Attorney and the Los Angeles Police Department. When case history information is placed in the computer, computer output microfiche could be produced upon case disposition so that all source documents (paper) would be destroyed when the case is concluded. During the multiple-year development period for an automated system, improvements should be continued in the manual case processing system. Improvement in the manual case processing system should not end with the completion of Project COURT.

APPENDIX A

FORMS INDEX

[illegible]

Municipal Court of the
Los Angeles Judicial District

SUBJECT:
Case Action Summary
(Misdemeanor Docket)
Form No. CRIM 200

Page No. 2 of 20

Date
MARCH 82

JURISDICTION: Criminal Division
- Arraignment Court -

AUTHORITY: GC 71007, PC 1428

PURPOSE: This form is used to document the filing of all complaints and record court activity in misdemeanor cases. The completed Case Action Summary constitutes the "official court record" of the case.

- PROCEDURE:
1. Upon the filing of each complaint a court case is initiated.
 2. During initial case processing the Case Action Summary is initiated by typing the information elements in section 1. Most of the required information is available from the complaint and accompanying documents. The case number which is assigned by the Arraignment Court clerk's office should be furnished to the city attorney's office on a copy of the complaint since they use the court case number for monitoring. Counts are listed on the Case Action Summary by reference to the statute or ordinance number. If there are more than four counts listed on the complaint a Case Action Summary - Continuation (Form CRIM 201) should be initiated to list the "additional counts". A separate court case is opened for each defendant. If there are co-defendants, they should be cross referenced in the space provided by listing the co-defendant's name and case number.
 3. Once initiated the Case Action Summary accompanies the case file to court. Subsequent entries are made as information becomes available.
 4. During court sessions the judge or commissioner annotates information on the judge's worksheet (Form CRIM 203) and subsequently the entries are transferred to the Case Action Summary (Misdemeanor Docket).

(continued)

**Municipal Court of the
Los Angeles Judicial District**

SUBJECT:
Case Action Summary
(Misdemeanor Docket)
Form No. CRIM 200

Page No. 3 of 20

Date
MARCH 82

PROCEDURE:
(cont.)

5. Once the case is finished in the Arraignment court the Case Action Summary is sent to the Criminal Division Clerk's office on Hill Street, along with the case file. Those cases which remain pending for a long period of time because of an outstanding warrant are retained, along with the Case Action Summary, at the Arraignment court.
6. Case Action Summaries for disposed cases will be returned to the arraignment court on microfiche duplicates. These microfiche will be filed in case number order and retrieved should the need arise to prove prior offenses, etc.

Municipal Court of the
Los Angeles Judicial District

SUBJECT:
Case Action Summary
(Misdemeanor Docket)
Form No. CRIM 200

Page No. 4 of 20

Date
MARCH 82

Municipal Court of Los Angeles Judicial District		CASE ACTION SUMMARY (MISDEMEANOR DOCKET)				Case Number	
1. THE PEOPLE OF THE STATE OF CALIFORNIA vs.						COUNTS	
Defendant						1. 3.	
AKA/TN						2. 4. <input type="checkbox"/> Cont.	
Date of Offense(s)						Prior(s) Alleged	
Date		Complaint Filed By				Co-Defendants	
Date		<input type="checkbox"/> Declaration in Support of Arrest Warrant Filed					
Date		<input type="checkbox"/> Good Cause Shown Pursuant to 1427 P.C. Arrest Warrant Ordered Issued By: (Judge)				<input type="checkbox"/> Notice Given-No Voluntary Appearance	
Date		<input type="checkbox"/> Arrest Warrant Transmitted to:				Bail \$	
Date		Arrest		<input type="checkbox"/> Served Warrant <input type="checkbox"/> Recalled		Page: No:	
2. APPEARANCE INFORMATION							
Date	Time	Div.	FR	10%	Notified/ Posted Date	Amount	Receipt/Reg No. Bond No.
	AM PM						
	AM PM						
3. CONTINUANCES							
Date	Div.	Judge	Prosecutor		Defense Attorney		Reporter
Motion By D P S		Defendant Present?	Defendant Custody?	Div.	Continued To: Date Time		Bail Amount
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO				\$
		Remarks					
Date	Div.	Judge	Prosecutor		Defense Attorney		Reporter
Motion By D P S		Defendant Present?	Defendant Custody?	Div.	Continued To: Date Time		Bail Amount
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO				\$
		Remarks					
4. FAILURE TO APPEAR/BENCH WARRANT							
Date	Div.	Judge	Prosecutor		Defense Attorney		Reporter
<input type="checkbox"/> Defendant Fails to Appear <input type="checkbox"/> Bench Warrant Ordered <input type="checkbox"/> Bail Ordered Forfeited <input type="checkbox"/> Bail Set At: \$ <input type="checkbox"/> O.R. Revoked <input type="checkbox"/> Hold Bench Warrant Until:							
Remarks:							
Date	<input type="checkbox"/> Bench Warrant Issued and Transmitted to:						<input type="checkbox"/> LAPD
Date	<input type="checkbox"/> Notice of Forfeiture Mailed to Depositor/Surety						<input type="checkbox"/> Other:
Date	Bench Warrant <input type="checkbox"/> Quashed <input type="checkbox"/> Recalled						Remarks:
5. DISMISSAL							
Date	Div.	Judge	Prosecutor		Defense Attorney		Reporter
Case Dismissed on Motion of: <input type="checkbox"/> People Per <input type="checkbox"/> 1385 P.C. <input type="checkbox"/> Defense <input type="checkbox"/> 1377/1378 P.C. <input type="checkbox"/> Court <input type="checkbox"/> Other:							Remarks/Grounds

Municipal Court of the
Los Angeles Judicial District

SUBJECT:
Case Action Summary
(Misdemeanor Docket)
Form No. CRIM 200 p.2

Page No. 5 of 20

Date
MARCH 82

Municipal Court of the Los Angeles Judicial District				CASE ACTION SUMMARY (MISDEMEANOR DOCKET)			
Defendant's Name				Case Number			
6. ARRAIGNMENT							
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language	
Defendant Present? <input type="checkbox"/> Y <input type="checkbox"/> N Defendant in Custody? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Arraignment and Advisement of Constitutional Rights Waived							
<input type="checkbox"/> DEFENDANT ARRAIGNED AND ADVISED OF FOLLOWING RIGHTS AT MASS ADVISEMENT: Speedy Public Trial, Trial Within 30/45 Days, Right to Remain Silent, Subpoena Power of Court, Confrontation and Cross-Examination, Jury Trial, Court Trial, Right to Attorney, Self-Representation, Reasonable Bail, Citizenship, Effect of Priors, Pleas Available, Probation.							
<input type="checkbox"/> PUBLIC DEFENDER			<input type="checkbox"/> Refer/Appoint Unavailable <input type="checkbox"/> 987.8 P.C. Given	<input type="checkbox"/> Conflict <input type="checkbox"/> Private Counsel Appointed Under P.C. 987.2			
Name of Counsel:							
<input type="checkbox"/> PRO PER GRANTED <input type="checkbox"/> For Arraignment Only <input type="checkbox"/> Defendant Advised of Dangers and Disadvantages of Self-Representation							
<input type="checkbox"/> REFERRED TO PROBATION FOR <input type="checkbox"/> Pre-Plea Report <input type="checkbox"/> Diversion Evaluation per <input type="checkbox"/> P.C. 1000.1 <input type="checkbox"/> P.C. 1000.6				Return Date	Time	AM PM Div.	
<input type="checkbox"/> BTS <input type="checkbox"/> OR: RELEASE # <input type="checkbox"/> P.C. 1320 Explained <input type="checkbox"/> Defendant Remanded <input type="checkbox"/> Bail Set At \$							
7. AMENDED COMPLAINT/ PLEA OF GUILTY							
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language	
Defendant Present? <input type="checkbox"/> Y <input type="checkbox"/> N							
<input type="checkbox"/> Complaint Amended <input type="checkbox"/> Amended Complaint Filed Alleging: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> Cont.							
<input type="checkbox"/> People's Motion to Dismiss Counts: _____ at Time of Sentencing Granted							
<input type="checkbox"/> Arraigned <input type="checkbox"/> Waives Arraignment <input type="checkbox"/> Waives Statement of Rights <input type="checkbox"/> Waives Reading of Complaint							
<input type="checkbox"/> Defendant Advised of and Expressly Waives Each of the Following Rights as Checked:							
<input checked="" type="checkbox"/> To Counsel <input checked="" type="checkbox"/> To Confrontation, Cross Examination, Subpoena Power <input type="checkbox"/> Written Waiver of Rights Filed							
<input checked="" type="checkbox"/> To Trial by Jury or the Court <input checked="" type="checkbox"/> Waives Above Rights Respecting Priors							
<input checked="" type="checkbox"/> To Remain Silent/Self Incrimination <input checked="" type="checkbox"/> Waives Above Rights Respecting Priors							
<input type="checkbox"/> Prior Convictions <input type="checkbox"/> Admitted <input type="checkbox"/> Stricken <input type="checkbox"/> Date(s) of Priors							
Defendant Advised of the:							
<input type="checkbox"/> Nature of the Charges <input type="checkbox"/> P.C. 1016.5 <input type="checkbox"/> Effects of Prior Conviction							
<input type="checkbox"/> Defenses Thereto <input type="checkbox"/> Elements of the Offense <input type="checkbox"/> Effects of Probation							
<input type="checkbox"/> Consequences of the Guilty/Nolo Plea & Range of Penalties							
DEFENDANT PLEADS <input type="checkbox"/> Guilty <input type="checkbox"/> Nolo Contendere to Counts: _____							
<input type="checkbox"/> Counsel Concur in Plea and Joins in Jury Waiver <input type="checkbox"/> People Concur in Jury Waiver <input type="checkbox"/> Court Finds Defendant Guilty							
<input type="checkbox"/> Court Finds Defendant Waivers are Knowingly, Intelligently, Expressly, Explicitly and Understandingly Made, There is a Factual Basis for the Plea, the Plea is Freely, and Voluntarily Made and the Plea is Accepted by the Court. <input type="checkbox"/> Plea Bargain							
<input type="checkbox"/> Counts _____ Dismissed on Motion of <input type="checkbox"/> People <input type="checkbox"/> Court							
<input type="checkbox"/> Defendant Waives Time for Sentence							
<input type="checkbox"/> Referred to Probation for Report <input type="checkbox"/> Sentences Set For: _____							
<input type="checkbox"/> Transferred for Sentencing to Div: _____							
<input type="checkbox"/> BTS <input type="checkbox"/> OR: RELEASE # <input type="checkbox"/> P.C. 1320 Explained <input type="checkbox"/> Defendant Remanded <input type="checkbox"/> Bail Set At \$							
8. PLEA OF NOT GUILTY							
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language	
Defendant Present? <input type="checkbox"/> Y <input type="checkbox"/> N							
<input type="checkbox"/> Defendant Pleads Not Guilty to Counts: _____ <input type="checkbox"/> All <input type="checkbox"/> Prior Convictions Denied							
<input type="checkbox"/> TRIAL SET <input type="checkbox"/> TIME WAIVED							
<input type="checkbox"/> Motion for Discovery <input type="checkbox"/> Stipulated : Compliance On: _____							
<input type="checkbox"/> Noticed to be Heard On: _____							
<input type="checkbox"/> Other Motion: _____ Noticed to be Heard On: _____							
<input type="checkbox"/> Motion to Suppress Noticed to be Heard at Time of Trial							
<input type="checkbox"/> Bail Review Set _____							
<input type="checkbox"/> BTS <input type="checkbox"/> OR: RELEASE # <input type="checkbox"/> P.C. 1320 Explained <input type="checkbox"/> Defendant Remanded <input type="checkbox"/> Bail Set At \$							

Municipal Court of the Los Angeles Judicial District	SUBJECT: Case Action Summary - Continuation Form CRIM 201	Page No. 6 of 20
		Date March 82

JURISDICTION: Criminal Division
Arraignment Court

AUTHORITY: GC 71007, PC 1428

PURPOSE: This form is used to document case information which will not fit in the preprinted entries on the basic Case Action Summary. (CRIM 200)

PROCEDURE: This form should be used as the need arises. The Case Action Summary continuation is used at case initiation only when the number of counts exceed four. Otherwise it is used based on the amount of case activity. When a continuation form is used the fact should be noted on the basic form by checking the continuation block (cont.) in the appropriate section or writing in "continued" at the end of the section that is continued.

Municipal Court of the
Los Angeles Judicial District

SUBJECT:
Case Action Summary
- Continuation
Form CRIM 201

Page No. 7 of 20

Date
MARCH 82

Municipal Court of the Los Angeles Judicial District										CASE ACTION SUMMARY - Continuation									
Defendant's Name										Case Number									

ADDITIONAL COUNTS															
5.				7.				9.				11.			
6.				8.				10.				12.			

ADDITIONAL APPEARANCE INFORMATION											
Date	Time	Div.	FR	10%	Notified/ Posted Date	Amount	Receipt/Reg No. Bond No.	Surety/Depositor Name	Exoneration Date		
	AM PM										
	AM PM										
	AM PM										
	AM PM										
	AM PM										

ADDITIONAL CONTINUANCES											
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language					
Motion By D P S	Defendant Present?	Defendant Custody?	Div.	Continued To Date Time	T/W BTS/OR	Sail Amount	Remarks				
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		AM PM		\$					
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language					
Motion By D P S	Defendant Present?	Defendant Custody?	Div.	Continued To Date Time	T/W BTS/OR	Sail Amount	Remarks				
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		AM PM		\$					

ADDITIONAL FAILURE TO APPEAR/BENCH WARRANT											
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language					
<input type="checkbox"/> Defendant Fails to Appear <input type="checkbox"/> Bail Ordered Forfeited <input type="checkbox"/> O.R. Revoked						<input type="checkbox"/> Bench Warrant Ordered <input type="checkbox"/> Bail Set At: \$ <input type="checkbox"/> Hold Bench Warrant Until (date):					
Remarks:											
Date	<input type="checkbox"/> Bench Warrant Issued and Transmitted To: <input type="checkbox"/> LAPD <input type="checkbox"/> Notice of Forfeiture Mailed to Depositor/Surety					<input type="checkbox"/> Other:					
Date	Bench Warrant <input type="checkbox"/> Quashed <input type="checkbox"/> Recalled					Remarks:					

DISMISSAL											
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language					
<input type="checkbox"/> Case Dismissed on Motion of:			<input type="checkbox"/> People <input type="checkbox"/> Defense <input type="checkbox"/> Court	per	<input type="checkbox"/> 1385 P.C. <input type="checkbox"/> 1377/1378 P.C. <input type="checkbox"/> Other:	Remarks/Grounds:					

BOND MOTION											
Date	Div.	Judge	Prosecutor	Attorney for Surety	Reporter	Interpreter/Language					
<input type="checkbox"/> Motion to Set Aside Forfeiture and Reassumption of Liability Filed on (date):											
<input type="checkbox"/> Bond Number: <input type="text"/>											
Hearing on Motion:											
<input type="checkbox"/> People Waive Notice											
<input type="checkbox"/> Motion Denied											
<input type="checkbox"/> Motion Granted											
<input type="checkbox"/> Payment of \$ <input type="text"/> by (date): <input type="text"/>											
<input type="checkbox"/> Bond Exonerated											
Date	Costs Paid: \$				Receipt No.:						

Municipal Court of the
Los Angeles Judicial District

SUBJECT:
Case Action Summary
- Continuation
Form CRIM 201 p. 2

Page No. 8 of 20

Date
MARCH 82

Municipal Court of the Los Angeles Judicial District				CASE ACTION SUMMARY - Continuation			
Defendant's Name				Case Number			

AMENDED COMPLAINT/CHANGE OF PLEA																
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interp./Language										
Defendant Present? <input type="checkbox"/> Yes <input type="checkbox"/> No				Defendant in Custody? <input type="checkbox"/> Yes <input type="checkbox"/> No												
<input type="checkbox"/> PUBLIC DEFENDER <input type="checkbox"/> Refer/Appoint <input type="checkbox"/> Unavailable <input type="checkbox"/> 987.8 P.C. Given				<input type="checkbox"/> Conflict <input type="checkbox"/> Private Counsel Appointed (987.2 PC) Name of Counsel:												
<input type="checkbox"/> PRO PER GRANTED <input type="checkbox"/> Defendant Advised of Dangers and Disadvantages of Self-Representation																
<input type="checkbox"/> REFERRED TO PROBATION FOR: <input type="checkbox"/> Pre-Plea Report <input type="checkbox"/> Diversion Eval. per P.C. <input type="checkbox"/> 1000.1 <input type="checkbox"/> 1000.6					Return Date	Time	AM PM									
<input type="checkbox"/> Complaint Amended <input type="checkbox"/> Amended Complaint Filed Alleging: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> Cont.																
<input type="checkbox"/> People's Motion to Dismiss Counts: _____ at Time of Sentencing Granted																
<input type="checkbox"/> Arraigned <input type="checkbox"/> Waives Arraignment <input type="checkbox"/> Waives Statement of Rights <input type="checkbox"/> Waives Reading of Complaint																
<input type="checkbox"/> Defendant Advised of and Expressly Waives Each of the Following Rights as Checked: <table border="0" style="width:100%"><tr><td><input checked="" type="checkbox"/> To Counsel</td><td><input checked="" type="checkbox"/> To Confrontation, Cross Examination, Subpoena Power</td><td rowspan="3" style="text-align:center; vertical-align:middle;">WRITTEN WAIVER OF RIGHTS FILED</td></tr><tr><td><input checked="" type="checkbox"/> To Trial by Jury or the Court</td><td><input checked="" type="checkbox"/> Waives Above Rights Respecting Priors</td></tr><tr><td><input checked="" type="checkbox"/> To Remain Silent/Self-Incrimination</td><td></td></tr></table>								<input checked="" type="checkbox"/> To Counsel	<input checked="" type="checkbox"/> To Confrontation, Cross Examination, Subpoena Power	WRITTEN WAIVER OF RIGHTS FILED	<input checked="" type="checkbox"/> To Trial by Jury or the Court	<input checked="" type="checkbox"/> Waives Above Rights Respecting Priors	<input checked="" type="checkbox"/> To Remain Silent/Self-Incrimination			
<input checked="" type="checkbox"/> To Counsel	<input checked="" type="checkbox"/> To Confrontation, Cross Examination, Subpoena Power	WRITTEN WAIVER OF RIGHTS FILED														
<input checked="" type="checkbox"/> To Trial by Jury or the Court	<input checked="" type="checkbox"/> Waives Above Rights Respecting Priors															
<input checked="" type="checkbox"/> To Remain Silent/Self-Incrimination																
<input type="checkbox"/> Prior Convictions <input type="checkbox"/> Admitted <input type="checkbox"/> Stricken				Date(s) of Priors:												
<input type="checkbox"/> Defendant Advised of the: <table border="0" style="width:100%"><tr><td><input type="checkbox"/> Nature of the Charges</td><td><input type="checkbox"/> P.C. 1016.5</td><td><input type="checkbox"/> Effects of Prior Conviction</td></tr><tr><td><input type="checkbox"/> Defenses Thereeto</td><td><input type="checkbox"/> Elements of the Offense</td><td><input type="checkbox"/> Effects of Probation</td></tr><tr><td colspan="3"><input type="checkbox"/> Consequences of the Guilty/Nolo Plea & Penalties</td></tr></table>								<input type="checkbox"/> Nature of the Charges	<input type="checkbox"/> P.C. 1016.5	<input type="checkbox"/> Effects of Prior Conviction	<input type="checkbox"/> Defenses Thereeto	<input type="checkbox"/> Elements of the Offense	<input type="checkbox"/> Effects of Probation	<input type="checkbox"/> Consequences of the Guilty/Nolo Plea & Penalties		
<input type="checkbox"/> Nature of the Charges	<input type="checkbox"/> P.C. 1016.5	<input type="checkbox"/> Effects of Prior Conviction														
<input type="checkbox"/> Defenses Thereeto	<input type="checkbox"/> Elements of the Offense	<input type="checkbox"/> Effects of Probation														
<input type="checkbox"/> Consequences of the Guilty/Nolo Plea & Penalties																
<input type="checkbox"/> DEFENDANT WITHDRAWS PREVIOUS NOT GUILTY PLEA AND PLEADS: <table border="0" style="width:100%"><tr><td><input type="checkbox"/> Guilty</td><td><input type="checkbox"/> Nolo Contendere</td><td>to Counts: _____</td></tr><tr><td colspan="2"><input type="checkbox"/> Counsel Concur in Plea and Joins in Jury Waiver</td><td><input type="checkbox"/> People Concur in Jury Waiver <input type="checkbox"/> Court Finds Defendant Guilty</td></tr></table>								<input type="checkbox"/> Guilty	<input type="checkbox"/> Nolo Contendere	to Counts: _____	<input type="checkbox"/> Counsel Concur in Plea and Joins in Jury Waiver		<input type="checkbox"/> People Concur in Jury Waiver <input type="checkbox"/> Court Finds Defendant Guilty			
<input type="checkbox"/> Guilty	<input type="checkbox"/> Nolo Contendere	to Counts: _____														
<input type="checkbox"/> Counsel Concur in Plea and Joins in Jury Waiver		<input type="checkbox"/> People Concur in Jury Waiver <input type="checkbox"/> Court Finds Defendant Guilty														
<input type="checkbox"/> Court Finds Defendant Waivers are Knowingly, Intelligently, Expressly, Explicitly and Understandingly made. There is a Factual Basis for the Plea, the Plea is Freely and Voluntarily Made and the Plea is Accepted by the Court. <input type="checkbox"/> Plea Bargain																
<input type="checkbox"/> Counts: _____ Dismissed on Motion of <input type="checkbox"/> People <input type="checkbox"/> Court																
<input type="checkbox"/> Defendant Waives Time for Sentence																
<input type="checkbox"/> Referred to Probation for Report																
<input type="checkbox"/> Transferred for Sentencing to Div: _____																
<input type="checkbox"/> BTS <input type="checkbox"/> OR:RELEASE # _____ <input type="checkbox"/> P.C. 1320 Explained <input type="checkbox"/> Defendant Remanded <input type="checkbox"/> Bail Set At \$ _____																

SENTENCE <input type="checkbox"/> SEE PROBATION & SENTENCE SUMMARY							
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interp./Language	
FOR VIOLATION OF: _____							
<input type="checkbox"/> All Parties Stipulate to Sentencing by Commissioner <input type="checkbox"/> Written Stipulation Filed							
Defendant <input type="checkbox"/> Duly Arraigned <input type="checkbox"/> Waives Arraignment for Judgment							
<input type="checkbox"/> _____ Days County Jail Suspended							
<input type="checkbox"/> Imposition of Sentence Suspended							
<input type="checkbox"/> Defendant Placed on Conditional and Revocable Release in the Community. _____ Months on Condition:							
<input type="checkbox"/> Pay Fine \$ _____ or Serve _____ Days County Jail, \$ _____ or _____ Days Credit for Time Served							
<input type="checkbox"/> Obey all Laws <input type="checkbox"/> Commit No Similar Offense							
<input type="checkbox"/> Fine <input type="checkbox"/> Jail Stay Until (date): _____ (time): _____ (place): _____							
<input type="checkbox"/> Other Conditions: _____							
<input type="checkbox"/> REMAINING COUNTS: _____							
<input type="checkbox"/> Commitment Issued; Defendant Committed <input type="checkbox"/> Commitment Issued (Papers Only)							
<input type="checkbox"/> Bail Exonerated: \$ _____ Cash Bail Applied to Fine. Refund Card Issued for \$ _____							
Date	Fine Paid \$	includes \$		P.A., \$	Receipt No. _____		
PAGE 2					Case Number		

Municipal Court of the Los Angeles Judicial District	SUBJECT: Case Action Summary Additional Notes Form CRIM 202	Page No. 9 of 20
		Date March 82

JURISDICTION: Criminal Division

AUTHORITY: GC 71007, PC 1428

PURPOSE: This form is a blank page continuation of the Case Action Summary (CRIM 200) Case Action Summary Continuation (CRIM 201), Probation & Sentence/Diversion Summary (CRIM 204) or Case Action Summary Trial Minutes (CRIM 205) to record any case information which will not fit in the preprinted entries on these forms.

PROCEDURE: When it is determined that the pre-printed forms do not contain an entry for pertinent information, an additional Notes form is initiated by entering the defendants name and the case number.

Information is recorded on the "additional notes" page by rubber stamps, handwritten or typewriter. Once initiated the additional notes become an internal part of the Case Action Summary.

Municipal Court of the Los Angeles Judicial District	SUBJECT: Case Action Summary Judge's Worksheet Form CRIM 203	Page No. 11 of 20
		Date March 82

JURISDICTION: Criminal Division
Arraignment Court

AUTHORITY: Local Administrative Procedure

PURPOSE: This form is provided for the use of the judge or commissioner on the bench. The entries correspond to the entries on the Case Action Summary and Continuation (Forms CRIM 200 and 201). The worksheet is printed on blue paper to differentiate it from the basic Case Action Summary.

PROCEDURE: A new worksheet should be provided for each case to be heard in court. Prior to the hearing, the clerk may annotate the worksheet with the defendant's name, case number, date and the names of the judge, prosecutor, defense attorney, court reporter, interpreter and defendant's language as appropriate.

Then the judge selects the appropriate section of the form to complete his notes by check offs or writing in the information about the hearing taking place - at the conclusion of the hearing the worksheet should be reviewed for completeness and passed to the docket clerk along with the case file.

The docketing clerk then transfers the appropriate information from the worksheet to the Case Action Summary. (CRIM 200 or 201, 202 or 204)

The worksheets for each hearing remain filed in the case folder.

Municipal Court of the
Los Angeles Judicial District

SUBJECT:
Case Action Summary
Judge's Worksheet
Form No. CRIM 203

Page No. 12 of 20

Date
MARCH 82

Municipal Court of Los Angeles Judicial District			CASE ACTION SUMMARY (MISDEMEANOR DOCKET)			JUDGE'S WORKSHEET		
Defendant's Name						Case Number		
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language		

1. CONTINUANCES

Motion By	Defendant Present?	Defendant Custody?	Div.	Continued to Date	Time	T	W	T	S	R	Bail Amount	Remarks
D	P	S										
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			AM PM						\$	

2. FAILURE TO APPEAR/BENCH WARRANT

Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language	
<input type="checkbox"/> Defendant Fails to Appear							
<input type="checkbox"/> Bail Ordered Forfeited							
<input type="checkbox"/> O.R. Revoked							
<input type="checkbox"/> Probation Revoked							
<input type="checkbox"/> Bench Warrant Ordered							
<input type="checkbox"/> Bail Set At: \$							
<input type="checkbox"/> Hold Bench Warrant Until: Date							
Remarks:							
Date	<input type="checkbox"/> Notice of Forfeiture Mailed to Depositor/Surety						
Date	Bench Warrant	<input type="checkbox"/> Quashed	<input type="checkbox"/> Recalled	Remarks:			

3. DISMISSAL

<input type="checkbox"/> Case Dismissed on Motion of	<input type="checkbox"/> People per	<input type="checkbox"/> 1385 P.C.	Remarks/Grounds
<input type="checkbox"/> Defense	<input type="checkbox"/> Court	<input type="checkbox"/> 1377/1378 P.C.	
		<input type="checkbox"/> 1000.3/1000.9 P.C.	
		<input type="checkbox"/> Other:	

PAGE 2

Municipal Court of the
Los Angeles Judicial District

SUBJECT:
Probation & Sentence/
Diversion Summary
Form No. CRIM 204

Page No. 14 of 20

Date
March 82

JURISDICTION: Criminal Division

AUTHORITY: GC 71007, PC 1428

PURPOSE: This form is used to record the terms of probation, sentencing or diversion programs for criminal defendants. Once completed this form becomes a part of the Case Action Summary.

PROCEDURE: The Probation & Sentence/Diversion Summary can be completed by a clerk from the notes made on the judges worksheet, verbal orders in court or it may be filled out by the judge or commissioner.

Municipal Court of the
Los Angeles Judicial District

SUBJECT:
Probation & Sentence/
Diversion Summary
Form No. CRIM 204

Page No. 15 of 20

Date
MARCH 82

Municipal Court of the Los Angeles Judicial District				PROBATION & SENTENCE/DIVERSION SUMMARY			
Defendant's Name				Case Number			
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interp/Language	
Def. Present?	<input type="checkbox"/> Y <input type="checkbox"/> N						

SENTENCE/PROBATION/DIVERSION

FOR VIOLATION OF: _____

☐ Defendant Stipulates to Sentencing by Commissioner ☐ Written Stipulation Filed
☐ Defendant Arraigned for Judgment
☐ Defendant Waives the Following Rights for Sentencing:
☐ Arraignment for Judgment ☐ Counsel (expressly waived)

☐ Probation Report Filed and Considered By the Court

☐ IMPOSITION OF SENTENCE SUSPENDED
☐ _____ DAYS COUNTY JAIL SUSPENDED

DEFENDANT PLACED ON:
☐ Conditional and Revocable Release in the Community. _____ Months.
☐ Formal Probation _____ Months.
☐ Diversion _____ Months per ☐ 1000.1 P.C. ☐ 1000.6 P.C.
☐ Remaining Counts: _____

SEE BELOW FOR CONDITIONS

JAIL

☐ SERVE _____ DAYS COUNTY JAIL CREDIT _____ DAYS TIME SERVED.

☐ Serve Consecutive Weekends

Day In	Time In	AM PM	Day Out	Time Out	AM PM	Start Date

☐ Jail Stayed to (date): _____ at _____ AM
PM Sentence to be:
☐ Concurrent with:
☐ Consecutive to:
☐ Appear for Execution of Jail Time at (place): _____
☐ Work Furlough Recommended.

☐ COMMITMENT ISSUED; DEFENDANT COMMITTED ☐ COMMITMENT ISSUED (PAPERS ONLY)

Remarks: _____

FINE/RESTITUTION/COMMUNITY SERVICE ☐ Condition of Probation

☐ PAY FINE OF \$ _____ PLUS ASSESSMENTS. ☐ OR SERVE _____ DAYS COUNTY JAIL ☐ _____ DAYS CREDIT FOR TIME SERVED.

☐ Pay \$ _____ on or Before (date): _____ Pay Balance on or Before (date): _____
☐ _____ HOURS COMMUNITY SERVICE. Complete and Return Proof to Court by (date): _____
☐ Above Community Service in Lieu of Fine.

☐ \$ _____ Restitution to: _____ Through: _____
☐ Return Proof of Restitution to Court by (date): _____

☐ BAIL EXONERATED ☐ \$ _____ Cash Bail Applied to Fine. ☐ Refund Card Issued for \$ _____

Date	Fine Paid	\$	includes	\$	P.A.,	\$	Receipt No.
Date	Fine Paid	\$	includes	\$	P.A.,	\$	Receipt No.

Remarks: _____

PAGE 1 Case Number _____

Municipal Court of the
Los Angeles Judicial District

SUBJECT:
Probation & Sentence/
Diversion Summary
Form No. CRIM 204 p. 2

Page No. 16 of 20
Date MARCH 82

Municipal Court of the Los Angeles Judicial District	PROBATION & SENTENCE/DIVERSION SUMMARY
Defendant's Name	Case Number
FOR CONDITIONS 1 - 3 SEE PAGE ONE REGARDING JAIL, FINE/RESTITUTION/COMMUNITY SERVICE.	
ADDITIONAL CONDITIONS OF PROBATION/DIVERSION	
<p><input type="checkbox"/> 4. Make restitution through the Probation Officer in such amount and manner as officer shall prescribe.</p> <p><input type="checkbox"/> 5. Abstain from use of all alcoholic beverages, including beer and wine, and stay out of places where they are the chief item of sale.</p> <p><input type="checkbox"/> 6. Cooperate with Probation Officer in any program designed to curb defendant's drinking habit.</p> <p><input type="checkbox"/> 7. Not use or possess any narcotics, dangerous, or restricted drugs or associated paraphernalia, except with valid prescription, and stay away from places where users congregate.</p> <p><input type="checkbox"/> 8. Not associate with persons known by you to be narcotic or drug users or sellers.</p> <p><input type="checkbox"/> 9. Submit to periodic anti-narcotic test, as directed by the Probation Officer, such testing to be suspended while the probationer is in custody, is hospitalized, or is in a residential drug treatment program approved by the Probation Officer.</p> <p><input type="checkbox"/> 10. Not have blank checks in possession, or write any portion of any checks, and not have bank account upon which you may draw checks.</p> <p><input type="checkbox"/> 11. Not gamble or engage in bookmaking activities or have paraphernalia thereof in possession, and not be present in places where gambling or bookmaking is conducted.</p> <p><input type="checkbox"/> 12. Not (associate with) (harass, molest or annoy) _____ in any way; any communication between the probationer and parties to have the prior approval of the Probation Officer.</p> <p><input type="checkbox"/> 13. Cooperate with Probation Officer in a plan for _____.</p> <p><input type="checkbox"/> 14. Support dependents as directed by Probation Officer.</p> <p><input type="checkbox"/> 15. Seek and maintain training, schooling, or employment as approved by Probation Officer.</p> <p><input type="checkbox"/> 16. Maintain residence as approved by Probation Officer.</p> <p><input type="checkbox"/> 17. Surrender driver's license to clerk of court to be returned to D.M.V.</p> <p><input type="checkbox"/> 18. Not drive a motor vehicle unless lawfully licensed to drive, and then only when PL and PD insurance has been obtained and evidence thereof shown to the Probation Officer.</p> <p><input type="checkbox"/> 19. Not own, use or possess any dangerous or deadly weapons.</p> <p><input type="checkbox"/> 20. Submit his/her person and property to search or seizure at any time of the day or night by any Law Enforcement Officer or by the Probation Officer with or without a warrant.</p> <p><input type="checkbox"/> 21. Obey all laws, orders of the Court, and rules and regulations of the Probation Officer.</p> <p><input type="checkbox"/> 22. Spend _____ days/hours in Community Service and show proof of completion to _____ by _____.</p> <p><input type="checkbox"/> 23. Continued to _____ at _____ M. for _____.</p> <p><input type="checkbox"/> 24. Remain away from the premises at _____ <input type="checkbox"/> Defendant ordered to return.</p> <p><input type="checkbox"/> 25. Not associate with children under 14 years, except in presence of responsible adults.</p> <p><input type="checkbox"/> 26. OTHER: _____</p> <p><input type="checkbox"/> 27. Submit to blood alcohol chemical test offered by any peace officer.</p> <p><input type="checkbox"/> 28. Complete an alcohol or drug education program as recommended by Health Department and show certification of completion.</p> <p><input type="checkbox"/> 29. Defendant's driver's license suspended/revoked for _____.</p> <p><input type="checkbox"/> 30. DMV service order M: Defendant advised of suspension/revocation by Court.</p> <p><input type="checkbox"/> 31. Not use or threaten to use force or violence on any person.</p> <p><input type="checkbox"/> 32. The weapon involved in this case is to be confiscated.</p> <p><input type="checkbox"/> 33. Submit to and cooperate in field interrogation by any peace officer at any time of the day or night.</p> <p><input type="checkbox"/> 34. Carry at all times a valid California driver's license or DMV identification card containing your true name, age, current address and display such identification upon request and not use any other name for any purpose.</p> <p><input type="checkbox"/> 35. Not occupy a hotel or motel room or any other residence unless registered in your true name.</p> <p><input type="checkbox"/> 36. Do not offer to engage in sexual activity for money or other consideration.</p> <p><input type="checkbox"/> OTHER CONDITIONS:</p> <p><input type="checkbox"/> Defendant return to court with proof of compliance of: _____</p> <p>on (date): _____ at (time): _____ M.</p> <p><input type="checkbox"/> Defendant accepts and understands conditions of probation/diversion.</p> <p><input type="checkbox"/> Defendant given copy of conditions of probation.</p> <p>Remarks:</p> <p>PAGE 2 Case Number</p>	

Municipal Court of the
Los Angeles Judicial District

SUBJECT:

Motion for Continuance
Form No. CRIM 205

Page No. 17 of 20

Date
March 82

JURISDICTION: Criminal Division

AUTHORITY: Local Court Rule

PURPOSE: This form is designed to make a written record of requests for continuances and the order granting or denying the request. This multi-part form provides copies for the court file, defense and prosecutor.

PROCEDURE: The motion for continuance form is initiated by the defense or prosecution, whichever party is requesting the delay.

After the motion is prepared by the requestor it is passed to the adverse party for action and signature.

The motion is then submitted to the court for preparation of the order granting or denying the motion for continuance. The clerks office then files the original and distributes copies to the case parties as appropriate.

Municipal Court of the
Los Angeles Judicial District

SUBJECT:
Motion for Continuance
Form No. CRIM 205

Page No. 18 of 20

Date
MARCH 82

Municipal Court of the Los Angeles Judicial District		MOTION FOR CONTINUANCE		Case Number													
PEOPLE vs.			Date of Arrest		Motion Filed by <input type="checkbox"/> Defense Attorney <input type="checkbox"/> Prosecuting Attorney												
, DEFENDANT																	
Event <input type="checkbox"/> Arraignment <input type="checkbox"/> Master Calendar Appearance			<input type="checkbox"/> Trial <input type="checkbox"/> Other		Present Date Scheduled												
					New Date Requested												
Reason for Requested Delay																	
<table border="0"><tr><td>PROSECUTION</td><td>DEFENSE</td></tr><tr><td><input type="checkbox"/> Assigned Prosecutor Not Available</td><td><input type="checkbox"/> Defense Counsel Not Available</td></tr><tr><td><input type="checkbox"/> Assigned Prosecutor Not Ready</td><td><input type="checkbox"/> Defense Counsel Not Ready</td></tr><tr><td><input type="checkbox"/> Prosecution Witness Not Available</td><td><input type="checkbox"/> Defense Witness Not Available</td></tr><tr><td><input type="checkbox"/> Police Witness Not Available</td><td><input type="checkbox"/> Defendant Not Present</td></tr><tr><td><input type="checkbox"/> Lab Report Not Available</td><td>(State Reason Below)</td></tr></table>						PROSECUTION	DEFENSE	<input type="checkbox"/> Assigned Prosecutor Not Available	<input type="checkbox"/> Defense Counsel Not Available	<input type="checkbox"/> Assigned Prosecutor Not Ready	<input type="checkbox"/> Defense Counsel Not Ready	<input type="checkbox"/> Prosecution Witness Not Available	<input type="checkbox"/> Defense Witness Not Available	<input type="checkbox"/> Police Witness Not Available	<input type="checkbox"/> Defendant Not Present	<input type="checkbox"/> Lab Report Not Available	(State Reason Below)
PROSECUTION	DEFENSE																
<input type="checkbox"/> Assigned Prosecutor Not Available	<input type="checkbox"/> Defense Counsel Not Available																
<input type="checkbox"/> Assigned Prosecutor Not Ready	<input type="checkbox"/> Defense Counsel Not Ready																
<input type="checkbox"/> Prosecution Witness Not Available	<input type="checkbox"/> Defense Witness Not Available																
<input type="checkbox"/> Police Witness Not Available	<input type="checkbox"/> Defendant Not Present																
<input type="checkbox"/> Lab Report Not Available	(State Reason Below)																
If Witnesses or Defendant Not Available Explain Below.																	
<input type="checkbox"/> Other - Specify in Detail: _____																	
If this motion is granted and this case is continued to the date requested or any other date, the undersigned (on behalf of the defendant):																	
<ul style="list-style-type: none">◦ Waives time for a speedy trial to the date the case is continued;◦ Agrees not to oppose a People's request for a continuance due to unavailability of a prosecution witness on the new date;◦ Agrees to waive time if the People's motion for continuance is granted, and◦ Will notify the defendant of the new trial date.◦ If unable to notify the defendant within five days of the granting of this motion, the court will be advised promptly																	
Date of Request		Name of Requestor		Signature													
<input type="checkbox"/> Opposed <input type="checkbox"/> Stipulated to <input type="checkbox"/> Not Opposed		Date	Name/Title of Attorney	Signature													

ORDER			
<input type="checkbox"/> Granted <input type="checkbox"/> Denied	New Date	Time	Division
Comments:			
Date	Judge's Signature		
DISTRIBUTION: Original - Clerk 1st Copy - Defense 2nd Copy - Prosecutor			

Municipal Court of the Los Angeles Judicial District	SUBJECT: Case Action Summary Trial Minutes Form No. CRIM 206	Page No. 19 of 20 <hr/> Date March 82
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JURISDICTION: Criminal Division

AUTHORITY: GC 71007, PC 1428

PURPOSE: This form is designed to record the basic events and information common to all misdemeanor court and jury trials. The trial minutes form is used in conjunction with the Additional Notes Form (Form CRIM 202), the blank page continuation.

PROCEDURE: The court clerk initiates the Trial Minutes form by entering the defendants name and case number. As events proceed in the trial the appropriate information is entered. When necessary an additional notes sheet is attached to the Trial Minutes.

Upon disposition the Probation & Sentence/Diversion Summary Form (CRIM 204) is prepared.

Municipal Court of the
Los Angeles Judicial District

SUBJECT:
Case Action Summary
Trial Minutes
Form No. CRIM 206

Page No. 20 of 20

Date
MARCH 82

FORM UNDER REVISION

APPENDIX B
FORMS PRINTING SPECIFICATIONS

[illegible]

Municipal Court of the Los Angeles Judicial District Criminal Division	PRINTING SPECIFICATIONS	Date MARCH 82
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IDENTIFICATION		NOTES & COMMENTS
TITLE	Case Action Summary (Misdemeanor Docket)	
FORM NUMBER	CRIM 200	
SPECIFICATIONS		
TYPE	2 sides single sheet	
PAPER	60 lb. Ledger	
CARBON	N/A	
SIZE	8-1/2 x 11	
COLOR	Part 1 - White 2 3 4	
NUMBERING	N/A	
FILE HOLE	Standard Two Hole Punch Top - 2, 1/4 holes, 2 3/4" CC	
COPY	Camera Ready copy to be furnished by Court.	
PRINTING	Head to foot	
INK	Black	
SPECIAL CONDITIONS		
Pkg. 100 5% screen as indicated on attached proof.		

Screen these areas at 5%.

Municipal Court of Los Angeles Judicial District		CASE ACTION SUMMARY (MISDEMEANOR DOCKET)		Case Number				
1. THE PEOPLE OF THE STATE OF CALIFORNIA vs.			COUNTS					
Defendant			1. 3.					
AKA/TN			2. 4. <input type="checkbox"/> Cont.					
Date of Offense(s)			Prior(s) Alleged					
Date	Complaint Filed By		Co-Defendants					
Date	<input type="checkbox"/> Declaration in Support of Arrest Warrant Filed							
Date	<input type="checkbox"/> Good Cause Shown Pursuant to 1427 P.C. Arrest Warrant Ordered Issued By: (Judge)			<input type="checkbox"/> Notice Given-No Voluntary Appearance \$				
Date	<input type="checkbox"/> Arrest Warrant Transmitted to:		Date	Arrest <input type="checkbox"/> Served Warrant <input type="checkbox"/> Recalled	Page: No:			
2. APPEARANCE INFORMATION								
Date	Time	Div.	FR	Notified/ Posted Date	Amount	Receipt/Reg No. Bond No.	Surety/Depositor Name	Exoneration Date
	AM PM							
	AM PM							
3. CONTINUANCES								
Date	Div.	Judge	Prosecutor		Defense Attorney		Reporter	Interpreter/Language
Motion By D P S	Defendant Present?	Defendant Custody?	Div.	Continued To: Date	Time	T/W/BTS/OR Bail Amount	Remarks	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			AM PM	\$		
Date	Div.	Judge	Prosecutor		Defense Attorney		Reporter	Interpreter/Language
Motion By D P S	Defendant Present?	Defendant Custody?	Div.	Continued To: Date	Time	T/W/BTS/OR Bail Amount	Remarks	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			AM PM	\$		
4. FAILURE TO APPEAR/BENCH WARRANT								
Date	Div.	Judge	Prosecutor		Defense Attorney		Reporter	Interpreter/Language
<input type="checkbox"/> Defendant Fails to Appear <input type="checkbox"/> Bench Warrant Ordered								
<input type="checkbox"/> Bail Ordered Forfeited <input type="checkbox"/> Bail Set At: \$								
<input type="checkbox"/> O.R. Revoked <input type="checkbox"/> Hold Bench Warrant Until:								
Remarks:								
Date	<input type="checkbox"/> Bench Warrant Issued and Transmitted to:					<input type="checkbox"/> LAPD <input type="checkbox"/> Other:		
Date	<input type="checkbox"/> Notice of Forfeiture Mailed to Depositor/Surety							
Date	Bench Warrant <input type="checkbox"/> Quashed <input type="checkbox"/> Recalled					Remarks:		
5. DISMISSAL								
Date	Div.	Judge	Prosecutor		Defense Attorney		Reporter	Interpreter/Language
Case Dismissed on Motion of: <input type="checkbox"/> People Per <input type="checkbox"/> 1385 P.C. <input type="checkbox"/> Defense <input type="checkbox"/> 1377/1378 P.C. <input type="checkbox"/> Court <input type="checkbox"/> Other:							Remarks/Grounds	

59}

5/0

Date	Div	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language
------	-----	-------	------------	------------------	----------	----------------------

☐ **DEFENDANT ARRAIGNED AND ADVISED OF FOLLOWING RIGHTS AT MASS ADVISEMENT:** Speedy Public Trial, Trial Within 30/45 Days, Right to Remain Silent, Subpoena Power of Court, Confrontation and Cross-Examination, Jury Trial, Court Trial, Right to Attorney, Self-Representation, Reasonable Bail, Citizenship, Effect of Priors, Pleas Available, Probation.

☐ PRO PER GRANTED ☐ For Arraignment Only ☐ Defendant Advised of Dangers and Disadvantages of Self-Representation

☐ BTS ☐ OR: RELEASE # ☐ P.C. 1320 Explained ☐ Defendant Remanded ☐ Bail Set At \$

Date	Div	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language
Defendant Present?	<input type="checkbox"/> Y <input type="checkbox"/> N					

☐ People's Motion to Dismiss Counts: _____ at Time of Sentencing Granted

☐ Defendant Advised of and Expressly Waives Each of the Following Rights as Checked:

<input checked="" type="checkbox"/> To Counsel	<input checked="" type="checkbox"/> To Confrontation, Cross Examination, Subpoena Power
<input checked="" type="checkbox"/> To Trial by Jury or the Court	<input checked="" type="checkbox"/> Waives Above Rights Respecting Priors
<input checked="" type="checkbox"/> To Remain Silent/Self Incrimination	

<input type="checkbox"/> Prior Convictions	<input type="checkbox"/> Admitted	<input type="checkbox"/> Stricken	Date(s) of Priors
--	-----------------------------------	-----------------------------------	-------------------

Defendant Advised of the:	<input type="checkbox"/> P.C. 1016.5	<input type="checkbox"/> Effects of Prior Conviction
<input type="checkbox"/> Nature of the Charges	<input type="checkbox"/> Elements of the Offense	<input type="checkbox"/> Effects of Probation
<input type="checkbox"/> Defenses Thereto	<input type="checkbox"/> Consequences of the Guilty/Not Guilty Plea & Range of Penalties	

DEFENDANT PLEADS ☐ Guilty ☐ Nolo Contendere to Counts:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

☐ Counsel Concur in Plea and Joins in Jury Waiver ☐ People Concur in Jury Waiver ☐ Court Finds Defendant Guilty

☐ Court Finds Defendant Waivers are Knowingly, Intelligently, Expressly, Explicitly and Understandingly Made, There is a Factual Basis for the Plea, the Plea is Freely, and Voluntarily Made and the Plea is Accepted by the Court. ☐ Plea is arguable

☐ Counts ☐ Dismissed on Motion of ☐ People ☐ Court

☐ Defendant Waives Time for Sentence

☐ Referred to Probation for Report ☐ Sentence Set For:

☐ Transferred for Sentencing to Div: ☐ P.C. 1320 Explained ☐ Defendant Remanded ☐ Bail Set At \$

Date	Div	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language
Defendant Present?	<input type="checkbox"/> Y <input type="checkbox"/> N					

☐ Defendant Pleads Not Guilty to Counts: | | | | | | | | | | ☐ All ☐ Prior Convictions Denied

<input type="checkbox"/> TRIAL SET	Date	Div.	<input type="checkbox"/> TIME WAIVED
------------------------------------	------	------	--------------------------------------

☐ Motion for Discovery ☒ Stipulated : Compliance On:

☐ Noticed to be Heard On:

☐ Other Motion: _____ Noticed to be Heard On: _____

☐ Motion to Suppress Noticed to be Heard at Time of Trial

<input type="checkbox"/> Bail Review Set	Date	Time	AM PM	Div.	Remarks
--	------	------	----------	------	---------

☐ BTS ☐ OR:RELEASE # ☐ P.C. 1320 Explained ☐ Defendant Remanded ☐ Bail Set At \$

Municipal Court of the
Los Angeles Judicial District
Criminal Division

PRINTING SPECIFICATIONS

Date
MARCH 82

IDENTIFICATION

NOTES & COMMENTS

TITLE Case Action Summary -
Continuation Sheet

FORM NUMBER CRIM 201

SPECIFICATIONS

TYPE 2 sides single sheet

PAPER 60 lb. Ledger

CARBON N/A

SIZE 8-1/2 x 11

COLOR Part
1 - White
2
3
4

NUMBERING N/A

FILE HOLE Standard Two Hole
punch - Top -
2, 1/4" holes 2 3/4" CC

COPY Camera Ready Copy
to be furnished
by the Court.

PRINTING Head to Foot

INK Black

SPECIAL CONDITIONS

Pkg. 100
5% screen as indicated
on attached proof.

Screen these areas at 5%

Municipal Court of the Los Angeles Judicial District		CASE ACTION SUMMARY - Continuation	
Defendant's Name		Case Number	

ADDITIONAL COUNTS

5.	7.	9.	11.
6.	8.	10.	12.

ADDITIONAL APPEARANCE INFORMATION

Date	Time	Div.	FR	10%	Notified/ Posted Date	Amount	Receipt/Reg No. Bond No.	Surety/Depositor Name	Exoneration Date
	AM PM								
	AM PM								
	AM PM								
	AM PM								
	AM PM								

ADDITIONAL CONTINUANCES

Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language
Motion By D P S	Defendant Present?	Defendant Custody?	Continued To Date	Time	T/W BTS OR	Bail Amount
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		AM PM		\$

ADDITIONAL FAILURE TO APPEAR/BENCH WARRANT

Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language
<input type="checkbox"/> Defendant Fails to Appear <input type="checkbox"/> Bench Warrant Ordered <input type="checkbox"/> Bail Ordered Forfeited <input type="checkbox"/> Bail Set At: \$ <input type="checkbox"/> O.R. Revoked <input type="checkbox"/> Hold Bench Warrant Until (date):						
Remarks:						
Date	<input type="checkbox"/> Bench Warrant Issued and Transmitted To:			<input type="checkbox"/> LAPD <input type="checkbox"/> Other:		
Date	<input type="checkbox"/> Notice of Forfeiture Mailed to Depositor/Surety					
Date	Bench Warrant	<input type="checkbox"/> Quashed	<input type="checkbox"/> Recalled	Remarks:		

DISMISSAL

Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language
<input type="checkbox"/> Case Dismissed on Motion of:						
<input type="checkbox"/> People <input type="checkbox"/> Defense per <input type="checkbox"/> Court						
<input type="checkbox"/> 1385 P.C. <input type="checkbox"/> 1377/1378 P.C. <input type="checkbox"/> Other:						
Remarks/Grounds:						

BOND MOTION

Date	Div.	Judge	Prosecutor	Attorney for Surety	Reporter	Interpreter/Language
<input type="checkbox"/> Motion to Set Aside Forfeiture and Reassumption of Liability Filed on (date):						
<input type="checkbox"/> Bond Number:						
<input type="checkbox"/> Hearing on Motion:						
<input type="checkbox"/> People Waive Notice <input type="checkbox"/> Motion Denied <input type="checkbox"/> Motion Granted						
<input type="checkbox"/> Payment of \$ by (date):						
<input type="checkbox"/> Bond Exonerated						
Date	Costs Paid: \$			Receipt No.:		

Screen these areas at 5%.

Municipal Court of the Los Angeles Judicial District	CASE ACTION SUMMARY - Continuation
Defendant's Name	Case Number

AMENDED COMPLAINT/CHANGE OF PLEA

Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interp./Language
Defendant Present? <input type="checkbox"/> Yes <input type="checkbox"/> No				Defendant in Custody? <input type="checkbox"/> Yes <input type="checkbox"/> No		
• PUBLIC DEFENDER <input type="checkbox"/> Refer/Appoint <input type="checkbox"/> Unavailable <input type="checkbox"/> 987.8 P.C. Given				<input type="checkbox"/> Conflict <input type="checkbox"/> Private Counsel Appointed (987.2 PC) Name of Counsel:		
<input type="checkbox"/> PRO PER GRANTED <input type="checkbox"/> Defendant Advised of Dangers and Disadvantages of Self-Representation						
<input type="checkbox"/> REFERRED TO PROBATION FOR: <input type="checkbox"/> Pre-Plea Report <input type="checkbox"/> Diversion Eval. per P.C. <input type="checkbox"/> 1000.1 <input type="checkbox"/> 1000.6				Return Date	Time	AM PM Div.
<input type="checkbox"/> Complaint Amended <input type="checkbox"/> Amended Complaint Filed Alleging: <input type="checkbox"/> ct. <input type="checkbox"/> § <input type="checkbox"/> ct. <input type="checkbox"/> § <input type="checkbox"/> ct. <input type="checkbox"/> § <input type="checkbox"/> Cont.						
<input type="checkbox"/> People's Motion to Dismiss Counts: _____ at Time of Sentencing Granted						
<input type="checkbox"/> Arraigned <input type="checkbox"/> Waives Arraignment <input type="checkbox"/> Waives Statement of Rights <input type="checkbox"/> Waives Reading of Complaint						
<input type="checkbox"/> Defendant Advised of and Expressly Waives Each of the Following Rights as Checked: <input type="checkbox"/> To Counsel <input type="checkbox"/> To Confrontation, Cross Examination, Subpoena Power <input type="checkbox"/> To Trial by Jury or the Court <input type="checkbox"/> Waives Above Rights Respecting Priors <input type="checkbox"/> To Remain Silent/Self-Incrimination						<input type="checkbox"/> WRITTEN WAIVER OF RIGHTS FILED
<input type="checkbox"/> Prior Convictions <input type="checkbox"/> Admitted <input type="checkbox"/> Stricken				Date(s) of Priors:		
<input type="checkbox"/> Defendant Advised of the: <input type="checkbox"/> Nature of the Charges <input type="checkbox"/> Defenses Thereto				<input type="checkbox"/> P.C. 1016.5 <input type="checkbox"/> Elements of the Offense <input type="checkbox"/> Effects of Probation <input type="checkbox"/> Consequences of the Guilty/Nolo Plea & Penalties		
<input type="checkbox"/> DEFENDANT WITHDRAWS PREVIOUS NOT GUILTY PLEA AND PLEADS: <input type="checkbox"/> Guilty <input type="checkbox"/> Nolo Contendere to Counts: _____ <input type="checkbox"/> Counsel Concur in Plea and Joins in Jury Waiver <input type="checkbox"/> People Concur in Jury Waiver <input type="checkbox"/> Court Finds Defendant Guilty						
<input type="checkbox"/> Court Finds Defendant Waivers are Knowingly, Intelligently, Expressly, Explicitly and Understandingly made. There is a Factual Basis for the Plea, the Plea is Freely and Voluntarily Made and the Plea is Accepted by the Court.						<input type="checkbox"/> Plea Bargain
<input type="checkbox"/> Counts: _____				Dismissed on Motion of <input type="checkbox"/> People <input type="checkbox"/> Court		
<input type="checkbox"/> Defendant Waives Time for Sentence				Sentence Set For: _____		
<input type="checkbox"/> Referred to Probation for Report				Date _____ Time _____ AM PM Div. _____		
<input type="checkbox"/> Transferred for Sentencing to Div: _____						
<input type="checkbox"/> BTS <input type="checkbox"/> OR:RELEASE # _____ <input type="checkbox"/> P.C. 1320 Explained <input type="checkbox"/> Defendant Remanded <input type="checkbox"/> Bail Set At \$ _____						

SENTENCE ☐ **SEE PROBATION & SENTENCE SUMMARY**

Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interp./Language
FOR VIOLATION OF: _____						
<input type="checkbox"/> All Parties Stipulate to Sentencing by Commissioner <input type="checkbox"/> Written Stipulation Filed						
Defendant <input type="checkbox"/> Duly Arraigned <input type="checkbox"/> Waives Arraignment for Judgment						
<input type="checkbox"/> _____ Days County Jail Suspended						
<input type="checkbox"/> Imposition of Sentence Suspended						
<input type="checkbox"/> Defendant Placed on Conditional and Revocable Release in the Community. _____ Months on Condition:						
<input type="checkbox"/> Pay Fine \$ _____ or Serve _____ Days County Jail, \$ _____ or _____ Days Credit for Time Served						
<input type="checkbox"/> Obey all Laws <input type="checkbox"/> Commit No Similar Offense						
<input type="checkbox"/> Fine <input type="checkbox"/> Jail Stay Until (date): _____ (time): _____ (place): _____						
<input type="checkbox"/> Other Conditions: _____						
<input type="checkbox"/> REMAINING COUNTS: _____						
<input type="checkbox"/> Commitment Issued; Defendant Committed <input type="checkbox"/> Commitment Issued (Papers Only)						
<input type="checkbox"/> Bail Exonerated: \$ _____ Cash Bail Applied to Fine. Refund Card Issued for \$ _____						
Date Fine Paid \$ _____ includes \$ _____ P.A., \$ _____ Receipt No. _____						
PAGE 2						Case Number

Municipal Court of the Los Angeles Judicial District Criminal Division		PRINTING SPECIFICATIONS	Date MARCH 82
IDENTIFICATION		NOTES & COMMENTS	
TITLE	Case Action Summary - Additional Notes -		
FORM NUMBER	CRIM 202 3/82		
SPECIFICATIONS			
TYPE	Cut Sheet - 2 sided.		
PAPER	60 lb. Ledger		
CARBON	N/A		
SIZE	8-1/2 x 11		
COLOR	Part 1 - White 2 3 4		
NUMBERING	N/A		
FILE HOLE	Standard 2 hole top. 2 - 1/4" holes, 2 3/4" CC		
COPY	Camera Ready Copy to be furnished by Court. Same front and back		
PRINTING	Head to foot.		
INK	Black		
SPECIAL CONDITIONS			
Pkg. 100's.			

Municipal Court of the Los Angeles Judicial District Criminal Division	PRINTING SPECIFICATIONS	Date MARCH 82
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IDENTIFICATION		NOTES & COMMENTS
TITLE	Case Action Summary - Judges Worksheet	
FORM NUMBER	CRIM 203	
SPECIFICATIONS		
TYPE	2 Sides, cut sheet	
PAPER	18 lb. #4 Sulfite	
CARBON	N/A	
SIZE	8-1/2 x 11	
COLOR	Part 1 - Blue - Light 2 3 4	
NUMBERING	N/A	
FILE HOLE	STD 2 Hole Top 2 - 1/4" holes, 2 3/4" CC	
COPY	Camera Ready Copy to be furnished by Court.	
PRINTING	Head to foot	
INK	Black	
SPECIAL CONDITIONS		
Pad - 50's 5% screening as indicated on attached proof.		

Screen these areas at 5%

Municipal Court of Los Angeles Judicial District			CASE ACTION SUMMARY (MISDEMEANOR DOCKET)			JUDGE'S WORKSHEET		
Defendant's Name						Case Number		
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language		

1. CONTINUANCES

Motion By			Defendant Present?	Defendant Custody?	Div.	Continued to		T/W	BTS	OR	2 1 2 1	Bail Amount	Remarks
D	P	S				Date	Time						
			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			AM PM					S	

2.	FAILURE TO APPEAR/BENCH WARRANT
----	---------------------------------

Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interpreter/Language
<input type="checkbox"/> Defendant Fails to Appear <input type="checkbox"/> Bench Warrant Ordered						
<input type="checkbox"/> Bail Ordered Forfeited <input type="checkbox"/> Bail Set At: \$						
<input type="checkbox"/> O.R. Revoked <input type="checkbox"/> Hold Bench Warrant Until:						
<input type="checkbox"/> Probation Revoked						
Remarks:						
Date	<input type="checkbox"/> Notice of Forfeiture Mailed to Depositor/Surety					
Date	Bench Warrant	<input type="checkbox"/> Quashed	<input type="checkbox"/> Recalled	Remarks:		

3. DISMISSAL

Case Dismissed on Motion of			People per	Grounds	Remarks/Grounds
<input type="checkbox"/>			<input type="checkbox"/> 1385 P.C.		
<input type="checkbox"/>			<input type="checkbox"/> 1377/1378 P.C.		
<input type="checkbox"/>			<input type="checkbox"/> 1000.3/1000.9 P.C.		
<input type="checkbox"/>			<input type="checkbox"/> Other:		

Screen these areas at 5%

Municipal Court of the Los Angeles Judicial District		CASE ACTION SUMMARY (MISDEMEANOR DOCKET)		JUDGE'S WORKSHEET	
Defendant's Name			Case Number		
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter
			Interpreter/Language		

4. ARRAIGNMENT

Defendant Present? <input type="checkbox"/> Y <input type="checkbox"/> N Defendant in Custody? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Arraignment and Advisement of Constitutional Rights Waived					
<input type="checkbox"/> DEFENDANT ARRAIGNED AND ADVISED OF FOLLOWING RIGHTS AT MASS ADVISEMENT: Speedy Public Trial, Trial within 30/45 Days, Right to Remain Silent, Subpoena Power of Court, Confrontation and Cross-Examination, Jury Trial, Court Trial, Right to Attorney, Self-Representation, Reasonable Bail, Citizenship, Effect of Priors, Pleas Available, Probation.					
● PUBLIC DEFENDER		Refer/Appoint <input type="checkbox"/> Unavailable <input type="checkbox"/> 987.8 P.C. Given <input type="checkbox"/>		Conflict <input type="checkbox"/> Private Counsel Appointed Under P.C. 987.2 <input type="checkbox"/>	
Name of Counsel:					
<input type="checkbox"/> PRO PER GRANTED		<input type="checkbox"/> For Arraignment Only		<input type="checkbox"/> Defendant Advised of Dangers and Disadvantages of Self-Representation	
<input type="checkbox"/> REFERRED TO PROBATION FOR		<input type="checkbox"/> Pre-Plea Report		Return Date	Time
		<input type="checkbox"/> Diversion Evaluation per <input type="checkbox"/> P.C. 1000.1 <input type="checkbox"/> P.C. 1000.6		AM	PM
<input type="checkbox"/> BTS <input type="checkbox"/> OR-R #		<input type="checkbox"/> P.C. 1320 Explained		<input type="checkbox"/> Defendant Remanded <input type="checkbox"/> Bail Set At \$	

5. AMENDED COMPLAINT

<input type="checkbox"/> Complaint Amended <input type="checkbox"/> Amended Complaint Filed Alleging <input type="checkbox"/> ct. <input type="checkbox"/> § <input type="checkbox"/> ct. <input type="checkbox"/> § <input type="checkbox"/> ct. <input type="checkbox"/> § <input type="checkbox"/> (Cont.					
<input type="checkbox"/> People's Motion to Dismiss Counts <input type="checkbox"/> at Time of Sentencing Granted					
<input type="checkbox"/> Arraigned <input type="checkbox"/> Waives Arraignment <input type="checkbox"/> Waives Statement of Rights <input type="checkbox"/> Waives Reading of Complaint					

6. PLEA OF GUILTY

<input type="checkbox"/> Defendant Advised of and Expressly Waives Each of the Following Rights as Checked:				<input type="checkbox"/> Written Waiver of Rights Filed	
<input checked="" type="checkbox"/> [w] To Counsel		<input checked="" type="checkbox"/> [w] To Confrontation, Cross Examination, Subpoena Power			
<input checked="" type="checkbox"/> [w] To Trial by Jury or the Court					
<input checked="" type="checkbox"/> [w] To Remain Silent/Self Incrimination		<input checked="" type="checkbox"/> [w] Waives Above Rights Respecting Priors			
<input type="checkbox"/> Prior Convictions <input type="checkbox"/> Admitted <input type="checkbox"/> Stricken		Date(s) of Priors			
Defendant Advised of the:		<input type="checkbox"/> P.C. 1016.5		<input type="checkbox"/> Effects of Prior Conviction	
<input type="checkbox"/> Nature of the Charges		<input type="checkbox"/> Elements of the Offense		<input type="checkbox"/> Effects of Probation	
<input type="checkbox"/> Defenses Thereto		<input type="checkbox"/> Consequences of the Guilty/Nolo Plea & Range of Penalties			
DEFENDANT PLEADS <input type="checkbox"/> Guilty <input type="checkbox"/> Nolo Contenders to Counts <input type="checkbox"/>					
<input type="checkbox"/> Counsel Concurs in Plea and Joins in Jury Waiver		<input type="checkbox"/> People Concur in Jury Waiver		<input type="checkbox"/> Court Finds Defendant Guilty	
<input type="checkbox"/> Court Finds Defendant Waivers are Knowingly, Intelligently, Expressly, Explicitly and Understandingly Made, There is a Factual Basis for the Plea, the Plea is Freely and Voluntarily Made and the Plea is Accepted by the Court. <input type="checkbox"/> Plea Bargain					
<input type="checkbox"/> Counts: <input type="checkbox"/> Dismissed on Motion of <input type="checkbox"/> People <input type="checkbox"/> Court					
<input type="checkbox"/> Defendant Waives Time for Sentence					
<input type="checkbox"/> Referred to Probation for Report		<input type="checkbox"/> Sentence Set For:		Date	Time
<input type="checkbox"/> Transferred for Sentencing to Div:				AM	PM
<input type="checkbox"/> BTS <input type="checkbox"/> OR-R#		<input type="checkbox"/> P.C. 1320 Explained		<input type="checkbox"/> Defendant Remanded <input type="checkbox"/> Bail Set At \$	

7. PLEA OF NOT GUILTY

<input type="checkbox"/> Defendant Pleads Not Guilty to Counts <input type="checkbox"/> All <input type="checkbox"/> Prior Convictions Denied					
<input type="checkbox"/> TRIAL SET		Date	Div.	<input type="checkbox"/> TIME WAIVED	
<input type="checkbox"/> Motion for Discovery		<input type="checkbox"/> Stipulated : Compliance On:		Date	Time
				Div.	
<input type="checkbox"/> Other Motion:		Noticed to be Heard On:		Date	Time
				Div.	
<input type="checkbox"/> Motion to Suppress Noticed to be Heard at Time of Trial					
<input type="checkbox"/> Bail Review Set		Date	Time	AM	PM
		Div.	Remarks		
<input type="checkbox"/> BTS <input type="checkbox"/> OR-R#		<input type="checkbox"/> P.C. 1320 Explained		<input type="checkbox"/> Defendant Remanded <input type="checkbox"/> Bail Set At \$	

8. REMARKS

Municipal Court of the
Los Angeles Judicial District
Criminal Division

PRINTING SPECIFICATIONS

Date

MARCH 82

IDENTIFICATION

TITLE Probation and
Sentence/Diversion Summary

FORM NUMBER CRIM 204

SPECIFICATIONS

TYPE 2 sides, cut sheet

PAPER 20 lb. bond

CARBON N/A

SIZE 8-1/2 x 11

COLOR Part
1 - White
2
3
4

NUMBERING N/A

FILE HOLE Standard 2 hole top.
2, 1/4" holes 2 3/4" CC

COPY Camera ready copy
to be furnished
by Court.

PRINTING Head to foot

INK Black

SPECIAL CONDITIONS

Pad 50's
5% screening as indicated
on attached proof.

NOTES & COMMENTS

Screen these areas at 5%.

Municipal Court of the Los Angeles Judicial District					PROBATION & SENTENCE/DIVERSION SUMMARY		
Defendant's Name					Case Number		
Date	Div.	Judge	Prosecutor	Defense Attorney	Reporter	Interp/Language	
Def. Present? <input type="checkbox"/> Y <input type="checkbox"/> N							

SENTENCE/PROBATION/DIVERSION

FOR VIOLATION OF:	
<input type="checkbox"/> Defendant Stipulates to Sentencing by Commissioner <input type="checkbox"/> Written Stipulation Filed	
<input type="checkbox"/> Defendant Arraigned for Judgment	
<input type="checkbox"/> Defendant Waives the Following Rights for Sentencing: <input type="checkbox"/> Arraignment for Judgment <input type="checkbox"/> Counsel (expressly waived)	
<input type="checkbox"/> Probation Report Filed and Considered By the Court	
<input type="checkbox"/> IMPOSITION OF SENTENCE SUSPENDED	
<input type="checkbox"/> _____ DAYS COUNTY JAIL SUSPENDED	
DEFENDANT PLACED ON:	
<input type="checkbox"/> Conditional and Revocable Release in the Community. _____ Months.	
<input type="checkbox"/> Formal Probation _____ Months.	
<input type="checkbox"/> Diversion _____ Months per <input type="checkbox"/> 1000.1 P.C. <input type="checkbox"/> 1000.6 P.C.	
<input type="checkbox"/> Remaining Counts:	

JAIL

<input type="checkbox"/> SERVE _____ DAYS COUNTY JAIL. CREDIT _____ DAYS TIME SERVED.	
<input type="checkbox"/> Serve Consecutive Weekends	Day In _____ Time In _____ AM PM Day Out _____ Time Out _____ AM PM Start Date _____
<input type="checkbox"/> Jail Stayed to (date): _____ at _____ AM PM Sentence to be: <input type="checkbox"/> Concurrent with: <input type="checkbox"/> Consecutive to:	
<input type="checkbox"/> Appear for Execution of Jail Time at (place): _____	
<input type="checkbox"/> Work Furlough Recommended.	
<input type="checkbox"/> COMMITMENT ISSUED; DEFENDANT COMMITTED <input type="checkbox"/> COMMITMENT ISSUED (PAPERS ONLY)	
Remarks:	

FINE/RESTITUTION/COMMUNITY SERVICE

☐ Condition of Probation

<input type="checkbox"/> PAY FINE OF \$ _____ PLUS ASSESSMENTS.	<input type="checkbox"/> OR SERVE _____ DAYS COUNTY JAIL.	<input type="checkbox"/> _____ DAYS CREDIT FOR TIME SERVED.
<input type="checkbox"/> Pay \$ _____ on or Before (date): _____ Pay Balance on or Before (date): _____		
<input type="checkbox"/> _____ HOURS COMMUNITY SERVICE. Complete and Return Proof to Court by (date): _____		
<input type="checkbox"/> Above Community Service in Lieu of Fine.		
<input type="checkbox"/> \$ _____ Restitution to: _____ Through: _____		
<input type="checkbox"/> Return Proof of Restitution to Court by (date): _____		
<input type="checkbox"/> BAIL EXONERATED <input type="checkbox"/> \$ _____ Cash Bail Applied to Fine. <input type="checkbox"/> Refund Card Issued for \$ _____		
Date	Fine Paid \$ _____ includes \$ _____ P.A., \$ _____	Receipt No. _____
Date	Fine Paid \$ _____ includes \$ _____ P.A., \$ _____	Receipt No. _____
Remarks:		

Screen these areas at 5%.

Municipal Court of the Los Angeles Judicial District	PROBATION & SENTENCE/DIVERSION SUMMARY
Defendant's Name	Case Number
FOR CONDITIONS 1 - 3 SEE PAGE ONE REGARDING JAIL, FINE/RESTITUTION/COMMUNITY SERVICE.	
ADDITIONAL CONDITIONS OF PROBATION/DIVERSION	
<input type="checkbox"/> 4. Make restitution through the Probation Officer in such amount and manner as officer shall prescribe.	
<input type="checkbox"/> 5. Abstain from use of all alcoholic beverages, including beer and wine, and stay out of places where they are the chief item of sale.	
<input type="checkbox"/> 6. Cooperate with Probation Officer in any program designed to curb defendant's drinking habit.	
<input type="checkbox"/> 7. Not use or possess any narcotics, dangerous, or restricted drugs or associated paraphernalia, except with valid prescription, and stay away from places where users congregate.	
<input type="checkbox"/> 8. Not associate with persons known by you to be narcotic or drug users or sellers.	
<input type="checkbox"/> 9. Submit to periodic anti-narcotic test, as directed by the Probation Officer, such testing to be suspended while the probationer is in custody, is hospitalized, or is in a residential drug treatment program approved by the Probation Officer.	
<input type="checkbox"/> 10. Not have blank checks in possession, or write any portion of any checks, and not have bank account upon which you may draw checks.	
<input type="checkbox"/> 11. Not gamble or engage in bookmaking activities or have paraphernalia thereof in possession, and not be present in places where gambling or bookmaking is conducted.	
<input type="checkbox"/> 12. Not (associate with) (harass, molest or annoy) _____ in any way; any communication between the probationer and parties to have the prior approval of the Probation Officer.	
<input type="checkbox"/> 13. Cooperate with Probation Officer in a plan for _____.	
<input type="checkbox"/> 14. Support dependents as directed by Probation Officer.	
<input type="checkbox"/> 15. Seek and maintain training, schooling, or employment as approved by Probation Officer.	
<input type="checkbox"/> 16. Maintain residence as approved by Probation Officer.	
<input type="checkbox"/> 17. Surrender driver's license to clerk of court to be returned to D.M.V.	
<input type="checkbox"/> 18. Not drive a motor vehicle unless lawfully licensed to drive, and then only when PL and PD insurance has been obtained and evidence thereof shown to the Probation Officer.	
<input type="checkbox"/> 19. Not own, use or possess any dangerous or deadly weapons.	
<input type="checkbox"/> 20. Submit his/her person and property to search or seizure at any time of the day or night by any Law Enforcement Officer or by the Probation Officer with or without a warrant.	
<input type="checkbox"/> 21. Obey all laws, orders of the Court, and rules and regulations of the Probation Officer.	
<input type="checkbox"/> 22. Spend _____ days/hours in Community Service and show proof of completion to _____ by _____.	
<input type="checkbox"/> 23. Continued to _____ at _____ M. for _____.	
<input type="checkbox"/> 24. Remain away from the premises at _____.	
<input type="checkbox"/> 25. Not associate with children under 14 years, except in presence of responsible adults.	
<input type="checkbox"/> 26. OTHER: _____	
<input type="checkbox"/> 27. Submit to blood alcohol chemical test offered by any peace officer.	
<input type="checkbox"/> 28. Complete an alcohol or drug education program as recommended by Health Department and show certification of completion.	
<input type="checkbox"/> 29. Defendant's driver's license suspended/revoked for _____.	
<input type="checkbox"/> 30. DMV service order M: Defendant advised of suspension/revocation by Court.	
<input type="checkbox"/> 31. Not use or threaten to use force or violence on any person.	
<input type="checkbox"/> 32. The weapon involved in this case is to be confiscated. ,	
<input type="checkbox"/> 33. Submit to and cooperate in field interrogation by any peace officer at any time of the day or night.	
<input type="checkbox"/> 34. Carry at all times a valid California driver's license or DMV identification card containing your true name, age, current address and display such identification upon request and not use any other name for any purpose.	
<input type="checkbox"/> 35. Not occupy a hotel or motel room or any other residence unless registered in your true name.	
<input type="checkbox"/> 36. Do not offer to engage in sexual activity for money or other consideration.	
<input type="checkbox"/> OTHER CONDITIONS:	
<input type="checkbox"/> Defendant return to court with proof of compliance of: _____ on (date): _____ at (time): _____ M.	
<input type="checkbox"/> Defendant accepts and understands conditions of probation/diversion.	
<input type="checkbox"/> Defendant given copy of conditions of probation.	
Remarks:	
PAGE 2	Case Number

Crim 204

Municipal Court of the Los Angeles Judicial District Criminal Division		PRINTING SPECIFICATIONS	Date MARCH 82
IDENTIFICATION		NOTES & COMMENTS	
TITLE	Motion for Continuance	Color scheme corresponds to standard pre collated carbonless 3 part sets-- If carbonless is run on rotary press or if carbon interleaf is used the color can vary.	
FORM NUMBER	CRIM 205		
SPECIFICATIONS			
TYPE	3 part carbonless or Carbon Interleaf.		
PAPER	Ply 1 - 20 lb. #4 Sulfite Ply 2 & 3 - 18 lb. #4 Sulfite		
CARBON	Carbonless - Ply 1-CB, Ply 2-CFB, Ply 3-CF or 8 lb. 1 time carbon-black		
SIZE	8 1/2 x 11 w/ 5/8" stub top if carbon used - Fan apart sets if NCR		
COLOR	Part 1 - White 2 - Canary 3 - Pink 4 (See Notes)		
NUMBERING	N/A		
FILE HOLE	Standard 2 hole		
COPY	Camera Ready Copy to be furnished by the Court		
PRINTING	Front Only.		
INK	Black		
SPECIAL CONDITIONS			
Pkg. 50's.			

Municipal Court of the Los Angeles Judicial District		MOTION FOR CONTINUANCE		Case Number	
PEOPLE vs.			Date of Arrest		Motion Filed by <input type="checkbox"/> Defense Attorney <input type="checkbox"/> Prosecuting Attorney
, DEFENDANT					
Event <input type="checkbox"/> Arraignment <input type="checkbox"/> Trial <input type="checkbox"/> Master Calendar Appearance <input type="checkbox"/> Other			Present Date Scheduled		New Date Requested
Reason for Requested Delay <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> PROSECUTION <input type="checkbox"/> Assigned Prosecutor Not Available <input type="checkbox"/> Assigned Prosecutor Not Ready <input type="checkbox"/> Prosecution Witness Not Available <input type="checkbox"/> Police Witness Not Available <input type="checkbox"/> Lab Report Not Available </div> <div style="width: 45%;"> DEFENSE <input type="checkbox"/> Defense Counsel Not Available <input type="checkbox"/> Defense Counsel Not Ready <input type="checkbox"/> Defense Witness Not Available <input type="checkbox"/> Defendant Not Present (State Reason Below) </div> </div> If Witnesses or Defendant Not Available Explain Below. <input type="checkbox"/> Other - Specify in Detail: _____					
If this motion is granted and this case is continued to the date requested or any other date, the undersigned (on behalf of the defendant): <ul style="list-style-type: none"> ◦ Waives time for a speedy trial to the date the case is continued; ◦ Agrees not to oppose a People's request for a continuance due to unavailability of a prosecution witness on the new date; ◦ Agrees to waive time if the People's motion for continuance is granted, and ◦ Will notify the defendant of the new trial date. ◦ If unable to notify the defendant within five days of the granting of this motion, the court will be advised promptly 					
Date of Request		Name of Requestor		Signature	
<input type="checkbox"/> Opposed <input type="checkbox"/> Stipulated to <input type="checkbox"/> Not Opposed		Date	Name/Title of Attorney		Signature
ORDER					
<input type="checkbox"/> Granted <input type="checkbox"/> Denied		New Date	Time	Division	
Comments:					
Date		Judge's Signature			
DISTRIBUTION: Original - Clerk 1st Copy - Defense 2nd Copy - Prosecutor					

Municipal Court of the Los Angeles Judicial District Criminal Division		PRINTING SPECIFICATIONS	Date MARCH 82
IDENTIFICATION		NOTES & COMMENTS	
TITLE	Case Action Summary - Trial Minutes -		
FORM NUMBER	CRIM 206		
SPECIFICATIONS			
TYPE	Single Cut Sheet		
PAPER	60 lb. Ledger		
CARBON	N/A		
SIZE	8-1/2 x 11		
COLOR	Part 1 - Light Yellow 2 3 4		
NUMBERING	N/A		
FILE HOLE	Standard 2 hole Top 2 - 1/4" holes, 2 3/4" CC		
COPY	Camera ready copy to be furnished by the Court.		
PRINTING	Head to foot		
INK	Black		
SPECIAL CONDITIONS			
Pkg. 100's. Screening at 5% as indicated on attached proof.			

APPENDIX C
MISDEMEANOR COMPLAINT

National Center for State Courts

NORTH CENTRAL REGIONAL OFFICE
American National Bank Building
Suite 2601, 5th & Minnesota Streets
St. Paul, Minnesota 55101
(612) 222-6331

Edward B. McConnell
Executive Director

Francis L. Bremson
Regional Director

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Probate Division, Circuit Court
Kansas City, MO

Presiding Judge Robert C. Broomfield
Superior Court, Maricopa Co., AZ

Judge Mercedes F. Deiz
Circuit Court of Oregon

Haliburton Fales 2d
White and Case, NY

Judge Roland J. Faricy
Municipal Court of Ramsey Co. MN

Chief Justice Joe R. Greenhill
Supreme Court of Texas

A. Linwood Holton, Jr.
Vice President and General Counsel
American Council of Life Insurance
Washington, DC

Edward B. McConnell
Executive Director
National Center for State Courts

Judge Wilfred W. Nuernberger
Separate Juvenile Court of
Lancaster Co., NE

Chief Justice Jay A. Rabinowitz
Supreme Court of Alaska

Presiding Justice John T. Racanelli
California Court of Appeal

Chief Justice William S. Richardson
Supreme Court of Hawaii

Judge Kaliste J. Saloom, Jr.
City Court of Lafayette, LA

Presiding Judge Leo M. Spellacy
Court of Common Pleas, Cuyahoga Co., OH

Charles H. Starrett, Jr.
Administrator, Court of Common Pleas
Allegheny Co., PA

James D. Thomas
State Court Administrator, CO

Associate Justice Joseph R. Weisberger
Supreme Court of Rhode Island

Judge Robert A. Wenke
Superior Court of Los Angeles, CA

March 17, 1982

Jeanne Di Conti
Administrative Coordinator
Criminal Branch
Office of the City Attorney
City Hall East
Los Angeles, CA 90012

Dear Jeanne:

I have attached my analysis and proposal for changing the way in which misdemeanor complaints are produced by the City Attorney's office.

As you well know, this is just a first step. The implementation of a change is up to your office.

Beyond a temporary change, I know you are interested in a word processing application for the generation of misdemeanor complaints. The type of product you produce and the volume in which you produce it is a natural for word processing.

In the current money crunch that is affecting all of us, it is difficult to envision the justification for developing a modernized system and spending the money it would take to install such a system.

It is my opinion that a detailed cost benefit analysis would clearly show that the implementation of word processing for complaint generation would be well worthwhile.

This is not intended to be a sales pitch on the employment of technology or a treatise on "everything you ever wanted to know about word processing. . . ."

3/17/82

But I think taking a low cost interim step now to produce a "cleaner" product and planning for an upgraded system in a year or so, would be a prudent move.

If I, or the National Center for State Courts can do anything further to assist you, please let us know.

Improved document flow and communications between the municipal court and the city attorney's office are bound to have a positive impact on the quality of justice and the budget. I encourage you to involve representatives of the municipal court staff in the development, testing and implementation of any changes to the complaint format.

Sincerely,

NATIONAL CENTER FOR STATE COURTS

A handwritten signature in cursive script, appearing to read 'Thomas G. Dibble', written in dark ink.

Thomas G. Dibble
Staff Associate

TGD:mjl

Enclosure:

Analysis and Proposal for the Preparation of
Misdemeanor Complaints By the Los Angeles City
Attorneys Office.

1. Description of Present System:

In 1980 the Los Angeles City attorneys Office issued over 100,000 complaints for misdemeanor violations.

The vast majority of these complaints were prepared using approximately 142 complaint forms which are preprinted with the count 1 language for the most common violations.

Subsequent counts are added by stapling riders to the basic complaint. There are nearly 100 of these riders, preprinted on little strips of paper.

The preprinted complaints fall into six basic categories -- as follows:

1. Penal Code	97
2. Business & Professional Code	13
3. Health and Safety	10
4. Vehicle Code	3
5. Civil Code of Procedure	1
6. LA Municipal Code	<u>18</u>
TOTAL	142

There are still alot of complaints issued which are not in the preprinted format which must be typed. But the present system responds to the most frequently used sections and no doubt cuts down on a vast quantity of repedative typing.

2. Problems with the present system:

A. City Attorneys Office:

Problems with the present system for the city attorneys office must be objectively assessed by that office.

Probable problems are as follows:

- Identification of the most frequently used sections for complaints and subsequent counts eligible for preprinting.
- Preparation, printing, distribution and stocking of preprinted complaints and riders in six locations.
- "Construction" of three copies of each complaint with the proper riders.
- Photocopying of the complaints when riders are attached with staples.
- Manual filing system problems with multiple paper sizes stapled together.
- Non-professional appearance and the public's perception of the organization of the City Attorney's Office.

B. Problems with the present system for the Court:

- Excessive review time to decipher the complaint and initiate Court records.
- Difficult to understand the complaint for judges, clerks, defense counsel and assigned prosecutor.
- Difficult to photocopy complaints with riders, because they have to be disassembled and reassembled.
- Loose and missing riders could cause confusion and deteriorate the integrity of the complaint.
- Manual filing system problems with non-uniform paper size and multiple staples in the complaint.

3. Why a new approach to misdemeanor complaint preparation is needed.

- A. The present complaint form is antiquated. The back of the form is no longer used by the Criminal Division.
- B. Complaint form preparation time should be reduced.
- C. Review time by the Judges, clerks office, defense attorneys and prosecutor should be reduced to cope with an increasing volume of work.
- D. Complaint form preparation should take advantage of the labor and cost saving benefits of word processing.
- E. The most important single product of the City Attorneys Office is the production of misdemeanor complaints. The system for producing this product should be modernized and take on a more professional appearance.

4. General Recommendation and Proposal for the use of Word Processing to generate misdemeanor complaints:

- A. All of the preprinted complaints and riders could be loaded onto word processing discs -- the complaint preparer then merely needs to fill out a complaint worksheet on which the defendant identification and courts are listed by section number.

Information on the "case record card" could be used for this purpose without the need for generating any additional paper work.

The typist then types the administrative data on the formatted screen and retrieves the complaint narrative by entering the section code numbers for each count

- B. The complaint can then be built by the word processing operator in a continuous, consistent and efficient manner.

The appropriate number of copies can be produced on the word processing printer or photo copied from a single original.

Once the complaint is produced it can be retained on the word processor pending review. Should any modifications be required they could easily be accomplished by returning a corrected copy for modification. If no corrections are needed the complaint could be erased from the disk after three days or whenever it has

served its purpose. Additional benefits could be derived from the word processor if other documents need to be prepared using the case information entered to generate the complaint.

5. INTERIM PROPOSAL

As an interim measure a proposed complaint form has been designed which will meet several immediate objectives.

- A. The format is consistent with the redesigned municipal courts misdemeanor docket-- case action summary. This will improve communication between the court and city attorney, ease clerical preparation, and promote easier review by clerks, judges, defense attorneys and prosecutors.
- B. The riders will no longer need to be stapled one on top of another-- they can be laid out in sequential order and the original photocopied-- (on pink paper, if preferred) for submission to the court and distribution to other agencies.
- C. The increased costs associated with photocopying should be offset by decreases in clerical preparation time and shortened review time by professional staff.
- D. This interim proposal will require some reformatting of the preprinted complaints and riders -- but will address several of the problems mentioned in paragraph 2A & B above.

The present "riders" could be used with a little trimming but ideally the riders should be laid out in a standard uniform format. Standard formatting elements would include margin widths, type style, clear English, not repeating such information as defendants name and the manner in which dates are written (April 14, 1982 -- rather than on the 4th day of April, 1982), etc. Revising the entire system of complaints (which would now look more like riders) and subsequent court riders, would only take two people about two weeks to accomplish.

A draft of the recommended complaint form is attached to this proposal along with an example of how a completed complaint might look using existing preprinted complaints and riders.

It should be noted that as envisioned the complaint product would look much neater than the attached example.

This system is designed for maximum flexibility--

- Short complaints can be put one one page.
- Longer complaints on two pages
- Very long complaints on three or more pages.

The use of continuation sheets offers this flexibility.

MUNICIPAL COURT OF LOS ANGELES JUDICIAL DISTRICT		MISDEMEANOR COMPLAINT		Court Case Number	
THE PEOPLE OF THE STATE OF CALIFORNIA vs Defendant			COUNTS		
			1. 2.		
KA/TN			3. 4. <input type="checkbox"/> Cont.		
Issued by: IRA REINER, City Attorney			Booking Number		Cross Reference
BY: _____ Deputy City Attorney			Date Filed		CLARK K. SAITO, Clerk
			BY: _____ Deputy Clerk		

The undersigned states that he is informed and believes, and on such information and belief declares: That on or about the date indicated as the "date of offense" at and in the City and County of Los Angeles, California, a MISDEMEANOR, as specified below was committed by the above named DEFENDANT. (☐ Defendant's true name is unknown)

DATE OF OFFENSE:

Count 1: Violation of

Defendant at the time and place mentioned above--

Defendant

MISDEMEANOR COMPLAINT
Continuation

Court Case Number

Defendant

MISDEMEANOR COMPLAINT
Continuation

Court Case Number

all of which is contrary to the law and against the peace and dignity of the People of the State of California. The undersigned therefore requests that a warrant may be issued for the arrest of defendant so that defendant may be dealt with according to law.

☐ Attached hereto and incorporated herein by reference, as though fully set forth, are written statements and reports, consisting of _____ pages, which constitute the basis upon which I make the within allegations.

☐ A declaration in support of the issuance of such warrant is submitted.

☐ I declare under penalty of perjury that the foregoing is true and correct.

Date Executed

Declarant and Complainant

Signature

Witnesses:

Page 1 of 2 pages.

Defendant JOHN K. JONES	MISDEMEANOR COMPLAINT Continuation	Court Case Number 82CR1456
----------------------------	---------------------------------------	-------------------------------

Count 3:

For a further, separate and ~~third~~ ^{fourth} cause of action, being a different offense, belonging to the same class of crimes and offenses set forth in Count 1 and 2 hereof, affiant complains and says: That on or about the ~~MARCH 28, 1982~~ ^{MARCH 28, 1981} day of ~~19~~ ¹⁹⁸¹, at and in the City of Los Angeles, in the County of Los Angeles, State of California, a misdemeanor, to-wit: VIOLATION of Section 12020 of the Penal Code of the State of California was committed by Defendant ~~(whose true name to affiant is unknown)~~, who at the time and place last aforesaid, did wilfully and unlawfully have in his possession an instrument and weapon of a kind commonly known as a Saturday Night Special.

Count 4:

For a further, separate and ~~fourth~~ ^{fifth} cause of action, being a different offense, belonging to the same class of crimes and offenses set forth in Count 1, 2 and 3 hereof, affiant complains and says: That on or about the ~~MARCH 28, 1982~~ ^{MARCH 28, 1981} day of ~~19~~ ¹⁹⁸¹, at and in the City of Los Angeles, in the County of Los Angeles, State of California, a misdemeanor, to-wit: VIOLATION of Subdivision (a) of Section 12031 of the Penal Code of the State of California was committed by Defendant ~~(whose true name to affiant is unknown)~~, who at the time and place last aforesaid, did wilfully and unlawfully carry a loaded firearm, to wit, 22 Cal Saturday Night Special, on his person and in a vehicle while in a public place and on a public street in an incorporated city, he not being then and there a person authorized so to do.

All of which is contrary to the law and against the peace and dignity of the People of the State of California. The undersigned therefore requests that a warrant may be issued for the arrest of defendant so that defendant may be dealt with according to law.

☐ Attached hereto and incorporated herein by reference, as though fully set forth, are written statements and reports, consisting of 18 pages, which constitute the basis upon which I make the within allegations.

☒ A declaration in support of the issuance of such warrant is submitted.

I declare under penalty of perjury that the foregoing is true and correct.

Date Executed March 29, 1982	Declarant and Complainant ALFRED P. KLAPHAKI Deputy City Attorney	Signature <i>Alfred P. Klaphaki</i>
Witnesses: <i>George Sadowski</i>		

APPENDIX D

MICROFILM EQUIPMENT
AND PROCEDURES

February 5, 1982

Mr. Jayme Wilson
Municipal Courts Planning and Research
110 N. Grand Avenue, Room 536
Los Angeles, California 90012

Dear Jayme:

I have spent the past three days reviewing the proposed microfilm system application for the LA Municipal Court, Criminal Division.

The proposed updatable system has been weighed against the alternatives of the (CAR) Computer Assisted Retrieval system and maintaining the status quo - that is to do nothing.

It is my opinion that the operational and administrative advantage that will accrue to the criminal division through the proper use and phased implementation of the updatable system will be significant.

Some of the problems that will be addressed through the use of the updatable system are as follows:

1. Improved communications between the main office in the criminal courts building and the arraignment court.

When the arraignment court has its own copies of the Case Action Summary on all disposed cases, the constant problem of calling Hill Street to search for dockets to verify priors will be alleviated.

It would be difficult to do this with a CAR system since Bauchet Street would either need a duplicate set up or paper prints would have to be constantly sent from the main office to Bauchet Street.

2. When a truly "updateable" operating mode is achieved, a given case fiche may be updated 3 to 6 times.

If the images were placed on roll film they would be located on 3 to 6 rolls or cartridges and it would be impossible to provide microform duplicates to meet the requirements. If the images are on one or two fiche, duplicates could be easily provided to any requestor.

3. For the application envisioned in the criminal division, updatable fiche provide greater flexibility than a CAR system. Growth will not be limited by memory storage capacity, there will be no waiting or turn around time for film processing, duplicate indexing will be avoided - since all cases are presently indexed in the county computer. A CAR system would require indexing into the CAR support mini-computer to cross reference the cartridge containing the case related documents.
4. With the new records retention schedules in effect for misdemeanor complaints and docket sheets (case action summaries) permanance is no longer a consideration. Only a maximum of ten years retention needs to be achieved.

Finally, I have considered the alternative of maintaining the status quo and not introducing microfilm at all in the Criminal Division at this time. Although the implementation plan appears sound, no one can guarantee its success in reducing labor costs and space requirements. But the fact still remains that with increasing caseloads, escalating labor costs and the need for more accurate and timely communications something must be done to improve the office systems supporting the criminal division. As we have discussed, the court is moving towards eventual full automation, but this is sometime in the future because of the time required and expense. The interim steps being taken now will significantly upgrade the office systems and records management within criminal. First the consolidated automated index provides a greater case finding aid, the index production on computer output microfiche (COM) allows the availability of the index in several locations at low cost, improvement in forms such as the case action summary, judges worksheet and sentencing summary will have a positive effect on the preparation and documentation of case events, interagency coordination with the city attorney should improve the format of the complaint forms.

All of these components point towards an upgrading in the overall office systems. In my opinion, the introduction of the updatable microfilm system will also make a significant contribution to the criminal divisions ability to accomplish its mission in a more efficient and cost effective manner.

Sincerely,

NATIONAL CENTER FOR STATE COURTS

Thomas G. Dibble
Staff Associate

TGD:gj

Municipal Court of the Los Angeles Judicial District	SUBJECT CRIMINAL DIVISION UPDATEABLE MICROFILM PROCEDURE	Page No. 1 of 10 Date MARCH, 1982
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RECEIVED MAR 18 1982

Introduction of the updateable microfilm system in the criminal division is anticipated to improve communications between the chief clerk's office in the criminal courts building and the Bauchet Street Arraignment court, to provide more timely service to prosecutors and the public and reduce search time for verification of priors, determination of violations of probation and reduction of storage space requirements.

Implementation is scheduled to take place in two phases:

Phase I - Filming the case action summary, including the Sentencing, Probation/Diversion Summary, once the case is disposed. Copies of the microfiche will be retained in the clerk's main office and in the arraignment court. Other case papers will be retained in the case file until the ten-year retention period has been met.

Phase II - will explore the feasibility of a truly "active" microfilming system in which the updatable microfiche is initiated while the case is pending and updated as it progresses through the court system.

This procedural guide will outline the Phase I paper flow and the operation of the microfilming activity.

Specific technical instructions on the operation of the equipment (camera, verifier and duplicator), operator preventative maintenance procedures and handling and treatment of film and duplicate film will be provided by the vendor. Where appropriate, these instructions and procedures should be incorporated into this procedural guide.

Procedures:

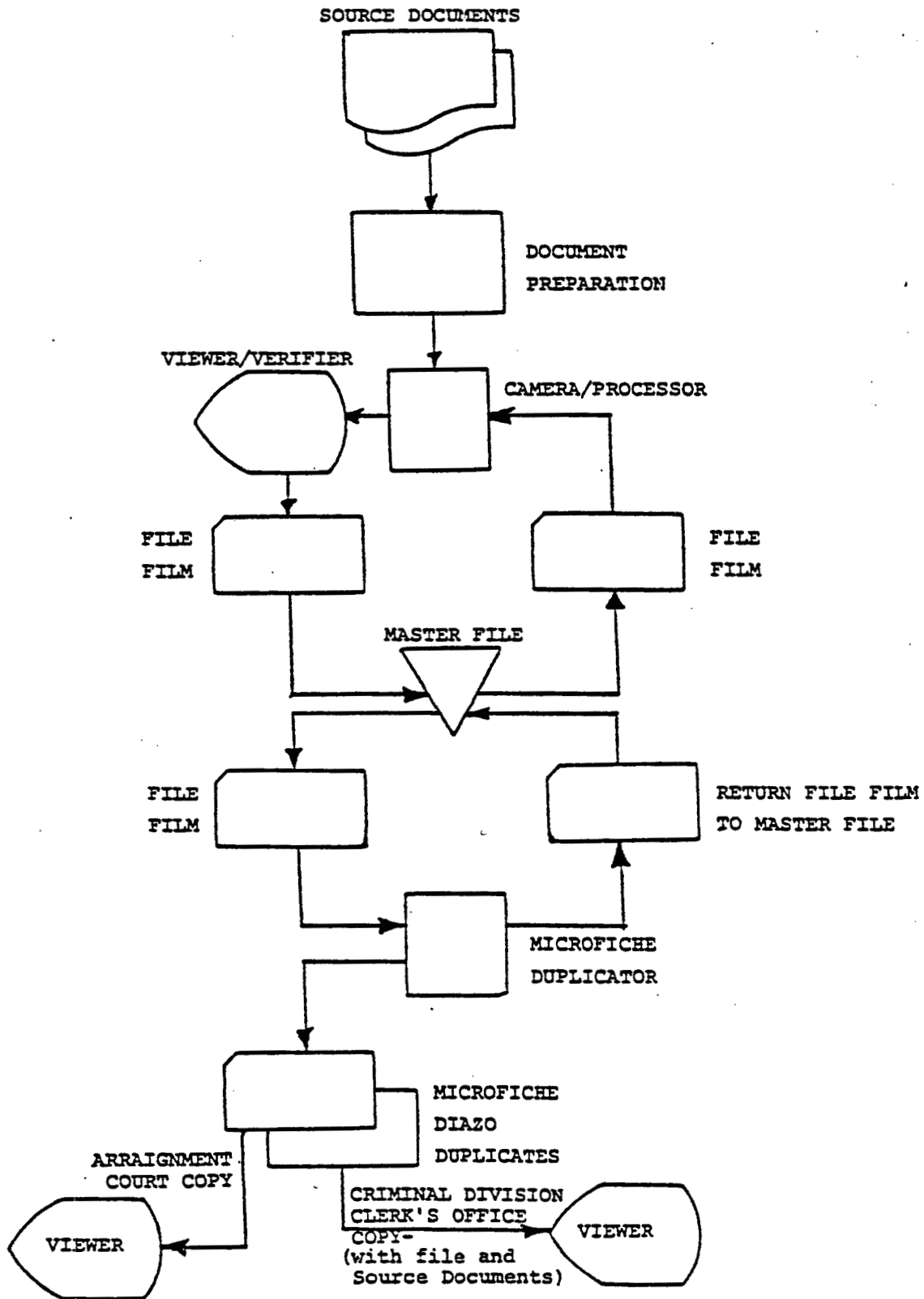
1. When cases are finished in the arraignment court they should be separated by disposed and still pending.
2. The pending cases are routed to the clerk's office for further court activity and trial.
3. Disposed cases (both by plea and dismissal) should be routed through the microfilm unit prior to reaching the clerk's office.

Municipal Court of the Los Angeles Judicial District	SUBJECT CRIMINAL DIVISION UPDATEABLE MICROFILM PROCEDURE	Page No. 2 of 10
		Date MARCH, 1982

4. Disposed case files should be organized so that the case action summary (CRIM 200) is on top, followed by the continuation sheet (CRIM 201), additional Notes (CRIM 202) and the Probation and Sentence/Diversion Summary (CRIM 204) - these are the documents that will be microfilmed. The case action summary forms should be separated from the rest of the case file by the 'blue' judge's worksheets (CRIM 203) all other case papers are filed in chronological order with the most recent on top. The complaint should normally be the bottom document in the file since it is received first to initiate the case.
5. When received in the microfilm unit the disposed case action summaries undergo a series of logical steps of preparation, filming, verification, duplication and distribution.

The work and document flow is illustrated as follows: Flow Chart Illustration 1.

WORK and DOCUMENT FLOW

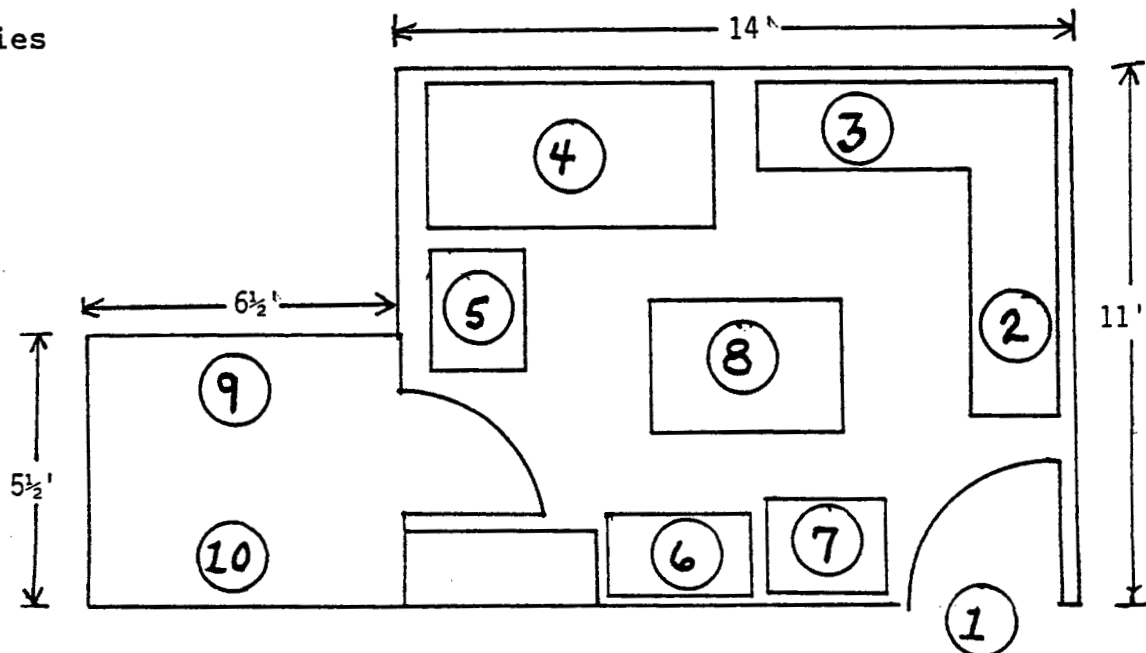


6. The layout of the microfilm unit is illustrated below. Room 5-505 is an ideal setting because it is conveniently located but isolated enough so that access can be controlled and the minimum distraction occur when operating.

Room layout
Illustration (2)

LAYOUT OF ROOM 5-505
CRIMINAL COURTS BUILDING

1. Main door to hallway
2. New work receiving & sorting
3. Processing, label typing, etc.
4. System 200 Microfilmer
5. Verification/Reader
6. Duplication Station
7. Distribution stand
8. Work table
9. Master File Film Storage
10. Supplies

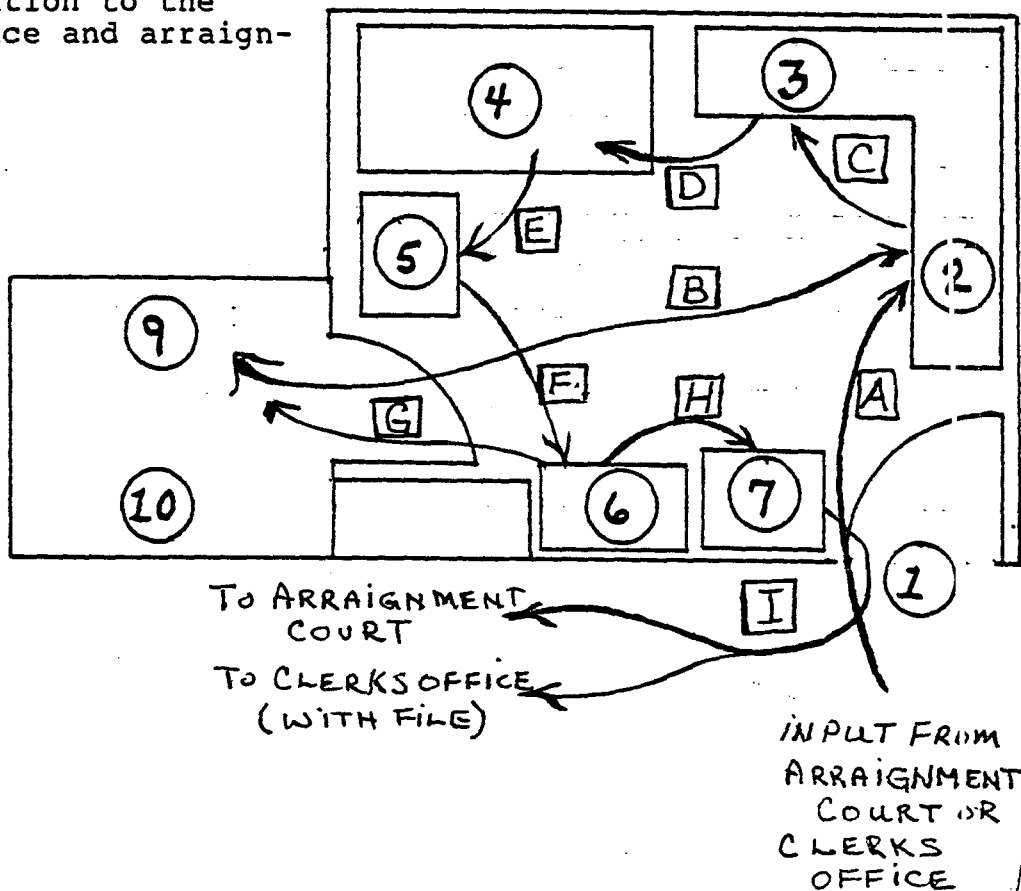


Municipal Court of the Los Angeles Judicial District	SUBJECT CRIMINAL DIVISION UPDATEABLE MICROFILM PROCEDURE	Page No. 5 of 10 Date MARCH, 1932
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7. The following workflow diagram illustrates how case files will be received, processed and distributed in the microfilm unit.

WORKFLOW DIAGRAM

- A. Receive material to be filmed from the arraignment court or clerk's office.
- B. Retrieve master file film to be updated - if previously initiated, if not proceed to Step C.
- C. Process material and file film for filming. Case # Target, identify file film grid location, etc.
- D. Film material as needed.
- E. Inspect on viewer/verifier to ensure clear image.
- F. Make two (2) duplicate copies.
- G. File Master File Film in storage area.
- H. Place duplicate copies and paper files on distribution stand for distribution to the clerk's office and arraignment court.



8. Initiating the file film--

- a. Each file film contains eight rows and 14 columns and is capable of holding 112 microimages.
- b. The top row (T) is normally reserved as a title row in which the case name or number is affixed on a typed label.

This row can be used for images by filming an eye readable target with the case number in the first column of each row--

Therefore, each file film will contain eight (instead of 7) cases -- one case per row -- (T & A thru G)

- c. Column one in each row will be the eye readable case number for the case in that row.
- d. In those cases which have more than 13 documents constituting the case action summary a trailer fiche will be prepared -- additional documents will be filmed in the corresponding row on the trailer fiche. In these cases the last image in the row should be annotated to reflect the existence of the trailer fiche.

NOTE: The eye readable target can be prepared using a plain sheet of paper and black felt tip marker. As long as the numbers are at least 2" high they should be readable to the naked eye.

Therefore, the first fiche will contain cases 1-8, the second 9-16, the third 17-24, etc.

- e. When a case is missing the eye readable number target should be filmed in the first column of the row designated for the case. When the case is eventually filmed the proper fiche and row can be easily located and filming can commence.

- a. When files are received for filming they should be place in numerical order by case number. [The more systematized the filming procedure can become the easier and more straight-forward it will be.]
- b. The case action summaries should be filmed, reviewed and placed in the correct order for filming.
- c. The cover sheet - eye readable case number target - should be prepared and placed on top of the documents to be filmed.

[illegible]

Reference Grid position by Row/Column, A1, C7, etc.

- d. The case number targets for missing cases should be prepared and placed in the appropriate position for filming.
- e. Problems, such as missing documents, should be coordinated with the originating office for correction.

10. Filming --

- a. For maximum efficiency a quantity of documents should be prepared for filming so the filming can be accomplished by batches.
- b. Load a new file film or a file film to be updated and determine the grid position (A1, A5, B10, etc.) to be imaged. If sequential frames in one row are being filmed the camera will automatically advance - (i.e. T1 thru T7). When a new row is needed, or when updating causes - skipping around on the file film the image grid coordinate will have to be entered on the display panel.
- c. Perform the filming operation.
- d. Restack the originals in the same order as filmed.
- e. Set file films aside for verification.

11. Verification --

- a. Place each imaged file film in the viewer/verifier and inspect for clarity, resolution and proper placement.
- b. If problems are noted, refilm as needed or call the serviceman.

12. Duplication/Filing --

- a. Prepare two diazo duplicates of each file film.

1e or refile the file film in the security area.

Municipal Court of the Los Angeles Judicial District	SUBJECT CRIMINAL DIVISION UPDATEABLE MICROFILM PROCEDURE	Page No. 9 of 10 Date MARCH, 1982
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13. Distribution --

- a. Place one duplicate with the original papers - for distribution to the clerk's office.
- b. The other duplicate is sent to the arraignment court.
- c. The clerk's office should separate the duplicate microfilm from the case file and file the case file in the inactive storage area. The microfilm is then filed in numerical order in the clerk's office.

When filing the duplicate if it is an updated film (cases or documents added on) the previous copy should be thrown away - so as not to cause confusion in the future.

- d. The arraignment court should file this duplicate film in numerical order and discard old copies which were updated.

14 Other Matters
Copies & Review

- a. When additional copies of the microfilm are needed for prosecutors, law enforcement, or others the requests should be written down and transferred to the microfilm unit.
- b. Duplicate copies of one case can be made by masking all of the unneeded rows on the file film and the processing the duplicate in the same manner used for duplicating the entire file film, a fee is charged for this service.

NOTE: A set of eight masks should be prepared from 5 mil. black plastic. The appropriate mask is then placed behind the file film - since the diazo duplicate film must contact the image in the exposure unit.

- c. Paper copies can be made when required. Paper copies are made in the clerk's office and a fee is charged.
- d. Review of the duplicate working copy should be done in the clerk's office or the arraignment court by prosecutors, law enforcement personnel or the public. The reviewing procedure should be convenient but supervised. Appropriate assistance by the clerk's staff will cut down on requests for paper copies and additional duplicates.

15. Daily Operations:

- a. High quality microfilm products and a continuous operation will result from proper care and attention to the equipment used to support the system.
- b. The vendor will provide step by step procedures, instruction and training for daily inspection of the equipment. the daily preventative maintenance check should take about five minutes and will include, checking the toner, clean the glass and a quality control test involving test images. A preventative maintenance service call will be scheduled about once per month and will take about 1 to 2.5 hours.
- c. The image counter should be reset to zero every day and the total number of images processed that day recorded on a log. Monthly statistics will provide valuable information on productivity and projecting orders for supplies. There are a number of statistics that should at least be kept during the initial implementation of the system - in addition to total images. A few suggestions are--
 - Number of cases processed;
 - Number of images per case;
 - Number of additional diazo duplicates requested;
 - Processing time per case;
 - Number of hours of operation daily, weekly, etc.

Additionally a log may be kept to record certain events and problems such as:

- Problems with input documents;
- Equipment problems;
- User complaints and compliments;
- Work flow snags.

APPENDIX E

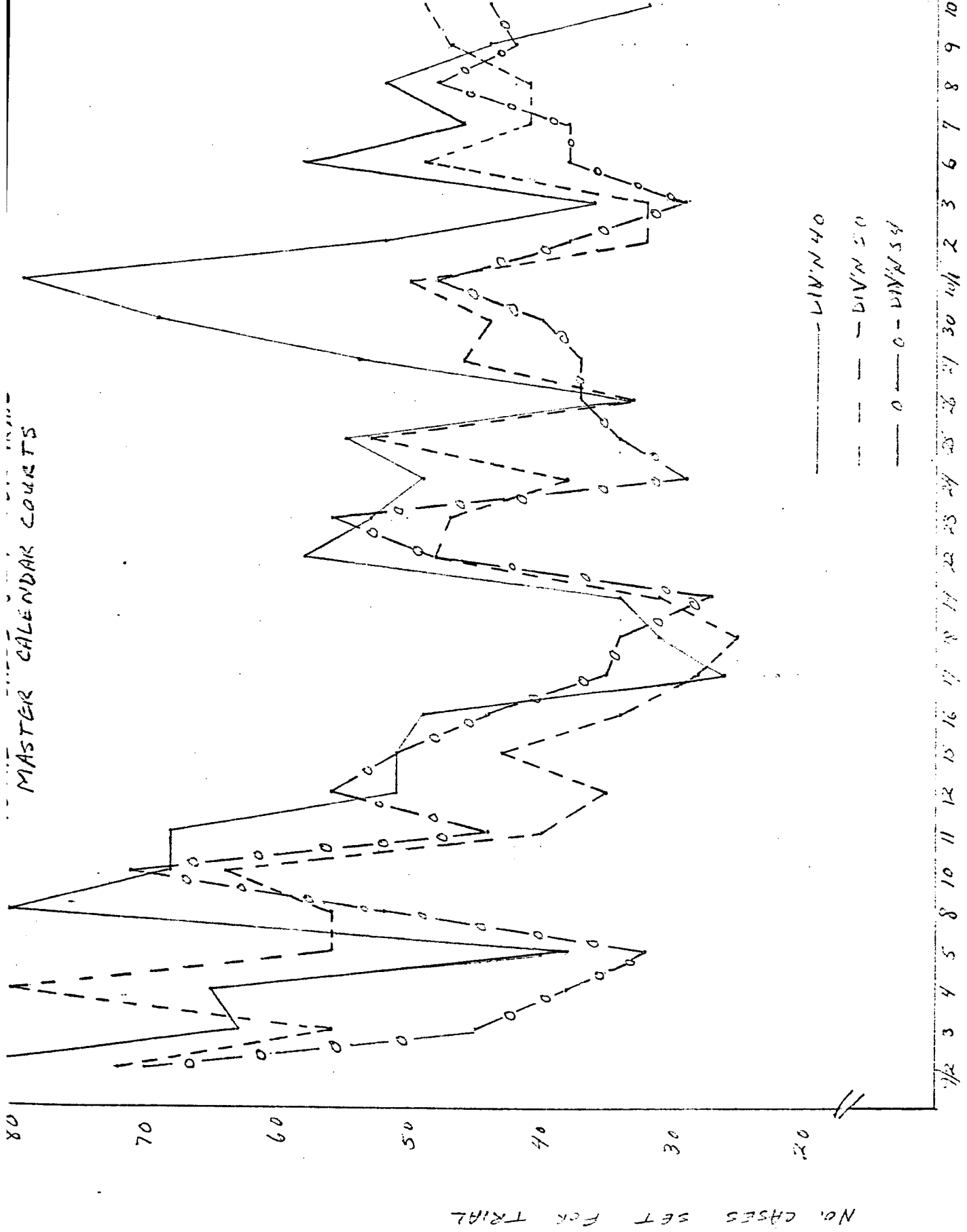
CALENDAR MANAGEMENT INFORMATION
SAMPLES OF MONTHLY SUMMARIES

LOS ANGELES MUNICIPAL COURT
SUMMARY OF CASES SET FOR TRIAL
IN MASTER CALENDAR DIVISIONS

Sep. 2-Oct. 10, 1980

	<u>40</u>	<u>50</u>	<u>54</u>	<u>Total</u>
Total Orig.-Trial- Date Cases	480	469	399	1,348
- % of total	36%	35%	30%	100%
Avg. No. Orig. Cases Set/Day	17	17	14	
Total Cases Set	1,478	1,280	1,205	3,963
- % of total	37%	32%	30%	100%
Avg. Cases on Calendar/Day	53	46	43	
Total Cont'd Cases on Calendar Day	998	810	806	2,614
- % of total	38%	31%	31%	100%
Avg. No. Cont'd Cases on Calendar/Day	36	29	29	
Avg. % Cont'd Cases on Calendar	68%	63%	67%	

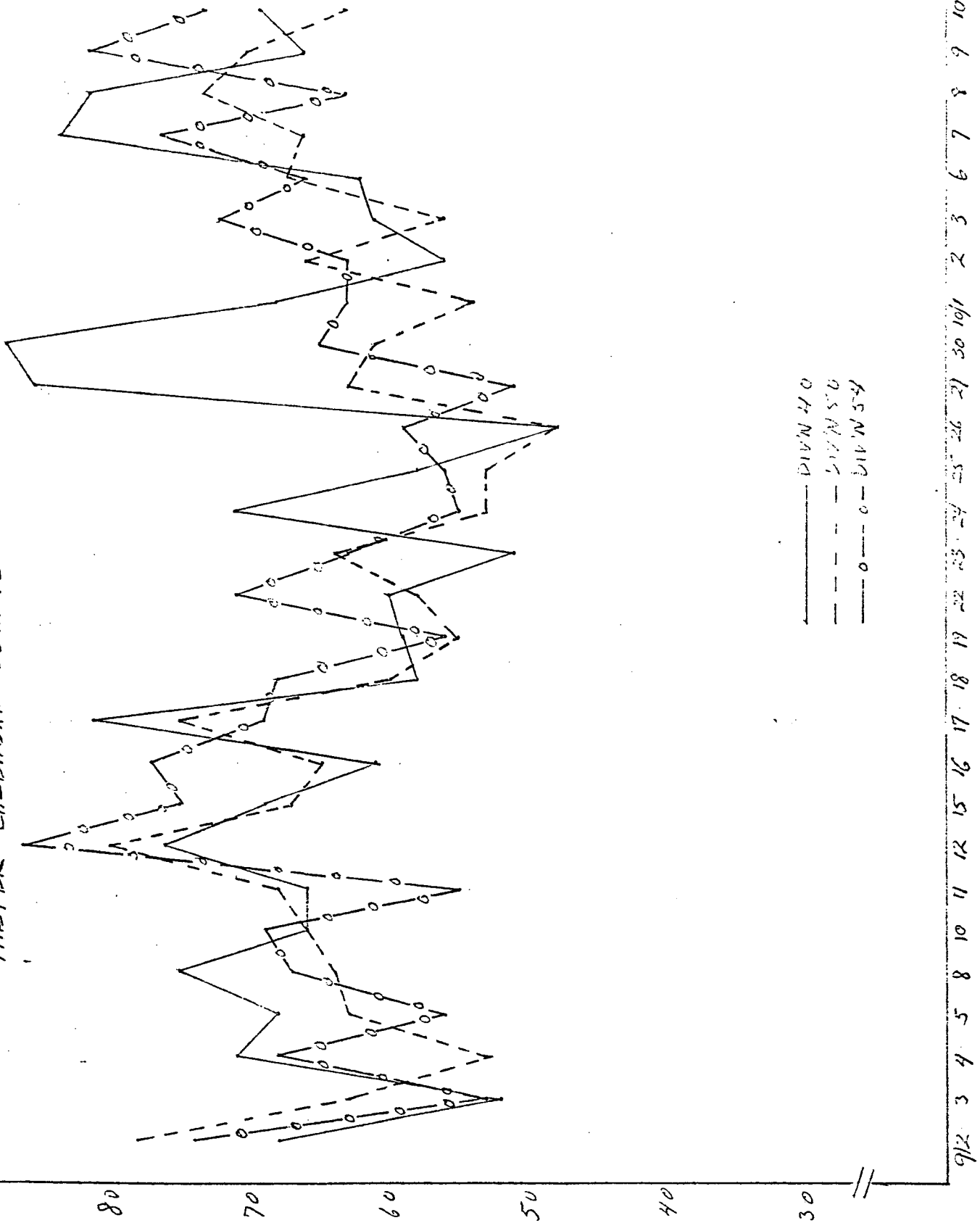
MASTER CALENDAR COURTS



DATE

CONT'D CASES AS PERCENT OF CASES SET FOR TRIAL

PERCENT OF CASES SET FOR TRIAL
THAT ARE CONTINUED FROM PREVIOUS DATE
CASES AND COUNTS



DATE

LOS ANGELES MUNICIPAL COURT
SUMMARY OF CASES SET FOR TRIAL
IN MASTER CALENDAR DIVISIONS

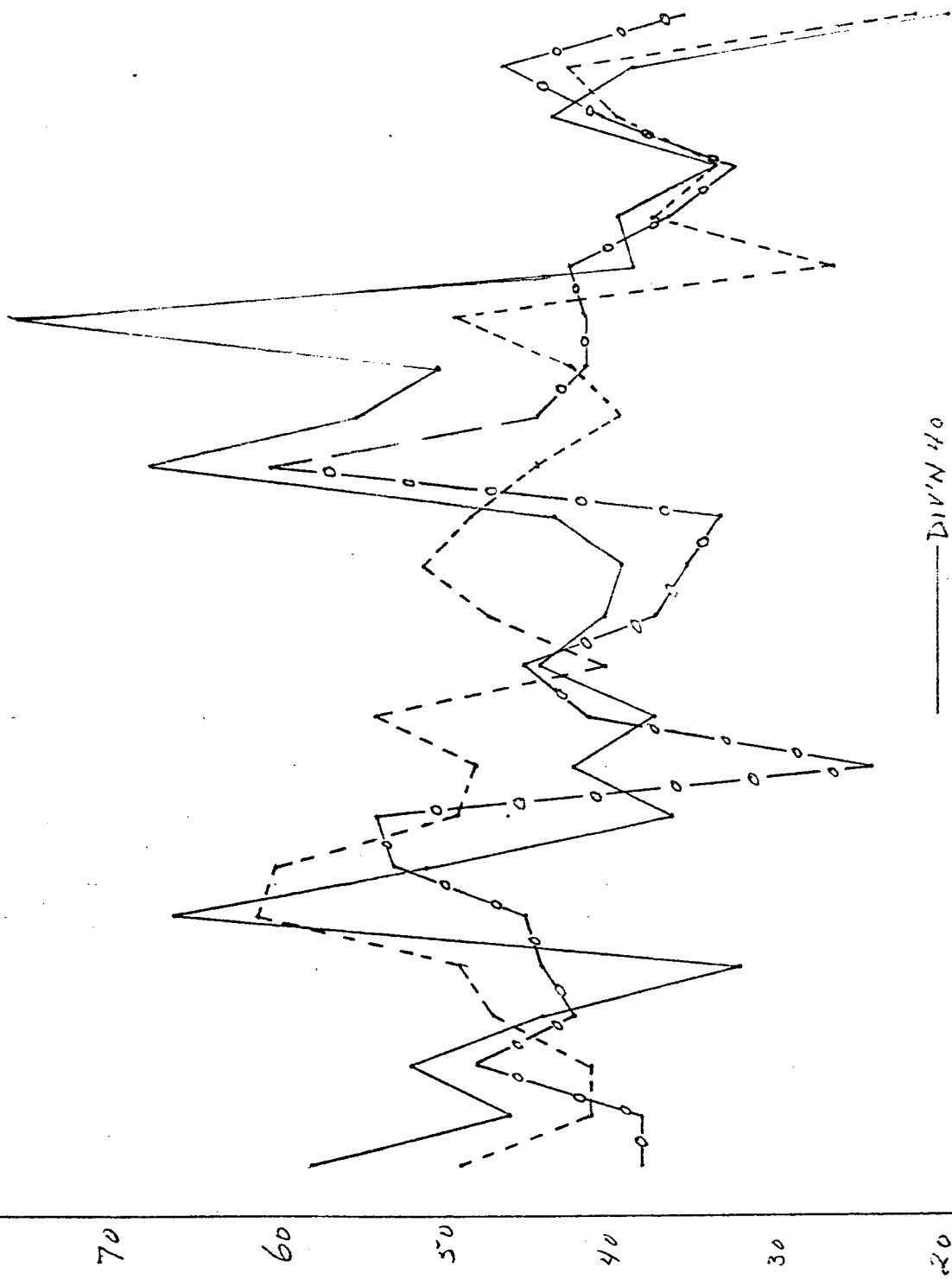
	Master Calendar Divisions									
	40			50			54			Total
	This Mo. 1	Last Mo. 2	Total From 9/3/80 ³	Last Mo. 1	Last Mo. 2	Total From 9/3/80 ³	This Mo. 1	Last Mo. 2	Total From 9/3/80 ³	
Total - cases with first trial date	358	415	773	306	397	703	335	363	698	2,174
- % of total in each division	36%	35%	36%	31%	34%	32%	34%	31%	32%	100%
Average no. lst-trial-date cases/day	15	18	16	13	17	15	14	16	15	46
Total - cases continued from previous calendars	729	831	1,560	750	656	1,406	659	656	1,315	4,281
- % of total in each division	34%	39%	36%	35%	31%	33%	31%	31%	31%	100%
Average no. cases continued from previous calendars per day	30	36	33	31	29	30	27	29	28	91
Average % of total calendar continued from previous calendars	67%	67%	67%	71%	62%	67%	66%	64%	65%	66%
Total cases set	1,087	1,246	2,333	1,056	1,053	2,109	994	1,019	2,013	6,455
- % of total in each division	35%	38%	36%	34%	32%	33%	32%	31%	31%	100%
Average cases on calendar per day	45	54	50	44	46	45	41	44	43	137

¹October 6 - November 7, 1980: 24 court days.

²September 3 - October 3, 1980: 23 court days.

³ court days.

TOTAL CASES SET FOR TRIAL
FASTER CASES SET FOR TRIAL



DATE

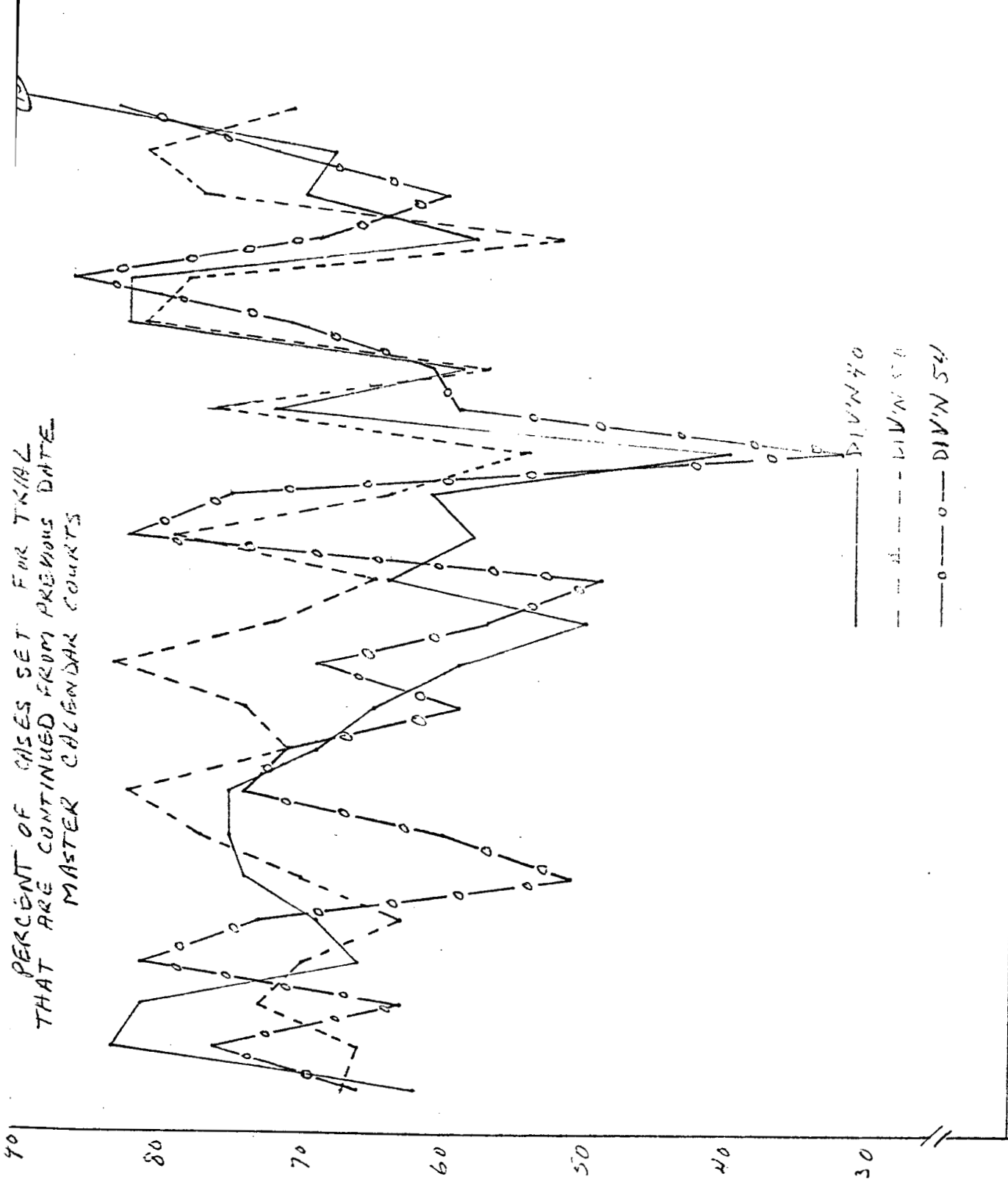
PERCENT OF CASES SET FOR TRIAL
THAT ARE CONTINUED FROM PREVIOUS DATE
MASTER CALENDAR COUNTS

PERCENT OF TOTAL CASES THAT
HAVE BEEN CONTINUED

DIVN 40
DIVN 50
DIVN 54

10/6 7 8 9 10 14 15 16 17 20 21 22 23 24 27 28 29 30 31/13 4 5 6 7

DATE



LOS ANGELES MUNICIPAL COURT
SUMMARY OF KEY CALENDAR MANAGEMENT INFORMATION
MONTH OF May 1-31, 1981

	Division 40			Division 50			Division 54		
	This Mo.	Last Mo.	Year To Date*	This Mo.	Last Mo.	Year To Date*	This Mo.	Last Mo.	Year To Date*
MASTER CALENDAR DIVISIONS									
<u>Dispositions</u>									
Pleas	173	175	459	104	172	421	123	111	362
Diversions	10	12	24	9	25	50	12	11	33
Dismissals	45	64	145	46	43	123	53	47	116
Total	228(11.4)*	251(11.4)*	628(10.6)*	159(8.0)*	240(10.9)*	594(10.1)*	188(9.4)*	169(7.7)*	511(8.7)*
332	319	912		255	328	860	284	271	762
Total Dispos. of Cal. Team									
% of Team's Total Dispos in Master Calendar	69%	79%	69%	62%	73%	69%	66%	62%	68%
Master Calendar Division Dispositions as % of Total Cases Calendared	17%	18%	17%	16%	22%	21%	21%	18%	20%
Total Cases Calendared	138(6.9)*	128(5.8)*	350(5.9)*	63(3.2)*	90(4.1)*	197(3.3)*	55(2.8)*	44(2.0)*	143(2.4)*
<u>Last Day Cases: Total</u>									
Number of Days With:									
0 cases	4	5	15	4	8	20	7	9	22
1-2 cases	4	2	8	9	4	16	6	7	18
3 or more cases	12	15	36	7	10	23	7	6	19
<u>Calendar Summary</u>									
New Cases on Calendar	385(19)*	378(17)*	1,024(17)*	323(16)*	346(16)*	931(16)*	315(16)*	345(16)*	890(15)*
Continued Cases on Calendar**	988(49)*	984(45)*	2,663(45)*	648(32)*	740(34)*	1,940(33)*	623(31)*	571(26)*	1,655(28)*
Total Cases Calendared	1,373	1,362	3,687	971	1,086	2,871	938	916	2,545
Continued Cases as % of Total Cases Calendared	72%	72%	72%	67%	68%	68%	66%	62%	65%
Number of Days On Which Continued Cases Represented:									
80% and above of all calendared cases	2	5	12	2	2	6	1	1	5
70-79%	12	10	26	5	8	18	5	3	15
60-69%	5	7	17	11	8	25	8	8	18
50-59%	1	0	4	1	4	9	6	6	15
Less than 50%	0	0	0	1	0	1	0	3	5

* Data available from March 10, 1981.
 ** Average per day in parentheses, with 20 court days in current month, 22 court days in previous month, and 59 court days in year to date.
 *** Includes trailed and reset cases.

SUMMARY OF KEY CALENDAR MANAGEMENT INFORMATION
MONTH OF May 1-31, 1981, CONTINUED

	Division 40			Division 50			Division 54		
	This Mo.	Last Mo.	Year To Date*	This Mo.	Last Mo.	Year To Date*	This Mo.	Last Mo.	Year To Date*
<u>TRIAL DIVISIONS</u>									
Judge-Days	80	73	220	69	76	206	70	86	213
Pleas, Verdicts, & Diversions	65	50	187	64	56	171	82	73	186
Dismissals	39	18	97	32	32	95	14	29	65
Total Dispositions	104	68	284	96	88	266	96	102	251
Avg. Dispositions Per Judge-Day	1.3	.9	1.3	1.4	1.2	1.3	1.4	1.2	1.2
Judge Days per Cal. Day	4.0	3.3	3.7	3.5	3.5	3.5	3.5	3.9	3.6

DISPOSITIONS IN TRIAL DIVISIONS
MONTH OF MAY, 1981

Division	Judge Days	Pleas & Diversions	Verdicts	Dismissals	Total Dispos.	Avg. Dispos. Per Judge-Day
43	20	9	4	13	26	1.3
47	20	9	6	6	21	1.1
55	20	10	2	5	17	.9
56/57	20	22	3	15	40	2.0
42	20	7	5	8	20	1.0
53	19	30	2	7	39	2.0
58	11	3	3	4	10	.5
59	19	12	2	13	27	1.4
45	18	19	4	5	23	1.4
46	20	8	2	3	13	.7
48	20	27	2	4	33	1.7
57/56	12	19	1	2	22	1.1

LOS ANGELES MUNICIPAL COURT
MAR F K CAI AR NAG NT
MONTH OF NOVEMBER, 1981

MASTER CALENDAR DIVISIONS
DISPOSITIONS

	DIVISION 40		DIVISION 50	
	THIS MO.	YEAR TO DATE*	THIS MO.	YEAR TO DATE*
PLEAS	255	1674	216	1561
DIVERSIONS	24	138	18	185
DISMISSALS	107	536	91	553
TOTAL	386(21.4) **	2348(12.7) **	325(18.1) **	2299(12.4) **
TOTAL DISPOS. OF CAL. TEAM	502	3340	437	3295
% OF TEAMS TOTAL DISPOS.	77%	70%	74%	70%
IN MASTER CALENDAR				
MASTER CALENDAR DIVISION				
DISPOSITIONS AS % OF				
TOTAL CASES CALENDAR	30%	20%	23%	39%

LAST DAY CASES : TOTAL

NUMBER OF DAYS WITH :

0 CASES
1-2 CASES
3 OR MORE CASES

	161(8.9) **	1195(6.5) **	94(5.2) **	522(2.8) **
0 CASES	5	47	4	68
1-2 CASES	2	28	4	49
3 OR MORE CASES	11	110	10	68

CALENDAR SUMMARY

NEW CASES ON CALENDAR
** CONTINUED CASES ON CALENDAR
TOTAL CASES CALENDAR
CONTINUED CASES AS % OF
TOTAL CASES CALENDAR
NUMBER OF DAYS ON WHICH CON-
TINUED CASES REPRESENTED
80% AND ABOVE OF ALL
CALENDAR CASES
70-79%
60-69%
50-59%
LESS THAN 50%

559(31.0) **	3558(19.2) **	606(33.7) **	3527(19.1) **
739(41.0) **	8343(45.1) **	823(45.7) **	5907(31.9) **
1298	11901	1429	10174
57%	70%	58%	58%
1	36	0	13
3	68	1	52
3	52	8	79
6	20	5	32
5	9	4	9

* DATA AVAILABLE FROM MARCH 10, 1981

**AVERAGE PER DAY IN PARENTHESES, WITH 18 COURT DAYS IN CURRENT MONTH AND 185 COURT DAYS IN YEAR TO DATE

***INCLUDES TRAILED AND REST CASES.

TRIAL DIVISIONS	DIVISION 40		DIVISION 50	
	THIS MO.	YEAR TO DATE*	THIS MO.	YEAR TO DATE*
JUDGE-DAYS	112	798	109	772
PLEAS, VERDICTS, & DIVERSIONS	83	659	80	678
DISMISSALS	33	313	32	295
TOTAL DISPOSITIONS	116	972	112	973
AVG. DISPOSITIONS PER JUDGE-DAY	1.0	1.2	1.02	1.3

DISPOSITIONS IN TRIAL DIVISIONS
MONTH OF

DIVISION	JUDGE DAYS	PLEAS & DIVERSIONS	VERDICTS	DISMISSALS	TOTAL DISPOS.	AVG. DISPOS. PER JUDGE-DAY
22	14	6	1	1	8	0.6
21	16	9	2	6	17	1.0
45	18	5	2	4	11	0.6
47	18	6	4	5	15	0.8
54	18	20	2	7	29	1.6
55	10	9	1	5	15	1.5
57	18	10	6	5	21	1.2
26	18	8	3	2	13	0.7
46	18	15	7	12	34	1.9
48	18	9	0	3	12	0.7
53	13	15	0	5	20	1.5
56	10	1	1	1	3	0.3
58	14	9	3	4	16	1.1
59	18	5	4	5	14	0.8

LOS ANGELES MUNICIPAL COURT
PROPOSED STANDARDS FOR MANAGEMENT OF MASTER CALENDAR
FOR MISDEMEANOR CASES

1. There should be no more than 20 cases per day continued or trailed from a previous date.
2. Each master calendar division should start a calendar call promptly at 8:30 a.m. Calendar teams should discuss the trial divisions starting their calendars at 9:30.
3. Trial divisions should trail no more than seven cases per day.
4. Any case that has five or more continuances in the master calendar division should be treated as a last day case for the purpose of assignment to the trial court, including a civil court if necessary.
5. No last day case should be assigned to a trial division until counsel certifies in writing that they have discussed and sought to achieve settlements at least two days prior to the last day. The written certification shall state the final offer made by both sides during the settlement discussions.

4/15/81

APPENDIX F

POSITION DESCRIPTIONS FOR:

- . Forms Administration Manager
- . Forms Analyst
- . Forms Order Coordinator

**Forms Administration Manager
Position Description**

A. Purpose

To formulate and direct the organization's forms administration program, which services all line and staff departments, including subsidiaries

B. Objectives

1. To manage the forms administration department and coordinate its operations with related departments to analyze, properly design, and arrange for production or procurement of all forms used by the organization. Must consider the following:
 - (a) Need for the form and information
 - (b) Clerical efficiency in the total use of the form
 - (c) Consistency of information
 - (d) Proper retention or destruction capabilities and procedures
 - (e) Inventory levels, distribution, and form obsolescence
 - (f) Reproduction capability
 - (g) Economy in production and use
2. Improve the effectiveness and efficiency of paperwork methods and systems related to forms and other records by considering the latest techniques, office mechanization, and integrated operation

C. Duties

1. General management of the department
 - (a) Establish short- and long-range objectives, secure management approval, and follow up to meet goals
 - (b) Prepare short- and long-range forecasts of department expenditures and organization-wide expenses in related areas
 - (c) Establish policies and procedures for effective operation of department
 - (d) Develop activity and progress reports for control of department and follow-up of programs
 - (e) Select and train necessary personnel to carry out the departmental responsibilities
 - (f) Develop personnel and job structures to provide opportunities for promotion
 - (g) Be informed on related operations in other organizations, for applications to own department
2. Management of the forms function
 - (a) Familiarize management and department heads with the purpose and services of forms administration
 - (b) Develop and update forms administration information, including policy, procedures, and standards, for organization-wide use
 - (c) Educate personnel on the services and techniques available for development of productive and effective paperwork
 - (d) Maintain a cooperative working relationship with all groups involved in paperwork processing, systems development, and forms procurement or production
 - (e) Establish analysis techniques to:
 - Strive for integrated use of recorded data by consolidating forms
 - Clarify and standardize forms to provide consistent information for accounting and other company records
 - Obtain clearance when necessary from legal, advertising, personnel, and other staff groups on matters affecting organizational policy, use of logos, disclaimer clauses, and employee relations
 - (f) Establish design and specification standards
 - (g) Implement a system to determine reorder points and quantities
 - (h) Determine and update criteria for deciding on internal reproduction vs. outside procurement
 - (i) Provide for periodic analysis of usage, costs, types, constructions, and so on for combining orders or for contract buying
 - (j) Arrange for periodic analysis of each form to determine its current status concerning usage, design, and so on

- (k) Update self, department personnel, and others concerned with new techniques, concepts, and developments in forms analysis and design, records management, reproduction, printing, duplicating, copying, and business equipment

D. *Knowledge, Abilities, and Skills Required*

- 1. Management/supervisory capability
- 2. Familiarity with company organization, policies, and products
- 3. Accounting knowledge and application
- 4. Office and factory clerical systems and procedures
- 5. Methods analysis techniques
- 6. Understand cost factors relating to forms usage and retention
- 7. Printing, reproduction, and duplicating processes, and machines used to produce and copy forms
- 8. Paper, carbon paper, and ink standards
- 9. Filing equipment, systems, and techniques
- 10. Microfilm equipment, systems, and techniques
- 11. Business machines and other mechanical systems
- 12. Operation and needs of a data processing center
- 13. Sense of design and layout
- 14. Printing trade procurement customs
- 15. Typography, composition, and platemaking processes
- 16. Forms construction possibilities
- 17. Internal reproduction operations
- 18. Procurement practices, techniques, and procedures

E. *Personal Qualities*

- 1. Neat and orderly
- 2. Intelligent, tactful, with common sense
- 3. Perseverant
- 4. Persuasive
- 5. Perceptive
- 6. Attentive to detail, accurate, and precise
- 7. Resourceful, imaginative, creative
- 8. Good communicator
- 9. Potential to absorb additional responsibilities coincident with growth of the organization

F. *Contacts*

- 1. Printing company representatives
- 2. Purchasing agent
- 3. Reproduction and office supply departments
- 4. Corporate and division systems personnel
- 5. Data processing personnel
- 6. Department managers
- 7. Associates in other organizations in surrounding area and nationwide

G. *Effect on Expenditures and Savings*

1. About 30 percent of the average working hour is spent processing forms. Properly analyzed and designed forms will reduce the related clerical processing costs by:
 - (a) being easier to fill in and use
 - (b) reducing the chance of error
 - (c) providing consistent information
 - (d) creating a better mental attitude
2. Properly designed and analyzed forms will minimize printing costs by using:
 - (a) the right paper
 - (b) the right standard size
 - (c) the right number of parts
 - (d) the right ink, and so forth
3. Properly controlled forms will minimize printing, procurement, and inventory costs by ordering correct quantities at the right time, and by considering usage, quantity discounts, revision probability, and current inventory

H. *Supervision*

1. Direct supervision of analytical and clerical staff
2. Functional relationship with personnel serving in part-time forms coordinating positions in other departments or locations.

**Forms Analyst
Position Description**

A. *Purpose.*

To help all parts of the organization develop and improve their forms and related paperwork systems in order to reduce administrative costs by minimizing the clerical effort needed, maximizing the informational benefits received, and minimizing the cost of the forms

B. *Duties*

1. Work with forms users to develop the best paperwork system to fill their requirements; analyze the need for the information, determine the best method of preparation, distribution, filing, and so on, and propose changes to new or existing systems
2. Design the forms needed to allow the system to function efficiently, accurately, and in a timely manner
3. Obtain and maintain the supply of printed forms; determine the source (in-house or outside), quantity, inventory location, reorder point, construction specifications (based on usage amount, inventory

on hand, quantity discounts, obsolescence probability, and printers' capabilities)

C. *Knowledge, Abilities, and Skills Required*

1. Organization policies
2. Systems analysis techniques
3. Printing methods, techniques, and practices
4. Understand manual and computer systems including applicable machines
5. Communications skills: presenting, listening, and understanding
6. Salesmanship (to sell ideas)
7. Forms design ability
 - (a) Sense of design and layout
 - (b) Paper and ink standards
 - (c) Forms construction
 - (d) Precise, neat, legible layout preparation

D. *Personal Qualities*

1. Neat and orderly
2. Intelligent, tactful, with common sense
3. Perseverant
4. Persuasive
5. Perceptive
6. Attentive to detail, accurate, precise
7. Resourceful, imaginative, creative
8. Good communicator: speaking, writing, listening, and understanding

E. *Contacts*

Problem-solving interactions with personnel from all parts of the organization, all job levels, and all educational backgrounds, and with forms suppliers

F. *Effect on Expenditures and Savings*

Efficiency, accuracy, and availability of forms and related clerical processing have a substantial effect on operating expenses and on the ability to assemble proper management information for action or decision

**Forms Order Coordinator
Position Description**

A. *Purpose*

To assist the forms analyst(s) in satisfying the complete forms requirements of the organization by initiating, controlling, and following up on all orders for forms, from any supplier (in-house or outside), and by helping in other ways as needed

B. Duties

1. Calculate reorder points and reorder quantities on all forms up for reorder
2. Contact users for approval to reprint or revise forms at the reorder point
3. Prepare and assemble the paperwork needed for each order (inside job ticket or purchase requisition, specifications, sample or layout) and enter the order
4. Record and update order registers, follow up on exceptions
5. Review and discuss specifications with suppliers
6. Expedite orders as needed
7. Maintain forms files
8. Handle inquiries, complaints, and so on by phone, mail, wire, or visit
9. Type reports or correspondence as needed
10. Assist analyst in other areas as needed.

C. Knowledge, Abilities, and Skills Required

1. Tact and diplomacy
2. Communications skills
3. Ability to make routine decisions in both normal and exceptional situations
4. Printing methods, techniques, and practices
5. Normal office skills (typing, filing, copying, and so on)
6. Attention to detail, accurate, precise

D. Contacts

Most contacts are problem-solving, non-routine interactions with people from other departments or with suppliers

E. Effect on Expenditures and Savings

Accuracy and timeliness of ordering/reordering affects the cost of forms and the efficiency of clerical operations throughout the organization