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## Western Regional Office

TECHNICAL ASSISTANCE REPORT  
//

ON

COMPUTERIZED CASE PROCESSING,

RECORDS MANAGEMENT, AND

GENERAL OPERATION OF THE

LAS VEGAS MUNICIPAL COURT,

Library  
National Center for State Courts  
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Williamsburg, VA 23185

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## INTRODUCTION

The Las Vegas Municipal Court, a court of limited jurisdiction handling traffic, parking, and misdemeanor violations of city ordinances, has four judges and 74 support staff, 14 of whom are in a counseling and diversion unit. The Court's marshals provide security, bailiff functions, and service of process. There are 18 traffic arraignment sessions on Monday through Thursday, including Tuesday and Thursday nights. Criminal matters are scheduled Monday through Friday, including Monday and Wednesday evening sessions. The Court has pioneered video arraignments for misdemeanor offenders, holding video arraignments twice a day on Monday through Thursday and once a day Friday through Sunday.

In anticipation of computerizing its operations two years ago, the Court suspended the keeping of filing, disposition, and management information, but it estimates that it receives between 300 and 400 traffic citations per day and approximately 30,000 criminal filings per year. Each charge is filed as a separate case. The Court estimates that its filings are increasing by more than 10 percent per year.

The Clerk's Office operates on a seven-day a week, 24-hour a day basis.

Because of problems of paperflow and records management associated with the growing caseload and in anticipation of full computerization of its case processing in the next year to year-and-a-half, the Court requested short-term technical assistance from the National Center for State Courts focusing on records management, the computerized case processing system, and staff organization and needs. The author visited the Court on February 18 and 19, 1982. Because of the brief time available, the visit comprised meetings with the Court Administrator, Kerry Miller, some of his staff, a walk-through of the paperflow

processes of the Court, observation of the front counter operation, and observation of a video arraignment and a traffic arraignment session. The author also was provided with the fiscal 1983 budget request and given a detailed review of the conceptualization of the on-line case processing system. The necessary limitations of time and scope of investigation limit the depth with which the Court's processes could be investigated and the detail possible with respect to the recommendations that follow. Where appropriate, more detailed review is recommended.

The Court appears to have a dedicated and highly competent administrative staff, to be operating in a generally effective and efficient manner, and to have a sound concept for its case processing system. Following is a listing of the specific recommendations of the National Center for State Courts. Amplification with respect to each of these recommendations is provided on the following pages.

#### Computerized Case Processing and Management System

##### RECOMMENDATION 1

Detailed flow charting and a requirements analysis should be undertaken for criminal cases before the on-line system for criminal cases is programmed.

##### RECOMMENDATION 2

Staff should be involved with and kept informed throughout the implementation process. Staff should be requested to make note of exceptional cases that arise for both traffic and criminal cases and the method in which they were handled to permit incorporation of these cases into the on-line system or development of a manual system to deal with them.

##### RECOMMENDATION 3

One or more persons should be given responsibility for maintaining and updating the procedures manuals so that they will always reflect current operating procedures.

##### RECOMMENDATION 4

The Court should review carefully the management information it needs and build into the system as early as possible the capturing of that information and the generation of appropriate reports.

## Filing Systems

### RECOMMENDATION 5

The Court should adopt the use of citation-size envelopes or sleeves for each citation and associated documents.

### RECOMMENDATION 6

The Court should create additional alphabetical subdivisions for the trays in which citations are filed.

### RECOMMENDATION 7

The citations of citizens who have been given time to pay their fines should be filed separately from those who have not yet appeared in court.

### RECOMMENDATION 8

When a warrant is issued on a citation, the citation and supporting documentation should be filed in a separate section in an envelope, rather than in a file folder.

### RECOMMENDATION 9

The Court should buy additional filing trays.

### Recommendation 10

For those letters of the alphabet in which the Court has the greatest number of names, three-letter subdivisions for file folders should be adopted rather than the present two-letter subdivisions.

### RECOMMENDATION 11

Shelf dividers that correspond to the alphabetic breakdown for file folders should be purchased.

## Microfilming

### RECOMMENDATION 12

The Court should reevaluate the equipment being used for microfilming and consider using a roll-film microfilming process instead of the microfiche process now being used.

### RECOMMENDATION 13

If the time between termination of a case and its microfilming is deemed unacceptably long and the microfilming equipment is not changed, then the Court will need to consider additional microfilming staff.

### RECOMMENDATION 14

One or more staff persons should be trained to back up the person presently assigned to microfilming.

Miscellaneous Matters

RECOMMENDATION 15

The use of room dividers for the main clerical work space should be explored.

## II. COMPUTERIZED CASE PROCESSING AND MANAGEMENT SYSTEM

### Conceptualization and Implementation Plan

As indicated above, the conceptualization of the computerized case management system seems sound and complete and the implementation plan well conceived. Because traffic cases represent perhaps 80 percent of the Court's workload, the traffic part of the Court's operation will be put on-line first. It is hoped that the traffic system will be operational by September 1982.

### RECOMMENDATION 1

Detailed flow charting and a requirements analysis should be undertaken for criminal cases before the on-line system for criminal cases is programmed.

The National Center staff understands that when the computerization process started about two years ago, some flow charting of the system and some requirements analysis were undertaken. Both the flow charting and the analysis focused on traffic cases because they represent the bulk of the Court's work and many of the steps in the handling of a criminal case parallel the steps in traffic cases. Some of the procedures used by the Court have changed in the ensuing months, however, and not all of the steps required or appropriate for criminal cases are duplicated in traffic cases. Detailed flow charting and a requirements analysis can be very useful in assuring that the on-line system embraces all the necessary steps, while allowing an informed judgment to be made regarding whether a particular step should be on-line or handled in a batch mode or manually. The National Center recognizes that development of detailed flow charting and work on the requirements analysis for criminal cases while the traffic system is being completed will strain the available time of existing staff, but believes the time will be well spent.

## RECOMMENDATION 2

Staff should be involved with and kept informed throughout the implementation process. Staff should be requested to make note of exceptional cases that arise for both traffic and criminal cases and the method in which they were handled to permit incorporation of these cases into the on-line system or development of a manual system to deal with them.

The Court appears to have a sound approach to implementation of the on-line system for traffic cases by September. Two areas deserving additional attention were noted, however. The daily responsibilities of line staff leave little room for keeping abreast of the development of the on-line system. The computerized system will dramatically change the way in which some staff will do their jobs and will affect all staff in some respects. Training is planned as each new component of the system becomes operational, but care should be taken even before the formal training sessions to alert staff to design concepts and, when possible, to provide information about the planning and operation of the system. This will help reduce fears of the new system, enhance understanding, and, in some cases, generate additional enthusiasm.

More critically, an on-line computerized system handles best high volume, routine procedures. The nature of courts, however, is that there are a lot of exceptional and occasional cases or processes that are important but do not lend themselves as readily to inclusion in an on-line system. The system is already programmed to deal with some of these, but to assure that as many exceptional circumstances as possible are known, the National Center recommends that staff be asked to make note of exceptional circumstances between now and September and the manner in which they were handled. As each exceptional case is identified, the systems staff should check the on-line system to determine whether the case could be handled in the system as now programmed. If not, a

decision should be made whether to change the programs or to develop a manual backup system for this type of case or circumstance. It is better to develop a manual backup system in advance than to have staff develop ad hoc procedures after the system becomes operational.

One further word of caution regarding implementation. The Court has a detailed schedule of implementation with target dates for each step. The Center is not in a position to question the deadlines set for each step, but notes that the schedule planned for some of the steps, particularly the development of procedures manuals and programming for some of the individual segments of the system, appears to be ambitious. The Court's administration should recognize that there is a chance of slippage in the schedule even while it presses for adherence to it.

#### System Security

Each staff member will have a personal identifying code providing access to the on-line system. Some of the information is designed to be entered by only certain members of staff. The National Center was asked whether there are additional security approaches that would minimize the chance of unauthorized staff learning the personal codes of other staff and entering or removing information inappropriately. There are three options that might be considered. The first is not to display the operator code on the terminal screen. This does not preclude one operator from telling another operator what his/her code is, but at least it avoids the possibility of a person casually observing a code he/she should not know. Second, it is possible to put locking keys on terminals which could be accessed only by a second code. An alternative to a locking key is to have only some terminals programmed to accept information and to program for a terminal code for these terminals. Neither of these terminal security devices precludes someone learning the second code, but it increases the level of security somewhat.



## Procedures Manuals

### RECOMMENDATION 3

One or more persons should be given responsibility for maintaining and updating the procedures manuals so that they will always reflect current operating procedures.

As indicated, procedures manuals are planned for each segment of the computerized system. It is not apparent that the maintenance and updating of these manuals have been planned for. Procedures change from time to time. It is most important if manuals are to have value that someone be designated and allowed the time to maintain and update the manuals.

## Management Information

### RECOMMENDATION 4

The Court should review carefully the management information it needs and build into the system as early as possible the capturing of that information and the generation of appropriate reports.

The Court is aware of the need for basic caseload and management information. The development of the caseload and management information component of the system is planned for the third phase of implementation. The National Center suggests that caseload and management information be given a higher priority. It is very hard to manage resources without basic data about demands on the system. It is even harder to plan for the future without that information. Operational needs often drive out planning and supervisorial needs but the relationship among them is so strong that early attention to the development of caseload and management information is highly important.

The Court will have to examine its operations and make a final determination for itself the precise information to be collected and reported. The National Center suggests that most information will be timely if received monthly, but calendar information and some of the

fiscal information may more appropriately be required daily or weekly.

With respect to basic caseload and management information, the National Center recommends the following:

#### Caseload

- Filings by case type
- Dispositions
  - by case type
  - by type of disposition (plea, trial, dismissal)
  - by method of disposition (mail, counter plea, court plea, trial)
- Warrants
  - number pending beginning of month
  - number added during month, including the reason why warrant was issued
  - number removed during month
  - number pending at end of month
  - Median and 75th percentile of age of warrants pending OR a list of warrants more than X days or months old.

#### Calendar Management

- Age of pending inventory in 7- or 14-day intervals
- Time from arrest to disposition by case type and by disposition method OR list of cases by case type exceeding X days or months from arrest, citation, or filing.
- Number of cases calendared per court session and disposition (continued or disposed of), by method of disposition (plea, trial, dismissal, diversion).

#### Management Information

- Number of transactions per case.
- Number of transactions for each front counter clerk, courtroom clerk, and others with case entry or disposition responsibility.
- Warrants served or otherwise removed from system.

## Fiscal

- Amounts received by category (fines, fees, costs, bond forfeitures, other) and by type of payment (cash, checks, money orders, and credit cards).
- Bail
  - Amounts received by type of payment, (cash, bonds, other)
  - Applied to fines
  - Refunds made
  - Forfeited
  - Remaining in trust account
- Bonds
  - Number and amount received
  - Number and amount applied to fines
  - Number and amount exonerated
  - Number and amount forfeited
  - Number and amount reinstated
  - Forfeiture notices sent OR forfeiture notices not sent within X days of forfeiture
- Time Payments
  - Number and amount pending at beginning of month
  - Number and amount ordered during month
  - Number and amount paid during month
  - Number and amount pending at end of month
  - Number and amount of deferred payments
  - Number and amount of installment payments
  - Number of warrants issued for nonpayment

With respect to calendar management, the court staff indicated that the cases were being disposed of in a timely fashion so this type of information is not needed. The National Center has found in other courts of limited jurisdiction that even if most cases are disposed in a timely fashion, a disturbing percentage of cases take longer than the judges and court staff recognize. The type of information suggested with respect to calendar management will assure that this problem does not arise in Las Vegas.

## II FILING SYSTEMS

### Citations

Citations are filed alphabetically in trays located at the back of the front counter area. All citations other than those for which warrants have been issued are filed together. Citations resulting in the issuance of a warrant are filed in a separate set of trays immediately behind the active files. The Court is facing an increasing problem of lost records. Some of the problems are caused by a large number of citations being jammed into a relatively small space, with the result that misfiling occurs. Other citations get pushed down to the bottom of the tray and cannot be seen as clerks examine the names written at the top of citations that are standing vertically in the trays.

### RECOMMENDATION 5

The Court should adopt the use of citation-size envelopes or sleeves for each citation and associated documents.

As noted, some citations are being lost at the bottom of the trays because too many pieces of paper are being filed into a small space. All citations, no matter how many times a particular citation must be handled, are handled frequently because the clerks must thumb through a section of citations to find the citation of citizens at the front counter. The constant handling combined with the large number of citations results in the citations becoming dog-eared, ripped, or crumpled. This not only makes it harder for the front counter clerks, but it makes the microfilming process more difficult after the cases are closed. Envelopes or sleeves will address all of the problems presently experienced by the Court. The cost of the envelopes will be more than offset by clerical time saved in looking for the citations initially and then the time of staff spent preparing the documents for microfilming.

Clear plastic envelopes will cost about \$28 per 1,000 and can be reused and allow a clerk to read the information written on the citation. Computer-generated envelopes, used in Ventura County, California, cost \$47 per 1,000; they can be used to record either the defendant's driving record or be used as a docket or other paper record of the history of the case for the data entry operators. The Court will have to assess the relative costs and benefits in its operation of the two approaches. Examples of a computer-generated envelope and a clear plastic envelope are attached in Appendix A (of the original copy of this report only) for the Court's reference.

#### RECOMMENDATION 6

The Court should create additional alphabetical subdivisions for the trays in which citations are filed.

The Court is dividing citations among the 26 letters of the alphabet; that is, there are no further subdivisions within any one letter of the alphabet. Accordingly, it takes longer for anyone looking for a specific name to find it -- particularly if the last name of the citizen starts with a B, M, or S. There should be finer subdivisions of the alphabet for the trays in which the citations are filed. Attached to this report as Appendix B are four alternate ways to break down the alphabet, ranging from 50 to 150 divisions.

#### RECOMMENDATION 7

The citations of citizens who have been given time to pay their fines should be filed separately from those who have not yet appeared in court.

Several years ago the Court's files were scattered throughout the clerk's office and it was extremely difficult to locate a needed file or citation. In late 1977, the National Center recommended a more centralized system for filing citations and criminal case folders. The Court has sought to implement that recommendation in the years since.

The centralization may have gone too far, however. The people who come to the front counter are there for information, to pay a deferred fine or part of a fine being paid in installments, or for a citation that has not yet been to court. Presently, precourt and time payment citations are filed together. If the two types of citations were separated, the clerks would need to look through fewer citations for each type. Since in most cases it is clear whether someone is there before ever having been to court or to pay a deferred or installment fine, the problem of having citations in two different sets of trays should not cause problems of where to look.

#### RECOMMENDATION 8

When a warrant is issued on a citation, the citation and supporting documentation should be filed in a separate section in an envelope, rather than in a file folder.

Most cases in which warrants are issued presently are filed alphabetically in a separate set of trays. The Court recently has shifted to color-coded alphabetized file folders for criminal complaints, and is beginning to file cases in which warrants are issued in the file folders. If the citation involves a traffic offense, the National Center recommends that the envelope or sleeve be retained and the citation be moved to a separate set of trays for traffic citations for which warrants have been issued. The file folders should be reserved for cases that originated as misdemeanors.

#### RECOMMENDATION 9

The Court should buy additional filing trays.

To implement the recommendations regarding the use of envelopes or sleeves for the citations and the separate set of trays for cases involving time payments, the Court will need to purchase additional filing trays. The National Center is not in a position at this time to

suggest how many trays are needed. Note, however, that whatever the number needed and whatever the cost of an individual tray, the increase in productivity of staff will more than offset the out-of-pocket expense for the trays.

#### Criminal Complaints

##### RECOMMENDATION 10

For those letters of the alphabet in which the Court has the greatest number of names, three-letter subdivisions for file folders should be adopted rather than the present two-letter subdivisions.

As noted, the Court is shifting its criminal files to color-coded, preprinted alphabetized file folders in an open-shelf filing system. This shift implements a recommendation made following the National Center's 1977 visit to the Court. The folders presently use two-letter breakdowns of the alphabet, but the Court has the capacity to add a third letter to the folder tab if it so chooses. One of the limitations of alphabetic filing is that names are not distributed evenly throughout the alphabet; some letters occur with much greater frequency than others. The Court should review the distribution of names presently in its files. For those letters of the alphabet in which names occur most frequently, the Court should add a third letter subdivision in order to reduce the possibility of misfiling and to ease the task of finding a file within a given letter.

##### RECOMMENDATION 11

Shelf dividers that correspond to the alphabetic breakdown for file folders should be purchased.

Presently there are shelf dividers for each letter of the alphabet, but not for any finer breakdown of the alphabet. Easily seen dividers that correspond to the breakdown used for the file folders should be purchased to aid the filing and locating processes.



#### IV. MICROFILMING

The Court presently uses an AB Dick System 200 microfilm camera. The camera is operated by one staff person; no one is trained for relief. She presently is microfilming traffic citations approximately four to five months after termination of the case and criminal cases approximately 16 to 17 months after termination. So far as the National Center was able to determine in a very cursory review of the microfilming operation, the microfiche are being used for storage rather than as an active case filing system.

#### RECOMMENDATION 12

The Court should reevaluate the equipment being used for microfilming and consider using a roll-film microfilming process instead of the microfiche process now being used.

The AB Dick 200 is designed for use in an active case filing system. On a per-case basis, it is quite expensive to use, averaging between 50 cents to 80 cents per case. It also is relatively slow, requiring about eight seconds per image.

Roll-film microfilm, on the other hand, is much faster and the cost per case is a fraction of the cost of the AB Dick 200 system. In a court that uses microfilm exclusively or principally for closed cases, roll film normally is a better choice. Further, if the present microfilming schedule is seen as too slow, the roll-film approach also would allow the present staff to become more current.

Should updating of closed cases on the microfilm be required, there presently is a computer assistant retrieval system available that facilitates updating for roll-film microfilming. With the Court's shift to an on-line computerized system, computer-assisted retrieval and a roll-film microfilming system become substantially more feasible.

The author of this report did not have sufficient time to evaluate the microfilming process. A separate study of the Court's microfilming equipment needs and procedures would be appropriate.

#### RECOMMENDATION 13

If the time between termination of a case and its microfilming is deemed unacceptably long and the microfilming equipment is not changed, then the Court will need to consider additional microfilming staff.

This recommendation must be made conditionally because of the limited review of the microfilming process. For instance, the National Center did not determine whether the four-to-five-month delay in microfilming traffic citations and the 16-to-17-month delay in microfilming disposed criminal case files is acceptable. Once the Court determines the acceptable time period between termination of a case and its microfilming, the staff needed to achieve that goal should be determinable.

The present microfilmer can advise how long it takes to prepare the documents for each microfiche and/or case; the total preparation, filming, and checking time can be measured. When the volume of cases to be microfilmed is known, personnel needs can be determined through a simple arithmetic process.

#### RECOMMENDATION 14

One or more staff persons should be trained to back up the person presently assigned to microfilming.

Whatever decisions are made with respect to microfilming equipment and the number of staff regularly assigned to microfilming, the absence of anyone available to back up the present microfilming staff should be remedied.

## V. MISCELLANEOUS MATTERS

### Room Dividers for Open-Space Office Plan

#### RECOMMENDATION 5

The use of room dividers for the main clerical work space should be explored.

The clerks presently work in one large area divided only by clusters of desks. Several staff members have jobs that would benefit from minimum distraction, yet there is no protection from either visual or aural distraction for any worker. As the Court implements its new on-line system, there will be a new or reassigned group of workers serving as data entry operators and one or more printers, which will add to the noise level in the office.

Dividers that separate clusters of desks (there appears to be no need for each desk to be separated from every other desk) will reduce visual and aural distractions, which should in turn improve productivity. Well designed dividers also allow use of vertical space, which facilitates better organization of documents and files used at a particular desk and may permit removal of some file cabinets or other items of furniture from the floor around a desk, thereby effectively increasing available floor space.

The Court's staff is outgrowing its available space and introduction of the equipment associated with the on-line computerized system will compound the problem. The use of dividers may ameliorate the situation.

#### Paperflow

The Court requested the National Center's assessment of the paperflow associated with the movement of cases through the system. There was insufficient time to provide a useful evaluation in this area. Based on a cursory review and the walk-through of the office that was provided to

the author, the paperflow seems adequate for the present. A more detailed assessment of paperflow that will occur with the on-line computerized system might be in order.

#### Organization of Staff

The Court requested an assessment of its organization of staff. Staff was reorganized within the past year into six major divisions reporting to the Court Administrator: administration, lower court counseling, judicial services, marshal's unit, office operations, and court operations. The judicial services section consists of only four people. Although these people serve the judges directly, this seems to be the only justification for the existence of a separate administrative section. It might be more appropriate to incorporate this group into the administrative section or into court operations.

The dispatcher for the marshal's unit is assigned to office operations. Since this position serves only the marshal's unit, it might more appropriately be placed within that administrative unit. The present organization is acceptable, however.

The other aspects of the court's organization seem entirely appropriate.

APPENDIX A

ENVELOPES FOR TRAFFIC CITATIONS

Plastic sleeve and envelopes attached here.

On the following pages are two examples of the information typed by the computer on the envelope in Ventura County, California, and the citations associated with these envelopes.

ADDRESS: 253 CEDAR ST  
CITY: VENTURA CALIF. 93001  
PHONE: 1130 SANTA CLARA 6  
DOB: 09/01/60 EYES: HAZEL HAIR: BROWN HGT: 5-06 WGT: 155 SEX: M IN  
ID: N8784043/DRVR-3 EXPIRES: 09/01/85 STATUS: VALID  
ARREST DATE: 01/05/82 PROC DATE: 01/08/82 PURGE DATE: 03/03/86 APPEAR DATE: 02/07/82  
Q.M.V. PRIOR CONVICTION/FTA HISTORY  
STATUS VIOL DTE CONV DTE SECTIONS VIOLATED DOCKET DISP COURT VEH L  
ST 12/11/78 01/03/79 A21460A C149483 B 56480 517EQ  
ST 12/28/78 01/09/79 A22100B C149907 B 56480 517EQ  
ST 01/18/79 02/08/79 A22350 C148241 C 56480 IWN241  
ST 07/01/79 08/03/79 A22348A G153282 B 56480 IWN241  
ST-E 03/01/81 03/20/81 A22348A 0947788 B 56480 517EQ  
ST-E 05/13/81 05/26/81 A22450 1204080 B 56480 949642  
ST-E 08/25/81 09/08/81 A22450 1591247 B 56480 271WBS  
ST-E 10/10/81 10/21/81 A22348A 1756774 C 56480 G33583

BAIL COMPUTATION FOR CITATION P516472  
VIOLATIONS-- PA PRI BAIL PC BAIL  
V 27000 YES NO 20.00 .00  
V 24603B YES NO 20.00 .00  
V 24400 YES NO 20.00 .00  
V 5902A NO NO 20.00 .00  
FERS ASSESSMENT .00 .00  
MILITARY ASSESSMENT 30.00 .00  
DATE INDEMNITY FUND .00 .00  
TOTAL BAIL 110.00 .00  
PRINT SEQ: 0195  
AGENCY: 19 UID:

NOTICE TO APPEAR  
DATE: 1-5-82 TIME: 1:30 P M  
NAME (LAST, FIRST, MIDDLE, LAST): DAVID P LOMBARD  
RESIDENCE OR BUSINESS ADDRESS: 253 CEDAR ST VENTURA  
CITY: VENTURA STATE: CAL ZIP CODE: 93001  
DRIVER'S LICENSE: N8784043 EXPIRES: 09-01-85  
SEX: M HAIR: BRN EYES: HAZEL HEIGHT: 5-06 WEIGHT: 155  
VEHICLE MAKE: FORD MODEL: LTD COLOR: GRN VEH TYPE: CAR  
YEAR: 1974 MAKE: FORD MODEL: LTD COLOR: GRN VEH TYPE: CAR  
REGISTERED OWNER OR LESSEE: DAVID P LOMBARD  
RESIDENCE OR BUSINESS ADDRESS: 253 CEDAR ST VENTURA  
CITY: VENTURA STATE: CAL ZIP CODE: 93001  
VIOLATION: 27000 (B) NC DEF STOP  
VIOLATION: 24603B (B) NC DEF LIT  
VIOLATION: 24400 (B) NC DEF LIT  
VIOLATION: 5902A (B) NC DEF LIT  
APPROX P.T. MAY VEH LMT SAFE N.E.A. BEAT AT SPECIAL  
55 33 10 10  
LOCATION: 338 STANLEY  
ISSUING OFFICE: VENTURA  
TO: VENTURA  
NAME OF ARRESTING OFFICER: R. KENNEDY  
DATE: 01/05/82  
SIGNATURE: R. KENNEDY  
MUNICIPAL COURT  
WITHOUT ADMITTING GUILTY, I PROMISE TO APPEAR AT THE TIME AND PLACE CHECKED BELOW  
X SIGNATURE: DAVID P LOMBARD  
MUNICIPAL COURT  
ON THE 1 DAY OF FEB 1982 AT 1:30 P.M. TO ANSWER  
OR YOU MAY APPEAR AT  
CHARGES OF VIOLATION(S) DESCRIBED ABOVE  
APPROVED BY JUDICIAL COUNCIL OF CALIFORNIA (S) 8-19-80 V.C. 40531(B), 40522, P.C. 853.9  
CHP 215 (REV. 8-80)



ADDRESS: 92 SUCATILLA  
 OTHER: 539 CALLE ANZUELO  
 DOB: 03/07/43 EYES: BLUE HAIR: BROWN  
 HOB: 1955/08-3 EXPIRES: 09/07/82  
 BIRTH DATE: 01/25/92 PRG DATE: 02/02/82 BIRTH DATE: 02/07/83 APPEAR DATE: 03/01/83  
 STATUS: VALID  
 PRIOR CO VICTION/FTA HISTORY  
 STATUS VIOL DATE COM DATE SECTIONS VIOLATED DOCKET DISP COURT VEH L  
 01/03/79 01/22/79 A223484 M16976 R 15460 042WH  
 02/09/81 05/07/81 A22450 0910539 R 56480 IQR64  
 08/30/81 11/10/81 A214404 1610963 R 56480 131TS  
 12/19/81 01/06/82 A22350 1991009 R 56480 IQR64

BAIL COMPUTATION FOR CITATION 0229452  
 VIOLATIONS-- PA PRI RATL MA ISSUED F  
 CVC 223484 YES YES 35.00 1-XX PRIORS

PRIORS ASSESSMENT 15.00  
 PENALTY ASSESSMENT 25.00  
 STATE INCIDENTY FUND .00  
 TOTAL BAIL 75.00

PRINT SEQ: 020  
 AGENCY: 10 UID:

CALIFORNIA HIGHWAY PATROL  
 NOTICE TO APPEAR 0 229452

DATE 1-28-82 TIME 9:40P M DAY OF WEEK THURS  
 NAME (FIRST MIDDLE LAST) ROBERT ALAN DAVIES  
 RESIDENCE OR BUSINESS ADDRESS 539 CALLE ANZUELO  
 CITY SANTA BARBARA STATE CAL ZIP CODE 93111  
 DRIVER'S LICENSE NO. H0871955 BIRTH DATE 8-7-43  
 SEX M HAIR BRN EYES BRN HEIGHT 6'4" WEIGHT 195  
 VEHICLE LICENSE NO. TOR 649 STATE CAL  
 MAKE YEAR 65 MUSTANG BODY STYLE TAN VEH TYPE 01  
 REGISTERED OWNER OR LESSEE  
 RESIDENCE OR BUSINESS ADDRESS  
 CITY STATE ZIP CODE

ITEMS CHECKED ARE ISSUED PURSUANT TO 40510(B) CVC - SEE REVERSE FOR CLEARANCE PROCEDURE  
☐ VIOLATION(S)  
☒ INTERACTION (SEE REVERSE)  
☐ BOOKING REQUIRED

0 223484(V.C.) - EXCEEDING THE MAX SPEED LIMIT

APPROX SPEED 70 MAX VEH LMT SAFE 55 AREA 765 BEAT 502  
 LOCATION OF VIOLATION(S) 1/2 MILE FROM S/O F ALMOND  
 I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT  
 CITED ON THE DATE SHOWN ABOVE AT (PLACE)

ISSUING OFFICER OXWARD  
 ID 7263 VAC DATES  
 NAME OF ARRESTING OFFICER IF DIFFERENT FROM ABOVE  
 WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE CHECKED BELOW  
 SIGNATURE R. A. Davies

MUNICIPAL COURT JUSTICE COURT JUVENILE TO BE NOTIFIED  
 ADDRESS 800 S. VICTORIA, ANIMB, VENTURA 93009  
 ON THE 1 DAY OF MARCH 1982 12:45P  
 CHARGES OF VIOLATION(S) DESCRIBED ABOVE  
 APPROVED BY JUDICIAL COUNCIL OF CALIFORNIA (S) 8-19-80 V.C. 40513(B), 40522 P.C. 8539  
 CHP 215 (REV 5-81)

APPENDIX B  
ALPHABET BREAKDOWNS

The lists which follow are based on United States Census Bureau statistics and filing industry studies.

50 Divisions

A	*Li
*Am	M
B	*Mar
*Be	*Mc
*Bi	*Me
*Br	*Mo
C	N
*Ch	O
*Co	P
*Cr	*Pr
D	Q
*Do	R
E	*Ro
F	S
*Fl	*Sch
G	*Se
*Gr	*Si
H	*St
*He	T
*Ho	U
*Hu	V
I	W
J	*Wi
K	X-Y
L	Z

75 Divisions

A	*Ko
Am	L
*Ar	*Le
B	Li
Be	M
Bi	Mar
*Bo	Mc
Br	Me
*Bro	*Mi
*Bu	Mo
C	*Mu
*Car	N
Ch	*Ni
Co	O
Cr	P
D	*Pe
*De	Pr
Do	Q
E	R
*El	*Ri
F	Ro
Fl	S
*Fr	Sch
G	Se
*Gi	Si
*Go	*Sm
Gr	*Sn
H	St
*Har	*Su
He	T
Ho	
Hu	
I	
J	
*Jo	
K	
*KI	

\*Divisions added to immediately preceding breakdown.

100 Divisions

A	Ko
*Al	L
Am	Le
Ar	Li
B	*Lo
*Bar	*Lu
Be	M
*Ben	Mar
Bi	*Mas
Bo	Mc
Br	*McG
Bro	Mi
Bu	Mo
C	Mu
Car	N
Ch	Ni
*Cl	O
Co	*Ol
*Con	P
Cr	Pe
D	*Pi
De	*Po
Do	Pr
*Du	Q
E	R
El	*Re
F	Ri
*Fi	Ro
Fl	*Ros
Fr	S
G	Sch
Gi	Se
Go	*Sh
Gr	Si
*Gri	Sm
H	Sn
Har	St
He	*Sto
*Hi	Su
Ho	T
*Hom	*Th
Hu	*To
I	U
J	V
Jo	W
K	We
*Ke	*Wh
Ki	Wi
	Wo
	X-Y
	Z

150 Divisions

A	Gri	*Par
Al	*Gu	Pe
Am	H	*Ph
Ar	*Ham	Pi
*As	Har	Po
B	*Has	Pr
Bar	He	Q
*Bas	*Hen	R
Be	Hi	Re
Ben	Ho	*Rei
Bi	Hom	Ri
*Bl	*Hos	Ro
Bo	Hu	Ros
Br	I	*Ru
*Bre	J	S
Bro	*Je	*San
Bu	Jo	Sch
*Bur	K	*Scho
C	Ke	Se
Car	Ki	Sh
*Cas	*Kl	Si
Ch	Ko	Sm
Cl	*Kr	Sn
Co	L	*Sp
*Col	*Lar	St
Con	Le	*Ste
*Cor	*Len	Sto
*Cu	Li	*Sw
D	Lo	Su
*Dav	Lu	T
De	M	Th
*Dem	*Mah	To
*Di	Mar	*Tr
Do	Mas	*Tu
Du	Mc	U
E	*McD	V
El	McG	*Ve
*En	*Mer	W
F	Mi	*War
*Fe	*Mil	We
Fi	Mo	*Wel
Fl	*Mor	Wh
Fr	Mu	Wi
*Fri	N	*Wil
G	*Ne	*Wils
*Ge	Ni	Wo
Gi	O	X-Y
Go	Ol	Z
*Goo	*Or	
Gr	P	

\*Divisions added to immediately preceding breakdown.