

TRAINER'S MANUAL
ON THE
RIGHTS OF VICTIMS AND WITNESSES

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in cooperation with the
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PART ONE PRELIMINARY CONSIDERATIONS

I. INTRODUCTION

Initiated by a grant from the American Bar Association to the National Conference of Special Court Judges of the Judicial Administration Division and then funded by the National Institute of Justice, a National Conference of the Judiciary on the Rights of Victims of Crime was convened and held at The National Judicial College, Reno, Nevada from November 29-December 2, 1983. One hundred and three judges from the fifty states, District of Columbia and the Commonwealth of Puerto Rico heard presentations, met in group deliberations to consider the issues and then adopted in plenary session a Statement of Recommended Judicial Practices, which appears in the "Participant's Manual."

One of the major objectives of the Conference was to devise state implementation plans for the jurisdictions which were represented at the Conference. In part, this meant that a course or program for the state judiciaries on victims' rights would be presented in the future. In order to accomplish the planning and organization of such courses, The National Judicial College received a grant from the National Organization for Victim Assistance to develop a judicial education program that can be instituted in the jurisdictions. As part of that endeavor, a "Trainer's Manual" and a "Participant's Manual" have been prepared to enable the judges in these jurisdictions to present a comprehensive program on Victims' Rights to their colleagues. Naturally, the structure and diversity of local and state judicial systems will differ and be an influencing factor. The availability of the Manuals should, however, substantially assist the jurisdictions in mounting successful programs.

II. PURPOSE AND USE OF THE MANUAL

This Manual is therefore intended for use by the persons who will be responsible for organizing and conducting a Victims' Rights program in their jurisdictions. It is divided into sections which explain the courses which can be offered and also provides details and recommendations for administering such courses.

III. TYPES OF COURSES

In subsequent sections, three different courses are presented and explained. These are: (1) a one day course; (2) a two and one-half day course; and (3) a week long course. The selection of the course which is most suitable for a jurisdiction will depend on the availability of financial resources, the time that can be set aside for judges to attend the program, teaching talent within the state if funds are not at hand to bring qualified instructors into the jurisdiction and so on. In addition to the basic course design, those responsible for planning and organizing are encouraged and advised to focus on local and state issues and practices during the program so that the presentations and discussions are not simply renditions of national issues and problems. Furthermore, local and state statutes, and cases previously decided within the jurisdiction which have a relevant bearing on the resolution of victims' rights must be featured and dealt with.

IV. SELECTION OF PARTICIPANTS

The issues involved in Victims' Rights are of concern to general jurisdiction as well as to limited jurisdiction judges. The examples used can, of course, differ. In the former, greater attention will be paid to felonies, while in

the latter, the emphasis will be on misdemeanors.

The program administrator must determine at the outset if the program is aimed at general jurisdiction or limited jurisdiction judges, or both. After making such a determination, the judges selected to participate should reflect a broad range of experience and position. If funds are available, the entire judiciary of a jurisdiction, or of districts within the jurisdiction should participate. In states where there are lay judges, they should also be invited to attend.

V. SELECTION OF A SITE

The selection of a site involves a number of key considerations:

- (1) Geographic accessibility for the maximum number of participants.
In large states, it may be necessary to plan several regional courses.
- (2) Existence of satisfactory housing and meeting facilities.
- (3) Availability of equipment to enhance the instruction, such as a chalkboard, flip charts and overhead projector if these will be used by the presenters.
- (4) Competing distractions during the meeting should be avoided or minimized so that participants can concentrate on the instruction and discussions.
- (5) Costs should be within the authorized rates.

VI. PHYSICAL REQUIREMENTS

The following are the major physical requirements for the successful conduct of a Victims' Rights course:

- A. A large room adequate to seat all the judges in classroom style should be available for meetings. If a luncheon is to be served at the meeting site, it is preferable if the luncheon is held in an adjacent room rather than the meeting room itself.
- B. There should be separate meeting rooms to accommodate members of group discussions, if these are included in the course schedule. The group should have a large table, or an arrangement of tables in a rectangle, so that all members of the group are easily visible to each other and can hear what is being said. The discussion leader should sit at a central place. (A "U" type arrangement with judges sitting inside the "U" is unsatisfactory and should be avoided.) The group meeting rooms should be out of hearing range of one another, or set up so as to avoid noise disturbance. It is desirable that the rooms be close enough to the main meeting room so that the least amount of time is spent in changing locations.
- C. A "headquarters room," or a location which may serve as a secretarial office is most desirable. In addition, a centrally located registration facility is needed.
- D. Adequate housing for all participants and their spouses, the speakers and invited guests, should be readily available.

VII. PROGRAM MATERIALS

A. Participant's Manual

The main material to be used by and distributed to the judge participants in a local or state course or program is the "Participant's Manual." It contains an extensive annotated commentary on each recommended judicial practice adopted by

the conferees as well as similar commentaries on other issues involved in Victims' Rights. The Participant's Manual has other resource materials and a bibliography of the more authoritative writings on Victims' Rights which can be consulted to determine if it might be desirable to obtain some of them for distribution to the participating judges. A major source of up-to-date information on Victims' Rights is NOVA, which has published excellent materials and may be able to make them available for state programs.

B. Videotapes of Conference

Videotapes of presentations, panels and discussions made at the National Conference on the Rights of Victims of Crime are available upon request for use in local or state programs and courses. The list is as follows:

Keynote and Current Developments

Honorable Lois Haight Herrington
Assistant Attorney General
Washington, D.C.

Victims' Experience

Moderator: Dr. Patricia A. Resick, Associate Professor,
Department of Psychology
University of Missouri, St. Louis, MO

Panelists: Ms. Geraldine Strong, Ms. Edith Sorgan and
Mr. Frank Irely

Court Innovations

Honorable James K. Stewart
Director of the National Institute of Justice

Judges' Victims' Rights Experience

Honorable William G. Callow
Associate Justice
Wisconsin Supreme Court

Honorable Pamela Isles
South Orange County Municipal Court

A Look Back and Forward

Dr. Marlene A. Young
Executive Director, NOVA
Washington, D.C.

Public Pressures Behind Victims' Rights

Moderator: Frank Carrington, Esq.
Virginia Beach, VA

Panelists: Ms. Candy Lightner
President, MADD

Ms. Betty Spencer
President, PROTECT THE INNOCENT

Ms. Patricia Linebaugh
Director, SLAM

Interface of Victims' Rights in Criminal Justice System

Honorable Edward D. Cowart
Chief Assistant State Attorney
Miami, FL

Honorable Robert Miller
District Attorney of
Clark County
Las Vegas, NV

Honorable Robert Calderone
Chief Probation Officer, NV
Carson City, NV

Techniques of Implementation

Dr. R. Dale Lefever
President, Applied Theory
Ann Arbor, MI

VIII. EVALUATIONS OF COURSE

It is most desirable, if not necessary, that participants return an evaluation of the presenters and subject matter at the end of the course. This is particularly true when a major goal of the course is to produce change in local jurisdictions. Question 4 is specifically designed to elicit information on proposed changes. To assist sponsors of the course, a simple evaluation form is appended as Appendix 4.

PART TWO SPECIAL ORGANIZATIONAL REQUIREMENTS

I. COMMUNICATIONS

A. To Participant Judges

An announcement of the dates, location, hotel or meeting place to be used, and a brief program schedule should be sent to all judges as soon as these matters have been determined. They should be advised to make their reservation directly with the hotel. If arrangements have been made for reimbursement for expenses of those attending, the prospective participants should be informed what those arrangements are at an early date.

About sixty days before the meeting, a reminder regarding hotel reservations and additional information on the topics should be sent. Thirty days before the meeting, a more detailed announcement of the program should be sent to those who will participate. Printing of the final program should be done about ten days before the meeting to allow for any changes and the printed program should be distributed at the meeting.

B. To Group Discussion Leaders (if used)

The program organizer should be responsible for communicating with discussion leaders. As soon as a sufficient number of participants have preregistered, discussion leaders should be selected, notified of their selection and confirmed in writing. The notice should also contain information on the time and place for a preregistration orientation meeting.

Attached as Appendices 1 and 2 are checklists for the Program Organizer and for Facilities and Equipment.

II. PUBLICITY

A public relations plan should be developed. This should include a statewide (or regionwide) news release announcing the meeting, subjects, biographical information on speakers, quotable statements of the chief justice, the governor, legislative leaders, or president of the bar association, and the overall significance of the meeting. The local news media should be notified in advance and, if desirable, invited to the opening and to give daily coverage to meeting activities. Judicial leaders, discussion leaders, and distinguished guests should be made available for interviews by newsmen, including radio and television representatives. If necessary, a room or special area at the meeting should be reserved for press, television, radio interviews, and film coverage.

The fact that a judge attends a judicial meeting on Victims' Rights is newsworthy in the home community. To assure uniformity and the best coverage of any individual publicity, it is recommended that the judge use a form news release to be completed upon registration. The forms are then mailed to the local newspapers, television and radio stations. (See Appendix 3.)

III. NAME TAGS AND NAME CARDS

These are most desirable, if not a real necessity.

A. Name Tags

Name tags should be provided to be worn by those attending, including spouses and guests. Those for the judges, including the faculty,

should be about 3 3/4" by 2 1/2" in size and should bear the name of the judge in letters approximately 3/16" in height. The primary purpose is to show the name so that it can be easily read. Residence and other information can be in smaller letters. The name tag should not be crowded with too much other information. Similar name tags should be provided for spouses of judges and for guests who are in attendance.

B. Name Cards

Name cards should be placed on the table in the group meeting rooms in front of each judge, and also should be provided for the speakers. These name cards need not be elaborate. They can be made with a "magic marker" to save expense, but it is important the letters be large enough to be read. They can be made either from thin cardboard, such as that from which ordinary file folders are made, or can be made from ordinary 8 1/2" by 11" stationery of a reasonably stiff quality. If stationery is used, it should be folded twice, into three equal parts, and stapled so as to stand by itself.

Print the judge's last name in letters about 1 1/2" to 1 3/4" high. It is recommended that the title "Judge" not be used, nor should the first name, unless it happens that there are two with the same last name at the same table or place.

C. Makeup of Groups

Care must be used in putting together the composition of the discussion groups so as to provide for a diversity of ideas and exchange of views between different parts of the state or region. If those arranging the groups are aware of two or more judges who are likely to dominate, or

attempt to dominate the discussion, or with strong views, it is probably better not to put them in one group. The same applies to the judge who may be reluctant to enter into the discussion and may have to be drawn out by the discussion leader.

Each group should have representatives of a small county, a large county, an urban county, and an appellate court judge. Ethnic and sex composition should receive no special consideration and should be governed by random selection.

D. Selecting Group Leaders

These should be recruited from among more experienced judge participants, usually for every 9-12 participants. They should have the ability of acting as facilitators, and persons who are likely to dominate autocratically should not be selected.

PART THREE COURSE SCHEDULES AND DESCRIPTIONS

I. BASIC SIMILAR SUBJECTS

Three course schedules are outlined and explained below. While they vary in length and in the educational techniques to be employed, the content to be covered is much the same and consists of the following:

- A. A program overview of and an introduction to victims' rights.
- B. The experience--both psychological and physical impact--which the victim is likely to suffer at the time of the commission of the crime and the potential enduring effects on the victim.

- C. The interface of component agencies within the criminal justice system--law enforcement (police), prosecution (district attorney), adjudication (judges), corrections (probation and parole) and so on. No one agency can be solely responsible and all must cooperate to assure the fair treatment of victims within the criminal justice system. Thus, this subject is primarily intended to make judges become more acutely aware of these interrelationships.

Upon completion of what may be termed the background understanding of victims' rights in the framework of the criminal judicial process, the particular responsibilities of the judiciary are then spotlighted and delineated.

- D. The information and services which should be provided and made available to victims of crime.
- E. The need for participation of victims in the criminal justice process at pretrial, trial and posttrial proceedings.
- F. The protection of sensitive victims, namely adult victims of sexual crimes and children who are the subject of various kinds of physical or sexual abuse.
- G. The role of judges in achieving changes in the treatment of victims in their own jurisdictions.
- H. The implementation of victims' rights at the local or state level.

II. THREE COURSE SCHEDULES

A. One Day Victims' Rights Schedule

Assuming that only one day can be devoted in a state or local training program on victims' rights, the schedule below is based on lecture presentations to the total judge group in a classroom setting. Although questions may be elicited from the audience, the participation is passive because of the need to maximize the use of the time. As a result, a considerable amount of factual information, and explanation of underlying theories, policies and practices, and an indication of methods which may be used to implement victims' rights should be provided. The attending judges should be encouraged to read the sections of the Participant's Manual which are specified.

8:00 - 8:50 a.m. Overview and Introduction to Victims' Rights in Anglo-American Law

8:50 - 9:00 a.m. Break

9:00 - 9:50 a.m. Psychological and Physical Impact of Crime on Victims

9:50 - 10:10 a.m. Coffee Break

10:10 - 11:00 a.m. Interface with Criminal Justice System

11:00 - 11:10 a.m. Break

11:10 - 12:00 noon Judicial Responsibility for Providing Information and Services

12:00 - 1:00 p.m. Luncheon

1:00 - 1:50 p.m. Victims' Participation in Criminal Proceedings

1:50 - 2:00 p.m. Break

2:00 - 2:50 p.m. Protection of Sensitive Victims

2:50 - 3:10 p.m. Refreshment Break

3:10 - 4:00 p.m. Implementation at Local Level

Adjournment

Detailed commentary on schedule:

8:00 - 8:50 a.m. Overview of Victims' Rights in Anglo-American Law.

This period is designed to provide a survey of how the rights of victims have been dealt with during criminal proceedings in Anglo-American Law, with particular emphasis on the evolution of the prosecutor's function in the United States whereby the prosecutor has had the principal, if not sole, responsibility for instituting and prosecuting criminal offenses. In addition to the historical background, current developments are noted. Most judges need to know why victims have been so long neglected in the criminal process and what is now occurring to change the situation. The reading material in the Participant's Manual that should be read is the Introduction and the Statement of Recommended Judicial Practices.

9:00 - 9:50 a.m. Psychological and Physical Impact of Crime on Victims.

A psychologist or similarly qualified person should provide an understanding of how criminal acts affect victims, the origin and duration of fear and the accompanying insecurity which makes victims vulnerable to a renewal of the emotional fright that marked their experience, and the need for support of victims from within the criminal justice system.

10:10 - 11:00 a.m. Interface with Criminal Justice System

The purpose of this period is to acquaint judges with an awareness of how agencies within the criminal justice system must work and cooperate with each other in order to make it possible for victims to be treated fairly and to be given adequate support.

11:10 - 12:00 noon Judicial Responsibility for Providing Information and Services.

The speaker in this period should outline and highlight the trial judge's responsibilities in providing assistance to victims when they are involved in a criminal proceeding, such as notice and information of the proceedings, specific information about the status of the defendant, social services that might be necessary--child care and so on.

The judges should read § 2.1 to § 2.23 of Part 2 Participant's Manual before listening to the presentation.

1:00 - 1:50 p.m. Victims' Participation in Criminal Proceedings.

A major concern of victims is that they should have standing and be allowed to participate actively in the criminal proceedings against the defendant. The speaker should explain and define the various ways in which a victim might participate and also point out the constitutional questions which may exist to conflict with such participation or other matters that can be urged to prevent the victim's active participation.

The judges should read § 2.24 to § 2.41 of Part 2 of the Participant's Manual prior to their attendance.

2:00 - 2:50 p.m. Protection of Sensitive Victims.

Sensitive victims present a unique problem in the adjudication of criminal defendants. In particular, adult victims of sex crimes and children who are victims of criminal misconduct may be terrified by courtroom proceedings. This period is devoted to exploring how the trauma of participation can be alleviated through special consideration of their needs.

The judges should read § 2.42 to § 2.46 of Part 2 of the Participant's Manual.

3:10 - 4:00 p.m. Implementation at Local Level.

At this time, the judges are asked to design a plan to be instituted in their own courts that recognizes and makes more effective the realization of victims' rights. These plans should be explicit in indicating how victims' rights may be implemented in the future in their jurisdictions.

B. Two and One-Half Days Victims' Rights Schedule

If more time is available for a course in a state, the lecture format used in the one day schedule can be modified to include panels, videotapes of panels, plenary feedback and group discussions. Since some of the subjects are the same for both the one and the two and one-half days schedules, only those periods which are varied will be discussed in detail so that repetition is avoided.

DAY 1

8:00 - 8:50 a.m. Overview and Introduction to Victims' Rights in Anglo-American Law

8:50 - 9:00 a.m. Break

9:00 - 9:50 a.m. Experience of Victims

9:50 - 10:10 a.m. Coffee Break

10:10 - 11:00 a.m. Assessment of Psychological and Physical Impact of Crime on Victims

11:00 - 11:10 a.m. Break

11:10 - 12:00 noon Interface of Criminal Justice System

12:00 - 1:00 p.m. Luncheon

1:00 - 1:50 p.m. Group Discussion Meetings

1:50 - 2:00 p.m. Break
2:00 - 2:50 p.m. Judicial Responsibility for Providing Information and Services
2:50 - 3:10 p.m. Refreshment Break
3:10 - 4:00 p.m. Continued and Concluded
4:00 - 4:10 p.m. Break
4:10 - 5:00 p.m. Group Discussion Meeting

DAY 2

8:00 - 8:50 a.m. Plenary Feedback and Reaction Session to First Day
8:50 - 9:00 a.m. Break
9:00 - 9:50 a.m. Victims' Participation in Criminal Proceedings
9:50 - 10:10 a.m. Coffee Break
10:10 - 11:00 a.m. Continued
11:00 - 11:10 a.m. Break
11:10 - 12:00 noon Concluded
12:00 - 1:00 p.m. Luncheon
1:00 - 1:50 p.m. Group Discussion Meetings
1:50 - 2:00 p.m. Break
2:00 - 2:50 p.m. Plenary Feedback and Reaction Session
2:50 - 3:10 p.m. Refreshment Break
3:10 - 4:00 p.m. Protection of Sensitive Victims
4:00 - 4:10 p.m. Break
4:10 - 5:00 p.m. Continued and Concluded

DAY 3

8:00 - 8:50 a.m. Judicial Responsibility for Instituting and Achieving Changes
8:50 - 9:00 a.m. Break
9:00 - 9:50 a.m. Local Implementation Plans
9:50 - 10:10 a.m. Coffee Break
10:10 - 11:00 a.m. Break

11:00 - 12:00 noon Plenary Feedback and Reaction Session

Adjournment

DETAILED COMMENTARY ON SCHEDULE

DAY 1

8:00 - 8:50 a.m. Overview and Introduction to Victims' Rights in Anglo-American Law.

The same coverage as in the One Day Schedule.

9:00 - 9:50 a.m. Experience of Victims

In this period, it is highly desirable that crime victims, probably no more than three, describe to the attending judges their personal experiences, feelings and attitudes. These victims must be chosen carefully so that the presentations are not merely emotional outbursts, but constitute rational and mature reflections on the impact which each victim has undergone.

The National Judicial College videotaped its victims' panel and can make the tape available upon request.

10:10 - 11:00 a.m. Assessment of Psychological and Physical Impact of Crime on Victims

This is similar to the presentation by a psychologist or other qualified person which is noted on the One Day Schedule.

11:10 - 12:00 noon Interface of Criminal Justice System

The commentary to the same subject in the One Day Schedule should be consulted. The videotape of the psychologist who spoke at The National Judicial College is available for viewing.

1:00 - 1:50 p.m. Group Discussion Meetings

The attending judges should be divided into groups so that they can discuss the morning presentations. No solutions should be sought at this time, but

the judges should consider and reflect on what they have heard and focus on how the criminal justice system presently treats victims and witnesses.

2:00 - 4:00 p.m. Responsibility for Providing Information and Services.

Since two hours are devoted in this schedule to the subject, a more elaborate treatment of the various issues discussed in Participant's Manual in § 2.1 to § 2.23 of Part 2 is possible. To the extent that it is feasible, the treatment of the issues should be done in the context of local or state practice rules, procedures or policies which generally prevail in the jurisdiction.

4:10 - 5:00 p.m. Group Discussion Meeting.

The attending judges here have an opportunity to exchange views and opinions on the judiciary's responsibility to provide information and services to victims.

DAY 2

8:00 - 8:50 a.m. Plenary Feedback and Reaction.

The hour is intended to provide a feedback for the attending judges on the presentations of the first day. It enables the judges to ventilate their ideas and views on the need to augment victims' rights in their jurisdictions.

9:00 - 12:00 noon (with breaks) Victim Participation in Criminal Proceedings.

The statement appearing in the One Day Schedule is equally applicable. However, the issues now can be discussed in greater detail, especially the constitutional questions which might arise and must be dealt with. This period might also lend itself to "hands on" demonstrations or brief accounts by trial judges who have encouraged and allowed victim participation during key moments of a criminal trial.

1:00 - 1:50 p.m. Group Discussions.

The time is set aside for group discussion on the issues which were discussed in the morning.

2:00 - 2:50 p.m. Plenary Feedback.

The period is devoted to an overall class discussion of the conclusions and reactions derived from the group meeting.

3:10 - 5:00 p.m. Protection of Sensitive Victims.

The statement in the One Day Schedule is applicable, but more time is made available to discuss the issues which come up in dealing with sensitive victims. In lieu of a lecture presentation, the format can be varied by having a panel consisting of a judge with experience in handling child abuse cases, a psychologist and a social worker assigned to these types of cases.

DAY 3

8:00 - 8:50 a.m. Judicial Responsibility for Instituting and Achieving Changes.

This period is meant to discuss the ways in which local or state changes can be developed and instituted through court rules, remedial legislation, appellate case law, constitutional amendment, or even by the judge's informal practices. Since the course is being offered within a single jurisdiction, it will be possible to indicate with some degree of precision what methods can be used to produce change. In addition, the obstacles that may be faced can be pointed out and solutions proposed to overcome them.

9:00 - 11:00 a.m. Local Implementation Plans.

The first two hours permit the attending judges to plan as individuals the changes which they can make immediately in their court practices as well as the long-term developments which may be necessary.

11:10 - 12:00 noon Plenary Feedback.

A final opportunity to share ideas, plans, and proposals for implementation in local courts throughout the state.

C. The Week Long Course on Victims' Rights

The week long course is mainly a more detailed extension of the Two and

One-half Day Course. Again, in order not to repeat the same comments which have already been noted, only the more important differences are singled out for comment.

DAY 1

8:00 - 8:50 a.m. Overview to Introduction
8:50 - 9:00 a.m. Break
9:00 - 9:50 a.m. Current Status of Victims' Rights Movement
9:50 - 10:10 a.m. Coffee Break
10:10 - 11:00 a.m. Victims' Experiences
11:00 - 11:10 a.m. Break
11:10 - 12:00 noon Psychological and Physical Impact of Crime on a Victim
12:00 - 1:00 p.m. Luncheon
1:00 - 1:50 p.m. Group Discussion Meetings
1:50 - 2:00 p.m. Break
2:00 - 2:50 p.m. Interface With Criminal Justice System
2:50 - 3:10 p.m. Refreshment Break
3:10 - 4:00 p.m. Place of Judiciary in the System
4:00 - 4:10 p.m. Break
4:10 - 5:00 p.m. Group Discussion Meeting

DAY 2

8:00 - 8:50 a.m. Public Pressures Behind Victims' Rights
8:50 - 9:00 a.m. Break
9:00 - 9:50 a.m. Continued and Concluded
9:50 - 10:10 a.m. Coffee Break
10:10 - 11:00 a.m. Group Discussion Meeting
11:00 - 11:10 a.m. Break

11:10 - 12:00 noon Judicial Involvement in Victims' Rights - some examples
12:00 - 1:00 p.m. Luncheon
1:00 - 1:50 p.m. Judicial Responsibility for Information and Services that
Should be Available for Victims
1:50 - 2:00 p.m. Break
2:00 - 2:50 p.m. Continued and Concluded
2:50 - 3:10 p.m. Refreshment Break
3:10 - 4:00 p.m. Group Discussion Meeting

DAY 3

8:00 - 8:50 a.m. Plenary Feedback and Reaction Session
8:50 - 9:00 a.m. Break
9:00 - 9:50 a.m. Participation of Victims in Criminal Proceedings
9:50 - 10:10 a.m. Coffee Break
10:10 - 11:00 a.m. Continued
11:00 - 11:10 a.m. Break
11:10 - 12:00 noon Continued and Concluded
12:00 - 1:00 p.m. Luncheon
1:00 - 1:50 p.m. Group Discussion Meetings
1:50 - 2:00 p.m. Break
2:00 - 2:50 p.m. Group Discussion Meeting
2:50 - 3:10 p.m. Refreshment Break
3:10 - 4:00 p.m. Plenary Feedback and Reaction Session

DAY 4

8:00 - 8:50 a.m. Protection of Sensitive Victims
8:00 - 9:00 a.m. Break
9:00 - 9:50 a.m. Continued and Concluded

9:50 - 10:10 a.m. Coffee Break
10:10 - 11:00 a.m. Group Discussion Meeting
11:00 - 11:10 a.m. Break
11:10 - 12:00 noon Group Discussion Meeting
12:00 - 1:00 p.m. Luncheon
1:00 - 1:50 p.m. Plenary Feedback and Reaction Session
1:50 - 2:00 p.m. Break
2:00 - 2:50 p.m. Role of Judge in Achieving and Accomplishing Change
2:50 - 3:10 p.m. Refreshment Break
3:10 - 4:00 p.m. Implementation at Local Level

DAY 5

8:00 - 8:50 a.m. Continued
8:50 - 9:00 a.m. Break
9:00 - 9:50 a.m. Continued and Concluded
9:50 - 10:10 a.m. Refreshment Break
10:10 - 10:30 a.m. Evaluations
10:30 - 11:00 a.m. Awarding of Certificates

DAY 1

9:00 - 9:50 a.m. Current Status of Victims' Rights Movement.

In addition to the overview given in the first hour, a commentary on current state and federal legislation affecting victims' rights is reviewed, with an explanation of major legislative changes which have been enacted as well as long-term trends.

3:10 - 4:00 p.m. Place of Judiciary in the System.

After the treatment of the interface of the components of the criminal justice system, the judiciary's pivotal role in the system is set forth and

an understanding of how judges can and do become an influential factor in creating changes within the system.

DAY 2

8:00 - 9:50 a.m. Public Pressures Behind Victims' Rights.

Presentations by proponents of victims' rights who reflect as well as affect public opinion which results in legislation. In most states, spokespersons for public interest groups can be found. A prominent example is MADD--Mothers Against Drunk Driving. A videotape of the presentations made at The National Judicial College is available for viewing. However, it would be more productive to secure local spokespersons who have been effective in securing adoption of legislation favorable to victims.

11:10 - 12:00 noon Judicial Involvement in Victims' Rights - some examples.

If local or state judges have recognized and applied victims' rights in their courts, such involvement can be presented. A videotape of two judges--Justice William Callow of the Wisconsin Supreme Court and Judge Pamela Isles of the Orange Municipal County, California--is available for viewing. The purpose is to show that recognition of victims' rights in the judicial system is practical and feasible and has already been accomplished in some jurisdictions.

Appendix 1

PROGRAM ORGANIZER'S CHECK LIST

		Accomplished	
		Yes	No
I.	Six months (or as early as possible) before meeting:		
	A. Determine program to be offered		
	1. Discuss with planning committee, if any	[]	[]
	2. Communicate with NJC for suggestions, if necessary	[]	[]
II.	Five months (or as early as possible) before meeting:		
	A. Obtain approval of planning committee of Victims' Rights program	[]	[]
	B. Mail initial program announcement to prospective participants	[]	[]
	C. Communicate with NJC for names of speakers, if necessary	[]	[]
III.	Four months before meeting:		
	A. Arrange for luncheon, banquet, and other speakers	[]	[]
	B. Select group leaders, if any	[]	[]
IV.	Two months before meeting:		
	A. Send additional information on program to participants	[]	[]
	B. Request from speakers, discussion leaders, and others information as to:	[]	[]
	1. Date, time, and means of arrival	[]	[]
	2. Hotel accommodations desired	[]	[]

- | | | | |
|-----|--|-----|-----|
| 3. | Special equipment required | [] | [] |
| 4. | Wife accompanying | [] | [] |
| 5. | Earliest date and time return flight
reservations may be made | [] | [] |
| 6. | Biographical data for introductions, etc. | [] | [] |
| 7. | Applicable state statutes, law, and
practices | [] | [] |
| C. | Distribute program announcement to participants,
discussion leaders, et. al. | [] | [] |
| V. | Ten days before meeting: | | |
| A. | Give final program announcement to printer | [] | [] |
| B. | Select and orient individuals to meet
dignitaries, discussion leaders, etc., at
airport upon their arrival. Advise
dignitaries, etc., accordingly | [] | [] |
| C. | Advise each group discussion leader and others
on date and time for preprogram
orientation meeting | [] | [] |
| D. | Arrange meeting room for preprogram orientation
meeting for group discussion leaders,
committee members and program organizer | [] | [] |
| VI. | One day before or on morning of registration: | | |
| A. | Conduct preorientation meeting | [] | [] |
| B. | Check meeting and seminar rooms for proper
arrangements | [] | [] |
| C. | Assure that dignitaries, discussion leaders,
etc., are being met at airport | [] | [] |

- D. Distribute participants into discussion groups [] []
 - E. Advise individuals in which group they are placed upon registration [] []
- VII. During program:
- A. Arrange for meetings with group discussion leaders, speakers, etc., if necessary [] []
 - B. Before daily meetings, check rooms for proper arrangement and equipment [] []
 - C. Monitor and assure that program schedule is followed, breaks taken, etc. [] []
- VIII. Last day of meeting:
- A. Collect undistributed notebooks and other materials [] []
- IX. Within fifteen days after meeting:
- A. Arrange to mail letters of appreciation to speakers, discussion leaders and others [] []
 - B. Compile and tabulate results from evaluations [] []
 - C. Determine what follow-up is necessary [] []

Appendix 2

FACILITIES AND EQUIPMENT CHECK LIST

		Accomplished	
		Yes	No
I.	Six months (or as early as possible) before meeting:		
A.	Survey facilities for availability of:		
	1. General and small meeting rooms	[]	[]
	2. Hotel and eating accommodations	[]	[]
	3. Banquet room	[]	[]
	4. Adequate transportation facilities	[]	[]
II.	Five months (or as early as possible) before meetings:		
A.	Select and reserve facilities to be used:		
	1. Hotel rooms	[]	[]
	2. Complimentary suites (if any)	[]	[]
	3. General and small meeting rooms	[]	[]
	4. Banquet room (if desired)	[]	[]
	5. Luncheon room (if appropriate)	[]	[]
	6. Coffee break room (if appropriate)	[]	[]
	7. Registration and office rooms	[]	[]
B.	Have clear understanding with hotel and other agencies as to cost and financial arrangements for all facilities and services	[]	[]
III.	Three to four months before meeting:		
A.	Mail initial announcement to all prospective participants, including hotel reservations and preregistration forms. Request return of hotel reservation form to hotel and preregistration form to designate person	[]	[]

- IV. Two months before meeting:
- A. Send reminder regarding hotel reservations and [] []
preregistration. Include additional
information on Victims' Rights
- V. Thirty days before meeting:
- A. Make final arrangements for banquets, luncheons, [] []
coffee breaks, and special events, as
appropriate
- B. Arrange for availability of equipment as needed [] []
1. Tables [] []
 2. Chairs [] []
 3. Lecterns [] []
 4. Ash trays [] []
 5. Water pitchers [] []
 6. Paper and pencils [] []
 7. Public address systems [] []
 8. Blackboards, chalk, erasers [] []
 9. Overhead projector [] []
 10. Signs for seminar rooms, registration [] []
booth, seminar office, etc.
 11. For registration and office (typewriter, [] []
paper, pencils, carbon, staplers, paper
clips, scissors, rubber bands, cash box,
forms, file boxes, receipt forms)
 12. Tickets for banquet and luncheons [] []
(if desired)
- VI. Ten to seven days before meeting:
- A. Arrange for printing of final program [] []

- B. Make name tags and name cards [] []
- C. Assure that personnel for registration and office will be available [] []
- D. Obtain brochures and pamphlets of local points of interest and entertainment for distribution if this is desirable [] []

VII. One day before or on the morning of registration day:

- A. Coordinate with hotel representatives or appropriate officials:
 - 1. Final arrangement for all meeting rooms [] []
 - 2. Banquet and luncheon arrangements [] []
 - 3. Registration booth and office facilities [] []
 - 4. Coffee breaks [] []
- B. Assure delivery to appropriate places of:
 - 1. Office supplies [] []
 - 2. Name tags [] []
 - 3. Name cards (placement on tables) [] []
- C. Prepare packets for all attendees to include:
 - 1. Final program [] []
 - 2. Name tag [] []
 - 3. Local maps, entertainment, and points of interest brochures [] []
 - 4. Assignment to meeting group [] []
 - 5. Other general information [] []
- D. Orient registration and office personnel as to procedures [] []
- E. Place directional signs to meeting rooms, if necessary [] []

- VIII. During meeting:
- A. Arrange for appropriate announcements [] []
 - B. Continue to inspect to ascertain that all [] []
 facilities are satisfactory
 - C. Prepare list of participants, their titles, and [] []
 addresses by groups for distribution
- IX. Upon adjournment:
- A. Settle with hotel for facilities and services [] []
 - B. Pay hotel expenses of VIP speakers and reporters [] []
 (if appropriate)
 - C. Determine other expenses of VIP speakers and [] []
 reporters and reimburse (if appropriate) [] []
 - D. Close office and turn in rented equipment [] []
 - E. Submit financial statement to chairman, [] []
 seminar committee

Appendix 3

PUBLICITY CHECK LIST

		Accomplished	
		Yes	No
I.	Six months to ten days before meeting:		
	A. Meet with planning committee	[]	[]
II.	Ten days before meeting:		
	A. Prepare form of news release for individual judges	[]	[]
	B. Prepare news release for state or regional distribution giving purpose, place, date, topics of meeting, names of sponsoring organizations, names of discussion leaders, speakers, and others who will participate. Release five days before meeting.	[]	[]
III.	One day before meeting:		
	A. Remind local news media of program meeting and establish times and places for interviews, telecasts, broadcasts, if desired	[]	[]
	B. Coordinate with individuals to be interviewed, etc.	[]	[]
IV.	During meeting:		
	A. At registration, assure that news release forms are completed. Mail to newspapers, television and radio stations designated by the judge	[]	[]
	B. Coordinate interview and television and radio appearances, as requested by news media	[]	[]
	C. Issue daily news releases, as appropriate	[]	[]

Appendix 4

THE RIGHTS OF VICTIMS OF CRIME

EVALUATION OF THE COURSE

To evaluate the effectiveness of this course, please complete the following form, which will be collected at the end of the course.

THE INDIVIDUAL RATINGS AND COMMENTS ARE KEPT CONFIDENTIAL

1. Evaluate the subject matter only: Below is a list of the subjects presented in the order of presentation. Please rate them as to their value to you.

TITLE OF SUBJECT	<u>CIRCLE ONE</u>						
	<u>LOW</u>						<u>HIGH</u>
	1	2	3	4	5	6	7

2. (a) Evaluate the faculty only: Below is a list of the presenters in order of appearance. Please rate them as to their effectiveness.

NAME OF PRESENTER	<u>CIRCLE ONE</u>						
	<u>LOW</u>						<u>HIGH</u>
	1	2	3	4	5	6	7

- (b) Comments, if any, on the presentations.

3. Was this course a worthwhile experience for you?
 Yes No
 Comment: _____

4. (a) Do you plan to make any changes in your judicial practices based on what was presented?
 Yes No

- (b) What are they, if any?